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Colchester Selectboard
September 26, 2023

ACTION SHEET

General Contractor Contract Approval for Colchester Recreation Center

RECOMMENDED ACTION: The Colchester Selectboard moves to authorize Aaron Frank, Town Manager, to execute a contract with Engelberth Construction, Inc. to provide General Contractor Services for the Colchester Recreation Center project and for the Town Manager or his delegates to execute contracts for all other smaller contracts, and changes to the General Contract, as required to complete the project.



Memo

From the Town Manager's Office

To: Colchester Selectboard

From: Aaron Frank, Town Manager, and Amanda Clayton, Town Engineer

Cc: Glen Cuttitta, Parks and Recreation Director

Date: September 21, 2023

Re: General Contractor Contract Approval for Colchester Recreation Center

Issue: The issue is whether or not the Selectboard will authorize Aaron Frank, Town Manager, to execute a contract with Engelberth Construction, Inc. to provide General Contractor Services for the Colchester Recreation Center project and for the Town Manager or his delegates to execute contracts for all other smaller contracts, and changes to the General Contract, as required to complete the project.

Background: The purpose of this memo is to summarize the procurement process for contracted services related to the Colchester Recreation Center Project. The majority of the budget for the project will go towards a General Contractor for the costs related to construction. We anticipated these costs would be over \$10M, so we pursued a more rigorous bid process than we normally use for smaller projects. A two-phase bid process was used, including a publicly advertised request for qualifications followed by a competitive price bid process from the qualified bidders.

The request for qualifications was advertised in April 2023, and submittals were due May 12, 2023. We received submittals from three firms, and ultimately qualified two of those firms to participate in the competitive price bid process. The statements of qualifications submitted by the firms were reviewed and evaluated on the basis of the following criteria:

- The firm's experience in successfully producing similar work.
- The experience of the firm's personnel assigned to the project.
- The firm's ability to deliver projects on time, on budget with minimal change orders.
- References from past clients with projects of similar scope.
- Responsiveness of the firm during the RFQ process, and the responsibility of the firm based on review of financial statements, claim disclosures, etc.

In addition to reviewing the materials submitted, the Town Manager, Deputy Town Manager, Town Engineer and Parks and Recreation Director called references and interviewed the firms, including the firm's personnel assigned to the project. A selection committee made up of the Deputy Town Manager, the Parks and Recreation Director, and the Town Engineer provided scoring on each firm using the categories listed above, each having

equal weight. Based on this evaluation, we selected two firms to participate in the competitive price bid process: ReArch Company, Inc. and Engelberth Construction, Inc.

Notice of the competitive price bid process was provided to the above firms on August 10, 2023, and bids were due on September 15, 2023. The following base bids were received:

Firm	Bid Price
ReArch Company, Inc.	\$11,877,000
Engelberth Construction, Inc.	\$11,824,000

Engelberth Construction, Inc. is the lowest bidder. The bids have been reviewed by the selection committee and the Architect for responsibility and responsiveness, and Engelberth Construction, Inc. is recommended for the contract award.

We expect many other smaller contracts will be required for the completion of the project, including but not limited to fitness equipment, furniture, bleachers, AEDs, appliances, signage, Wi-Fi, fiber optic cable, security cameras, solar arrays, testing, and inspections. To ensure that the project proceeds efficiently, we are recommending that the Selectboard authorize the Town Manager or his delegates to execute all smaller contracts required to complete the project.

The Town attorney has reviewed and approved the liability and contractual sections of the contract with the General Contractor.

Staff Recommendation / Proposed Motion: The Colchester Selectboard moves to authorize Aaron Frank, Town Manager, to execute a contract with Engelberth Construction, Inc. to provide General Contractor Services for the Colchester Recreation Center project and for the Town Manager or his delegates to execute contracts for all other smaller contracts, and changes to the General Contract, as required to complete the project.