



MERP - BRISTOL HOLLEY HALL LAWRENCE MEMORIAL LIBRARY

PROPOSAL FOR
ARCHITECTURAL AND ENGINEERING SERVICES

MAY 15, 2025



VERMONT INTEGRATED
ARCHITECTURE, PC

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Images in this proposal were borrowed from the internet.



L to R: Griffin Perry, Gwen Nagy-Benson, Ely Fretz, Cat Earley, Jesse Gillette, Beth Eisenhower, Ashar Nelson, Andrea Murray, Megan Nedzinski, Gina Basiliere, Susan Coddair, Marc Young, Brent McDonnell, Ben Allred, Bill Maclay, Sara Looman, Nick Wood, Chris Cook. Missing from photo: Stefan Richter.

1 VERMONT INTEGRATED ARCHITECTURE, PC

MISSION

At Vermont Integrated Architecture, P.C. (VIA), we believe that excellence in design can further our clients' goals and missions while encouraging respect for people and our natural environment. Through our work we strive to strengthen communities, support local economies, sustain healthy environments, and create beautiful spaces.

We achieve this through deep, core competency in architecture, planning and energy work; by engaging clients, users, and others working on our projects through education; and by fostering a climate of innovation and fun.

HISTORY

Realizing that they shared a vision to design delightful spaces that benefit communities and their respective environments, Andrea Murray and Ashar Nelson formed VIA in 2011. Both life-long Vermonters, Andrea and Ashar are sensitive to the beauty, variability, and vulnerability of our precious natural and built landscapes – and of course the transition areas in between.

Climate change is upon us! We know that buildings are a large part of the problem and believe that with the renovation and redesign of our existing building stock we can make a significant difference. We also know that we can make new buildings that recognize their interdependence with nature and far exceed requisite energy codes in their performance. With new buildings, we strive for a regenerative, net positive impact.

We named our firm Vermont Integrated Architecture, or VIA, because we always work with our clients, consultants, and other project stakeholders to find a better way ('VIA') to make our buildings.

While we are from **Vermont**, our work extends way beyond any border. We believe that our projects are not about us, but about you our clients and the many other people who contribute to their design and development, hence an **Integrated** process. We are intentionally growing our firm to be a collaborative and a laboratory for the advancement of an **Architecture** that is beautiful, timeless, and rooted in its place.

COMPOSITION & DIVERSITY

We are a full-service architecture and planning firm located in the historic, solar-powered Marbleworks district of Middlebury, Vermont. In 2023, Megan Nedzinski joined Andrea and Ashar in leading VIA, now **majority women-owned (and women-staffed)**. In January of 2024, VIA expanded to include Maclay Architects as part of our firm, now known as VIA-Maclay Studio in Waitsfield. We employ 18 professionals with renowned architect Bill Maclay acting as advisor and Principal Emeritus to the firm.

In the 14 years since our founding, we have worked on hundreds of projects, ranging in size and scope from small renovations to a brand new 46,000 square foot office building. While the bulk of our clients are in Vermont, we also work in New Hampshire, New York, New Jersey, Massachusetts, and Maine.

We are generalists in our approach and have worked on a variety of different building types. We learn a great deal from and are proud of our project diversity, which allows us to approach and inform each new project with a broad body of knowledge collected from a variety of building users and types.

CONFERENCE INVOLVEMENT

Understanding that progress depends on the sharing of knowledge as design and building technologies evolve, VIA has made a significant commitment to participating in regional conferences that align with our mission and values. VIA staff have been involved as either organizers or presenters in the following conferences:

NESEA - Building Energy Boston

2024 Conference Content Committee
2024 Presenter: "Lowering Carbon Emissions in a Dorm: Strategies for Design and Construction"
2023 Conference Co-Chair
2022 Vice Conference Chair
2022 Presenter: "The Climate Impact of Retrofits: Embodied and Operational Emissions in Weatherization"
2020 Program Committee - Curator
2019 Program Committee - Curator
2018 Program Committee - Curator
2017 Presenter: "3 High Performance Homes"
2016 Presenter: "Waterbury Municipal Complex"

Efficiency Vermont - Better Buildings by Design

2023 Presenters: "VNRC Deep Energy/Net-Zero Retrofit: A Silk Purse Out of a Sow's Ear"
2023 Presenters: "Embodied and Operational Emissions in Retrofits"
2022 Presenter: "A Strategic Balance - Honoring the Past While Building for a Bright Future"
2021 Presenter: "Tracking the Greenhouse Gas Impacts of Your Energy Efficiency Measures: New Tools & Lessons Learned for Designers and Contractors"
2020 Presenter: "Net-Zero Lessons Learned"
2020 Presenter: "Construction Phase Carbon Impact"

2018 Presenter: "Concrete Detailing for a Low Carbon Future"

2017 Presenter: "3 High Performance Homes"

2017 Presenter: "Drawing on the Past, Designing the Future"

2016 Presenter: "Waterbury Municipal Complex"

Vermont Forest Industry Summit

2022 Presenter: "Fairbanks Museum and Planetarium Mass Timber Demonstration Project"

Vermont Green Building Network

2020 ASHRAE Presentation and Tour: Shelburne Pierson Library and Historic Town Hall

NNE COTE Leadership Summit

2019 Facilitator, Speaker

2017 Presenter: "Buildings are Great Teachers"

Preservation Trust of Vermont Conference

2018 Project Tour - Bristol Village Cohousing

WBON Spring Conference

2017 Panelist: "Setting Your Sights Higher: Redirecting to a More Profitable Business Model"

Catalysts of the Climate Economy National Innovation Summit

2017 Project Tour - Bristol Village Cohousing

AIA New England Conference

2012 Presenter: "The Role of Building in Placemaking"

AWARDS

Efficiency Vermont - Best of the Best

2022 Honor Award, Small Commercial Renovation – VNRC Headquarters
2020 People’s Choice Award – Shelburne Pierson Library and Historic Town Hall
2020 Honor Award, Large Commercial – Shelburne Pierson Library and Historic Town Hall
2019 Commercial Building Design & Construction Partner of the Year
2018 Residential New Construction Affordability Merit Award - Bristol Village Cohousing - Apartment

