

# REQUEST FOR PROPOSALS

## Hardwick Memorial Building Slate Roof Repairs

**Town of Hardwick, Vermont**

Posting Date: **February 22, 2023**

Proposal Due: **March 31, 2023, 4:00 PM**

### PROJECT DESCRIPTION

#### Scope of Work

The Town of Hardwick seeks a qualified roofing contractor with slate roofing experience to carry out repairs to the roof of the Hardwick Memorial Building located at 20 Church Street, on the corner of Church and North Main Streets.

Necessary repairs include replacement of missing and broken roof slates, and the repair or installation of new copper flashing around one of the building's two chimneys. The slate used to complete this work must match the existing slate in color and texture. All work on the Memorial Building roof must be in keeping with the Secretary of the Interior's *Standards for Rehabilitation of Historic Buildings*.

Current condition photos are included in Addendum I.

#### Context and Background

Owned by the Town of Hardwick, the Memorial Building was built in 1911 to house the offices of municipal government and to provide meeting space for local chapters of the Grand Army of the Republic (G.A.R.) and the Women's Relief Corps (W.R.C.). Slate shingle roofing is a character defining feature of the building. For that reason, slate was selected again when the original roof failed in the 1990s. Now, close to 30 years old, the "new" Vermont green and mottled slate roof is overdue for attention. Photos showing existing roof conditions are attached.

#### Funding for Work

A total of \$11,000 is available for repairs to the Hardwick Memorial Building roof. This project will be paid for, in part, with a Historic Preservation Grant from the Vermont Agency of Commerce and Community Development.

#### Project Schedule

Work on the Hardwick Memorial Building roof should begin during spring and/or summer of 2023, and be completed by fall of 2023.

## **Proposal Requirements**

All responses to this RFP shall include the following information:

1. Cover Letter – A letter of interest and a summary of qualifications.
2. Work Plan – Provide a work plan broken down by task.
3. Proposed Schedule – Provide a schedule that includes completion of work tasks.
4. Project Budget – Provide a budget broken down by task.
6. References – A minimum of three (3) references for whom a similar project has been completed within the last ten (10) years.

All information submitted becomes property of the Town of Hardwick upon submission. The Town of Hardwick 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. The Town of Hardwick reserves the right to reject any and 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 of Hardwick. This solicitation of proposals in no way obligates the Town of Hardwick to award a contract.

## **Submission Guidelines**

Respondents should submit two (2) digital copies (PDF) and/or 2 printed copies of the proposal no later than **4:00 PM on Monday, March 13, 2023** to:

**Town of Hardwick**  
**David Upson, Town Manager**  
**20 Church Street, P.O. Box 523**  
**Hardwick, VT 05843**  
[david.upson@hardwickvt.gov](mailto:david.upson@hardwickvt.gov)

**AND**

**Town of Hardwick**  
**Casey Rowell, Business Manager**  
**20 Church Street, P.O. Box 523**  
**Hardwick, VT 05843**  
[casey.rowell@hardwickvt.gov](mailto:casey.rowell@hardwickvt.gov)

Please expect a confirmation email upon receipt of the proposal by the Town of Hardwick. If you have any questions about this project or the RFP, please direct them to Town Manager David Upson at (802- 472-6120 or via email at the address provided above.

## **Proposal Selection**

Proposals will be reviewed by the Town Manager and approved by the Select Board at their regularly scheduled meeting on Thursday, March 16, 2023.

**Please be advised that the contract for this project will be subject to the same insurance requirements as are contracts with the State of Vermont (see addendum II).**

## **REQUEST FOR PROPOSALS**

### **Hardwick Memorial Building – Slate Roof Repairs**

#### **Addendum I – Current Conditions**



Hardwick Memorial Building, 20 Church Street - NE façade and roof surface.



Hardwick Memorial Building – Roof juncture at portico (east).





Hardwick Memorial Building – Missing, broken, and cracked slates at portico roof juncture (east).



Hardwick Memorial Building - Damaged flashing at base of NE chimney.





Hardwick Memorial Building – SW roof surface.



Hardwick Memorial Building – Loose and missing slates on SW roof surface.

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### Hardwick Memorial Building – Slate Roof Repairs

#### Addendum II – INSURANCE REQUIREMENTS (from “Attachment C: STANDARD STATE PROVISIONS FOR CONTRACTS AND GRANTS,” revised December 15, 2017)

**Insurance:** Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the State through the term of this Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Party for the Party’s operations. These are solely minimums that have been established to protect the interests of the State.

**Workers Compensation:** With respect to all operations performed, the Party shall carry workers’ compensation insurance in accordance with the laws of the State of Vermont. Vermont will accept an out-of-state employer's workers’ compensation coverage while operating in Vermont provided that the insurance carrier is licensed to write insurance in Vermont and an amendatory endorsement is added to the policy adding Vermont for coverage purposes. Otherwise, the party shall secure a Vermont workers’ compensation policy, if necessary to comply with Vermont law.

**General Liability and Property Damage:** With respect to all operations performed under this Agreement, the Party 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 Each Occurrence
- \$2,000,000 General Aggregate
- \$1,000,000 Products/Completed Operations Aggregate
- \$1,000,000 Personal & Advertising Injury

**Automotive Liability:** The Party 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 \$500,000 combined single limit. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, limits of coverage shall not be less than \$1,000,000 combined single limit.

**Additional Insured:** The General Liability and Property Damage coverages required for performance of this Agreement shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, then the required Automotive

Liability coverage shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

**Notice of Cancellation or Change.** There shall be no cancellation, change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written prior written notice to the State.