

Town of Londonderry, Vermont

100 Old School Street
South Londonderry, VT 05155
802-824-3356
www.londonderryvt.org

INVITATION TO BID

RFP NO. 2021-03

DATE: April 26, 2021

PROJECT TITLE: Town Hall Restoration

PROPOSAL DUE DATES: Sealed bid proposals are due by **May 17, 2021**, no later than 2:00 PM.
See section 5 for specific directions on bid submittal.

ESTIMATED TIME PERIOD FOR CONTRACT: All work required herein shall take place between June 1, 2021 and September 30, 2021.

BIDDER ELIGIBILITY:

This procurement is open to those bidders who satisfy the minimum qualifications stated herein and are available for work in the State of Vermont.

*****A mandatory pre-bid meeting will be held at the work site (139 Middletown Road, South Londonderry, VT) on May 11, 2021 at 11:00 AM. All interested bidders are strongly encouraged to attend as bids will not be accepted from contractors who are not represented at this meeting.**

CONTENTS OF THE INVITATION TO BID (ITB):

1. Introduction
2. Scope of Work
3. General Information for Bidders
4. Pricing
5. Submission of Proposals
6. General Provisions
7. Evaluation and Contract Award
8. Bid Proposal Form

1. INTRODUCTION

A. Purpose

In recognition of the need to preserve the historic Londonderry Town Hall, located 139 Middletown Road in South Londonderry, the Town of Londonderry, Vermont has conducted a number of building-related analyses of the structure over the past year, and is now seeking a qualified general contractor to conduct and oversee specified general renovation and restoration work as recommended in those analyses.

2. SCOPE OF WORK

The Town is requesting bid proposals for a general contractor to provide construction services at the Londonderry Town Hall to include the following work:

- site work
- structural work
- carpentry
- roofing
- thermal/insulation work
- exterior painting
- window/door restoration.

At a minimum, specific work required is as indicated in ATTACHMENT A – SCOPE OF WORK, and ATTACHMENT B – GENERAL REQUIREMENTS, which are attached hereto and considered part of this Invitation to Bid. All work shall be under the general supervision of the Town’s construction manager.

Terms and conditions may be further defined in a formal contract.

Contractors will submit an all-inclusive, fixed price bid, including sub-contractor costs, if applicable.

3. GENERAL INFORMATION FOR BIDDERS

A. Right to Accept or Reject Proposals

The Town reserves the right to accept or reject any proposal, at their sole discretion, and to award a contract based solely on their determination of the best proposal considering all circumstances and conditions applicable to this project.

B. Right to Cancel or Postpone the Project

The Town reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this ITB.

C. Right to Retain and/or Utilize Information Contained in Submitted Proposals

The Town reserves the right to retain all of the proposals and to use any ideas in a proposal regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this ITB unless clearly stated to the contrary and specifically noted in the proposal submitted and confirmed in the contract between the Town and the selected firm.

4. PRICING

- A. Proposals will clearly state and explain all costs associated with the services to be provided as defined in Section 2, Scope of Work. The Town will not make advance,

incremental or partial payments. All work/deliveries must be satisfactorily completed before being invoiced.

- B. There is no expressed or implied obligation on the part of the Town to reimburse bidders for any expenses incurred in preparing or presenting proposals in response to this request.

5. SUBMISSION OF PROPOSALS

- A. Due to the Town’s wish to promote physical distancing to curb the spread of the novel coronavirus, no bids will be accepted by mail, fax or in-person and all bids must be submitted electronically via email to the following email address:
townadmin@londonderryvt.org
- B. Respondents are to use the enclosed Bid Proposal Form (page 7) to submit their proposal. The completed form and any attachments should be scanned to PDF format and sent as a single attachment to the email. Failure to use the enclosed form shall be deemed as non-responsive and shall invalidate any submittal. Additional materials which clarify and/or supplement the response form may be attached to the Bid Proposal Form.
- C. All proposals must be submitted to the Town of Londonderry in care of the RFP Coordinator with reference to “**Town Hall Restoration.**” Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered. Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.
- D. There will be no public opening of the bids received by the Town, but they are proposed to be reviewed by the Londonderry Selectboard at a video-only meeting scheduled for May 24, 2021 at 6:00 PM. The agenda for the meeting, along with instructions on how to participate remotely by phone or video will be on the meeting agenda, which will be posted on the agendas/minutes page of the Town’s website: www.londonderryvt.org.

6. GENERAL PROVISIONS

A. RFP Coordinator

The following RFP Coordinator will serve as the single point of contact for this solicitation:

Shane O’Keefe, Town Administrator
Town of Londonderry
100 Old School Street
South Londonderry, VT 05155

Phone: 802-824-3356, ext. 5

Email: townadmin@londonderryvt.org

Except as noted below, all communication between the bidder and the Town upon release of this ITB shall be with the RFP Coordinator. Any other communication will be considered unofficial and non-binding on the Town. Bidders are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the bidder.