Preservation Trust of VT Preservation Award

2024 Fairbanks Museum and Planetarium
2018 Bristol Village Cohousing
2016 Waterbury Municipal Center - Janes House

Vermont Green Building Network

Greenest Building Award
2024 Yellow House Carriage Barn Renovation
2022 VNRC Headquarters

Green Building Award
2024 MRG Basebox Renovation
2024 NBM Brandon Branch Renovation
2022 Vergennes Community Housing
2021 Slope House
2020 Terwilliger - Kinkaid Residence
2018 Riverview Residence

Other Awards

2021 Vermont Public Places Honor Award – Shelburne Pierson Library and Historic Town Hall

2021 Novel 40 Award, US Department of Energy Building Envelope Campaign - Vergennes Community Housing

2018 Adirondack Architectural Heritage Preservation Award – Westport Town Hall

2015 AIAVT - Honor Award for Excellence in Architecture - Small Project - Writer’s Studio

PROFESSIONAL AFFILIATIONS

VIA and VIA staff are members of the following professional organizations:

American Institute of Architects
Nat’l Council of Architectural Registration Boards
U.S. Green Building Council
Northeast Sustainable Energy Association
Passive House Institute - United States
Vermont Businesses for Social Responsibility
Vermont Green Building Network
Vermont Women-Owned Business Network
Preservation Trust of Vermont
Addison County Economic Devel. Corporation
Middlebury Climate Economy Action Center

COMMUNITY & PHILANTHROPY

VIA encourages and supports staff who become involved in their own communities. Our staff currently sit on planning commissions, energy committees, school boards, and the boards of many other cultural, educational, and environmental non-profit organizations.

Each year, VIA contributes direct monetary donations and in-kind architectural services to local organizations that share our values and commitment to supporting environmental health, social equality, and forward-thinking educational programs and initiatives.

2 PROPOSED PROJECT TEAM

On the following pages, please find resumes for VIA personnel and firm descriptions for our consultants.

VERMONT INTEGRATED ARCHITECTURE, PC - ARCHITECTURE

Ashar Nelson, AIA, LEED AP

Principal-in-Charge

Nick Wood

Senior Architectural Designer

Gina Basiliere

Architectural Designer

ENGINEERING VENTURES, PC - STRUCTURAL ENGINEERING

Bob Neeld, P.E.

Principal - Senior Structural Engineer

DUBOIS & KING, INC. - MEP ENGINEERING

Nicholas Thiltgen, P.E., LEED AP

Engineer



ASHAR NELSON, AIA, LEED AP PRINCIPAL-IN-CHARGE, DESIGN ARCHITECT

Professional Experience

2011 – Present Vermont Integrated Architecture, P.C. - Principal
 2000 – 2011 Bread Loaf Architects Planners Builders - Project Architect
 1999 – 2000 Self-Employed Design-BUILDER
 1992 – 1996 Bread Loaf Construction - Carpenter & Crew Leader

Selected Projects

2025 Cornwall Town Garage Feasibility Planning - Design
 2024/25 Champlain Valley Apiaries New Facility - Design
 2024/25 Hardwick Essential Services Campus - Feasibility Study and Design
 2024 Addison County Regional Planning, MERP Assessment
 2023/25 Vermont Youth Conservation Corps Barn Restoration & Campus Improvements – Planning
 2023/25 Turning Point Center of Addison County Renovation – Planning and Design
 2023/25 Vergennes Opera House Elevator Addition – Design
 2023/25 UVM Fleming Museum Entrance and Window Restoration – Design
 2022/25 King Farm/CRAFT Outdoor Education Space – Master Planning, Design
 2020/24 Fairbanks Museum & Planetarium Science Annex – Construction Documents & Administration
 2020/21 Vermont Natural Resources Council Headquarters – Historic Renovation Design
 2019/22 Middlebury Police Department Garage – Adaptive Reuse Design
 2018/21 Mad River Glen - Historic Basebox and Patrol Building Renovation
 2018/22 Westport Fire District - New Firehouse
 2016/17 Middlebury Natural Foods Cooperative - Design, Renovations & New Construction
 2016/19 Winooski City Hall, Library & Police Department - Programming, Master Planning
 2015/25 Salisbury Old Town Hall, Feasibility Study/Renovation - Design
 2015/17 Cornwall Town Hall - Design & Construction
 2013/16 Waterbury Municipal Center (Library, Town Hall, Hist. Society) - Design & New Construction
 2011/12 Rochester Public Library Renovation and Addition, Design & Construction Administration

Education

1999 University of Oregon - Master Degree in Architecture
 1992 Middlebury College - Bachelor of Arts Degree in Art & Architectural History

Teaching

2006 – Present Middlebury College: Architectural Design, Planning, Solar Decathlon 2011, 2013
 1997 – 1999 University of Oregon: Graduate Teaching Fellow – Design-Build Studios

Professional Registration

State of Vermont

Professional Organizations & Volunteer

American Institute of Architects, U.S. Green Building Council, Vermont Green Building Network, Vermont Businesses for Social Responsibility, Town Hall Theater (Board of Directors, Past), Middlebury Natural Foods Co-op (Board of Directors, Past President); Town of Middlebury Various; Middlebury Area Land Trust, Middlebury Climate Economy (Task Force Chair)



NICHOLAS WOOD SENIOR ARCHITECTURAL DESIGNER

Professional Experience

2015 - Present Vermont Integrated Architecture, P.C. – Architectural Designer
2011 – 2013 Hillend Station (High Country Development) - Project Manager, Architectural Designer
2012-2013 PUCA Design Ltd. – Architectural Designer (sustainable habitat construction)
2010-2011 Wilson and Hill Architects – Architecture Graduate (contractor)
2009-2010 Eco-Smart Home – Home Efficiency Assessor
2006-2008 Mason and Wales Architects, Ltd. – Architecture Graduate
2005 Eurogroup – Construction and Maintenance Officer
2002-2004 Sarah Scott Architects, Ltd. – Architecture Graduate

Selected Projects

Vermont Integrated Architecture, P.C.

