



Town Of Whitingham, Vermont

Request For Proposal for the Demolition And Site Stabilization of Flood Damaged Property at 568 VT Route 112, Jacksonville, Vermont

1. SUMMARY AND BACKGROUND

The Town of Whitingham is participating in the FEMA Hazard Mitigation Grant Program which provides funding to towns to purchase and demolish properties damaged in natural disasters. This is a federally funded program administered by the State of Vermont Department of Public Safety. The property included in this Request for Proposal (RFP) has been purchased by the Town of Whitingham. The funding for this project is provided by these grants to the Town of Whitingham.

Contractors will provide their competitive bid to demolish and/or remove all applicable improvements, including but not limited to, septic systems, water wells, buildings, foundations, private sidewalks, electrical and phone lines, pavement, parking, fuel tanks, debris, and household hazardous materials. The property has been tested for asbestos containing material and none was detected (information will be provided to bidders at the pre-bid site visit).

Contractors are responsible for returning the project site to a smooth, graded, stabilized, and vegetated condition that is in accordance with all applicable federal, state, and local statutes, policies, plans, and regulations.

2. PROJECT SPECIFICATIONS

1. This project consists of demolition, disposal, and required site stabilization work for the following property: 568 VT Route 112, Jacksonville, VT. Property consists of one building: a two-story single unit detached residential dwelling, 2,062 sq. feet, with a basement.
2. The location and other particulars are identified in the property lister card. (Appendix A).
3. All work on the project as a whole must be completed by May 15, 2025.
4. If additional time is required for any reason, including weather delays and delays caused by the community, the State, or FEMA, the Contractor must provide a written request for an extension, which then must be approved by the Town of Whitingham.

3. PROPOSAL GUIDELINES AND FORMAT

Contractors must submit the following four items with their bid. If any of these items are not submitted by the bid due date the bid will be considered non-responsive and will be rejected.

1. Completed Project Requirement Explanation Form (page 4 of this RFP).
2. Completed Lump Sum Bid with a Cost Breakdown (pages 8 & 9 of this RFP).
3. Proof of insurance.
4. Contact information for three recent and unduplicated clients for whom you have completed demolition work. Please include client name, contact person, date of work, address and phone number.

A mandatory pre-bid site visit will take place on Thursday, February 27th at 10:00am on-site at 598 VT Route 112, Jacksonville, Vermont. A snow date for the site visit is Monday, March 3, 2025 at 10:00am on-site. If the weather is questionable, you can call the Town Selectboard office (802-368-7500) to confirm the meeting date.

SEALED Bid packages must be received by the Selectboard of the Town of Whitingham no later than 2:00pm on Friday, March 14, 2025.

Mailed or delivered to:
Town of Whitingham
Selectboard Office
2948 VT Route 100
PO Box 529
Jacksonville, VT 05342

The winning bidder will be selected by the sole judgment of the Town of Whitingham's Selectboard, based on technical expertise and experience, cost, project schedule, and completeness of proposal. Applications from minority and local businesses are encouraged. The Town of Whitingham reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest.

The selected Contractor will provide services to the Town of Whitingham and will be responsible to the Town for satisfactory completion of the project. Payment for services rendered in accordance with the contract will be made within 30 days of successful completion of the final inspection of the property.

All Contractors and Subcontractors must have the following, and provide proof thereof, prior to executing a contract with the Town of Whitingham:

- a) License or certification for any work to be provided, as required.
- b) Insurance coverage as noted in this document.
- c) Technical capability, education, or expertise with regards to the skills and knowledge required to perform residential demolition projects.

Required Professional Services

Contractor Services are to be provided by an insured Contractor, including Subcontractors, in good-standing with the State of Vermont, holding any required certifications for the proposed work to be completed. A license or certification is required for the following professional services in Vermont: asbestos abatement, lead abatement, electrical, plumbing, and some aspects of septic system, water supply work. Services will be procured by competitive bid, and must be consistent with the Town of Whitingham's purchasing policy and are subject to the regulations in 24 CFR 85.36 as it pertains to procurement services. All Contractors who wish to bid on the advertised project must meet all the minimum qualifications established by the Town of Whitingham.

Contact

Questions can be directed to Alyssa Sabetto, Senior Planner with the Windham Regional Commission, via asabetto@windhamregional.org or 802-257-4547 ext. 113.

4. PROJECT REQUIREMENTS

Contractor is to complete & submit this page with bid

Certain aspects of the demolition and site work have options available. Contractors should indicate the method that they will use by marking the check boxes provided below. If additional space is needed, please provide an attachment that clearly shows or discusses which option will be used.

