

Request for Proposals (RFP), Phase 1: Town Office & Young at Heart Senior Center Improvements

Design/Engineering and Construction Services for MERP Projects

Town of Poultney, VT

Contact:

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Issue Date: Monday, February 9, 2026

Due: Monday, March 9, 2026 at 4:00 pm EST

Send PDF proposals to Poultney Town Manager at manager@poultneyvt.gov; CC Maggie O'Brien, RRPC MERP Lead at maggie@rutlandrpc.org

1. Introduction:

The Town of Poultney, VT has received funding through the Municipal Energy Resilience Program (MERP), administered by the State of Vermont Department of Buildings and General Services (BGS) to implement energy efficiency and resiliency measures at the Town Office (9 Main St.) and the Young at Heart Senior Center (206 Furnace St). **Of note, this RFP is Phase 1 of the Town's MERP Implementation project;** Phase 2 will include energy-efficiency investments at the Town Highway Garage (170 Furnace St) and the Stonebridge Inn (66 Beaman Street), and a stand-alone RFP will be issued later. For Phase 1, the Town is requesting proposals for design/engineering, project management, and construction services for its projects.

The Town of Poultney will work with the winning bidder to refine the scope of work set forth below to ensure the projects does not exceed the grant award and meet all standards set forth by the MERP Program. The scope of work is based primarily on the Level 1 Energy Audit performed by Bureau Veritas in Dec. 2023 and includes ADA compliance as allowed by the MERP grant and as needed for each building. Bidders shall examine the 2023 Energy Audits Bidders shall examine the 2023 Energy Audit available online at:

<https://www.poultneyvt.gov/services/projects/town-municipal-energy-resilience-projects-merp>.

This project has received preliminary approval from the Vermont Division for Historic Preservation (VDHP), and construction must adhere to VDHP standards. The Town of Poultney will be responsible for municipal project management (MPM) for permitting; coordinating with VDHP and other state entities, as needed; and grant administration.

2. Scope of Work:

The selected Bidder shall provide all labor, materials, and equipment to perform the following tasks.

The Poultney Town Office at 9 Main St. is located in the Poultney Village Main Street Historic District, and the grant requirements provision improvements meet design and siting requirements as set forth by the Vermont Division for Historic Preservation and/or the Secretary of the Interior Guidelines. The Town's MPM and/or contracted historic preservation expertise will provide guidance relative to historic preservation.

The Town Office upgrades include:

1. HVAC: Replacement of existing boiler with a heat pump system. Exterior heat pump equipment must be located at the rear of the building.
2. Install programmable thermostat.
3. Envelope: Improvement of attic insulation. Batt insulation is acceptable.
4. Replacement of external windows. The contractor is required to follow the National Park Service (NPS) Secretary of the Interior Standards for the Treatment of Historic Properties. The contractor is required to identify replacement windows that meet those Standards in its project bid.
5. Control air leakage with weatherstripping.
6. Lighting: Upgrade necessary fixtures to LEDs.
7. ADA improvements: Contractor shall replace front and side doors to add automatic door buttons and to comply with all requirements of ADA entrances. ***Only 20% of construction costs can be expended on ADA upgrades.**

The Poultney Young At Heart Senior Center upgrades include:

1. Envelope: Improvement of attic insulation. Batt insulation is acceptable.
2. Control air leakage with weatherstripping.
3. Lighting: Upgrade necessary fixtures to LEDs
4. Install programmable thermostat.

5. ADA improvements: Repair main door ramp to make ADA compliant. ***Only 20% of construction costs can be expended on ADA upgrades. Note that this cap includes the Town Garage and Stonebridge Inn, which are part of Phase 2.**

Soft costs will be used to pay for permits (as required), architectural/engineering design, project management, and clerking for both buildings. **Only 20% of construction costs can be expended on soft costs. Note that this cap includes the Town Garage and Stonebridge Inn, which are part of Phase 2.**

The Scope of Work may be altered, if necessary, to address budgetary, design, and/or feasibility needs for these projects. Project design should include as many of the project elements listed above and should reflect the MERP project element prioritization hierarchy included in Act 172 – 1) Building Envelope; 2) Fuel Switching and HVAC Systems; 3) Lighting and Mechanicals, 4) Ventilation (ERV or HRV and ductwork); 5) Resilience Measures. As noted above for the Town Office, proposals must contain line items to provide ADA accessibility to the first floor of the building and the public meeting space in the rear of the building.

3. Project Schedule:

- Request for Bids Issued: Monday, February 9, 2026
- Mandatory pre-bid meeting*: Tuesday, February 17, 2026, at 12:00 PM
- Deadline for submission of questions: Monday, February 23, 2026
- Response to questions posted: Monday, March 2, 2026
- Bids due and reviewed by the Town: Monday, March 9, 2026
- Selection notification: No later than Monday, March 23, 2026
- Project Start: Project start and completion dates will be negotiated between the Municipal Project Manager and the selected Bidder(s); however, all agreed upon project work should start no later than **April 13, 2026**.

