

Town of Londonderry, Vermont

100 Old School Street
South Londonderry, VT 05155
802-824-3356
www.londonderryvt.org

INVITATION TO BID

RFP NO. 2026-03

DATE: March 6, 2026

PROJECT TITLE: Town Hall Architectural Services

PROPOSAL DUE DATES: Bid proposals are due by **March 26, 2026**, no later than 2:00 PM. See section 5 for specific directions on bid submittal.

ESTIMATED TIME PERIOD FOR CONTRACT: All work required herein shall take place between **April 7, 2026 and May 31, 2026.**

BIDDER ELIGIBILITY:

This procurement is open to those bidders who satisfy the minimum qualifications stated herein and are available for work in the State of Vermont.

CONTENTS OF THE INVITATION TO BID (ITB):

1. Introduction
2. Scope of Work
3. Pricing
4. Submission of Proposals
5. General Provisions
6. Evaluation and Contract Award
7. Bid Proposal Form

1. INTRODUCTION

The Town of Londonderry is seeking Architectural Services in recognition of the need to preserve the historic Londonderry Town Hall, located 139 Middletown Road in South Londonderry, Vermont, while also modernizing for energy efficiency, ADA access, and comfortable year-round use.

2. SCOPE OF WORK

The Town is seeking proposals for Architectural Services as set forth in ATTACHMENT A.

Terms and conditions may be further defined in a formal contract.

3. PRICING

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

- B. There is no expressed or implied obligation on the part of the Town to reimburse bidders for any expenses incurred in preparing or presenting proposals in response to this request.

4. SUBMISSION OF PROPOSALS

- 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. Respondents are to use the enclosed Bid Proposal Form (page 6) to submit their proposal. The completed form and any attachments should be scanned to PDF format and sent as a single attachment to the email address above, or delivered via mail or in-person. Failure to use the enclosed form shall be deemed as non-responsive and shall invalidate any submittal. Additional materials which clarify and/or supplement the response form may be attached to the Bid Proposal Form.
- C. All proposals must be submitted to the Town of Londonderry in care of the RFP Coordinator with reference to “**Town Hall Architectural Services**” in the email subject line, or on the envelope if submitted by mailed 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.
- D. There will be no public opening of the bids received by the Town, but they will be reviewed by Town staff, and ultimately the Londonderry Selectboard at their next available meeting.

5. GENERAL PROVISIONS

A. RFP Coordinator

The following RFP Coordinator will serve as the single point of contact for this solicitation:

Aileen Tulloch, Town Administrator
Town of Londonderry
100 Old School Street, South Londonderry, VT 05155
Phone: 802-824-3356, ext. 5 Email: townadmin@londonderryvt.org

Except as noted below, all communication between the bidder and the Town upon release of this ITB shall be with the RFP Coordinator. Any other communication will be considered unofficial and non-binding on the Town. Bidders are to rely on written statements issued by the RFP Coordinator.

Should potential bidders wish to view the work site with a Town representative prior to bidding, please contact the RFP Coordinator before March 23, 2026 to make arrangements.

B. Commitment of Funds

The Town of Londonderry Selectboard is the only entity that may legally commit the Town to the expenditures of funds for a contract resulting from this ITB. No costs chargeable to the proposed contract may be incurred before receipt of a fully and properly executed contract.

C. Right to Accept or Reject Proposals

The Town reserves the right to accept or reject any proposal, at its sole discretion, and to award a contract based solely on their determination of the best proposal considering all circumstances and conditions applicable to this project/purchase. This ITB does not obligate the Town to contract for purchases or services specified herein.

D. Right to Retain and/or Utilize Information Contained in Submitted Proposals

The Town reserves the right to retain all of the proposals and to use any ideas in a proposal regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the Proposer of the conditions contained in this ITB unless clearly stated to the contrary and specifically noted in the proposal submitted and confirmed in the contract between the Town and the selected vendor.

E. Right to Extend Contracts

The Town reserves the right to extend a contract for ongoing services without reissuing an ITB.

F. Insurance Requirements

- 1) The Contractor will furnish the Town with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.
- 2) The Contractor shall, at its own expense, obtain and keep in force insurance coverage during the full term of the contract. Upon the Town's acceptance of the Contractor's proposal, a Certificate of Insurance shall be provided to the Town by the Contractor or the Contractor's insurance company before any work is performed. The Contractor's policies shall name the "Town of Londonderry, Vermont" as an additional insured.
- 3) By submitting a bid, Bidder warrants and promises that it will comply with all State of Vermont and federal requirements for the transportation, storage and handling of the fuel to be provided under this bid. The awarded Contractor shall indemnify the Town and its representatives against any claim, loss, damage, or liability arising from any such law or regulation related to any activity of Contractor or its agents or employees. The awarded Contractor shall be responsible for all damage to property, or injury to persons, arising out of any act or failure to act on the part of its agents or employees. They shall indemnify and hold harmless the Town from any and all

demands, suits, or judgments arising in conjunction with or as a result of the Contractor's performance of this contract.

