

REQUEST FOR PROPOSALS

Arthur Hall Boiler Plant Upgrade Design Services

Vermont State Colleges System d/b/a Vermont State University

ISSUED BY

Vermont State University

APPLICATION DEADLINE

February 10, 2026, 5:00 pm Eastern Time

APPLICATION INSTRUCTIONS

Email PDF versions of all documents to

Michael.Stevens@VermontState.edu by the deadline, using the following naming convention:

- **Email Subject Line:** RFP Arthur Hall Boiler Upgrade Design Services
- **Organization Approach and Personnel Qualifications:** Applicant_Name_RFP_Arthur Hall Boiler Plant Upgrade Design Services Qualifications.pdf
- **References:** Applicant_Name_RFP_Arthur Hall Boiler Plant Upgrade Design Services_References.pdf
- **Fee Proposal:** Applicant_Name_RFP_Arthur Hall Boiler Plant Upgrade Design Services_Fees.pdf

QUESTIONS REGARDING THE RFP

Questions regarding this RFP may be directed to Michael.Stevens@VermontState.edu

For the fastest response please enter **Arthur Hall Boiler Plant Upgrade Design Services RFP Question** in the subject line of your message. All questions must be submitted by January 26, 2026, 4:00pm ET. Answers will be provided by January 29, 2026, 4:00pm ET, and will be available on www.vsc.edu/rfps.

PRE-BID SITE VISIT

A mandatory pre-bid will be held at 415 College Hill Rd., Johnson campus on January 20, 2026, 1:00pm ET. If hazardous weather is expected we reserve the right to move this mandatory pre-bid to January 21, 2026 at 1:00pm. If we opt to shift to the alternative date we will post an addendum to our RFP site by 3:30 on January 19, 2026

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VERMONT STATE COLLEGES SYSTEM OVERVIEW

The VSCS is currently undergoing a significant transformation, with the guidance of the Governor, Legislature, the Board of Trustees, and the State's Select Committee on the Future of Public Higher Education in Vermont. The VSCS began working on internal transformation in summer 2020 with the VSCS Forward Task Force and several institutional tasks forces including NVU Strong and VTC's Transformation Advisory Team.

The [Vermont State Colleges System](#) (VSCS) is comprised of two member institutions – [Community College of Vermont](#) (CCV) and Vermont State University (VTSU). The system educates over ten thousand Vermonters and non-Vermonters each year, employs over three thousand Vermonters, and in Spring 2020, graduated over eighteen hundred Vermonters and out-of-state students into the workforce with certificates and degrees.¹

SCOPE OF WORK

The VSCS seeks a consultant to provide comprehensive engineering and design services to upgrade systems associated with the existing central heating plant located in Arthur Hall at our VTSU-Johnson campus. Arthur Hall is a 4-story residential building with a basement that contains the boiler plant as well as other functions like the laundry room, storage and lounge space. The consultant will provide full design services from Schematic Design through Construction Documents, Construction Administration, Commissioning, as well as shepherding the project through the warranty period. The goal will be to improve efficiency, enhance reliability, reduce energy usage, decrease maintenance, reduce our deferred maintenance and lower the operational costs of the system.

The Arthur Hall central heating plant serves close to 300,000 sqft of the more than 400,000 sqft that make up the campus. Steam made at this plant is distributed to seven other primary buildings found in the campus core. This project is intended to review all aspects of the heating system including distribution to, but not through the various buildings. It is anticipated that the overall desire for improvements will exceed the available budget. A large component of this work will be to identify the various elements of the scope that will impact the project goals listed above. That scope should then be estimated and evaluated through a calculatable means against the identified goals to improve efficiency, enhance reliability, reduced energy usage, decrease maintenance, reduce our deferred maintenance, and lower the operational costs of the system to select a total scope of work to be incorporated into the final Construction Documents.

