



ADMINISTRATIVE OFFICE  
1021 Redmond Road  
Williston, VT 05495

EMAIL info@cswd.net  
TEL (802) 872-8100

[www.cswd.net](http://www.cswd.net)

## MEMORANDUM

**TO: Board of Commissioners**  
**FROM: Josh Tyler; Director of Operations**  
**DATE: February 23, 2022**  
**RE: Administration Building – Architect Selection**

CSWD staff proposed the development of a new Administrative Building last spring, fiscal year 2021, with the intention of bringing a general project cost estimate to the Board within a year. CSWD released RFP No. 20210820 Administrative Building: Site Assessment and Civil Site Design in early fall and selected Lamoureux and Dickenson Consulting Engineers (L&D), Essex, Vermont, through the District bidding process. L&D looked at three (3) potential Administrative Building sites located on Redmond Road, Williston, and identified the most appropriate location, included as Attachment #1. L&D further developed civil site needs including stormwater management, septic, power, water parking, and entrance location for a building envelope not to exceed 10,000 square feet, development site map included as Attachment #2.

Staff released RFP No. 20211206 CSWD Administrative Building Design/Bid/Build requesting proposals from qualified consultants, engineers, and/or Architects to provide professional design, engineering, technical specifications, permitting support and construction support services. Building design services will provide cost estimates for three design alternatives:

- Alternative 1) significant design focus on green building and sustainability
- Alternative 2) moderate design focus on green building and sustainability
- Alternative 3) significant design focus on project cost management

Design costs will be developed, and a full project estimate will be brought to the Board of Directors for consideration, July 2022. RFP No. 20211206 was sent to local consultants and posted on the VT Business Registry. Two (2) proposals were received from the following firms:

- Freeman French Freeman, Burlington, VT
- Weimann Lamphere Architects, Williston, VT

Evaluation and Selection Criteria		Weimann Lamphere Architects	Freeman French Freeman
1) Experience of Firm and Key Staff:	35% weight	10	10
2) Understanding of the Scope of Services and Quality of Response:	35% weight	10	10
3) Project Cost Proposal:	30% weight	5	10
Total		25	30

Proposal Cost

\$176,199

\$152,800

Staff evaluated each proposal and based on the District selection process are recommending Freeman French Freeman to perform design services to develop a CSWD Administrative Building. The FY22 Capital Budget included \$55,000 for the permitting and design of a new Administrative Building. During the FY22 budget process, we underestimated the cost of commercial design services, and through the project development process Staff determined that obtaining a

fuller estimate encompassing not only the design, but also the development of construction bid documents was a better use of limited staff time. The proposed cost of the design/bid/build services represents approximately 7% of the cost of the project, which is on the low side of present-day capital construction project costs.

This part of the process will provide full-cost estimates for three alternatives (as described above) which will be brought back to the Board for review, discussion, and approval.

**BE IT RESOLVED that the Board of Commissioners authorizes the Executive Director to enter into a contractual agreement with Freeman French Freeman, Burlington, Vermont, for design services of a new CSWD Administrative Building, for an amount not to exceed \$152,800.00.**





