

# REQUEST FOR PROPOSALS

## Roxbury Town Highway Garage - Conceptual Design and Cost Estimating Services

**Project Overview:** The Town of Roxbury is seeking proposals from qualified professionals to provide conceptual design and cost estimating services for the planning of a new Town Highway Garage. This work will support the Town in the development of a conceptual building layout and preliminary construction cost estimate, and prepare for complete project design and construction documents, budgeting, and potential bond vote.

This RFP is limited to early-stage design support and conceptual-level services. Full architectural/engineering (A/E) services, permitting, bidding, and construction administration are not included in this contract.

**Project Background:** The Town is evaluating options to replace its aging highway garage on Town Garage Road. The proposed site is served by an existing water and septic system. The Town seeks professional support to refine the conceptual design and develop reliable cost information to guide next steps.

At the bottom of this RFP, you'll find an initial hand sketch of the proposed layout. The concept envisions a four [4] bay garage with approximately 50 feet by 94 feet, with:

1. 4 front-facing equipment/truck bays
2. Office, rest room, mechanical room, and breakroom space

**Scope of Services:** The selected consultant will provide the following:

1. Conceptual Site and Building Layout
  - Topographic Survey
  - Soil [ledge] probes
  - Develop the preliminary sketch into a professional site and building layout drawing suitable for presentation.
  - Recommend improvements to site circulation, spatial layout, or basic structural options.
2. Preliminary Construction Cost Estimate
  - Develop a conceptual-level construction cost estimate using localized materials and labor rates.
  - Provide cost ranges for optional features, such as:
    - Radiant heated floors
    - Foam insulation vs. alternative insulation types
    - Other heating alternatives
3. Summary Report
  - Prepare a report including:
    - Conceptual building layout (PDF)
    - Estimated total cost and optional cost items
    - Key design considerations and potential phasing options
    - Potential permit and regulatory requirements
    - Construction timeline for planning purposes

**Schedule:**

1. RFP Release: February 6, 2026
2. Question Period Ends: March 13, 2026
3. Proposals Due: April 24, 2026
4. Selection and Award: May 8, 2026
5. Draft conceptual design and cost estimate: Ten [10] weeks after award

**Submittal:** Submit proposals (PDF format) to: Tammy Legacy, Town Clerk, [townclerk@roxburyvt.org](mailto:townclerk@roxburyvt.org)

**Proposal Requirements (10-page limit)**

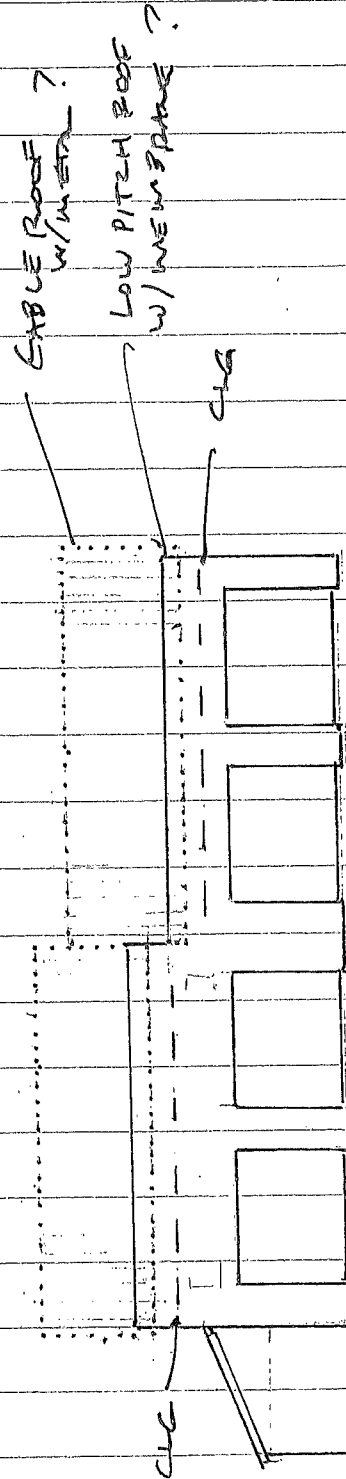
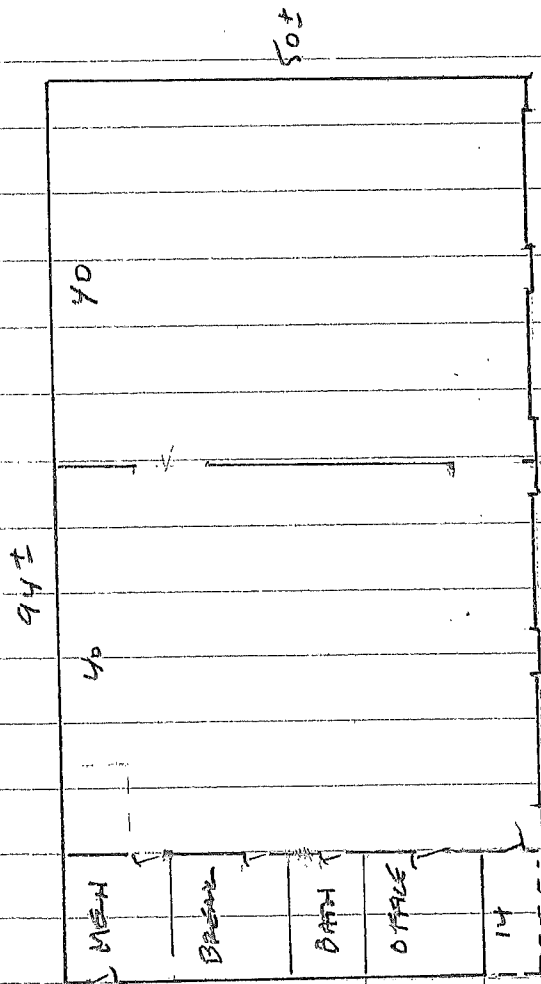
1. Firm/individual background, qualifications, and relevant experience
2. Examples of similar municipal garage or public works projects
3. Proposed approach and methodology for this scope of services
4. Sample deliverables (conceptual plan or cost estimate example, if available)
5. Fee proposal (lump sum)
6. Proposed timeline for deliverables and presentation

The Town reserves the right to reject any or all proposals.

Selection under this RFP does not guarantee future phases of project work.

Questions should be sent to Tammy Legacy, Roxbury Town Clerk, by March 13, 2026.

Email: [townclerk@roxburyvt.org](mailto:townclerk@roxburyvt.org)



ROXBURY TOWN GARAGE

1" = 20'

1/2026