2023/25 Marble Village Apartments – Design and Project Management
2022/23 Kimball Union Academy Dorm & Faculty Residence Renovation – Construction Documentation
2023/25 Middlebury Eye Associates Renovation - Design and Construction Administration
2023 Vergennes Fire Station – Building Assessment
2022/24 Alice Holway Drive Housing – Construction Documentation
2021/23 Middlebury Private Homestead – Barn Design and Construction Documentation
2021/22 Chantreafield Farm – Barn Adaptive Reuse Design
2021 Fairbanks Museum & Planetarium – Model
2020 VNRC Headquarters – Design and Construction Documentation
2020 Westport Depot Theatre – Building Assessment
2019/22 Middlebury Police Garages – Adaptive Reuse Design & Construction Administration
2019/21 Westport Fire District – New Firehouse Design and Construction Administration
2017/19 Vergennes Community Housing – Design
2016/18 Shelburne Public Library and Community Center, Design, Renovations & New Construction
2016/18 HOPE Food Shelf and Office Design
2016/17 Westport, NY Town Hall - Feasibility Study for Energy Efficiency, Historic Preservation, and Land Use
2016/17 Middlebury Natural Foods Cooperative - Design, Renovations & New Construction
2016 Winooski City Hall, Library & Police Department - Programming & Master Planning
2016 Mountain School at Winhall - Gym & Library Design & New Construction
2015/18 Porter Medical Center - Design & Space Planning - Various Projects
2015/16 Island Arts - Performance and Applied Arts Venue - Programming & Design
2015/16 Bristol Co-Housing - Design & New Construction
2015 Waterbury Municipal Complex - Design

Education

2001 Victoria University of Wellington, NZ - Bachelor of Architecture (5-year degree), Honors



GINA BASILIERE **ARCHITECTURAL DESIGNER**

Professional Experience

2024–Present Vermont Integrated Architecture, P.C.- Architectural Staff
2022–2023 Maclay Architects - Intern
2021 Sawyer Made – Woodshop Assistant
2019 Cypress Woodworks – Cabinet Shop Assistant
2018 White Dog Construction – Carpenter
2011– Present Jay Peak Resort – Program Lead, Trainer, and Instructor

Selected Projects

Vermont Integrated Architecture, PC
2025 Milkweed Mountain Childcare, Design
2025 Killington Mountain School Athletic Facility, Design
2025 Quimby Country Lodge Renovation, Design
2024/25 Mad River Glen Pub, Design
2024/25 Massachusetts Audubon Wildlife Care Facility, Design and Construction Administration
2024/25 Dartmouth College Sailing Center, Construction Administration
2024/25 Putney Old Girls Dormitory Modeling
2024 Greylock Glen Outdoor Center, Construction Administration

Education

2024 Norwich University – Masters of Architecture
2017 Sterling College – BA in Sustainable Building and Ecological Design

Awards

AIA Best in Show Thesis Award
AIA Medal for Academic Excellence

ENGINEERING VENTURES, PC

STRUCTURAL ENGINEERING



Engineering Ventures, PC (EV) is an experienced structural and civil consulting engineering firm with offices in Burlington, VT, Lebanon, NH, and Schenectady, NY. Our team of qualified professionals and technicians provide a broad range of services to meet the needs of our private and public clients in the northeastern US and beyond. We strive to create sustainably built environments for our communities. This means implementing environmentally friendly design practices and pursuing projects that nurture the public. We pride ourselves on recognizing community needs and enabling stakeholders to achieve their vision.

Structural Engineering

Engineering Ventures structural team collaborates with their clients to ensure that structural considerations are incorporated into designs at the beginning of the project. This close cooperation translates into buildings that are efficient, effectively coordinated, and cost effective. Services offered include building code compliance, new building system structural design, historic building evaluation and restoration, load analysis and design, rigid and braced frames for earthquake and wind, retaining walls, fire walls, trusses, foundations, composite systems, and roofs. The professionals at Engineering Ventures are well versed in heavy timber, lumber and manufactured wood, structural steel, light gauge steel, reinforced concrete (placed, precast, and fabric formed), and masonry.

Historic Preservation

Preserving historic structural building systems is a specialty of Engineering Ventures. We have developed a strong reputation for the evaluation and restoration or rehabilitation of many public and private structures. When developing remedial plans or renovation designs, we are sensitive to the historic fabric of a building and focus on minimizing remedial work. The firm is knowledgeable of the Secretary of the Interior's Standards for Rehabilitation and Tax Credits.

Sustainable Practices & Principles

Engineering Ventures has committed to the practices and principles of sustainable design and energy efficiency since the inception of the firm. Our design process incorporates high-performance thermal envelopes and locally manufactured and recycled materials, in the new construction or retrofit of existing buildings. This creates environments that are efficient with resources, affordable to build and maintain, and healthy to inhabit. Our portfolio includes many LEED Certified and Registered, Green Globes Certified, and Net Zero projects. We are particularly well known for developing creative solutions to unusual challenges. We bring a wealth of experience, expertise, insight, and a willingness to use state-of-the-art ideas and collaboration to push the limits in engineering to find unique solutions.

DUBOIS & KING, INC

MEP ENGINEERING



Established in 1962 in Randolph, Vermont, DuBois & King is a multidisciplinary consulting engineering firm providing planning, permitting, and design services for federal and state agencies, municipalities, health care and education facilities, industrial and commercial building projects, energy producers, and the telecommunication industry.

The firm comprises focused service disciplines that work independently and as part of multidisciplined teams. This internal structure enables the firm to assemble highly qualified teams to address the planning, permitting, design, and construction needs for a wide range of projects. In our planning and design efforts, firm professionals are dedicated to seeking results that contribute to the health, safety, and well-being of the communities we serve.

Successful planning, design, and construction require proactive management of regulatory impacts, expertise in addressing technical challenges, and a thorough evaluation of potential costs. The firm's comprehensive range of technical services and extensive project experience help clients realize their objectives while minimizing risk and expense.

