

**Town of Londonderry, Vermont**  
100 Old School Street  
South Londonderry, VT 05155  
802-824-3356  
[www.londonderryvt.org](http://www.londonderryvt.org)

## **Request for Proposals (RFP): Window Efficiency Upgrades for the Londonderry Town Hall**

**Issued By:** The Town of Londonderry

**RFP NO:** 2025-12

**Issue Date:** Monday, November 10<sup>th</sup>, 2025

**Proposals Due:** December 1<sup>st</sup>, 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 restore, replace, and weatherize the windows in the Londonderry Town Hall located at **139 Middleton Road, Londonderry, Vermont**. The primary goal of this project is to improve the energy efficiency of the building and address air leakage and heat transfer concerns associated with the windows. A secondary goal is historic preservation, and the implementation of energy efficiency solutions that retain historic building characteristics wherever possible.

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

## **2. Scope of Work**

The following Scope of Work was generated using recommendations and analysis conducted 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 developing their proposals. Copies of the above two documents can be obtained by emailing [afedele@windhamregional.org](mailto:afedele@windhamregional.org).

## 2.1. Building Information

The Londonderry Town Hall (built 1859) contains **26 windows**, which are old, excessively leaky, and in some cases, inoperable or operating poorly. The vast majority of these units are wood-framed, single-pane windows with spring-assisted sashes. The windows of greatest historical concern are those on the first floor of the building. The remaining windows are assumed to be non-historic. Most windows have an approximate R-value of 1. Details are provided below. It should be noted that **measurements provided in this RFP are for bidding purposes only**. Exact window dimensions shall be field measured by the Town's selected contractor. It is highly encouraged that potential bidders attend a site visit to better understand the conditions of the windows.

- a) **Basement (Back Zone):** 5 units, single-hung, ~32"x14", 8/8, basement windows have exterior storms.
- b) **1<sup>st</sup> Floor, Reception Area (Front Zone):** 2 units, single-hung, ~44"x34", 1/1, reception area windows include leaded glass transoms (~44"x12").
- c) **1<sup>st</sup> Floor, Main Hall (Middle Zone):** 6 units, single-hung, ~42"x42", 6/6.
- d) **1<sup>st</sup> Floor, Backstage Area, side walls (Back Zone):** 2 units, single-hung, ~40"x42", 12/12.
- e) **1<sup>st</sup> Floor, Backstage Area, back wall (Back Zone):** 2 units, single-hung, ~44x46", 12/12, one of these units requires a muntin repair, back wall windows have exterior storms.
- f) **2<sup>nd</sup> floor, Area Above Main Entrance (Front Zone):** 7 units, ~34"x14", 8/8.
- g) **Attic Window (Front Zone):** 1 unit, ~28"x40", 9-lite.
- h) **Interior Unit, 2<sup>nd</sup> Floor (Front Zone):** 1 unit single-hung, 28"x"40, 6/9.

## 2.2. Required Work

**General Approach & Requirements:** The windows in the Town Hall are of varying degrees of historical concern, operability, and leakiness. Recognizing this, the Town requests that responses to this RFP provide a **window-by-window analysis** and recommend strategies that balance the goals of energy efficiency, historical preservation, and cost-effectiveness. Regardless of the final weatherization approach taken, all windows shall receive the following treatments:

- a) Inspect rough openings to ensure they are in good condition; openings shall be flashing prior to any replacement or renovation work.
- b) Refit the window sashes (whether original to the building or replacements) so that they seal well to the sill, ensuring they are level, plumb, and square.
- c) Air seal all gaps and cracks in and around the windows, sealing between the window frame and the rough opening, and at the exterior transitions to create an airtight connection to the wall.
- d) Install additional air sealing or water management practices as needed.
- e) Install or replace weatherstripping along the perimeter of the window sash, jamb, and meeting rail.

- f) If applicable, make necessary repairs to ensure that all windows operate freely and as intended.

The above Scope of Work items are requirements. From here, contractors are responsible for proposing weatherization solutions that factor in the other window-specific considerations outlined below. This RFP groups windows broadly into three categories based on shared characteristics.

### 2.2.1. First Floor Windows

**General Approach:** The 12 windows on the first floor are to be upgraded to perform like insulated double-paned windows. The first-floor windows are of greatest historical concern, and the existing sashes are to be retained and restored if possible. The Town is considering different approaches to increasing the efficiency of the windows in this part of the building. The measures being considered include:

- a) The conversion of the existing windows from single-pane to double-pane insulated units and the restoration of original features.
- b) *(Only if window units exhibit signs of wood rot/structural damage)* The replacement of the windows with wood-framed, insulated, double-pane windows matching the historic design of the originals.

Contractors shall design their proposal with these options in mind, propose an approach, and detail it in their response to this RFP. If windows are restored off-site, the contractor shall cover the window openings with material to protect the building from damage. All proposed window weatherization products shall feature high-quality wooden frames, low-E glass, and inert gas fills.

### 2.2.2. Second Floor Windows

**General Approach:** The 9 windows on the upper floors of the building (including the interior unit and the transom in the attic) are of little historic value and operate poorly. For this reason, these windows shall be replaced with high-efficiency double-pane windows that match the historic profile of the building. Replacement units shall feature high-quality wooden frames, low-E glass, and inert gas fills. Windows are to be made as energy efficient as possible.

### 2.2.3. Basement Windows

**General Approach:** The 5 windows in the basement are of the lowest concern from an energy efficiency and historic preservation perspective, possessing a higher R-value than those on the first and second floors. With this in mind, the Town prefers that these windows be weatherized in accordance with the requirements listed under Section 2.2. Additional measures, like the restoration or replacement of the basement windows will be considered, but this shall be priced separately for consideration by the Town.

### 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. Preference is for references for projects that focus on energy efficiency in historic buildings. Include the client's name, location, contact information, and brief project scopes/summaries (no more than three sentences).

**c) General Specifications/Project Approach**

- a. A **Scope of Work** outlining the bidder's approach to completing the window work as described. Bidders shall provide a **short narrative description** to explain their recommended approach. If alternatives to the Scope of Work listed in this RFP are recommended, those deviations shall be explained in writing in this section of the proposal.
- b. **Information on the materials** that will be used to complete the project, including:
  - i. Brand names and product descriptions.
  - ii. Efficiency ratings for proposed window products (air leakage rating in cfm/sq feet, U-factor, R-value).
  - iii. Relevant warranty information.
- c. A **schedule/plan** for project work adhering to the September 30th, 2026, deadline outlined in Section 1 of 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. AAMA Certification
  - ii. AWDI Certification
  - iii. Relevant Associations with State Historic Preservation/Energy Efficiency Partners (Preservation Trust of Vermont, Efficiency Vermont Energy Excellence Network, etc.)

### 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 that the improvements to the thermal envelope in the basement 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 10<sup>th</sup>, 2025

**Site Visits:** The Town will host an optional walkthrough for potential bidders at the Town Hall on Friday, November 21<sup>st</sup>, 2025 from 10:00-1:00 AM. RSVP by emailing the Project Manager at [afede@windhamregional.org](mailto:afede@windhamregional.org).

**Responses Due:** Monday, December 1<sup>st</sup>, 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](mailto: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 "RFP 2025-12 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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