

TOWN OF WHITINGHAM
REQUEST FOR PROPOSAL (RFP)
Improvements to Green Mountain Hall

Green Mountain Hall
23 Stimpson Hill Road
Whitingham, VT 05361

Building History: Green Mountain Hall is a simple Greek Revival style country church with a gable front double entry, large full pediment, corner pilasters, and centered two-tiered steeple. It is clapboard sided, one and a half stories. It has a large rear addition and front porch addition that were likely added c. 1920.

This building is a designated part of the Whitingham Village Historic District entered in the National Register of Historic Places.

Scope of Work:

Roof: The main structure has a slate roof that needs repairs. Any new slates required should match the existing slates in color, size and reveal. The front porch addition currently has asphalt shingle roofing that needs to be replaced now with slate roofing to match the main structure.

Exterior trim and siding: Some minor rot repairs on the exterior siding and trim are needed. If replacement is required the new sections shall match the old in material, design, texture, and other visual qualities. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence. Any rot repair will be primed to paint ready condition. The exterior of the building will be painted under a separate RFP.

Interior: The ceiling over the former stage needs repair due to a prior minor roof leak. New sheetrock to be installed over the existing ceiling, tape, paint and replace the molding.

Windows & Doors: Reglaze and paint six large 6/6 sash windows that are original to the structure and three small 2/2 sash windows that are original to the construction of the rear addition. Replace and paint one windowsill on the right exterior of the building which is warped. New sill shall match the old in material, design, color, texture, and other visual qualities.

Cupola/bell tower: Large louvered sections of the bell tower must be repaired or replaced to ensure water tightness. If replacement is required the new sections shall match the old in material, design, color, texture, and other visual qualities. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

Source of Funding: This project is funded in part by a Vermont Division Historic Preservation (VDHP) Grant. Therefore, all project work must be consistent with the VDHP-approved Scope of Work (above). All project work must comply with the Secretary of the Interior's Standards for Rehabilitation. The proposal you submit must reflect a historic preservation approach to the project. Traditional materials should be repaired or replaced in kind with materials that match the original and are joined in the same way.

Qualified, interested bidders should submit the following information in a sealed package no later than 2pm on April 11, 2025. Bid will be awarded during the Selectboard meeting scheduled for April 16, 2025, at 6:30pm. All bids must include:

1. Qualifications and/or resume. Please include references and contact information.
2. Description of experience.
3. Proposed cost, hourly rate for any extras that might come up.
4. Contractor Insurance: Before work on a project begins, you must submit copies of Certificates of Insurance for all contractors performing work on the project, showing coverage of the types and limits required, as detailed below. It is your responsibility to maintain current contractor Certificates of Insurance on file with the Town throughout the term of any contract that you are offered. No warranty is made that the coverages and limits listed herein are adequate to cover and protect your interests. These are solely minimums that have been established to protect the interests of the State of Vermont and the Town of Whitingham:
 - i. Workers Compensation: With respect to all operations performed, each of your contractors must carry workers' compensation insurance in accordance with the laws of the State of Vermont. Please note, contractors who are sole proprietors (have no employees) may waive Worker's Compensation. Insurance certificates must note this, or they will not be accepted.
 - ii. General Liability and Property Damage: With respect to all operations performed under the contract, your organization and each of your sub-contractors, if any, must 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

Automotive Liability: Your organization and each of your sub-contractors must carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Project. Limits of coverage shall not be less than: \$1,000,000 combined single limit.

Please advise insurance agents that the Certificates of Insurance (property and automotive) MUST note that the State of Vermont, its officers, and employees are included as Additional Insureds for liability arising out of this project. This language usually must be added to a contractor's policy. Please confirm this requirement has been met and the certificate is correct before sending it to the Town.

The coverage period noted on each Certificate of Insurance must cover the timeframe when the actual work will be undertaken and/or be updated to cover the full period of the project.

The Town of Whitingham encourages responses from disadvantaged, women-owned, minority-owned and small local firms.

The Town of Whitingham Selectboard 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 judgement will best serve the town's interest. The Selectboard also reserves the right to investigate the financial condition of any bidder to determine his or her ability to ensure service throughout the term of the contract. Vendors are encouraged to attend sealed bid opening.

Time Frame: Sealed bids must be submitted by 2pm on April 11, 2025. Award scheduled to be made during Selectboard meeting on April 16, 2025.

Certificates of Insurance from the winning bidder must be submitted by May 15, 2025.

All work must be completed by August 1, 2025 (this date is negotiable).

Please deliver sealed responses to:

Gig Zboray
Whitingham Selectboard Office
2948 VT Route 100
PO Box 529
Jacksonville, VT 05342

Any inquiries can be directed to:

Gig Zboray
(802) 368-7500
gig@whitinghamvt.org