

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. However, **this RFP Project Overview is focused on Memorial Hall Historic Window Rehabilitation**. This project is funded through the Vermont Municipal Energy Resilience Program (MERP), administered by the Department of Buildings and General Services (BGS).

2. Project Overview

Site: Memorial Hall

Scope of Work:

- **Window Rehabilitation:** Rehabilitate 39 historic windows per consultant's recommendations in the June 18, 2025, "Municipal Energy Resilience Program Window Assessment for Memorial Hall" (see attachment provided). All repairs must follow NPS Secretary of the Interior's Standards for Rehabilitation and NPS Preservation Briefs #3 and #9. Replace storm windows with white factory-painted units.
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3. Proposal Requirements

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

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

4. Evaluation Criteria

- Demonstrated experience with similar historic building projects
- Familiarity with Vermont codes and historic preservation standards
- Capacity to complete within specific time table
- 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 at a mutually convenient time. Contractors must make an appointment with stucker@wilmingtonvt.us.

6. Submission Instructions

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

- **Email:** 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

- Window Assessment for Memorial Hall (MERP)
 - 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, historic preservation standards 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.

Pricing & Timeline

Site: Memorial Hall: \$ _____

Total: \$ _____

Proposed Start Date: _____

Proposed Completion Date: _____

Subcontractors to be Used:

Bidding Company Name: _____

Contact: _____

Business Address: _____

Phone: _____ Email: _____

Attachment A: Bid Submission Checklist

- Executive Summary (1-page max)
- Company Background & Key Personnel
- Experience with similar municipal or historic projects
- Site methodology and materials
- Project timeline
- Cost proposal
- 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
- PDF or hard copy submission before deadline
- All documents properly labeled
- Pre-bid walkthrough acknowledged (optional)

Attachment B: Bid Scoring Sheet Template

Evaluation Criteria	Max Points
Relevant Experience	25
VT Code & Historic Preservation Standards Familiarity	25
Cost Effectiveness	25
Timeline & Capacity	25