*Pre-bid Meeting - A mandatory pre-bid meeting will be held at **12:00 pm** on **Tuesday, February 17, 2026** at the Town Office. This will include a walkthrough of the Town Office and Young At Heart Senior Center. Bidders may send up to 2 individuals to the meeting. Any questions asked during the pre-bid meeting will be annotated, and a written copy of all answers will be provided to all bidders. A list of pre-bid attendees will be obtained to include the name of the company, attendee name, physical address, email, and phone number.

Any questions from bidders, other than those asked during the pre-bid meeting, will be submitted in writing. The questions will be submitted to manager@poultneyvt.gov and copied to maggie@rutlandrpc.org. **All questions, other than those asked during the pre-bid meeting, must be submitted by February 23, 2026.** Answers will be sent to all bidders in writing no later than March 2, 2026.

4. Budget:

Funding for these projects comes from the VT Agency of Buildings and General Services (VT BGS) Municipal Energy Resilience Program (MERP). The budget for the scope of work outlined above shall not exceed \$500,000.00; however, please strive to be as cost-efficient as possible to increase the likelihood that the Phase 2 buildings will have some funding remaining for similar energy efficiency upgrades. The scope of work proposed may be modified to follow the '*MERP project element prioritization hierarchy included in Act 172*' (see Section 2. Scope of Work) and includes:

- ADA-compliant access to the first-floor space at the Town Office at no greater than than 20% of the overall budget for that building, and
- Repairing the main entrance ramp to be ADA compliant, at no greater than 20% of the overall budget for that building.

5. Submission Requirements:

The Bidder's proposal should demonstrate its interest in working on the Town of Poultney's MERP projects and its qualifications to perform the project.

Please include the following items in electronic PDF format.

1. Cover Letter, including a brief description of the firm and recommended approach to the project.
2. Scope of Work: Provide a detailed scope of work that aligns with Section 2 (above), broken down by task.
3. Schedule: Provide a schedule that includes completion of the Scope of Work and project milestones with completion by **December 31, 2027**. The Young At Heart Senior Center is more "shovel-ready" and should be prioritized over the Town Office.

4. Fee Proposal: Provide a not-to-exceed fee to perform the proposed scope of work. Each individual task shall be provided as a separate line item (including soft costs).
5. Qualifications: Please include information regarding the Project Team, including identification of the Project Manager, team members with licenses, certifications, or areas of specific design, engineering, or construction expertise. Include information regarding any proposed subcontracted labor who will perform services for the project and/ or whose estimates were provided to inform the bid. Please include a description of relevant experience with MERP or similar state-funded energy or construction programs.
6. References – please provide (3) references for projects completed by the Bidder within the past 3 years. References should include the Owner contact name, phone number, and email address, and a brief description of services performed.
7. Proof of Insurance – Submit proof of insurance meeting the following minimum requirements:
 - i. Commercial General Liability - \$1,000,000 General Occurrence, \$2,000,000 Aggregate
 - ii. Automobile Liability - \$1,000,000 Each Accident
 - iii. Worker's Compensation and Employer's Liability - \$1,000,000

Bids are due by **4:00 pm** on **March 9, 2026**. Please submit proposals and any related information to Paul Donaldson, Poultney Town Manager, via email at manager@poultneyvt.gov, and Maggie O'Brien, RRPC MERP Program Lead, at maggie@rutlandrpc.org. Attach the project bid as a PDF file with the subject: **Poultney Town MERP Project PH 1**.

6. Selection

Bids will be reviewed by the Poultney Selectboard and Municipal Project Manager (MPM) at their regular public meeting on March 9, 2026 and evaluated based on the following criteria:

- a. Project cost and proposed scope of work.
- b. Demonstration and understanding of the MERP program requirements and the Town of Poultney's MERP project.
- c. Proposed project schedule. Priority will be given to bidders able to begin work in April 2026 and complete the project scope of work by December 31, 2027.

The Selectboard will review and evaluate the bids based upon the criteria above. The Selectboard may decide to interview the most qualified firms. Upon completion of any interviews, a scope of work and cost proposal will be required from the most qualified firms, and negotiations will begin. If a scope of work and fee cannot be agreed upon within a reasonable time, negotiations with the next most qualified firms will be initiated. If a satisfactory contract cannot be reached with these firms, this procedure will continue until a mutually satisfactory contract is negotiated.

All information submitted becomes the property of the Town of Poultney upon submission. The Town reserves the right to issue supplemental information or guidelines relating to the RFP, as well as make modifications to the RFP or withdraw the RFP. Once submitted, the bid may not be changed without written notice to and consent of the Town. The cost of preparing, submitting, and presenting a proposal is the sole expense of the bidder. The Town reserves the right to reject all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities, or to cancel the RFP in part or in its entirety if it is in the best interest of the Town. This solicitation of proposals in no way obliges the Town to award a contract.