D&K is employee-owned and remains committed to being a locally owned professional services firm. The firm seeks to provide opportunities for professionals who have a passion for their discipline area and senior management is committed to providing the necessary support to facilitate the success and continual growth of the firm's service providers.

COMMITMENT TO QUALITY

Firm professionals understand that clients are trusting that the information communicated through our services and documents is appropriate, accurate, and technically sound. We realize that the quality of our work is the key to success and longevity. To assure a high level of quality, D&K's quality management procedures are an integral component of each project.

Quality assurance and control is embedded within the firm's project management system, providing for the involvement of senior staff throughout a project's life.

The commitment to quality begins with the project start-up meeting and continues through final delivery of services.

5 PROPOSED SCOPE OF WORK

In late August/early September 2024, VIA conducted a quick exercise to plan MERP-recommended energy-efficiency improvements to Holley Hall (documented in the Pre-Design Total Project Budget Option B and associated list of upgrades). The Town of Bristol Energy Committee (BEC) developed a similar scope of work for improvements to the Lawrence Memorial Library (later enumerated in a 'Lawrence Memorial Library Scope of Work' document in late December). The Scope of Services outlined here defines the process for taking this preliminary work for both buildings and creating architectural and engineering documents for use in procuring and constructing these improvements.

This work is proposed in a series of phases, which allows the Town to assimilate the information from each phase and refine their decision-making for the next phase. The goal is to be ready to construct improvements on both buildings starting in mid-March of 2026. This proposal assumes regular meetings with the BEC and Town throughout the process.

PHASE 1 – PRE-DESIGN & PLANNING

This phase sets the project on an achievable and successful course. Specific activities are described below.

1.A PROJECT KICK-OFF - DEFINE VISION AND GOALS, PROGRAM, BUDGET

VIA and its engineers will meet with the BEC and Town representatives and other stakeholders to prepare a vision statement and define the critical success factors for the project, and to review the timeline for the project. Current scoping documents define much of the project scope – in discussion together we will also review/set goals for the project use, budget, sustainability, and energy performance.

This activity includes one meeting with BEC/Town.

1.B REFINE PROJECT SCHEDULE

Separately or as part of the project kick-off meeting, we will refine the overall project schedule to best align with ongoing Town activities and events.

1.C WORK WITH THE TOWN TO DEVELOP AN RFP FOR CONSTRUCTION SERVICES

VIA recommends an integrated project approach. This includes bringing a construction partner onto the team early in the design process to advise with respect to project cost, schedule and logistics, and constructability. VIA will assist the BEC/Town in deciding on a construction methodology and developing an RFP for those services. In addition, VIA will help facilitate a pre-proposal meeting and answer questions during the proposal period. Finally, VIA will participate in the proposal evaluation and decision process. If the Town elects to conduct a standard bid process, some of these activities may shift to later in the project.

1.D ASSESS EXISTING CONDITIONS & PREPARE EXISTING CONDITIONS DRAWINGS

VIA and its engineers will tour the buildings and assemble base documentation, building plans, elevations, sections, and other information the Town may have with respect to building systems and performance. VIA will prepare base drawings for use in developing design concepts moving forward. VIA will also do a 3D scan of the building and photo-document all relevant areas of the building. Note that both projects are building-focused – VIA will not prepare any site plan documentation. Any site-related information (i.e. placement of HVAC equipment) will be communicated on floor plan documents.

VIA will coordinate this assessment with our structural engineer as applicable.

1.E PREPARE LIMITED CODE AND REGULATORY REVIEW

VIA will prepare a preliminary review of applicable building codes. VIA will follow up with regulatory officials to clarify and confirm regulatory requirements as necessary. VIA will work with the Town to develop a total permitting strategy and schedule for the project. Note that VIA is assuming that permitting will be limited to Division of Fire Safety State building permit – no land use or zoning permits should be required for these existing buildings and uses.

PHASE 2– SCHEMATIC DESIGN & PRICING

This phase is where the design concepts are produced, revised, and honed into one clear Schematic Design.

2.A DEVELOP CONCEPTUAL DESIGN DRAWINGS

VIA will prepare conceptual design documentation to reflect the proposed scopes of work for each building. These concepts shall be presented primarily as floor plans with elevations, sections, and three-dimensional sketches as necessary to describe the intent.

2.B PRESENT CONCEPTUAL DESIGN OPTIONS TO TOWN AND STAKEHOLDERS

VIA will meet with the BEC/Town to review, discuss, and receive feedback for conceptual design documentation.

This activity includes one meeting with the BEC/Town.

2.C REFINE CONCEPTUAL DESIGN INTO ONE COHESIVE SCHEMATIC DESIGN

Based on feedback provided by the BEC/Town for the conceptual designs, VIA shall refine the design concepts into one cohesive design for each building that addresses all scope items. During this task VIA will also engage consulting engineers to begin documentation regarding structural and Mechanical, Electrical, and Plumbing (MEP) systems.

2.D PRELIMINARY CONVERSATION WITH THE DIVISION OF FIRE SAFETY

Before the project gets too far along, VIA will review the proposed design direction with representatives of the Division of Fire Safety to answer any code-related questions we may have and to confirm compliance with applicable life-safety and accessibility requirements.

This activity includes one meeting with DFS

2.E PREPARE SCHEMATIC SCOPE NARRATIVE

VIA will develop a customized, preliminary outline scope of work, or narrative specification, which defines the qualitative aspects of the work being proposed.

2.F ASSIST TOWN IN PROCURING CONSTRUCTION PARTNER

Per Activity 1.C above, VIA will assist the BEC/Town in selecting a construction partner for the project. We will assist by reviewing and evaluating proposals; creating a comparison spreadsheet for each, and checking references.

2.G WORK WITH CONSTRUCTOR TO PREPARE CONSTRUCTION COST ESTIMATE AND DEVELOP TOTAL PROJECT BUDGET

Once schematic design is complete, VIA will share documentation (drawings and narrative) with our construction partner. The construction partner will prepare a construction cost estimate for the project, and VIA will support this effort by answering questions throughout. Using our Total Project Budget (TPB) format, VIA will work with the BEC/Town to identify all costs to the project outside of construction cost. The TPB format includes detailed sections outlining construction costs, architecture and engineering costs, and owner's cost for the project. Note – if the Town elects to pursue a hard-bid procurement process for construction, the construction cost estimate will be prepared by an independent cost estimating consultant in lieu of the construction partner.

