

# REQUEST FOR PROPOSALS (RFP)

## Londonderry Town Hall Historic Window Restoration and Efficiency Work

### Addendum #1

### Response to Questions

RFP TIMELINE	
1. RFP Issued	Monday, January 26 <sup>th</sup> , 2026
2. Bidder walkthrough	Wednesday, February 4 <sup>th</sup> , 2026
3. WRC issues Addendum that responds to questions	Thursday, February 5 <sup>th</sup> , 2026
4. Proposals due to WRC	Friday, February 13 <sup>th</sup> , 2026 by 5:00 PM

**Contact: Anand Fedele, Municipal Project Manager (MPM), Windham Regional Commission Planner, #802-257-4547 ext. 115, [afedele@windhamregional.org](mailto:afedele@windhamregional.org).**

#### Questions & Answers

- 1. How many windows does the Town want weatherized and restored under the Scope of Work?**
  - a. 13 windows in total, 12 on the first floor, and one in the attic.
- 2. Does the Scope of Work include the removal of operating hardware from existing window pockets and insulating of the weight pockets?**
  - a. Yes, however, this was not identified/specified in the original RFP. The town is amending the Scope of Work to include the following:

*For the 2 Town Hall window in the lobby, remove window weights and infill pockets with injected foam. All other windows under the restoration scope do not have window pockets.*

- 3. Is the original 5-page RFP the full RFP package, or are there additional documents?**
  - a. The complete RFP package includes the following (reach out to the MPM if you need any of these documents):
    - i. Request for Proposals (RFP): Town Hall Historic Window Restoration and Efficiency Work
    - ii. Blower Door Test/Envelope Study by BVH Integrated Services
    - iii. Level II Energy Assessment by Salas O'Brien/Dubois and King
    - iv. RFP Addendum #1

- 4. Are there prevailing wage or bond requirements for this project?**
  - a. There are no prevailing wage or bond requirements for this project. Insurance requirements are spelled out in the RFP.
- 5. What post-renovation energy testing/analysis will be done on the building, and will the windows be expected to meet specific criteria?**
  - a. At the very least, the Town will pursue post-renovation blower door testing. The RFP does not require the windows to meet specific performance requirements. That said, the Town expects the windows to perform well in a testing environment, and demonstrate minimal air leakage.
- 6. What types of weatherstripping does the Town want for the windows?**
  - a. The original RFP does not include a specification for weatherstripping material, and contractors are welcome to propose a product for town consideration. Currently, materials being considered include spring bronze, interlocking metal, and silicone bulb seals. Proposed weatherstripping materials should be reversible.
- 7. How much flexibility do contractors have to propose a recommended storm window approach?**
  - a. The Town is purposely giving bidders the flexibility to recommend a storm window product or construct their own storms. Currently, the only part of the storm window scope that is set in stone is the need for interior storm windows. Once the Town has signed a contract, we will work with the selected contractor to evaluate options and make a formal decision, recognizing that pricing may change as a result.
- 8. What is the existing opening style of the window, and what parts of each window need to be operable?**
  - a. The 2 windows in the front lobby are not fixed, but do not need to operate, while the others are all spring-assisted and shall be operable. The Town would like to maintain the opening/operating styles of the spring-assisted windows. For all of the units being restored except the two lobby windows, the Town would like the upper sash fixed with the lower one operational.
- 9. What is covered under the painting scope for the window—are exterior/interior casings or interior stool/apron included?**
  - a. No, these items are not covered under the current Scope of Work.