¹[VSCS Sourcebooks](#) as well as [Board & Committee Meeting Materials and Minutes](#) are available on the System's website

We are looking for a vendor to be true collaborator to provide strategic advice on the total operational and financial impacts of the various scope components in order to help us determine the most prudent manner to optimize these funds.

This project is funded through the State of Vermont Capital Construction Act. The total project budget for this work is \$5,000,000, to cover all design, construction, estimating, and other related soft costs such as permitting, ACM survey, removal, and more. The winning vendor will collaborate with Efficiency Vermont to ensure that the work is energy-efficient and meets modern standards, and provides necessary documentation to EV to support incentives for VTSU. Additionally, it requires that Vermont Prevailing Wage Rates are used and the project meets all relevant codes and emissions regulations.

Deliverable:	Expected Delivery:
Schematic Design	May 15, 2026
Design Development	August 14, 2026
Final Design Construction Documents	November 13, 2026
Construction Administration	TBD
Commissioning	TBD
Full Project Close Out	TBD

In support of this effort the following PDF documents are available but the files sizes are too large to attach or load to our RFP site:

- Facilities Condition Assessment for the Johnson campus
- Arthurs Fuel Tank Replacement 1984
- Arthurs Hall 1964 drawings
- Campus Steam Lines Johnson
- Utility Topo Drawings Johnson

For access to these documents please e-mail Michael.Stevens@VermontState.edu with a subject line of Arthur Boiler Plant request.

The selected firm will provide, at minimum, the following services:

- 1) **General Services** will be provided from the beginning of award through the final deliverables of the project which will include the commissioning and warranty phases. Services will include:

- a) Provision of full documentation and meeting minutes through all phases of the work. Lead bi-weekly progress meetings during design. Engineer's representative is required to attend progress meetings in-person during weekly construction meetings.
- b) Management and coordination of all sub-consultants
- c) Extensive, comprehensive exploratory field work to provide design services that discover and eliminate or reduce the potential for Change Orders.
- d) A comprehensive analysis assessing existing systems conditions and expected useful life.
- e) Establishment of an energy model. That model should inform the analysis of the various scope components to be evaluated to improve efficiency, enhance reliability, reduce energy usage, decrease maintenance, reduce our deferred maintenance and lower the operational costs.
- f) Detailed plans for integration with existing infrastructure, including the potential need for asbestos abatement, and coordination with abatement contractor if required.
- g) Coordination with 3rd parties to ensure that any abatement scope aligns with the work developed through these services

2) Schematic Design package that includes the entire scope of potential building upgrades to meet all applicable codes and to bring the building up to the latest environmental and energy standards with the following components:

- a) Provide a "Shopping List", breakdown of each scope item that identifies a schematic level cost estimate as well as the pros and cons on selecting this scope of work.
- b) Where applicable propose different solutions for consideration. An example of this is that there may be various ways to incorporate heat recovery into the project.
- c) Advise on budget and identify scope to be enhanced or reduced to maintain total project cost.
- d) Work with owner and Efficiency Vermont to identify the optimal design elements that maximize rebates, reduce deferred maintenance and lower long term operational cost while providing code upgrades and system improvements. Incorporate MEP commissioning agents where required.
- e) Determine any permit requirements. Prepare and apply for all necessary permit applications.
- f) Provide a summary document to the owner for review and approval that identifies the selected scope to be incorporated into the project and moved forward into the Design Development stage.

3) Design Development package includes the agreed upon scope based on the outcome of the Schematic Design phase to include:

- a) Design Development level cost estimate.
- b) Confirmation of all Efficiency Vermont incentives that apply.
- c) Advise on budget and identify scope to be enhanced or reduced to maintain total project cost.
- d) Manage, apply and pay for applicable permits.