B. No Obligation to Contract

This ITB does not obligate the Town to contract for services specified herein. The Town reserves the right to reject all bids and to either withdraw the ITB or reissue a revised ITB at a later time.

C. Commitment of Funds

The Town of Londonderry Selectboard is the only entity that may legally commit the Town to the expenditures of funds for a contract resulting from this ITB. No costs chargeable to the proposed contract may be incurred before receipt of a fully and properly executed contract.

D. Right to Extend Contracts

The Town reserves the right to extend a contract for ongoing services without reissuing an ITB.

E. Insurance Requirements

- 1) The Contractor will furnish the Town with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.
- 2) The Contractor shall, at its own expense, obtain and keep in force insurance coverage during the full term of the contract. Upon the Town's acceptance of the Contractor's proposal, a Certificate of Insurance shall be provided to the Town by the Contractor or the Contractor's insurance company before any work is performed. The Contractor's policies shall name the "Town of Londonderry, Vermont" as an additional insured.
- 3) By submitting a bid, Bidder warrants and promises that it will comply with all State of Vermont and federal requirements for the transportation, storage and handling of the fuel to be provided under this bid. The awarded Contractor shall indemnify the Town and its representatives against any claim, loss, damage, or liability arising from any such law or regulation related to any activity of Contractor or its agents or employees. The awarded Contractor shall be responsible for all damage to property, or injury to persons, arising out of any act or failure to act on the part of its agents or employees. They shall indemnify and hold harmless the Town from any and all

demands, suits, or judgments arising in conjunction with or as a result of the Contractor's performance of this contract.

- 4) Liability Insurance -- Contractor shall maintain Commercial General Liability Insurance with a limit of not less than \$1,000,000 per each occurrence and General Aggregate coverage of at least \$2,000,000.
- 5) Automobile Liability Insurance -- Contractor shall maintain automobile liability coverage with a Combined Single Limit of at least \$1,000,000.
- 6) Workers' Compensation -- The Contractor will, at all times during its service to the Town, comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The Town will not be held responsible in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract. Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

F. COVID-19 Pandemic Provisions

The Contractor will, at all times during its service to the Town, comply with the most recent COVID-19 executive orders from the Governor and all applicable workplace safety guidance from both the Vermont Agency of Commerce and Community Development and the Vermont Occupational Safety and Health Administration.

7. EVALUATION AND CONTRACT AWARD

A. Evaluation Procedure

- 1) Only proposals received from contractors represented at the mandatory pre-bid meeting will be accepted for consideration.
- 2) Proposals will be evaluated in accordance with the requirements stated in this request and the Town of Londonderry Purchasing Policy.
- 3) The RFP Coordinator may contact any bidder for clarification of any portion of the bidder's proposal.

B. Evaluation and Selection Criteria

The Town will consider the following criteria when evaluating and selecting proposals:

- Price
- Clarity and completeness of the submitted proposal
- Bidder's ability to perform within the specified time limits
- Bidder's experience and reputation, including past performance for the Town of Londonderry

- Quality of the materials and services specified in the bid
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements, if any.
- Bidder's availability to provide future service, maintenance, and support.
- Bidder's financial stability.
- Any other factors that the Town determines are relevant and appropriate in connection with a given project or service.

C. Notification to Bidders

The RFP Coordinator will seek to notify the Apparently Successful Contractor of the Town's selection no later than 4:00 PM on May 28, 2021.

D. Start of Work

Subject to successful execution of a construction contract by both parties, work may commence any time after June 1, 2021 and must be completed by November 1, 2021, as weather conditions may dictate.

Bid Proposal Form is on following page

8. BID PROPOSAL FORM

Due: May 17, 2021 at 2:00 PM

Complete and electronically submit the following proposal, please write clearly.

1. BID PROPOSAL: Check here [] if supplementary documentation is attached.

A. Required Bid:

All restoration work as specified in Scope of Work = \$ _____
TOTAL COST

B. Bid Alternate #1

Furnish/Install new replacement windows = \$ _____
TOTAL COST

C. Bid Alternate #2

Furnish/Install attic insulation = \$ _____
TOTAL COST

2. Unit Prices: Provide hourly wage rate schedules and unit prices listings for all labor and equipment proposed for project. Labor rates to include taxes, fringe benefits and insurance. All supervision to be included in contractor mark-ups.