1. Contractor is required to use a licensed solid waste hauler and take demolition debris to a certified facility. Copies of all manifests must be provided to the Town. Please provide a statement of your plan to handle construction and demolition waste, including the name/location of the facility you plan to use: _____

2. The sewer line shall be capped at the main line. Additionally, and if present, septic lines and distribution boxes shall be:
 - Removed or
 - Left in place.
3. If present, abandoned septic tanks must be pumped, and filled in place with clean fill, crushed in place, or removed and properly disposed of in accordance with the most recent adoption of Chapter 1 of the Vermont Environmental Protection Rules: Wastewater System and Potable Water Supply Rules. If found to be present, septic tank(s) shall be:
 - Removed or
 - Punctured and filled with sand and left on site.
4. No demolition or site work shall take place within the state highway right of way without prior approval from the state, as applicable. Note any planned work in the ROW: _____
 - N/A
5. Concrete or stone foundations shall be:
 - Removed and recycled or landfilled;
 - Left on site broken up and buried in the foundation hole on site so long as: (1) any concrete is not coated with lead-based paint, (2) the Contractor obtains an "Insignificant Waste Management Event Approval" from the VTDEC, and (3) the floor was broken up so as not to retain water and walls are removed to at least one foot below grade; or
 - A combination of removal and leaving on site, per the above requirements. Please explain: _____

6. Water supplies must be properly abandoned in accordance with the most recent adoption of Chapter 21 of the *Vermont Environmental Protection Rules* available [here](#). Wells shall be cut and sealed no less than 1 foot below finished grade.
7. Contractors are responsible for all access permits and sufficient access to the site, including traffic control, if needed.
8. Contractors shall abide by the best management practices (BMPs) indicated in the *Vermont DEC Low Risk Site Handbook for Erosion Prevention and Sediment Control (2020)* available [here](#) or by contacting Vermont Department of Environmental Conservation Watershed Management Division.
9. Existing trees and vegetation outside of the needed project area shall be protected with snow fencing or stakes and flagging.
10. If demolition results in excavation, holes, or unusual contours, then finish grading and/or fill may be required to return the site to a “natural” state, including vegetation. Woody debris on site shall be left in place unless otherwise directed by River Engineer. Standard conservation seeding of the graded site is included in the bid. In cases where the flood has scoured away topsoil, sufficient topsoil shall be brought in as needed to reestablish vegetation. Any off-site fill used on site must be clean and free of invasive plants. If gravel material is required to be removed from the site by the River Engineer, it shall not be placed in any flood zone off site.
11. Site work will be coordinated with the Town so as to not hinder subsequent reuse. Live trees and shrubs shall be preserved, unless not feasible due to demolition.
12. Specific site work may be required by permits and such work is included in this bid, therefore potential Contractors are encouraged to obtain an understanding of such requirements as change orders due to permit conditions will not be allowed. Possible requirements may include dates of work, removal of material, grading, bank alterations, temporary erosion control, berm removal, etc.
13. Contractors are responsible for any and all permits, notices and certifications, and shall provide a copy of all to the Town. For any work within regulated flood zones or other areas that require a permit, it is the responsibility of the Contractor to obtain and present these to the Town Zoning Administrator prior to beginning work. In addition, any work within the “top of bank” will require either an individual or general stream alteration permit from the State River Engineer, or a letter stating that no permit is needed, and is the responsibility of the Contractor to obtain prior to the beginning of work. Also, Contractors shall coordinate with the River Engineer to see if any permit is required from the US Army Corps of Engineers, and if such permit is required shall obtain it prior to beginning work. Contractors shall provide

the Town with copies of the permits or certifications that no such permits are needed.

14. The Contractor is responsible for the required EPA/DEC notice prior to demolition and shall provide the Town a copy. The Contractor is responsible for notifying Dig Safe.
15. Household hazardous wastes, mercury containing thermostats, fuel tanks, florescent bulbs and ballasts and shall be removed prior to demolition and disposed of properly. Fuel tanks shall be emptied, removed and disposed of per Vermont regulations by qualified Contractors.
16. If a petroleum storage tank is present, then only certified firms may do removal of such and notice must be sent to DEC prior to removal and a full closure report done, including any required testing. A copy of all testing and a closure report will be provided to the Town. If contamination is found on the property, or if during work a spill occurs, stop work and contact the Vermont Spill Response Team at 800-641-5005 to make a report and obtain guidance on the next steps to take regarding cleanup. Please alert the State Hazard Mitigation Officer and the Town as this may result in a change to the scope of work, timeline, and ensuring adequate funding is available.
17. All mobilization and demobilization costs are included in the bid.
18. If any archeological deposits, including Native American pottery, stone tools, bones, or human remains are uncovered during site work, the project shall be halted, the Town notified, and reasonable measures taken to preserve the area and restrict access. Work shall only recommence upon state and federal permission.
19. Salvage of metals, untreated lumber, recycling of asphalt and concrete, and deconstruction of usable items is encouraged, however all materials salvaged must be free of asbestos, and any salvage must have a manifest as to its destination. Burying or burning of any materials is not allowed. VT DEC's Solid Waste Management Program can provide information about salvage opportunities, recycling options, and other ways to divert that waste from disposal. Contact 802-828-1138 for more information.
20. Work must occur from hardened surfaces. Previously hardened surfaces, such as existing driveways, roadways, or parking lots, must be utilized anywhere heavy equipment will be driven, temporarily parked, or staged onsite. If additional temporary staging areas or access routes are to be established on non-hardened surfaces, these areas must be pre-approved by the Town and matting must be used. **Documentation in the form of photographs showing the staging and**

