



1713 Vermont Route 128 • Westford, Vermont 05494
Town Office (802)878-4587 • Fax (802)879-6503
www.westfordvt.us

REQUEST FOR PROPOSALS
Town Office ADA Compliant Ramp & Stairs Replacement

The Town of Westford is seeking proposals from qualified contractors to remove and replace the current handicapped ramp and front steps at the Westford Town Office building located at 1713 Vermont Route 128 in Westford, VT. The proposal shall include a conceptual drawing of the proposed ADA compliant ramp and stairs and the estimated cost for removal of the current ramp and stairs, as well as installation, and landscaping of the of a new ADA compliant ramp and stairs.

I. PROJECT BACKGROUND

The Town Office was built in 1970 and is a single story, 1,248 square foot structure with a full basement. Situated in Westford's Town Center on the North side of Vermont Route 128, it shares an approximately half-acre lot with the Town's Public Library (separate building). The Town Office houses the Town Administrator, Town Clerk, Treasurer, Listers, and Planning & Zoning offices. It also serves as a meeting space for the Selectboard, Planning Commission, Development Review Board, Conservation Commission, Recreation Department, Cemetery Commission, and Boards of Civil Authority and Abatement.

Prior to 2010 a wooden handicapped ramp was added to the Town Office building. Currently the structure is in disrepair and needs full replacement.

II. SCOPE OF WORK

The selected contractor shall:

1. Meet with the Town Administrator, Holly Delisle at the Town Office to view the current ramp, landing, and steps at the front of the building.
2. Incorporate all applicable ADA requirements, specifications, and estimated costs.
3. Select materials for durability and longevity considering location & exposure to the elements.
4. Work within Westford's established T5 District Zoning Regulations for Form Based Code.
5. Meet with the Selectboard member(s) and/or Town Administrator to review and refine design and estimated cost requirements.
6. Provide the Town with a cost estimate for building, site work and permits, and a draft timeline for permitting and construction.
7. Communicate/provide progress updates with the Selectboard and Town Administrator at regular intervals.

III. REQUIRED AREAS OF EXPERTISE

The selected contractor shall possess the following:

1. Expertise with pathways and landscaping in village settings.
2. Experience with permitting in conformance with current building codes, and accessibility requirements under Section 504 of the Americans with Disabilities Act.
3. Experience with renovation projects with an emphasis on:
 - a. Cost effective and durable design
 - b. New construction

IV. RESPONSE FORMAT

Contractor shall provide a proposal including the following:

1. Cover Letter including:
 - a. Introduction
 - b. Estimated completion timeline.
 - c. Estimates to reflect Removal, Installation, Landscaping separately.
2. At least three (3) references familiar with the applicant's ability, experience and reliability in the performance and management of similar projects.
3. Rate & Fee Schedule

Insurance, Rate & Fee Schedule Requirements

Insurance Requirements:

The Contractor shall at their own expense provide, and maintain in force, the following insurance coverages:

1. Statutory Workers Compensation Insurance including Occupational Disease and Employers Liability with limits of at least \$1,000,000 for each occurrence.
2. Commercial General Liability, including but not limited to, Bodily Injury, Personal/Advertising Injury, Broad Form Property Damage, Products and Completed Operations Liability and Contractual Liability with limits of at least \$1,000,000 Combined Single Limit for each occurrence. Completed operations liability shall be kept in force for one year.
3. Commercial Auto Liability Insurance, including coverage for owned, non-owned, and hired vehicles with limits of at least \$1,000,000 Combined Single Limit for each occurrence.
4. The Contractor must list the Town as Additional Insured on their Commercial General Liability Policy and Commercial Auto Liability Insurance Policy.
5. The Contractor shall provide the Town with Certificates of Insurance, as required above, prior to signing a contract. All Certificates shall contain a provision stating that the coverage's afforded under said policies will not be cancelled, materially changed, or not renewed without 30 days written prior notice and 10 days for non-payment of premium.

Rate & Fee Schedule:

The Rate & Fee Schedule should present a table including hourly and overtime rates (as applicable) for all classification of personnel who may work under this contract. The Rate & Fee Schedule should also include the firm's standard rates for any printed or other material costs likely to be incurred as part of the scope of the work. The rates presented within the Request for Proposals will remain in effect for the duration of the contract.

Site Visit & Questions

1. A site visit is recommended for **Monday, November 11, 2024, at 9:00 a.m.** at the Westford Town Office. Please enter the building to meet on the first floor.
2. Any questions must be submitted in writing by **1:00 p.m. Monday, November 18, 2024**, to Holly Delisle, Town Administrator, townadmin@westfordvt.us
3. All questions will be answered within one (1) week and sent to all respondents.

Proposal Instructions

Proposals must be received by **12:00 p.m. on Monday, November 25, 2024**, using one of the following methods:

1. Electronically via email to townadmin@westfordvt.us; or
2. USPS/UPS/FEDEX - Town of Westford, 1713 VT Route 128, Westford, VT 05494; or
3. Hand delivered to the Westford Town Office. There is a drop box available for after hours.

Proposals should be clearly labeled "*Westford Town Office ADA Compliant Ramp & Stairs*" with the contractor's name. Proposals received after that date and time will be rejected.

Upon award of the bid, the winning bidder shall be bound by the bid proposal price throughout the contract and through completion of the project.

V. SELECTION PROCESS

The Selectboard will review the proposals and select a winning bid during the Selectboard meeting on **December 5, 2024**.

The Town of Westford reserves the right to reject any or all proposals and to modify or issue changes to the original RFP. Any change will be distributed to all those originally issued the RFP.

The Town of Westford also reserves the right to select the contractor that, in the best judgment of the Town of Westford, will perform in a timely manner and with consideration of total cost.

The Town of Westford may also negotiate with the contractor to modify or amend portions of their respective proposal.