2.H REVIEW DESIGN AND BUDGET WITH THE TOWN & DETERMINE NEXT STEPS

VIA will present the final schematic design documentation and project budget information to the Town and any other members of the project team or community as requested by the Town. Together, we will determine how and when to proceed into the next phases of design.

This activity includes one meeting with the BEC/Town.

PHASE 3 - DESIGN DEVELOPMENT (DD) AND CONSTRUCTION DOCUMENTATION (CDS)

VIA proposes to combine the DD and CDs phases into one phase to save time and architecture and engineering fees.

3.A DESIGN DEVELOPMENT

By the time we reach the Design Development phase, the general scope of the project and building improvements have been determined. During this phase, VIA will be spending a great deal of time coordinating with its consultants and balancing the various components of the design. In addition, VIA would work with the BEC/Town to further define the needs of each individual space (i.e., decide on finishes for various rooms, choose fixtures and fittings, identify locations for electrical and computer jacks, etc.). We would also recommend having a second construction cost estimate prepared at the end of this phase to ensure we are still on budget. At this time, we will also work with the Town and the construction partner to revisit the construc-

tion schedule for the project. VIA will also assist the Town with the preparation and submission of requisite permit applications for the project (in this case the general building permit from the Division of Fire Safety).

This activity includes bi-weekly meetings with the BEC/Town.

3.B CONSTRUCTION DOCUMENTATION

VIA and consultants will prepare documents, both drawings and specifications (unique, and customized for this project), that define both the qualitative and quantitative aspects of the project. In addition, the VIA team will coordinate the various components and disciplines of the project (i.e., we will ensure that structural, mechanical, electrical, and plumbing are well-organized and coordinated to avoid conflicts and challenging construction situations). These documents need to be clear and concise for the upcoming bidding and construction phases of the project.

This activity includes bi-weekly meetings with the BEC/Town.

PHASE 4 – BIDDING & NEGOTIATIONS

Note that the bidding phase will occur whether the Town pursues a hard-bid project (ie bids the entire project to general contractors) or a construction partner is selected earlier in the process (negotiated or CM delivery method). In the latter case, the various sub-contracted scopes of work are still bid to develop the final project pricing. During this phase VIA will respond to requests for information and provide clarifications and issue addenda as necessary. VIA will support the construction partner and make substitutions and adjustments to the design documentation as appropriate.

This activity includes one meeting with the BEC/Town and one on-site meeting with potential bidders (general contractors or sub-contractors).

PHASE 5 – CONSTRUCTION ADMINISTRATION

VIA will regularly visit the construction site and attend job meetings to assess the progress, accuracy, and quality of the construction work being performed. VIA and VIA consultants will review submittals and shop drawings, document any changes in the project scope, and assist with clarifications to the design as necessary. VIA will review monthly requisitions for payment from the constructor. VIA will do a thorough project inspection and punchlist at the end of the project to ensure all work specified is complete and of the quality described. At the end of the project, VIA and its consultants will issue a complete set of record documents for the project. VIA will visit the project one-year post-construction to inspect and assess the project construction and systems functionality.

This activity includes regular site visits and construction coordination meetings for the duration of construction.

QUALIFICATIONS/CLARIFICATIONS

1. Cost estimating is not included in our base fee as we would hope a construction partner will be on board prior to the end of the Preliminary Design phase of work. Ideally, as noted above, the construction partner would prepare cost estimates for the project at the end of Schematic Design and then during the Design Development phase. We suggest the Town hold an allowance of \$5,000 for the first Schematic Design construction cost estimate. The cost for additional estimates and other pre-construction services provided by the construction partner would be defined as part of the RFP/proposal process for the construction partner.

2. Energy modeling is not included in this fee strategy. It may be worthwhile, and incentivized by Efficiency Vermont, to assist in making envelope and building systems decisions that support the most efficient and environmentally-friendly project. VIA will assist and advise the Town with respect to energy modeling and building envelope improvements as the project progresses.

3. WUFI modeling of moisture dynamics of the Holley Hall existing and proposed wall assembly is not included in this fee strategy. It may be worthwhile to consider in making envelope decisions that protect the historic wall assembly. VIA will assist and advise the Town with respect to WUFI modeling as the project progresses. We suggest the Town hold an allowance of \$5,000 for WUFI modeling.

4. The required structural engineering for this project is minimal, largely looking at how to accommodate the weight of a new mechanical room in the attic space. Engineering Ventures designed the 2010 renovation project for Holley Hall and thus are familiar with the building. We are including an allowance of \$5,750 in our proposal for structural engineering, to be used on a time & materials basis as needed for either Holley Hall or the Library.

5. MEP (Mechanical, Plumbing, and Electrical) Engineering is a large part of this project. Our proposal includes a fixed fee from MEP engineers Dubois & King to provide MEP engineering for both buildings.

6. VIA assumes that an Historic Preservation Consultant will not be needed on this project and that conversation and design review will occur directly with the Division for Historic Preservation. If the process or funding requirements necessitate the use of an Historic Preservation consultant, VIA will assist the Town in defining and procuring those services.

7. Design fee percentages are based on the schedule herein. Should the schedule shift by more than six (6) months, VIA and its consulting team may advise on adjustments to these percentages based on current market conditions.

8. Fees/services do not include hazardous materials testing or remediation.

9. This is a not-to-exceed fee estimate. All fees would be billed on a time and materials basis. VIA will keep you apprised of where we are with respect to this estimate throughout the process.

10. Consultant fees include a 15% mark-up for consultant management, coordination, and pass-through liability. In addition, other reimbursable expenses will be billed at 1.15 times cost.