temporary and permanent access areas in use and shortly after construction is complete are required at closeout.

21. **The Town of Whitingham makes no warranty that the site is safe to work on. Building and structures may have been structurally compromised and the site itself may be unstable.** The Contractor shall have a health and safety plan for workers on site, comply with all OSHA/VOSHA rules, and shall post the site during work for authorized personnel only.
22. The Contractor shall not operate on the site earlier than 6 am on weekdays or 8 am on weekend days; or later than 8 pm on any day.
23. **Insurance**

The Contractor must provide certificates of insurance to show that the following minimum coverages are in effect:

Workers Compensation: With respect to all operations performed, any Contractors shall carry workers' compensation insurance in accordance with the laws of the State of Vermont.

General Liability and Property Damage: All Contractors shall carry general liability insurance having all major divisions of coverage including, but not limited to:

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

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Per Occurrence
\$1,000,000 General Aggregate
\$1,000,000 Products/Completed Operations Aggregate
\$ 50,000 Fire/ Legal/Liability

Any Contractors shall be required to name the Town of Whitingham, its officers and employees as additional insureds for liability.

Automotive Liability: The Contractor shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than: \$1,000,000 combined single limit.

5. BID FORM WITH COST BREAKDOWN (2 PAGES):

CONTRACTOR: _____

Phone: _____ Email: _____

Address: _____

NOTE: Bids shall include the cost of all Subcontractors and other applicable taxes and fees. The Contractor selected will be held responsible for the total lump sum bid for this project not for individual line items.

The Bidder agrees to perform all work described in this RFP for the following Total Bid for this property.

Address of Property: **568 VT Route 112, Jacksonville, VT**

Proposed start date for the work: _____, 20_____

Expected project duration: _____ week(s) / month(s)

Site Preparation/Mobilization: \$ _____

Razing Primary Structure: \$ _____

Razing Foundations/Slabs: \$ _____

Razing Other Site Improvements (as applicable):
\$ _____

Disposal (describe below): \$ _____

Abandonment/disconnection of Septic System/Municipal Service: \$ _____

Abandonment/disconnection of Water Supply/Municipal Service: \$ _____

Proper Remove Fuel Tank(s) on site (if applicable): \$ _____

Abatement of Asbestos/Lead/PCBs (if applicable): \$ _____

Other project needs (describe below): \$ _____

Subtotal \$ _____

Salvage (describe below): (\$ _____)

Net Dollar Amount (Total Bid) \$ _____

Notes for "Other project needs" cost:

Brief plan for Disposal:

Description of Proposed Salvage:

APPENDIX A, PROPERTY RECORD CARD

Residential Property Record Card

Date Printed 09/23/19

Owner Information

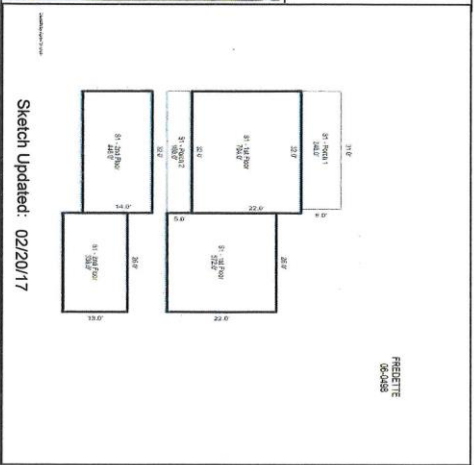
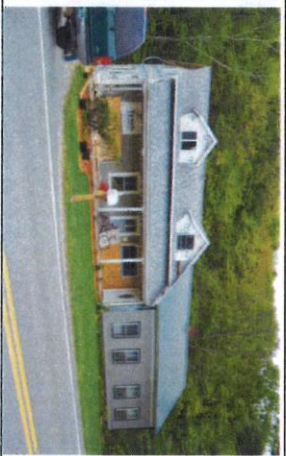
Parcel 06-0498
 Owner GREEN REAL ESTATE LLC
 1112 WILLINGTON CROSS ROAD
 WHITINGHAM, VT 05361
 Location 568 VT RTE 112
 Descr: HOUSE & LAND

