

Town of Londonderry, Vermont
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South Londonderry, VT 05155
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Request for Proposals (RFP): Town Hall Basement Waterproofing, Encapsulating, Air Sealing, and Insulating

Issued By: The Town of Londonderry

RFP NO: 2025-11

Issue Date: Monday, November 10th, 2025

Proposals Due: December 1st, 2025 at 5:00 PM

Contact for Proposal Submissions

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Contact for RFP Questions

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1. Executive Summary

The Town of Londonderry (hereinafter “The Town”) is seeking qualified contractors to waterproof, encapsulate, insulate, and air seal the crawlspace of the Londonderry Town Hall, located at **139 Middleton Road, Londonderry, Vermont**. The primary goal of this project is to improve the energy performance of the uninsulated Town Hall basement. Before efforts to improve the thermal envelope are implemented, a basement water management strategy will be put in place to address routine water entry, described more fully below.

All renovation work for the described measures must be complete or under contract for completion by **September 30th, 2026**.

2. Scope of Work

The following Scope of Work was generated using recommendations and analysis provided in two technical reports:

1. Blower Door test/Envelope Study by BVH Integrated Services
2. Level II Energy Assessment by Salas O’Brien Dubois & King

At a minimum, contractors shall review these documents and use them as a starting point for their proposals. The technical reports shall inform the general approach to the work described below. If alternative recommendations are identified, contractors shall provide written justification for the proposed deviation, subject to approval from the Town. Copies of the above two documents can be obtained by emailing afedele@windhamregional.org.

2.1. Building Information

The Londonderry Town Hall, built in 1859, is a ~7,775 square foot building consisting of a Front, Middle, and Back Zone. The waterproofing and envelope measures outlined in Section 2.2 are being pursued in conjunction with larger renovation efforts to improve the building shell and transform the building into a more comfortable, healthy, and usable public space.

In the basement, the three building zones include a habitable basement area in the Back Zone and a crawlspace spanning the areas of the Front and Middle Zones. The basement walls in the Back Zone consist of concrete, fiberglass insulation, and drywall. The walls in the crawlspace are uninsulated and comprised of stacked stone beneath a granite foundation. The floor of the crawlspace is dirt and gravel. A floor plan from 1980 is provided below.