PROPOSED FEE STRUCTURE

Bristol MERP - Holley Hall (HH) and Lawrence Library (LL)

Scope of Services Fee Estimate

May 15, 2025

Estimated HH Construction Cost	\$450,000
Estimated LL Construction Cost	\$475,000
Estimated Total Construction Cost	<u>\$925,000</u>

PHASE 1 - PRE-DESIGN AND PLANNING

JUNE 2025

No.	Activity/Deliverable	Hours	Rate	Cost	Meeting?
1.a	Project Kick-Off, Define Vision and Goals, Program, Budget				Meeting
	Principal	2	\$200	\$400	
	Designer Level III	2	\$120	\$240	
1.b	Refine Project Schedule				
	Designer Level III	1	\$120	\$120	
1.c	Work with Bristol to Develop RFP for Construction Services				Meeting
	Principal	4	\$200	\$800	
	Designer Level III	8	\$120	\$960	
1.d	Assess Existing Conditions and Prepare Existing Conditions Drawings				
	Designer Level III	4	\$120	\$480	
	Designer Level I	16	\$80	\$1,280	
1.e	Prepare Preliminary Code and Regulatory Review				
	Designer Level III	2	\$120	\$240	
	Phase Subtotal:	39		\$4,520	

PHASE 2 - SCHEMATIC DESIGN AND PRICING

JULY - AUGUST 2025

No.	Activity/Deliverable	Hours	Rate	Cost	Meeting?
2.a	Develop Conceptual Design Drawings				
	Principal	4	\$200	\$800	
	Designer Level III	20	\$120	\$2,400	
	Designer Level I	42	\$80	\$3,360	
2.b	Present Conceptual Designs to Bristol Team				Meeting
	Principal	2	\$200	\$400	
	Designer Level III	2	\$120	\$240	
2.c	Refine Layout into One Cohesive Schematic Design				Meeting
	Principal	4	\$200	\$800	
	Designer Level III	16	\$120	\$1,920	
	Designer Level I	32	\$80	\$2,560	
2.d	Preliminary Conversation with Division of Fire Safety				Meeting
	Designer Level III	1	\$120	\$120	
2.e	Prepare Schematic Scope Narrative				
	Principal	1	\$200	\$200	
	Designer Level III	5	\$120	\$600	
2.f	Assist Bristol in Procuring Construction Partner				Meeting
	Principal	4	\$200	\$800	
	Designer Level III	8	\$120	\$960	

2.g	Work with Constructor to Prepare Construction Cost Estimate and Total Project Budget			
	Principal	2	\$200	\$400
	Designer Level III	6	\$120	\$720
2.h	Review Design and Budget with Town & Determine Next Steps			Meeting
	Principal	2	\$200	\$400
	Designer Level III	2	\$120	\$240
	Phase Subtotal:	153		\$16,920

TOTAL ESTIMATED FEE - PREDESIGN AND SCHEMATIC DESIGN	TOTAL	\$21,440
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PHASE 3 - DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTATION, PERMITTING

3.a	Design Development			AUGUST - OCTOBER 2025
	See scope narrative for description of this phase activities			
3.b	Construction Documentation & Permitting			AUGUST - OCTOBER 2025
	See scope narrative for description of this phase activities			
	% of Construction Cost	4.25%		\$39,313

TOTAL ESTIMATED FEE - DESIGN DEVEL. AND CONSTR. DOCUMENTS	TOTAL	\$39,313
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PHASE 4 - BIDDING AND NEGOTIATIONS

NOVEMBER 2025 - JANUARY 2026

4.a	Bidding & Negotiations			
	See scope narrative for description of this phase activities			
	Principal	8	\$200	\$1,600
	Designer Level III	24	\$120	\$2,880
	Phase Subtotal:	32		\$4,480

TOTAL ESTIMATED FEE - BIDDING AND NEGOTIATIONS	TOTAL	\$4,480
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PHASE 5 - CONSTRUCTION ADMINISTRATION

SPRING 2026 - FALL 2026

5.a	Construction Administration (Assumes a 26 week construction project)			
	See scope narrative for description of this phase activities			
	Principal	26	\$200	\$5,200
	Designer Level III	78	\$120	\$9,360
	Phase Subtotal:	104		\$14,560

TOTAL ESTIMATED FEE - CONSTRUCTION ADMINISTRATION	TOTAL	\$14,560
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PRELIMINARY DESIGN REIMBURSABLES

No.	Activity/Deliverable	Hours	Rate	Cost
a.	Structural Engineer (Allowance)			\$5,750
b.	MEP Engineering (Lump Sum)			\$31,857
b.	Travel/Printing/Postage/3D Scan			\$750
			Sub-total	\$38,357

TOTAL ESTIMATED FEE - REIMBURSABLES	TOTAL	\$38,357
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TOTAL PROPOSED FEE	\$118,150
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Percent of a +/- \$925,000 Construction Cost 12.8%

HOURLY RATES & REIMBURSABLE EXPENSES

VERMONT INTEGRATED ARCHITECTURE, P.C.

Principal/ Principal Emeritus	\$200 / hour
Senior Project Manager	\$155 / hour
Studio Leader/Project Manager	\$145 / hour
Senior Architect	\$140 / hour
Project Manager	\$140 / hour
Senior Designer	\$135 / hour
Architect Level 3+	\$135 / hour
Senior Architectural Staff (non-licensed)	\$125 / hour
Architect Level 3	\$125-\$130 / hour
Architectural Staff Level 3 (non-licensed)	\$120 / hour
Architect Level 2	\$110 / hour
Architectural Staff Level 2 (non-licensed)	\$105 / hour
Architect Level 1	\$90 / hour
Architectural Staff Level 1 (non-licensed)	\$75-90 / hour
Architectural Staff - Recent Grad. (non-licensed)	\$65-70 / hour
Architectural Staff – Draftsperson (non-licensed)	\$65 / hour
Architectural Staff – Intern (non-licensed)	\$42 / hour
Office Manager	\$60 / hour

REIMBURSABLE EXPENSES

Reimbursable expenses, including consultant fees, testing, printing, reproduction, shipping, travel, and other direct project expenses shall be billed at a multiplier of 1.15 times the amount billed to Vermont Integrated Architecture, P.C.

