

INVITATION TO BID (IFB)

Londonderry Town Hall Architectural Services

Addendum #1

Response to Questions

RFP TIMELINE	
1. RFP Issued	Friday, March 6 th , 2026
2. Town issues Addendum that responds to questions	Friday, March 13 th , 2026
3. Proposals due to Town Administrator	Thursday, April 2 nd , 2026 by 2:00 PM

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

The Town is extending the RFP deadline by an additional week to allow potential bidders time to review the attachments provided below. **The updated RFP deadline is Thursday, April 2nd, 2026 at 2:00 PM.**

This RFP Addendum contains the following technical reports and resources referenced in the original RFP, and requested by firms:

1. Scope of Work for MERP grant agreement between Londonderry and the State of Vermont
2. Londonderry Town Hall Project List
3. Londonderry Old Town Hall Structural Review from Engineering Ventures PC
4. Envelope Study from BVH Integrated Services
5. MERP Level II Energy Assessment from Salas O'Brien/Dubois & King
6. Londonderry Town Hall – Accessibility Assessment from JA Saccoccio Architectural Workshop

In addition to the attached resources, this Addendum provides answers to questions received as of Friday, March 13th, 2026 at 10 AM.

Question & Answers

1. What is the Scope of Work, and how does that overlap with the design needs listed under Task 2 of Attachment A?

- a. The Scope of Work for this project has expanded over time. Originally, the Town Hall renovations were a contained effort to encapsulate and weatherize the basement, restore and weatherize windows, and perform targeted ADA upgrades based on remaining funds from MERP. The Town has prioritized these original aspects of the scope and has already contracted for the basement and window upgrades. Since the original grant scope was identified, the Town received authorization from the VT Department of Buildings and General Services (BGS) to pursue more comprehensive weatherization work, outlined in the revised MERP grant scope attached to this Addendum. Recognizing that non-MERP-funded work would be critical to allow the expanded weatherization scope to take place, the Town shifted to pursuing building renovations in a more comprehensive manner, pairing MERP work with other needed building improvements.

The items listed under task 2 are the aspects of the now-expanded project scope that the Town anticipates will be design-contingent. **However, this should be verified by the Architect. The attached spreadsheet and MERP grant scope are the combined list of building improvements informing the project's current Scope of Work.**

2. Can you share a project budget for the construction portion of the project?

- a. The construction budget for the design-contingent MERP part of the project is ~\$44,000, excluding soft costs and contingencies. The Town has committed an additional construction budget of ~\$105,000 for non-MERP-related work (also exclude soft costs).

The Town seeks design services commensurate with the project's needs and does not require a full building redesign. The primary focus is on design work directly tied to the improvements listed under the MERP scope.

3. Is the building currently occupied and is it possible to visit the building?

- a. The building will be minimally unoccupied for the foreseeable future aside from a Special Town Meeting on May 11th at 6 PM. Firms are welcome to visit the site, and can RSVP with the Town Administrator to arrange a walkthrough.

4. What does the project team look like?

- a. The project team consists of two staff members (the Town Administrator and Recreation Director) and a volunteer renovation committee that meets consistently. The regional planning commission (WRC) provides project support and guidance specific to the MERP program.

5. What other design professionals might the Architect (design prime) need to subcontract for this project?

- a. In addition to the Architect, we assume that a Structural Engineer will need to play a role in this project. It would also be valuable to have a building science advisor/specialist on the team. In general, the town is looking for a lean design team with professionals who can support on an on-call/as-needed basis. MEP improvements are not a central aspect of the Scope of Work, but there has been some discussion of mechanical and electrical drawings relevant to the other work being pursued more aggressively. Architect-drafted plans may suffice for the project's needs, but the Town is willing to consider subcontracting a MEP engineer based on the Architect's technical recommendation.

6. Can you clarify intent surrounding timeline for completing various tasks?

- a. The RFP quotes a May 31st, 2026 date by which contract work shall take place. We recognize this is a tight deadline, but are emphasizing expedience within the context of the MERP grant scope, which requires all funds to be obligated by December 31st, 2026. As a result, the Town wants to have the majority of the design work complete before the summer so construction procurement can begin shortly thereafter. For now, firms can plan around the May 31st deadline as a date by which Tasks 1 and 2 should be complete. The Town is entirely committed to constructing the MERP improvements. Other aspects of the scope are highly likely to proceed, but some may be deprioritized in the timeline.

7. How many community meetings should the Architect expect to attend?

- a. Firms should assume the need to prepare and attend one community meeting.

8. How should firms price their services?

- a. The original RFP asks for lump sum pricing. However, it would be beneficial for the evaluation team to have services priced separately by task or on a time-and-materials basis, with an estimated fee. Please include hourly rates for members of the proposed design team.

9. How will the town handle contracts?

- a. Once the Londonderry Selectboard awards a bid to particular firm, the Town will work with the selected Architect to negotiate contract terms after the formal bid process.