

## Request for Proposals (RFP)

### Design/Engineering and Construction Services for MERP Projects

#### Village of Poultney, VT

##### Contact:

Paul Donaldson, Poultney Village Manager

[manager@poultneyvt.gov](mailto:manager@poultneyvt.gov)

802-287-4003

177 Main St.

Poultney, VT 05764

Issue Date: Monday, February 9, 2026

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

Send PDF proposals to Village Manager at

[manager@poultneyvt.gov](mailto:manager@poultneyvt.gov); CC Maggie

O'Brien, RRPC MERP Lead at

[maggie@rutlandrpc.org](mailto:maggie@rutlandrpc.org)

#### 1. Introduction:

The Village 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 98 Depot St. (the Old Firehouse) in the village. The Village is requesting proposals for design/engineering, project management, and construction services for this project.

The Village of Poultney will work with the winning bidder to refine the scope of work set forth below to ensure the project does not exceed the grant award and meets 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. 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 Village of Poultney will be responsible for permitting, coordination 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.

1. HVAC: Replace the existing oil boilers with heat pumps as recommended by engineering design and/or the installer.
2. Envelope:
  - a. Air Sealing
  - b. The addition of insulation, as recommended by the engineering design and/or the installer.
3. Lighting: LEDs
4. ADA improvements will be made to address issues with building entry, movement within the building, bathrooms, and improved access to all public locations. **\*Only 20% of construction costs can be expended on ADA upgrades.**
5. Soft costs will be used to pay for permits (as required), architectural/engineering design, project management, and clerking. **\*Only 20% of construction costs can be expended on soft costs.**
6. EV Chargers
7. Solar Panels
8. Other: Battery Storage

This project will require demolition of existing worn, damaged, or degraded materials within the structure's interior, such as drywall, batt insulation, and portions of the roof membrane. All structural elements, roof decking, concrete pads, and/or foundational construction shall remain in place and be repaired as required to implement the energy conservation measures outlined above.

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 (EV Chargers, solar panels, and battery storage). Proposals must include line items to ensure ADA accessibility on the building's first floor.

### 3. Project Schedule:

- Request for Bids Issued: Monday, February 9, 2026
- Mandatory pre-bid meeting\*: Tuesday, February 17, 2026 at 2:00 PM
- Deadline for submission of questions: Monday, February 23, 2026
- Response to questions posted (1 week later): Monday, March 2, 2026
- Submission deadline: Monday, March 9, 2026
- Selection Notification: No later than Monday, March 26, 2026
- Project Completion – Project Schedule, like Project Scope, will be negotiated between the selection committee 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 **2:00 pm** on **Tuesday, February 17, 2026** at the Old Firehouse. This will include a walkthrough of the Firehouse. 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](mailto:manager@poultneyvt.gov) and copied to [maggie@rutlandrpc.org](mailto: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 provided above shall not exceed \$89,871.03**, however, 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 no greater than 20% of the overall budget.

## 5. Submission Requirements:

The Bidder's proposal should demonstrate its interest in working on the Village 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**.
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 the 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's contact name, phone number, and email address, along with a brief description of the 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 by March 9, 2026**. Please submit proposals and any related information to Paul Donaldson, Poultney Town Manager, via email at [manager@poultneyvt.gov](mailto:manager@poultneyvt.gov), and Maggie O'Brien, RRPC MERP Program Lead, at [maggie@rutlandrpc.org](mailto:maggie@rutlandrpc.org). Attach the project bid as a PDF file with the subject: **Poultney Village MERP Project**.

## 6. Selection

Bids will be reviewed by the Poultney Village Trustees at their soonest upcoming meeting on March 19, 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 Village 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 quickly.

The Trustees will review and evaluate the bids based upon the criteria above. The Selection Committee 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 Village of Poultney upon submission. The Village 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 Village. The cost of preparing, submitting, and presenting a proposal is the sole expense of the bidder. The Village 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 Village to award a contract.