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PROPOSED PROJECT SCHEDULE

VIA and our consultants are excited and available to begin this project work in 2025. We suggest the following schedule:

PRE-DESIGN & PLANNING

JUNE 2025

SCHEMATIC DESIGN & PRICING

JULY - AUGUST 2025

**DESIGN DEVELOPMENT & CONSTRUCTION
DOCUMENTATION**

AUGUST - OCTOBER 2025

BIDDING

NOVEMBER 2025 - JANUARY 2026

**CONSTRUCTION &
CONSTRUCTION ADMINISTRATION**

MARCH 2026



THANK YOU FOR YOUR CONSIDERATION!

Vermont Integrated Architecture, P.C.
P.O. Box 862, Middlebury, VT 05753
(802) 989-7249





PROPOSAL FOR PROFESSIONAL SERVICES

TO: Ashar Nelson, Principal, Vermont Integrated Architecture
DATE: May 13, 2025
PROJECT: Bristol Holley Hall & Lawrence Library - MEP Design Proposal

DuBois & King Inc. is pleased to offer you this proposal for providing professional engineering services for the Holley Hall and Lawrence Memorial Library buildings, located in Bristol, VT. This proposal is in response to your request for a proposal on 05/07/2025.

Background

Holley Hall is an existing 7,800 sq. ft., two-story building, most recently renovated in 2010. The upper level is a large hall space while the lower level includes office space. The building is heated with a hot water system consisting of a single oil-fired boiler, radiant floor, numerous fin tube radiators, and associated piping. Multiple multi-zone ductless heat pump systems provide heating and cooling to the lower level of the building. A single heat recovery ventilator and associated ductwork provides ventilation to the lower level of the building. There is no mechanical ventilation on the upper level besides the manually controlled bathroom exhaust fans. A building energy assessment was completed in the summer of 2024 through the Vermont MERP program, which identified numerous opportunities for improvement. The Town would like to pursue the following mechanical and electrical (M/E) work:

- Add a ducted air-to-air heat pump system, and an energy recovery ventilation system to serve the upper-level hall space.
- Replace the existing non-programmable thermostats with programmable ones. Where heat pumps exist, integrate hot water radiator controls into heat pump controls.
- Upgrade building electric service to support new mechanical equipment.
- Replace existing fluorescent lamps with LED.

The Lawrence Memorial Library building is 4,000 sq. ft., two-stories, constructed in 1912 and most recently renovated in 1994. The building is heated with a hot water system consisting of a single oil-fired boiler, radiant floor heat, a fin tube radiator, a kickspace unit heater and associated piping. There is no mechanical cooling or ventilation besides manually controlled bathroom exhaust fans. A building energy assessment was completed in the summer of 2024 through the Vermont MERP program, which identified numerous opportunities for improvement. The Town would like to pursue the following M/E work:

- Replace the existing oil-fired hot water boiler with a new high-efficiency gas-fired model.
- Add (2) ductless heat pump systems and associated piping, one for each level, with wall-mounted indoor units.
- Add (2) energy recovery ventilation units and associated ductwork, one for each level.
- Upgrade building electric service to support new mechanical equipment.

Scope of Work – Design

Our proposed M/E design services for Holley Hall include:

1. Mechanical design for replacement/addition of building HVAC systems including:
 - a. Building heating, cooling, and ventilation load calculations for the upper level Hall.
 - b. New building ventilation system including central energy recovery ventilation unit, ventilation and exhaust air ductwork to the space, associated controls.
 - c. New electric heat pump including refrigerant and condensate piping, ductwork, and controls.
 - d. New programmable thermostats.
2. Electrical design for replacement/upgrade of the existing lighting system, electrical service and distribution system including:
 - a. New building service, based on the mechanical design.
 - b. Coordination with electric utility company Green Mountain Power.
 - c. Required circuiting to support the new mechanical systems.
 - d. One-line diagrams and panel schedules showing the new distribution and required circuit breakers.
 - e. New LED lamps in existing fixtures.

Our proposed M/E design services for Lawrence Memorial Library include:

1. Mechanical design for replacement/addition of building HVAC systems including:
 - a. Space-by-space heating, cooling, and ventilation load calculations.
 - b. New high efficiency gas-fired, hot water boiler.
 - c. New building ventilation systems including central energy recovery ventilation units, ventilation and exhaust air ductwork to the space, associated controls.
 - d. New electric heat pump systems including refrigerant and condensate piping, and controls.
 - e. New programmable thermostats.
2. Electrical design for replacement/upgrade of the existing lighting system, electrical service and distribution system including:
 - a. New building service, based on the mechanical design.
 - b. Coordination with electric utility company Green Mountain Power.
 - c. Required circuiting to support the new mechanical systems.
 - d. One-line diagrams and panel schedules showing the new distribution and required circuit breakers.

The design services will be provided through the following phases and associated tasks:

1. Schematic Design
 - a. Review existing drawings and/or reports.
 - b. (1) site visit to obtain information on the existing mechanical and electrical equipment and controls. Measurements, notes and pictures will be taken as needed.

- c. Develop a Basis of Design document.
 - d. Identification of and design to applicable building Codes and Standards.
 - e. Develop drawings which illustrate the basic concepts of the design.
 - f. Develop a construction scope of work.
 - g. Review progress with Owner, collect, incorporate, and disposition all Owner comments.
- 2. Design Development
 - a. Update the Basis of Design.
 - b. Further develop technical Drawings and Specifications.
 - c. Revise construction scope of work as needed.
 - d. Review progress with Owner, collect, incorporate, and disposition all Owner comments.
- 3. Construction Documents
 - a. Finalize Basis of Design.
 - b. Finalize technical Drawings and Specifications.
 - c. Review progress with Owner, collect, incorporate, and disposition all Owner comments.
- 4. Bidding and Negotiation
 - a. Attend Pre-Bid meeting, document questions.
 - b. Provide answers to questions submitted, assist in preparation of any necessary addenda.
- 5. Construction Administration
 - a. Review and respond to submittals
 - b. Review and respond to RFIs and project questions
 - c. (1) punch list site visit and written report at construction completion
 - d. Review Operation & Maintenance manual, Testing and Balancing report

