

## 1. Introduction

The Town of Wilmington, Vermont, is soliciting proposals from qualified contractors to perform energy efficiency, ADA accessibility, and building envelope upgrades at three municipal facilities: the Highway Garage, Memorial Hall, and Town Hall. This project is funded through the Vermont Municipal Energy Resilience Program (MERP), administered by the Department of Buildings and General Services (BGS).

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## 2. Project Overview

### Site 1: Highway Garage

#### Scope of Work:

- **Window and Door Replacement:** Replace 3 windows and 4 poorly sealed exterior doors. Three (3) windows that meet Marvin Ultimate series specifications, size estimate 35W x 60H double hung windows, all exterior trim shall be composite-like material, and interior painted to match the trim. Four (4) exterior fiberglass doors, size estimate 36W x 80H with composite door casing, with ADA sill, 4-keyless entry locks. The hardware on the new door shall meet ADA standards [See ADA Checklist, page 16, Fig. 1.44]. Contractor is responsible for final measurements.
- **ADA Improvements:** Construct a paved, graded, van-accessible parking space and flush-entry pathway, positioned parallel to the building entrance. Refer to ADA Checklist [Priority 1, page 4, Fig. 1.5 and page 5, Fig. 1.10]. *Town will perform line and handicap placard painting.*

### Site 2: Memorial Hall

#### Scope of Work:

- **ADA Improvements:** Replace the existing ramp with a modular metal one to reduce snow accumulation. Ramp must maintain a slope not greater than 1:12, include a 5-ft turning platform, and align with existing paths. The landing must be flush with the door threshold [See Checklist, Priority 1, pages 10-13].
- **Exterior Door Replacement:** Install a new exterior wooden door on the main floor, east side, with ADA-compliant hardware. [See Checklist, page 16, Fig. 1.44]. The door must match the Colonial Revival style, using high-quality hardwood, with safety tempered clear glass. Evaluate feasibility and pricing for an automatic door opener.

## Site 3: Town Hall

### Scope of Work:

- **HVAC:** Replace outdated A/C with air-to-air heat pumps integrated into the current heating system. Town Hall includes two attached historic structures (Greek Revival and Italianate, c.1850). Heat pump components must be out of public view. Evaluate the existing electrical system and identify any needed upgrades.
  - **Envelope Improvements:** Replace 2-exterior and 1-interior energy-efficient historically accurate hardwood doors, with safety tempered clear glass.
  - **ADA Improvements:** Upgrade sidewalk ramp and install ADA-compliant door hardware [See Checklist, page 16, Fig. 1.44], and evaluate the feasibility and pricing for electronic door opener at the handicap entry.
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## 3. Proposal Requirements

- Executive Summary (1-page max)
- Firm Background and Qualifications
- Project Understanding and Methodology
- Itemized Approach by Site
- Proposed Timeline
- Cost Proposal by Site
- Proof of Insurance
- Completed Bid Submission Checklist (Attachment A)

Digital submissions must be a single PDF document (5-10MB).

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## 4. Evaluation Criteria

- Demonstrated experience with similar historic building projects
  - Familiarity with Vermont codes and ADA requirements
  - Capacity to complete multi-site projects
  - Cost-effectiveness
  - Evaluation scores based on Bid Scoring Sheet (Attachment B)
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## 5. Site Visit (Optional)

A pre-bid site walkthrough will be held on **August 7, 2025, at 10:00 AM**, starting at the Highway Garage, 23 Haystack Road. Contractors must RSVP to [jarchambault@wilmingtonvt.us](mailto:jarchambault@wilmingtonvt.us).

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## 6. Submission Instructions

Submit proposals by **September 5, 2025, at 12:00 PM (noon)** to:

- **Email:** [jarchambault@wilmingtonvt.us](mailto:jarchambault@wilmingtonvt.us) (PDF format, 5-10 MB), or
- **Mail/Drop-off:** PO Box 217, 2 East Main Street, Wilmington, VT 05363. Proposals must be labeled "MERP RFP BID." Postmarks not accepted.

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## 7. Attachments

- VCIL Site Accessibility Assessments
- Attachment A: Bid Submission Checklist
- Attachment B: Bid Scoring Sheet

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## 8. Terms and Conditions

- The Town reserves the right to reject any or all proposals, in whole or in part, and to accept a proposal other than the lowest bid if determined to be in the Town's best interest.
- All work must comply with Vermont building codes, ADA, and MERP requirements.
- Final site measurements and confirmation of fit are the responsibility of the contractor prior to material ordering.
- Contract award is contingent on state and local approval of design and cost.

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## 9. Insurance Requirements

Contractors must provide and maintain insurance for the duration of the project.

### a. Builder's Risk Insurance

Coverage for work performed and materials in transit, on-site, or off-site until project acceptance.

### b. Workers' Compensation

Must comply with Vermont law. Out-of-state contractors must carry Vermont-approved policies or add endorsements naming the Town.

**c. General Liability and Property Damage**

Includes:

- Premises-Operations
- Products/Completed Operations
- Personal and Advertising Injury
- Contractual Liability

**Minimum Limits:**

- \$1,000,000 Each Occurrence
- \$2,000,000 General Aggregate
- \$1,000,000 Products/Completed Operations
- \$1,000,000 Personal & Advertising Injury

**d. Automotive Liability**

Coverage for owned, non-owned, and hired vehicles:

- \$500,000 minimum
- \$1,000,000 if construction or transport of hazardous materials is involved

**e. Additional Insureds**

The Town of Wilmington, including its officers and departments, shall be named as Additional Insureds on General and Auto Liability policies. Coverage must be primary and non-contributory.

**f. Notice of Cancellation or Change**

Insurers must provide 30 days' advance written notice for cancellation, material changes, or non-renewal.

**g. Fair Employment Practices and ADA Compliance**

Contractor agrees to comply with 21 V.S.A. Chapter 5, Subchapter 6, and the Americans with Disabilities Act, as amended.

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## Pricing & Timeline

Site 1: Highway Garage: \$ \_\_\_\_\_

Site 2: Memorial Hall: \$ \_\_\_\_\_

Site 3: Town Hall: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_

Proposed Completion Date: \_\_\_\_\_

Subcontractors to be Used:

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Bidding Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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## Attachment A: Bid Submission Checklist

- Executive Summary (1-page max)
- Company Background & Key Personnel
- Experience with similar municipal or historic projects
- Site-by-site methodology and materials
- Project timeline per site
- Cost proposal by site
- Insurance certificate and bonding information: General Liability Insurance, Builder's Risk Insurance; Performance Bond (100% of contract value) and Labor & Material Payment Bond (100% of contract value).
- Three references (preferably Vermont municipalities)
- PDF or hard copy submission before deadline
- All documents properly labeled
- Pre-bid walkthrough acknowledged (optional)

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## Attachment B: Bid Scoring Sheet Template

<b>Evaluation Criteria</b>	<b>Max Points</b>
Relevant Experience	25
VT Code & ADA Familiarity	25
Cost Effectiveness	25
Timeline & Capacity	25

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