- 4) Liability Insurance -- Contractor shall maintain Commercial General Liability Insurance with a limit of not less than \$1,000,000 per each occurrence and General Aggregate coverage of at least \$2,000,000.
- 5) Automobile Liability Insurance -- Contractor shall maintain automobile liability coverage with a Combined Single Limit of at least \$1,000,000.
- 6) Workers' Compensation -- The Contractor will, at all times during its service to the Town, comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The Town will not be held responsible in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract. Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

6. EVALUATION AND CONTRACT AWARD

A. Evaluation Procedure

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

B. Evaluation and Selection 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.

C. Notification to Bidders

The Town will notify the apparently successful Contractor of the Town's selection as soon as possible following the Selectboard's vote on acceptance of the bid and awarding of a

contract.

D. Start of Work

Work may commence any time after execution of a contract.

Bid Proposal Form is on following page

7. BID PROPOSAL FORM

Due: March 26, 2026 at 2:00 PM

Complete and submit the following proposal, please write clearly.

Scope of Work Item	BID PRICE
A. Architectural Services as Described in Attachment A	\$

NOTES: All prices above shall be valid for 30 days and for the duration of the contract period. All prices shall include all labor and material costs, and any discounts offered. All fuel surcharges, delivery charges and miscellaneous charges that are not part of the terms and conditions of this solicitation or contract will not be paid and only hold up payment if they are added to a submitted invoice.

Company: _____

Authorized Representative: _____

Address: _____

Phone: _____

Email: _____

Signature: _____ **Date:** _____

[END OF DOCUMENT]

I. Scope of Services

Task 1: Review Existing Conditions and Perform Targeted Code Assessment

Scope of Services

- Review available drawings and prior studies, including but not limited to:
 - Structural Assessment
 - Envelope Study
 - Energy Assessment
 - ADA Audit
- Attend an initial site visit to analyze existing conditions and meet with the project team
- Develop a facility-wide master plan, including (but not limited to) the following:
 - A technical summary of existing conditions including findings, recommendations, and priorities
 - Energy and fire/building safety code reviews; **review shall be limited by the anticipated project scope and necessary permit approvals**
 - Space programming, with particular focus on the habitable basement space and first-floor reception areas

Deliverables

- Facility master plan (≤100 pages preferred)
- Technical memo (≤10 pages preferred)
- Annotated list of code-related deficiencies with order-of-magnitude assessment and probable cost estimates
- 3D modeling or renderings

Exclusions

- Historic building assessment
- Full building code analysis

Task 2: Concept Design

Scope of Services

- Provide as-needed concept sketches for priority improvements, which may include:
 - Attic access and catwalk upgrades in the attic
 - Front entrance ADA redesign
 - Redesign of front and back doorways
 - Envelope-related detailing tied to MERP scope
 - Other ADA improvements recommended in the attached ADA audit
 - Framing plans for drop ceiling

Deliverables

- Concept sketches sufficient for town decision making/direction
- Updated probable cost estimate opinions
- Facilitate public participation meetings/Public Feedback

Task 3: Construction Documents

Assuming the Town elects to proceed with construction, the Architect shall prepare targeted bid documents limited by the Scope of Work in coordination with the MPM and Town Staff.

Procurement activities shall be led by the MPM and Town Administrator; the Architect shall advise as a technical consultant.

Scope of Services

- Prepare drawings and specifications sufficient for contractor bidding
- Coordinating necessary engineering subconsultants (as authorized)
- Provide targeted technical review and comment on RFPs
- Respond to limited bidder questions throughout the procurement phase

Task 4: Limited Construction Administration (If Authorized)

The Architect's construction-phase role shall be advisory and technical.

Scope of Services

- Attend up to ___ site visits (shall be proposed by consultant)
- Respond to RFIs related to design intent
- Review shop drawings as needed
- Punch list support/coordination

II. Explicit Exclusions

To ensure cost effectiveness, avoid duplicative efforts, and allow all MERP-funded measures to be implemented in a timely manner, the following services are hereby excluded from the Architect's role unless separately authorized in writing:

- Overall project management, including schedule management, budget tracking, contractor procurement, and bid administration
- Historic preservation reports unless explicitly required by relevant permitting authorities
- Clerk-of-the-works services

III. General Coordination Requirements

The Architect shall:

- Participate in periodic coordination meetings with the MPM, Town Staff, and Town Hall Renovation committee
- Copy WRC on all major communications
- Provide routine coordination via email and phone
- Structure subconsultant involvement to minimize cost