- e) Development of a detailed construction schedule.
 - (1) This should take into consideration any hazardous material identification and removal needed to perform the scope of work. Provide necessary coordination with Environmental Consultant hired by VTSU to perform project assessment if required
 - (2) Schedule needs to take into account the actual scope of work selected, the fact that the boiler plant is located in an occupied residence hall and if any work is taking place outside of the boiler plant that it is likely being conducted when the campus will be in either our academic calendar or the busier summer camp and conference season. Supplemental utility services may be needed to support normal operations while this scope of work is being performed.

4) Construction Documents package includes the agreed upon scope based on the outcome of the Design Development phase.

- a) Provide fully coordinated drawings and specifications

5) Construction Administration Services are also to be included in this proposal. The various components required will be as follows:

- a) Prepare and manage bid packages, site walks, question and answer periods, bid evaluations and owner recommendations.
- b) Oversee a value management process if construction bids will result in the total project cost exceeding the \$5,000,000 identified.
- c) Advise on bid submissions that include cost-saving options.
- d) Attendance at construction kick-off and weekly job meetings
- e) On site inspections
- f) Field reports
- g) Pay application certification
- h) Punch list creation
- i) Certification of Substantial Completion
- j) Submittal review and RFI management
- k) Administering compliance with the scope of work
- l) 15 Month warranty walk through with selected firm, General Contractor, commissioning agent and Owner.
 - (1) The 15-month warranty walk through timeframe is intentional. Most of the construction work will take place while the plant is down after the winter heating season ends. The system will need to be back up when the heating season returns or temporary measures will need to be in place. If the plant starts up on September 2027 it will do very little good to conduct an 11 month warranty evaluation in August of 2028. The warranty walk through will be scheduled to take place when we have a real winter load on the entire system.
- m) Before and after project photos

- 6) **Commissioning** The vendor shall provide an independent 3rd party comprehensive Commissioning (Cx) Services for the Arthur Hall Boiler Plant Upgrade project, beginning at award and continuing through the conclusion of the warranty period. Commissioning services shall support the project goals to improve efficiency, enhance reliability, reduce energy usage, decrease maintenance, reduce deferred maintenance, and lower operational costs. The scope of services will be as follows:
- a) Commissioning Overview & Project Integration
 - (1) Develop and maintain a Commissioning Plan describing the commissioning process, roles, schedule, documentation requirements, testing protocols, and communication expectations
 - (2) Participate in bi-weekly design-phase meetings and weekly construction-phase meetings as required
 - (3) Coordinate commissioning work with Efficiency Vermont
 - (4) Coordinate commissioning activities with environmental consultants where hazardous material identification impacts work
 - b) Design Phase Commissioning
 - (1) Review Owner's Project Requirements and Basis of Design
 - (2) Review design drawings for constructability, maintainability, system integration, equipment/component selection, and energy efficiency
 - (3) Confirm commissioning requirements are incorporated into project documents
 - c) Construction Phase Commissioning
 - (1) Review submittals for boilers, pumps, controls, and distribution equipment
 - (2) Conduct site observations and maintain a Commissioning Issues Log
 - (3) Develop and verify completion of pre-functional checklists
 - d) Start Up
 - (1) Witness and document any concerns related to the start up of the various system components
 - e) Functional Performance Testing
 - (1) Perform Functional Performance Tests for boilers, burners, pumps, controls, and distribution systems.
 - f) Seasonal Testing
 - (1) Conduct seasonal testing during the first heating season.
 - g) Training & Documentation
 - (1) Provide training for VTSU O&M staff. This training should be delivered in a way that trains the staff on each component of the system as well as the system as a whole.
 - (2) Deliver the Final Commissioning Report
 - (3) Ensure that there is a fully built out SOP of the complete operation of the systems
 - h) Warranty-Period Commissioning
 - (1) Conduct the required 15-month warranty walkthrough, re-test systems, and update commissioning documentation.