Job Description: Carpenter/ Laborer – Building

Carpenter Foreman (straight time) \$ _____/HR

Carpenter (straight time) \$ _____/HR

Laborer (straight time) \$ _____/HR

3. Markup: Provide markup percentage for all overhead and profit on labor, materials and subcontractors _____%

NOTES: All prices above shall be valid for 30 days and for the duration of the contract period. All prices shall include all labor and material costs, and any discounts offered. All fuel surcharges, delivery charges and miscellaneous charges that are not part of the terms and conditions of this solicitation or contract will not be paid and only hold up payment if they are added to a submitted invoice.

Company: _____

Authorized Representative: _____

Address: _____

Phone: _____ **Email:** _____

Signature: _____ **Date:** _____

[END OF DOCUMENT]

COLE COMPANY Inc.

ATTACHMENT A

LONDONDERRY TOWN HALL
LONDONDERRY, VT

GENERAL CONSTRUCTION
SCOPE of WORK
April 26, 2021

A. General Provisions:

This Lump Sum contract shall provide for the furnishing and installing of all labor, materials, equipment, tools, supervision, and other related activities associated with the performance of all **General Construction Work** as further defined herein:

This is a historic preservation project and all work associated with the project must meet The Secretary of Interior Standards for the Treatment of Historic Properties.

B. Contract Documents:

REFERENCE DOCUMENTS

Available on the Town website - www.londonderryvt.org

- Engineering Ventures PC - Structural Review Report dated January 15, 2021
- KAS – Pre-Renovation Asbestos Report dated July 7, 2020
- KAS – Mold Interior Air Quality report dated July 7, 2020
- BVH - Field Report dated July 23, 2020
- Cole Engineering and Construction – Dwg A-2 - Type 2 ADA Ramps dated August 18, 2017, and HBI VT – SKS – 1 ADA Ramps dated 8/29/17
- KD Associates – Lead Assessment dated June 22, 2020
- The Secretary of Interior Standards for the Treatment of Historic Properties (www.nps.gov).
- National Parks Services- Preservation Briefs and Technical Preservation Services - Standards and Guidelines for Historic Preservation Projects (www.nps.gov).

NOTE: Contractors are required to review ALL contract documents and become familiar with existing site and building conditions and coordinate their work in and around work of others.

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C. Scope Clarifications and Qualifications:

General Requirements:

1. Contractor to be fully responsible for all work associated with their specific scope of work including but not limited to site safety / OSHA / EPA compliance.
2. Only contractors and their employees and subcontractors familiar with working on historic structures and have demonstrated experience with adhering to the Standards for Preservation and Rehabilitation for a project of similar size and scope shall be permitted to work on this project unless otherwise approved by CM / Owner.
3. Under NO circumstances shall any part of the structure or site be removed, cut, attached to, or altered without the approval of CM / Owner.
4. Working with the CM create a dismantling / clearing and cleaning plan to clearly identify each building and site element slated for removal and salvage or disposal.
5. All materials not listed to be salvaged, rehabilitated or restored to be properly disposed of off-site by contractor.
6. Minimal disturbance at existing site, parking lots and public areas required. Contractor to coordinate staging requirements with CM and review any proposed modifications to site with CM prior to start of work.
7. Maintain clean and clear site and building on daily basis. Secure building at end of each workday.
8. Additional phases and or activities of work may be included with contract at the owner's discretion.

Site Work

1. Removal of existing wood ramp at north side of front entry and provide new ADA wood ramp and galvanized steel railings from south side front entry to the parking lot. (Cole / HBI ADA Ramp documents only to be used as concept for budgeting work. Contractor to submit shop drawings of ramp / railings specific to this project for approval)
2. Re-grade all areas between existing grade and building to provide for positive drainage away from the building.
 - Include crushed stone drip zone around perimeter of entire building that extends 3" beyond drip / gable edge and down 4" typical all sides. Include removal of existing materials to provide for crushed stone.
3. Organize staging areas and maintain traffic control during loading and unloading activities.

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4. Install Project Sign provide by Owner
5. Provide dumpsters and coordinate delivery / removal of selected non historic materials from site.

Carpentry Work

1. Remove and Replace the over door hood at west entry to basement. Replace in kind and repair rot and damaged surroundings. Prime paint all new wood all sides and cuts.
2. Restore front entry platform to receive new ADA ramp and Entry doors. Prime paint all new wood surfaces
3. At lower-level ADA ramp modify existing landing at door to include stairs and railing to basement space.

Structural Work (Reference EV Report for selected items as listed below)

1. Foundation Work
 - Provide new foundation stones at areas where voids exist with grade and also grout loose stones
 - Restore or replace hatch on north side and repair associated framing rot.
2. Floor Framing
 - Level 2 Floor Framing at the front and balcony areas - Probes
 - Remove flooring to determine size and spacing of framing for analysis by EV
 - Flooring to be removed at old chimney area and framing to be assessed by EV.
 - Removal of floor boards adjacent to balcony beam and framing to be assessed by EV
3. All remedial framing work required subsequent to inspection by EV shall be performed on a Time and Material Basis. Include \$5,000 allowance in proposal for this work.