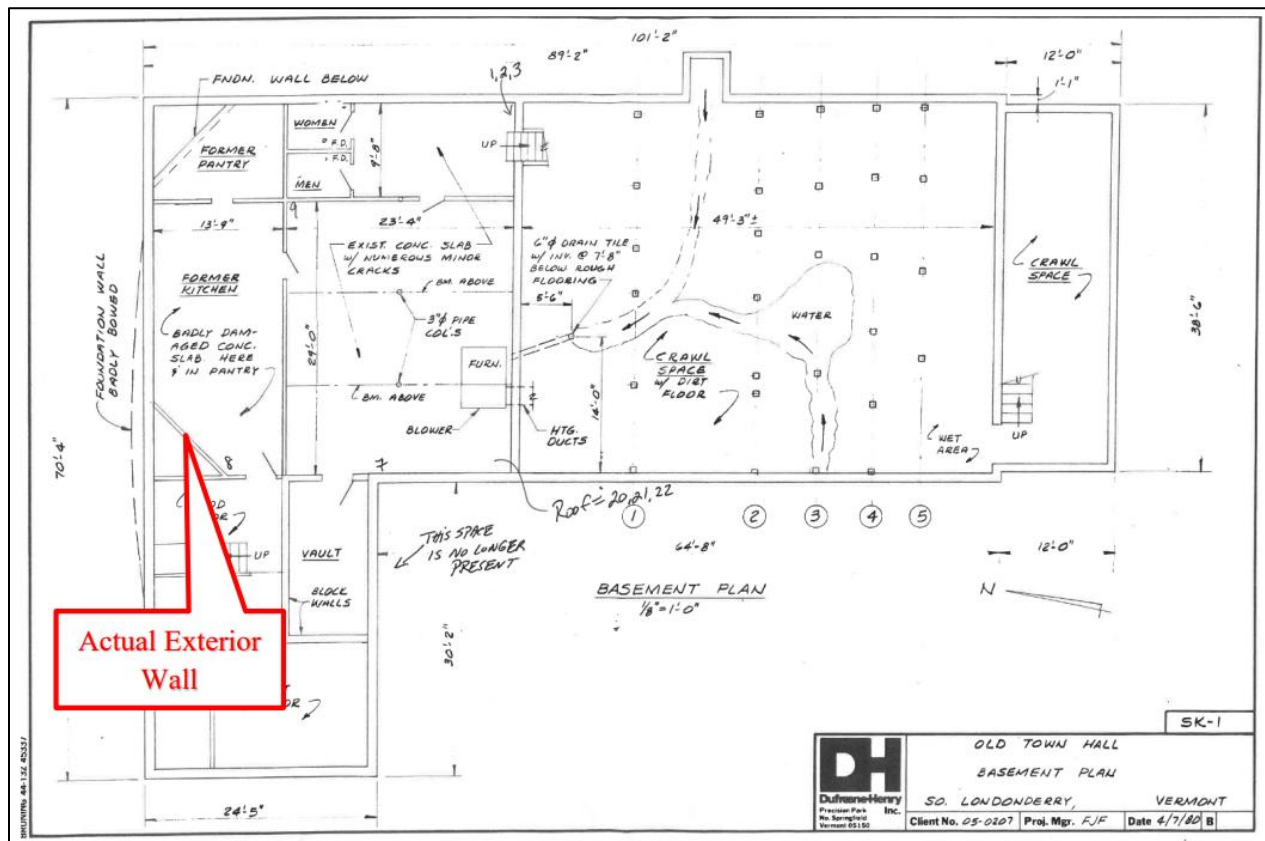


Figure 1: Londonderry Town Hall Basement Floor Plan (1980)

The floor plan contains an addition on the Southwest of the building that no longer exists and can be ignored. The actual construction of the basement walls does not fully match the floor plan provided, but it can be assumed to be roughly accurate. Approximate measurements for the Front Zone crawlspace are 12 ft x 38 ft; for the Middle Zone crawlspace, the approximate area is 49 ft x 38 ft. **Measurements provided in this RFP are for bidding purposes only.** The floor area of the basement shall be confirmed on-site by the Town's selected contractor.

2.2. General Specifications

This project will require:

- a) The implementation of a waterproofing system appropriately designed to manage semi-consistent water entry into the basement and address humidity concerns.
- b) The installation of a vapor barrier along the floors and walls of the crawlspace areas in the Front and Middle zones of the building.
- c) The spray foaming of the rim joists in the basement, and the foaming of the crawlspace walls in the Front and Middle Zones.
- d) The foaming over of the basement windows.
- e) The replacement of a water-logged basement hatch on the northern side of the building with an insulated and weather-stripped replacement panel.

Contractors will also be responsible for assisting the Town in accessing available incentives for thermal envelope work, including those provided by Efficiency Vermont. The Town's selected contractor shall provide any necessary information to aid in this effort.

The Scope of Work for the project is outlined in further detail below. Bidders are given the option of developing proposals that respond to **one of out of the three following Scopes of Work.**

2.2.1. Waterproofing, Vapor Barrier, and Spray Foam

- a) Regrade the dirt/gravel floor in the crawlspace area and remove debris as needed.
- b) Install a gravity-fed battery backup sump pump system at a low point in the central crawlspace area of the Middle Zone and expel discharge to an approved location.
- c) Install a drainage mat in the center of the crawlspace floor to direct water to the sump pump.
- d) Fully encapsulate the floor and walls of the crawlspace areas, installing a vapor barrier across the floor and lapping it onto the granite foundation walls.
- e) Seal vapor barrier seams with the manufacturer's recommended tape.
- f) Install plank walkways to protect the vapor barrier from occasional foot traffic.
- g) Install a dehumidifier in the encapsulated crawlspace area and drain it to the sump pump basin for external discharge.
- h) Apply ~3" of closed cell spray foam along the perimeter walls of the crawlspace area, spanning from the underside of the crawlspace ceiling to 1' below outside grade or at inside grade if it is at the same height or higher than the outside.

- i) Insulate and air seal basement rim joists with closed-cell spray foam.
- j) Foam over the basement windows so they act like insulated walls (see page 13 of the Dubois and King Energy Assessment for the required approach).
- k) Replace the existing basement hatch door with a new hatch panel that is framed square, weather-stripped, and insulated with 2” of rigid foam board.

2.2.2. Waterproofing and Vapor Barrier

- a) Regrade the dirt/gravel floor in the crawlspace area and remove debris as needed.
- b) Install a gravity-fed battery backup sump pump system at a low point in the central crawlspace area of the Middle Zone and expel discharge to an approved location.
- c) Install a drainage mat in the center of the crawlspace floor to direct water to the sump pump.
- d) Fully encapsulate the floor and walls of the crawlspace areas, installing a vapor barrier across the floor and lapping it onto the granite foundation walls.
- e) Seal vapor barrier seams with the manufacturer’s recommended tape.
- f) Install plank walkways to protect the vapor barrier from occasional foot traffic.
- g) Install a dehumidifier in the encapsulated crawlspace area and drain it to the sump pump basin for external discharge.