SCHEDULE

Activity	Expected Delivery:
Mandatory Pre-Bid Site Visit	January 20, 2026
Questions Submitted	January 26, 2026
Questions Answered	January 29, 2026
Proposal Due	February 10, 2026
Award Contract	February 24, 2026
Schematic Design	May 15, 2026
Design Development	August 14, 2026
Final Design Construction Documents	November 13, 2026
Complete bidding and recommend contractor	TBD
Start Construction	TBD
Substantial Completion	TBD
Commissioning	TBD
All Project Close Out	TBD

QUALIFICATIONS

Applicant firms must have a minimum of five (5) years demonstrated experience in work of similar size and scope associated with this RFP.

EVALUATION

Responses will be evaluated on firm's approach to the services to be provided, firm's experience, the individual experience of proposed team members, schedule, and fee.

Selection Process

The selection process will be to evaluate the proposals based on the Method of Award. A short list of finalists may be invited to participate in a formal interview where they will have a chance to further explain their engagement methodology and vision for the evolution and completion of the project. All firms submitting proposals should set aside 12:30 to 4:30 on February 16, 2026 for this purpose. We will notify finalists and finalize these sessions after reviewing proposals.

Method of Award

VSCS will evaluate each proposal to this RFP on its demonstrated competence, compliance, format, cost, and enterprise applicability using the criteria described below. This includes, but is not limited to, product availability, quality, prices, service availability, timing, and delivery. The purpose of this RFP is to identify those vendors who have the interest and capability to supply the VSCS with comprehensive design process. If the VSCS does not identify a suitable bidder within the RFP process, the VSCS is not obligated to award the project to any bidder.

The VSCS, in its best interests, reserves the right to accept or reject any or all proposals, to accept or reject any item or combination of items therein, to waive any irregularities or informalities in any proposal or items therein, and/or to negotiate with particular bidders following the evaluation of proposals without right of recourse by other bidders. A top proposal would be assessed in the judgment of VSCS as best complying with all considerations set forth in this RFP. When VSCS has tentatively selected a successful proposal, VSC may engage in discussions with the bidder to formulate plans in greater detail, to clarify unclear items for either party, and to otherwise complete negotiations prior to formal selection.

Evaluation Criteria

Approach: How does the firm describe the approach that will be taken to accomplish this work? How does that approach compare to the needs of the VSCS?

Firm's Experience: How does the proposal show that the prime and various sub consultants have the experience to perform the scope of services indicated?

Individual Experience: How qualified are the individuals who are proposed to provide various services including the relation of their roles and specific experience to the scope of services.

Schedule: How does the firm's schedule reinforce the approach? Is the schedule realistic? Does the firm's schedule indicate a clear understanding of the work and effort it will take to accomplish the scope.

Fee and hourly proposal: The detailed breakdown of cost and hours per deliverable for both the prime and subconsultants.

Scoring

CRITERIA	WEIGHT	MAXIMUM PONTs	WEIGTED TOTAL
Approach	2	10	20
Firm's Experience	1	10	10
Individual Experience	2	10	20
Schedule	1	10	10
Fee	4	10	40
Total			100

GENERAL CONDITIONS

1. U.S. Department of Health & Human Services (U.S. DHHS) grant-assisted programs and projects must be administered in conformance with the Civil Rights Act of 1964, as amended, (42 U.S.C. 2000d-1); and Section 504 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. 794), which prohibits discrimination against the disabled. Title VI of the Civil Rights Act of 1964 states that no person will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance. Title IX of the Education Amendment of 1972, as amended (20 U.S.C. 1681) prohibits discrimination on the basis of sex in Federally-Assisted Education Programs.
2. This RFP does not commit the Vermont State Colleges System to award a contract.
3. This RFP and the process it describes are proprietary to the VSCS and are for the sole and exclusive benefit of the corporation. No other party, including any Applicant, is granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP, shall become the property of the VSCS and may be subject to public disclosure as described in the Confidentiality section, below.
4. Submission of a bid indicates acceptance by the party of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Vermont State Colleges System and the chosen party selected.

