

REQUEST FOR PROPOSALS

Hardwick Fire Station Roof Replacement

TOWN OF HARDWICK, VERMONT

Posting Date: **May 18, 2023**

Pre-bid site visit (optional): **May 22, 2023, 8:00 – 9:00 AM**

Proposal Due: **June 9, 2023, 3:00 PM**

PROJECT DESCRIPTION

General Conditions

Built in 1965, the Hardwick Fire Station is located at 333 Wolcott Street in Hardwick. The station is a 10,080 square foot wood frame building with vinyl siding and a gable roof. The existing roof is clad in asphalt shingles (c.1999).

Scope of Work

The Town of Hardwick is seeking bids from licensed and qualified roofing contractors for replacement of the asphalt shingle roof at the Hardwick Fire Station. The roof covers approximately 6,000 square feet. Replacement will include, disposal of existing shingles and underlayment, inspection of existing plywood decking, and replacement of decking as needed. Bidders are to provide costs for material and labor for decking replacement on a unit basis.

Project pricing should also include the installation of two courses of ice and water shield, and installation of a new drip edge on three sides of the roof. Work must ensure weather tight seals for 1 chimney and a stack vent.

The successful bid will include pricing for two types of roofing: standing seam, and asphalt shingles (with 30-year minimum life span), and for the underlayment appropriate for each roof application. Permit fees shall be borne by the contractor.

Project Schedule

Work on the Hardwick Fire Station roof should begin on or before August 1, 2023, and be completed by October 31, 2023.

Proposal Requirements

All responses to this RFP shall include the following information:

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

Contractor will need to enter a Standard Contract for Services with the Town and will have appropriate insurance coverage and agree to other Standard Contract provisions. 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.

Questions

Questions regarding this project may be sent via email to: david.upson@hardwickvt.gov. The **deadline for questions is May 30**. Responses to all questions will be posted on our website www.hardwickvt.gov on June 2.

Submission Guidelines

Respondents should submit two (2) digital copies (PDF) and/or 2 printed copies of the proposal no later than **3:00 PM on Friday, June 9, 2023** to:

Town of Hardwick
David Upson, Town Manager
20 Church Street, P.O. Box 523
Hardwick, VT 05843
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

Proposal Selection

Proposals will be reviewed by the Town Manager and approved by the Select Board. It is expected that the selection of a roofing firm will be made within two (2) weeks of the closing date for the receipt of proposals.