2.2.3. Spray Foam and Related Weatherization Work

- a) Apply ~3” of closed cell spray foam along the perimeter walls of the crawlspace area, spanning from the underside of the crawlspace ceiling to 1’ below outside grade or at inside grade if it is at the same height or higher than the outside.
- b) Insulate and air seal basement rim joists with closed-cell spray foam.
- c) Foam over the basement windows so they act like insulated walls (see page 13 of the Dubois and King Energy Assessment for the required approach).
- d) Replace the existing basement hatch door with a new hatch panel that is framed square, weather-stripped, and insulated with 2” of rigid foam board

3. Submission Requirements

The Town will not be responsible for any expenses incurred during the preparation or submittal of responses to this RFP. All proposals become the property of the Town upon submission. At a minimum, submissions must contain the following components:

a) Contractor Information

- a. The bidder’s business name, address, and the name, phone number, and email of a primary contact.

b) References

- a. References for three previous governmental or non-profit clients. In the submission, include the client’s name, location, contact information, and provide a brief project scope/summary (no more than three sentences).

c) General Specifications/Project Approach

- a. A **Scope of Work** outlining the bidder’s approach to completing the installation of the measures described above. Alternative recommendations shall be identified and described in this part of the submission.
- b. **Information on the materials and equipment** that will be used to complete the project, including relevant product warranty information and performance measures.
- c. A **schedule/plan** for project work adhering to the deadlines described in this RFP.
- d) **Cost Proposal**
 - a. A detailed **cost estimate** that contains itemized pricing for the described measures. Add-ons shall be included as separate line items for consideration by the Town.
- e) **Licenses, Certifications, and Associations**
 - a. The following licenses, certifications, and associations should be provided in response to this RFP. While not strictly required, the following items will be considered in the evaluation process and looked upon favorably:
 - i. BHA Waterproofing Specialist Certification
 - ii. BPI Certification
 - iii. Documentation of Association w/ Efficiency Vermont’s Efficiency Excellence Network

4. Additional Requirements

Proposals will clearly state and explain all costs associated with the services to be provided as defined in Section 2 of this RFP. The Town will not make advance, incremental or partial payments. All work/deliveries must be satisfactorily completed before being invoiced.

The Town reserves the right to hire an independent third-party to conduct a post-construction blower door test to verify that basement thermal envelope improvements resulted in measurable reductions in air leakage.

Before beginning any work, the Town’s selected contractor shall register with the Vermont Secretary of State’s Office to do business in the state of Vermont, if not already registered. The selected contractor shall also obtain insurance coverage that meets the requirements of the Standard State Provisions for Contracts and Grants. This coverage includes:

- **Workers Compensation:** The contractor shall carry workers’ compensation insurance in accordance with the laws of the State of Vermont.
- **General Liability and Property Damage:** The contractor 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
- **Additional Insured:** The General Liability and Property Damage coverages required by this RFP shall list the Town of Londonderry as an Additional Insured.

- **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 Town

5. Evaluation and Contract Award

5.1. Evaluation Procedure

- a) Proposals will be evaluated in accordance with the requirements stated in this request and the Town of Londonderry Purchasing Policy.
- b) The RFP Coordinator may contact the bidder for clarification of any portion of the bidder's proposal.

5.2. Evaluation Criteria

The Town will consider the following criteria when evaluating and selecting proposals:

- Price
- Clarity and completeness of the submitted proposal
- Bidder's ability to perform within the specified time limits
- Bidder's experience and reputation, including past performance for the Town of Londonderry
- Quality of the materials and services specified in the bid
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements, if any.
- Bidder's availability to provide future service, maintenance, and support.
- Bidder's financial stability.
- Any other factors that the Town determines are relevant and appropriate in connection with a given project or service.

5.3. Notification to Bidders

The Proposal Submission Contact will notify the apparently successful Contractor of the Town's selection as soon as possible following the Selectboard's acceptance of the bid and awarding of a contract.

6. Timeline for Proposal Submission

RFP Issued: Monday, November 10th, 2025

Site Visits: The Town will host an optional walkthrough for potential bidders at the Town Hall on Friday, November 21st, 2025 from 10:00-11:00 AM. RSVP by emailing the Project Manager at afedele@windhamregional.org.

Responses Due: Monday, December 1st, 2025 at 5:00 PM.

There will be no public bid opening for bids received by the Town, but they will be reviewed by the Londonderry Selectboard at their next regularly scheduled meeting after the bid deadline.

7. Submission Instructions

- a) Bids should be submitted electronically to the following email address:
townadmin@londonderryvt.org. Bids will also be accepted by mail or in person.
- b) All proposals must be submitted to the Town of Londonderry in care of the Proposal Submission Contact with reference to “2025-11 Town Hall Basement” in the email subject line, or on the envelope if submitted by mail or in-person. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered. Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

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