Parcel Value Information

Land Value 48,500 Homestead 117,400
 Dwelling Value 53,900 HouseSite 103,900
 Site Imprvmt 15,000
 Outbuildings 0
 Misc. Adj. 0
 Total 117,400

Parcel Information

Tax Map # 06-0498- NBHD 1
 Span 753-239-10692 Acres 8.00
 Status A - Active Last Update 04/11/17
Sales Information
 Book 155 Sale Date 05/29/19
 Page 491 Sale Price 15,000



BUILDING	Total Rooms	8	Year Built	1890	Building SF	2062	Energy Adj	Average	Roughins	1
Bedrooms	3	Effect Age	70	Quality	2.75	Bsmt Wall	Stone	Plumb Fixt	8	
Full Baths	2	Condition	Salvage	Style	1.5 Fin	Bsmt SF	572	Fireplaces	0	
Half Baths	0	Phys Depr	69	Design	1.5 Sty	Bsmt Fin	UnFinish	Porch	408	
Kitchens	1	Funct Depr	0	Bldg Type	Single	Bsmt Fin SF	0	Gar/Shed	0	
		Econ Depr	0				% Complete:		0	

LAND	CALC	Site	LAND	Bldg Lot	AREA	GRADE	FRONTAGE
		Acreage		Other	6.00	1.00	0.00

NOTES
 Renovating left side. New roof and dormers 2010.
 2016 Fire Changed Condition to Salvage from Fair/Average

Itemized Property Costs		TOWN OF Whitingham 16		Record # 908	
From Table: MAIN Section 1					
Property ID: 06-0498		Span #: 753-239-10692		Last Inspected: 04/01/2017	
				Cost Update: 03/31/19	
Owner(s): GREEN REAL ESTATE LLC		Sale Price: 15,000		Book: 155 Validity: Yes	
Address: 1112 WILMINGTON CROSS ROAD		Sale Date: 05/29/2019		Page: 491	
City/St/Zip: WHITINGHAM VT 05361		Bldg Type: Single		Quality: 2.75 FAIR/AVG	
Location: 568 VT RTE 112		Style: 1.5 Fin		Frame: Studded	
Description: HOUSE & LAND		Area: 2062		Yr Built: 1890 Eff Age: 70	
Tax Map #: 06-0498-		# Rms: 8		# Bedrm: 3 # Ktchns: 1	
		# 1/2 Bath: 0		# Baths: 2	
Item	Description	Percent	Quantity	Unit Cost	Total
BASE COST					
Exterior Wall #1:	WdSidng / Ht=8	100.00		71.89	
ADJUSTMENTS					
Roof #1:	Mtl-Pre	50.00		0.55	
Roof #2:	CompShg	50.00			
Subfloor	Wood				
Floor cover #1:	Allowance	100.00		2.75	
Heat/cooling #1:	ForcAir	100.00			
Energy Adjustment	Average				
ADJUSTED BASE COST			2,062.00	75.19	155,000
ADDITIONAL FEATURES					
Fixtures (beyond allowance of 6)			2.00	1,290.00	2,580.00
Roughins (beyond allowance of 1)				533.75	3,113.75
Dormers	Gable roof		20.00	193.75	3,887.50
Porch #1:	WoodDck/NoWall/NoRoo		248.00	14.11	3,489.61
Porch #2:	OpenSlb/NoWall/Roof/Ce		160.00	23.61	3,786.22
Basement	Stone		572.00	24.93	14,248.15
Subtotal					183,000
Local multiplier		0.95			
Current multiplier		1.00			
REPLACEMENT COST NEW					173,850
Condition	Salvage	Percent			
Physical depreciation		69.00			-119,900
Functional depreciation					
Economic depreciation					
REPLACEMENT COST NEW LESS DEPRECIATION					53,950
LAND PRICES					
SI Bldg Lot	Size	Nbhd Mult	Grade	Depth/Rate	
AC Other	2.00	1.00	1.00		35,000
Total	6.00	1.00	0.60		13,900
Total					48,900
SITE IMPROVEMENTS					
Water	Hsite/Hstd	Quantity	Quality		
Sewer	y / y	Typical	Average		5,000
Total	y / y	Typical	Average		10,000
Total					15,000
TOTAL PROPERTY VALUE					117,400
NOTES				HOUSESITE VALUE :	103,900
				HOMESTEAD VALUE :	117,400
Renovating left side. New roof and dormers 2010.					
2016 Fire Changed Condition to Salvage from Fair/Average					