5. Responses shall be binding upon the chosen party and irrevocable for up to 60 days following the close of applications.
6. From the release date of this request for proposal until award of the contract, no contact with Vermont State Colleges System personnel or board members related to this solicitation is permitted. Direct all communications to the designated contact on the first page of this request.
7. The Vermont State Colleges System reserves the right to:
 - a. Request clarification and additional information from any Bidder during the evaluation process
 - b. Negotiate with the chosen Bidder to include further services not identified in this RFP
 - c. Re-advertise with either an identical or a revised scope of work or cancel requirements in their entirety
 - d. Issue subsequent RFPs based on refinement of concepts proposed in response to this request
 - e. Conduct investigations of the qualifications of the Applicant as deemed appropriate
 - f. Request the Applicant modify the submitted proposal to more fully meet the needs of the Vermont State Colleges System
8. Any contract awarded will be governed by the laws of the State of Vermont and adjudicated in the exclusive jurisdiction of the courts of the State of Vermont.

CONFIDENTIALITY

The Vermont State Colleges System complies with the Vermont Public Records Act, 1 VSA § 315 *et seq.* which requires public agencies to allow any person to inspect or copy any public record upon request. Accordingly, applicants for this RFP are hereby advised that any communications, data or other information received by the Vermont State Colleges System during the RFP process could be subject to a public records request. However, certain public records are exempt from public inspection and copying, as set forth in 1 VSA § 317(c), including, for example, those portions of a record which meet the statutory definition of a trade secret. Accordingly, if portions of the proposal should be protected from public disclosure, applicant shall submit a second copy of the proposal, from which any portion of the proposal that the applicant reasonably believes to be exempt from disclosure under the Public Records Act has been redacted. **By submitting a proposal, you indicate that you understand the requirements of this section and the potential applicability of Vermont's Public Records Act to your proposal, and that unless you provide a redacted version of your proposal at the same time**

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you submit the proposal, you acknowledge it may be produced in response to a valid Public Records request.

Information provided to NPS U.S. DHHS , or required by NPS to be on file with the grantee, is considered to be a public record and subject to disclosure under the Freedom of Information Act (5 U.S.C. 552) unless determined to be exempt and not to be disclosed under that statute.

SUBMISSION REQUIREMENTS

All submissions are due no later than January 8, 2026, 5:00 pm ET.

In three (3) separate documents, to be named as outlined on Application Instructions page, please provide the following:

1. **Organization Approach, Firm and Personnel Qualifications:** Provide a statement of qualifications and capability to perform the services sought by this RFP, including:
 - a. Provide a comprehensive outline as to how your firm intends to provide the services and outcomes identified below.
 - b. Provide a detailed schedule of activities to achieve each phase of this RFP.
 - c. Provide 3 or more well-defined examples of work that you have collectively accomplished. Be clear regarding what services were provided by the various sub consultants that are included in this team. It may take more than three examples to highlight work of this complexity for all proposed subconsultants.
 - d. Qualifications and experience for personnel working on this engagement including skillset (described in detail), experience level, and job title. Relevance with similar projects should be cited along with the level of effort expected for this engagement.
2. **References:** Provide examples of work and references from three to five clients performing work of similar complexity. In each reference include the following:
 - a. Project name and description including primary project scope, description of complexity, and project plan
 - b. Duration and size of project
 - c. Name of company
 - d. Project sponsor name, telephone number, and email address
3. **Fee Proposal:** Provide a fee proposal with the following break out.
 - a. Provide a project total cost by deliverable: Schematic Design, Design Development, Construction Documents and Construction Administration. This is a fixed cost contract. Reimbursable line items will not be allowed.
 - b. Provide a total hourly breakdown for each phase for the prime consultant and any sub consultants.

4. **Redacted Copy:** Provide a second copy of the proposal, redacting any portion of the proposal that is reasonably believed to be exempt from disclosure under the Vermont Public Records Act.