

***Highgate Town Common Master Plan MPG
Project Consultant RFP
Pre-Bid Consultant RFP Site Visit Notes
February 6, 2018 9:00am***

Present: Sarah Pelkey, Landworks
Michael Willard, VHB
Nick Hadians, The Johnson Company
Gregg Gossens, gbA Architecture
Luke Willey, Ruggiano Engineering
Miles Waite, Waite Heindel
Erik Sandblom, KAS Consulting
Nathan Suter, Build
Andrea Murray, VT Integrated Architecture
Megan Nedginski, VT Integrated Architecture
Peter Lazorchak, Wilcox Barton Architecture
David Roy, Wiemann Lamphere Architecture
Greta Brunswick, Northwest Regional Planning Commission

Town Representatives: Steve Lafar, Randall Connelly, Clarence Miller, Richard Noel,
Woody Rouse and Heidi Britch-Valenta

The group met at the property at 9:00am for a pre-bid walkthrough of the buildings for the purpose of providing information to potential bidders for the RFP issued on January 22nd for consulting services. The focus of the RFP is to solicit bids from consulting firms to assist the steering committee in arriving at potential development proposal. Steve Lafar, Committee Chair gave a brief overview of the project.

It was clarified that proposals are due on February 19th by 4:30pm. The Office is officially closed but there will be employees inside and anyone delivering on that day can knock on a window or call 868-4697 and we will open the door.

It was stated that the deadline for questions is the 8th. (Question should be submitted in writing to hbvalenta@highgatevt.org and will be answered to all in attendance as soon as possible).

All present confirmed they had received a copy of the PH I and Ph II assessments and the recent Feasibility Study for the Library Relocation Project prior to the site visit.

It was clarified that this would be very public process involving several meetings and a survey to gauge public support for the determination of design.

It was asked if there had been any Market Research performed that could be shared. Greta offered that a recent project in Swanton had generated information that would be pertinent and she would provide the committee with a copy.

It was asked if the buildings are on the Historic Register. Greta clarified that they are not on a Federal Register but the residential building is on the State Register. The Café is not.

It was asked if a phased approach to development would be considered. Steve responded that it is very likely that a development proposal would be phased.

The septic location was questioned and Greta noted it is included in the Phase II Assessment Maps.

It was determined that the former Café does not have a water connection because it was formerly connected to municipal water but was disconnected several years ago. The residence, which was occupied up till last year, has an existing water supply (for further information bidders should refer to the PH II report).

The property lines were pointed out.

The recently added sidewalk and crosswalk leading to the property were pointed out.

The presence of the School and Arena were pointed out. The heavy rate of vehicular traffic was noted. The proximity of the walking path and the Lamoille Valley Rail Trail were pointed out. The current rate of pedestrian and bicycle travel and the potential for an increase in this travel due to expanding programming at the arena and the pending upgrade of the Lamoille Valley Rail Trail were also discussed.

The site visit ended at 10:00 am.

Heidi Britch-Valenta

TOWN ADMINISTRATOR

P.O. Box 189, Highgate Center, VT 05459

(802) 868-4922 / Fax: (802) 868-3064

hvalenta@highgatevt.org