

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

Request for Proposals (RFP): Town Hall Historic Window Restoration and Efficiency Work

Issued By: The Town of Londonderry

RFP NO: 2026-01

Issue Date: Monday, January 26th, 2026

Proposals Due: Friday, February 13th, 2026 at 5:00 PM

Contact for Proposal Submissions

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Town of Londonderry

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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 and weatherize the windows at the historic Londonderry Town Hall located at **139 Middleton Road, Londonderry, Vermont**. The primary objective of this project is to improve the energy performance of the windows, and balance additional priorities, such as historic preservation, aesthetics, and functionality. All renovation work described in this RFP must be complete or under contract for completion by September 30th, 2026.

2. Scope of Work

The following Scope of Work was developed 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 their proposals. Copies can be obtained by emailing afedele@windhamregional.org.

2.1. Existing Window Conditions

The Londonderry Town Hall (built 1859) contains 25 exterior 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 the **twelve on the first floor and the attic 9-lite**. The remaining windows are assumed to be non-historic. Most windows have an approximate R-value of 1. Details are provided below. **Measurements provided in this RFP are for bidding purposes only**, and it is highly encouraged that potential bidders attend a site visit to better understand the conditions of the windows.

- a) **1st Floor, Reception Area (Front Zone):** 2 units, non-operable, ~44"x34", 1/1, reception area windows include leaded glass transoms (~44"x12").
- b) **1st Floor, Main Hall (Middle Zone):** 6 units, single-hung, ~45"x90", 6/6.
- c) **1st Floor, Backstage Area (Back Zone):** 2 units, single-hung, ~45"x90", 12/12.
- d) **1st Floor, Backstage Area, back wall (Back Zone):** 2 units, single-hung, ~40"x83", 12/12, one of these units requires muntin repair, back wall windows have exterior storms.
- e) **Attic Window (Front Zone):** 1 unit, ~28"x40", 9-lite.

2.2. Scope: Window Retention, Restoration, & Weatherization

- a) Field-measure all window units on-site; evaluate condition of each unit and check for alignment, water entry, and air sealing issues.
- b) Remove **historic sashes (first floor and attic)** and cover openings with weatherproof material. If historic units are being restored off-site, ensure safe transport.
- c) Retain sashes and muntins where possible. In cases where wood is rotted or otherwise damaged, make repairs using historically-appropriate techniques.
- d) Remove all deteriorated glazing, operating hardware, paint, and glass from historic window units. Original glass shall be retained to the extent possible, and replaced with in-kind materials as needed.
- e) Reglaze and repaint windows to match Town Hall historic profile (color to be confirmed at a later date); ensure tight seal between glazing compound/putty and each glass pane.
- f) At Town Hall, remove coverings over rough openings and reinstall original units, ensuring proper alignment, operability, waterproofing, and air sealing.
- g) Install/replace weatherstripping on all moving window components for historic window units.
- h) Provide precise window measurements to storm window manufacturer; storm windows shall be replaced/installed at **all 13 exterior window openings**.
- i) Contractors should propose and separately price an interior storm window product for consideration by the Town; the desired product shall be an HP-approved interior insert such as Indow Inserts, or a comparable alternative.
- j) Install the Town's selected storm window product.
- k) Seal gaps around the window frame and casing with caulk and backer rod, if necessary.

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:

3.1. Contractor Information

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

3.2. References

List three references for governmental or non-profit clients you have worked with on similar projects in the past. Include the client's name, location, contact information, and provide brief project scopes/summaries (no more than 3 sentences for each summary).

3.3. Scope of Work

- Bidders shall provide a detailed **Scope of Work** outlining the recommended approach to completing the work as described.
- Responses shall include an **itemized list of materials and equipment** needed to complete the project; contractors shall provide warranty information on materials and labor.
- An **initial plan/schedule** for project work. Please provide us with basic information regarding your availability and timeline.

3.4. Cost Proposal

- A detailed **cost proposal** that contains itemized pricing for restoration of individual window units. Please identify and recommend a storm window manufacturer, and price this as a separate section of the cost proposal.

3.5. Licenses, Certifications, and Associations

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:

- AAMA Certification
- AWDI Certification
- 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.

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 January 26th, 2026

Site Visits: The Town will host an optional walkthrough for potential bidders at the Town Hall on Wednesday, February 4th, 2026 at 10:00 AM. RSVP by emailing the Municipal Project Manager at afedele@windhamregional.org.

Responses Due: Friday, February 13th, 2026 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 "RFP 2026-01 Town Hall Windows" 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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