Clarifications and Exclusions

- 1. Architectural floor plan drawings in electronic format are understood to be provided by Architect.
- 2. Engineering discipline work beyond mechanical and electrical is excluded (civil, structural plumbing and fire protection).
- 3. Mechanical and electrical design work at the buildings beyond that noted is excluded.
- 4. Value engineering or any re-design is excluded.
- 5. CA services beyond that noted are excluded, such as weekly meetings, contractor coordination, etc.
- 6. Development of an Opinion of Probable Construction Costs is excluded.
- 7. Building energy modeling or life-cycle costing is excluded.
- 8. Specified equipment and materials are understood to not be required as Build America Buy America Act compliant.
- 9. Corrections for field discovered and/or Authority Having Jurisdiction (AHJ) determined building code deficiencies beyond the mechanical and electrical systems' scope of work are excluded. Code

compliance update requirements directed by the Owner or the AHJ are considered additional services.

10. Hazardous material testing for lead paint, asbestos or other materials is excluded.

11. Record drawings are excluded; will be included in Contractor scope.

12. Completion of and submitting permits is excluded; only assistance will be provided.

Professional Services Fee: Our lump sum fee for the work including reimbursable expenses is summarized in the following table. Work will be invoiced monthly based on level of completion.

Services – Holley Hall	Electrical	Mechanical	Total
Schematic Design	\$450	\$1,790	\$2,240
Design Development	\$600	\$2,390	\$2,990
Construction Documents	\$1,200	\$4,775	\$5,975
Bidding or Negotiation	\$150	\$600	\$750
Construction Administration	\$600	\$2,372	\$2,972
Total	\$3,000	\$11,927	\$14,927

Services – Lawrence Library	Electrical	Mechanical	Total
Schematic Design	\$500	\$1,450	\$1,950
Design Development	\$650	\$1,900	\$2,550
Construction Documents	\$1,275	\$3,825	\$5,100
Bidding or Negotiation	\$150	\$475	\$625
Construction Administration	\$650	\$1,900	\$2,550
Total	\$3,225	\$9,550	\$12,775

Additional Services: Provided on a time and expense – hourly basis, scope as mutually agreed in writing.

Terms & Conditions: In accordance with the attached DuBois & King standard terms and conditions.

Proposal Acceptance: Proposal in effect until June 30, 2025 unless extended in writing.

Staffing: Nick Thiltgen, P.E., will be the primary contact/mechanical engineer for this project, Ryan Roberts, P.E. will be the electrical engineer, and Steve Dumas, P.E., Mechanical Dept. Manager will provide quality assurance / control. No subconsultants are expected.

Company Description

Founded in 1962 in Randolph, Vermont, DuBois & King is a 150-person company with nine offices throughout the Northeast. D&K is a multidisciplinary consulting engineering firm which provides planning, evaluation, design, construction phase services for a variety of building mechanical, electrical, and plumbing projects, as well as civil, transportation, and environmental projects. D&K is an employee-owned C-Corporation and remains committed to being locally owned, and to the communities we are part of and serve.

Schedule: Upon receipt of written notice to proceed ("NTP") we will develop a timeline with the Architect.

DuBois & King, Inc. appreciates the opportunity to provide these professional services. Please contact us if you have any questions or need additional information.

Sincerely,

A handwritten signature in dark blue ink that reads "Nicholas Thiltgen". The script is fluid and cursive.

Nicholas Thiltgen, P.E., LEED-AP
Engineer, Project Manager

A handwritten signature in dark blue ink that reads "Keith DeMoura". The script is fluid and cursive.

Keith DeMoura
Director of Building Services

Project

Date**SCHEDULE OF FEES AND CONTRACT CONDITIONS****Hourly Rate**

Senior Principal	\$240.00
Principals/Director II.....	\$220.00
Principals/Director I	\$220.00
Senior Project Manager IV.....	\$230.00
Senior Project Manager III.....	\$210.00
Senior Project Manager II	\$200.00
Senior Project Manager I.....	\$180.00
MEP Sr. Design Engineer	\$175.00
Project Manager II	\$160.00
Project Manager I	\$150.00
Senior Project Engineer II.....	\$140.00
Senior Project Engineer I	\$135.00
Project Engineer II.....	\$130.00
Project Engineer I.....	\$125.00
Environmental Scientists/Field Naturalist	\$120.00
Construction Inspector	\$135.00
Landscape Architect	\$135.00
Landscape Designer/Planner.....	\$105.00
Staff Engineer II	\$115.00
Staff Engineer I.....	\$100.00
Senior Designer II.....	\$130.00
Senior Designer I.....	\$110.00
Designers/Technicians	\$90.00
Registered Land Surveyors	\$165.00
Survey Party Chief	\$125.00
Survey Technicians	\$95.00
One-Person Survey Crew	\$140.00
Two-Person Survey Crew	\$190.00
Three-Person Survey Crew	\$270.00
Administrative Support.....	\$90.00

Notes:

1. Expert Witness Assistance will be quoted separately.
2. DuBois & King, Inc., reserves the right to periodically modify the hourly billing rates detailed above at the sole discretion of DuBois & King, Inc., with or without notice. Invoiced amounts will be based on the Schedule of Fees in effect at the time of invoicing.
3. Overtime labor provided by non-exempt personnel will be invoiced at one and one-half (1.5) times the appropriate hourly rate as detailed above.

REIMBURSABLE EXPENSES and OTHER DIRECT COSTS including, but not limited to, the following items will be invoiced at cost plus Administrative Fee of 12%:

1. Transportation and subsistence expenses incurred.
2. Shipping charges and insurance for hardware, samples, field test equipment, etc.
3. Transportation to and from jobs.
 - a. Internal Revenue Service standard mileage reimbursement rate for business travel.
 - b. The use of rental cars, trucks, boats, airplanes or other means of transportation at our cost.
4. Reproduction of drawings, reports, and documents and photographs for project records.
5. Direct materials.