



WINOOSKI HOUSING AUTHORITY

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# Request for Proposal Sprinkler Project Management

The Winooski Housing Authority (WHA) will receive proposals to provide Project Management services for a sprinkler system installation in a senior high-rise building with 60 apartments. The building has a sprinkler system in the common areas that will be extended into individual apartments. The various detectors currently in the apartments will then need to be adjusted per code. This will require working with a sprinkler company and our alarm contractor (Royal Group).

We anticipate releasing a bid on this project in September 2024. Actual work will be determined.

The individual or firm will be responsible for all aspects of the project as an owner's representative. Tasks include, but are not limited to:

- Overseeing the completion of the design work that was started in 2022. This includes reviewing the proposals on hand, determining if new proposals are needed, and finalizing a design for the bid process. WHA will entertain a proposal to restart the process with a design-build option.
- Preparing documents for the bidding process.
- Managing the bid process through the selection of a contractor with the Maintenance Manager and Executive Director.
- Selecting the contractor and working through the contact.
- Working with the contractor to establish a project plan.
- Providing communication between the contractor, staff, and tenants – including offering a presentation to tenants, notifying individual tenants when their apartment will be impacted, assuring the tenants are satisfied with the clean up after the installation, and being available for project coordination meetings.
- Closing out the project when complete.

Only professional firms who can demonstrate access to trained staff, appropriate training, liability and worker's compensation insurance, and the ability to invoice monthly will be considered.

Bids should be submitted for an hourly (daily) rate and for a project total based on estimated hours. We understand that hours are estimated and may change.

## Pre-Bid Conference

A plan review will take place on June 6, 2024 at 10 am at 83 Barlow Street, Winooski Vermont. At this time, we will display the plans we have the previous design to help with preparing your bid estimate. This meeting can be rescheduled if it presents a challenge to anyone, but there can only be one meeting. Please let us know within five days of issue if you are interested in this project but unable to make this meeting.

This meeting is not mandatory. All potential bidders, however, should register by this date, regardless of attendance at this meeting.

## Proposal Submittal Elements

Bid submittal should include:

- Name of Person or Company of the Bidder
- Name and qualifications of the person(s) who will perform the work
- References from three previous projects completed
- Statement that the company is fully insured and able to provide needed certifications.
- Narrative on the ability to meet the selection criteria.

## Question Period

Questions about the project will be accepted in writing by June 13, 2024 at noon. Please submit questions via email at [kdecarreau@winooskihousing.org](mailto:kdecarreau@winooskihousing.org). Answers will be distributed to all registered bidders by Friday, June 15, 2024.

## Proposals Due

Proposals are due by 2 pm on Wednesday, June 19, 2024. Please send to

KR Decarreau, Executive Director

[kdecarreau@winooskihousing.org](mailto:kdecarreau@winooskihousing.org)

Please use the words "Sprinkler Proposal SUBMISSION" in the subject line.

## Selection

Proposals will be evaluated by a team from Winooski Housing Authority and the City of Winooski. Selection will be based on the following:

- Qualified, insured, and experienced project manager, sprinkler installation a plus.
- Ability to coordinate a project in a housing environment including, but not limited to coordination with contractors, owners, and tenants.
- Cost for the project.

WHA reserves the right to select the bidder that best match all criteria and not necessarily on the projected cost alone. WHA reserves the right, at our own discretion, to reject all bids no bidder meets our needs.