Roofing Work

1. Removal of asphalt shingle roofing from east and west additions and assess roof sheathing for damage. Include allowance of \$3,000 for Labor and Materials for roof sheathing repairs (based on unit rates).
2. Provide slate repairs to main building roof to include replacement of missing slates and removal / secure in place loose slates. Provide samples of slate materials for approval.

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3. Provide new Asphalt Shingle roof with product similar to GAF Timberline shingles with new aluminum drip edges and flashings to main building where required.

Thermal / Insulation (Reference BVH Field Report)

1. Remove all loose insulation from attic of original building and rear addition and vacuum areas. Caution to not damage existing ceilings.

Painting / Mold Remediation Work (Reference KAS Mold / Air Quality Report)

1. Basement area of rear addition. Include Mold Remediation of all surfaces as outlined in the KAS Mold Remediation report. Upon cleaning all surfaces include one coat of mold resistance paint to all wood / gypsum board surfaces.
2. Provide for complete preparation and painting of the Entire East Entry Addition (exterior only). Work to include scraping loose paint, lead containment and disposal, Prime and 2 finish coats of paint (Benjamin Moore or equal). Include windows and doors. Paint color and sheen to be determined by owner.

Doors and Windows

1. Carefully remove the two lead glass windows from the east entry façade and package for transport by others to the owners independent Window Restoration contractor. Include temporary plywood enclosure in window opening.
2. Upon complete restoration of window sash and delivery to site, remove the temporary protection and install restored window in opening. Include all remedial work to existing opening including sill / frame repairs and prime all surfaces.
3. Include the same process listed above for the entry doors with temporary door / hardware for use while door is being restored. Install new ADA threshold and re-install restored entry doors in opening. Include installation of new hardware set provided by owner. Restore and reuse existing hinges.
4. Adjust and fix in-place the upper double hung windows in front addition and install weatherstripping to seal any openings.

D. Scope of Work Not Included

1. Building Permits by owner
2. Hazardous Materials / Asbestos Abatement Work
3. Sales Tax

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E. Alternates and Unit Prices

Alternates

1. Furnish and Install new double hung replacement wood window units equal to Marvin Integrity Series at the second floor of entry building on east side. Include removal and replacement of existing window units and associated trim. Prime interior with finished painted exterior.
2. Furnish and Install Blocking and Cellulose Insulation in attic of original building and rear addition per scope listed in BVH report.

Unit Prices

1. Contractor shall provide hourly wage rate schedules and unit price listing for all labor and equipment proposed for project. Labor rates to include taxes, fringe benefits and insurance based. All supervision to be included in contractor mark ups.
2. Contractor shall provide mark up percentage for all overhead and profit on labor, materials and subcontractors.

F. Schedule Milestones:

TARGET START DATE

- | | |
|--|----------|
| • Contract Award | 5/24/21 |
| • Mobilize Site/Removals/Temporary Protections | 6/7/21 |
| • Off Site Window / Door Restoration | 6/7/21 |
| • Structural Probes | 6/7/21 |
| • Structural Inspections | 6/21/21 |
| • Roofing Work | 6/21/21 |
| • Interior Trades | 6/21/21 |
| • Exterior Trades | 7/19/21 |
| • Site Work / Clean Up | 10/18/21 |
| • Substantial Completion | 11/1/19 |

END

COLE COMPANY, Inc.

ATTACHMENT B

LONDONDERRY TOWN HALL LONDONDERRY, VT

GENERAL REQUIREMENTS

April 26, 2021

1. The project owner is the Town of Londonderry and all agreements and payments, warranties, etc. will be made directly with owner.

Town of Londonderry
100 School Street
South Londonderry, VT 05155
Attn: Shane O'Keefe – Town Administrator
Work: 802-824-3356, ext.5
Email: townadmin@londonderryvt.org

2. Cole Company, Inc is the Construction Manager on the project and will be acting as owner's agent administrating all work on behalf of the owner. All correspondence and invoices should be directed to **Chris Cole** as follows:

Cole Company Inc.
119 Peace Street
Manchester Ctr., VT 05255
Work: 802-362-0096
Cell: 802-375-3528
E-mail: ccole@colecompanyinc.com

3. The services provided by each contractor are for the following project:

Londonderry Town Hall
139 Middletown Rd
South Londonderry, VT 05155

4. All labor and material contracts shall utilize Town's standard form of contract unless otherwise authorized by owner.
5. Payment terms are based on monthly invoicing with payments made by owner within 30 days of approved invoice. Invoices to be issued to Cole Company by the 5th of the month for review.
6. All contractors are responsible to inspect the site and become familiar with existing site conditions.

