



## Request for Proposals

Project Name	<u>Town Garage Energy Improvements</u>
Owner	<u>Town of Groton</u>
Location	<u>Groton, VT</u>

## Request for Proposals – Construction Services for Town of Groton Town Garage

### KEY DATES

**Pre-Bid Site Visit Day: September 18, 2025 (2pm EDT)**

**Proposals Due: September 29, 2025 (4pm EDT)**

**Work Completed By: No later than May 15, 2026**

Through funding from the VT Municipal Energy Resilience Program (MERP), the Town of Groton requests written proposals to secure construction services for the Town Garage Energy Improvements Project.

Please note, this is one of three similar RFPs involving energy improvements at Groton municipal buildings. The other two are for the Community Building and Fire Station. We encourage you to consider and bid on all three.

### **Project Description**

Square Footage: 5,000 square feet

Building Type: Town Garage

Location: 2681 Scott Highway, Groton, VT 05046

### **Schedule**

RFP Post Dated: 08/28/25

Pre-Bid Site Visit: 09/18/2025 (3:45pm EDT) – *RSVP in advance by sending your name, organization, and contact info to [grotontogether@gmail.com](mailto:grotontogether@gmail.com).*

Deadline for Proposals: 09/29/2025 (4pm EDT)

Expected Selectboard Meeting to Review and Select Proposal: 10/01/2025 (5pm EDT)

Construction Window: October 2025 – 05/15/2026

### **Project Team**

Owner: Town of Groton

Groton MERP Grant Project Team: Mike Gaiss (617-398-0896, [mgaiss@gmail.com](mailto:mgaiss@gmail.com)), Dennis Casey (802-751-9016) [drcasey58@gmail.com](mailto:drcasey58@gmail.com))

Engineering Consulting Partner: Alan Therrien, Senior Engineer, Cx Associates ([alan.therrien@cx-assoc.com](mailto:alan.therrien@cx-assoc.com))

Groton Town Clerk: Carrie Peters, [townclerk@grotonvt.com](mailto:townclerk@grotonvt.com)

### **Questions**

General questions should be directed to a Groton MERP Grant Project Team member. Technical questions in advance of the Pre-Bid Site Visit should be directed to the Engineering Consulting Partner.

### **Submission Deadline**

Please submit your proposal no later than 4:00 p.m. EDT on 09/29/2025 to:

Carrie Peters

Groton Town Clerk

1476 Scott Highway

Groton, VT 05046

[townclerk@grotonvt.com](mailto:townclerk@grotonvt.com)

## 1. Scope of Work

### Building Enclosure Improvements

As described in the MERP Level I Energy Assessment Report for the Groton Town Garage, several improvements have been identified for the building enclosure to improve efficiency and reduce energy usage. The building is 1 story (+ loft) with an approximate floor area of 5,000 square feet.

#### Interior Window Inserts

The existing windows in the Town Garage are double pane units, but are anticipated to be relatively leaky. Interior window inserts are to be installed to increase the overall R-value of the opening and improve air sealing.

1. Materials
  - a. Existing windows requiring improvements include:
    - i. (5) exterior wall windows; approximately 32"x36"
  - b. Custom Interior Window Inserts
    - i. Window inserts are to be custom sized to fit in the existing window openings without modifications to the existing framing or trim.
    - ii. Inserts shall have 1/8" thick acrylic glazing.
    - iii. Shall be edged with compression silicon or neoprene tubing to create a tight perimeter seal.
    - iv. Insert color to be approved by Owner.
    - v. Basis of design is Standard Grade Interior Storm Windows by Indow. Equal substitutions will be considered.
2. Installation of Interior Window Inserts
  - a. Contractor is responsible for measuring each window opening to verify sizing prior to ordering.
  - b. Though we do not anticipate anything significant, existing window casements are to be inspected and adjusted/repaired if needed, prior to field measuring for inserts, in order to accommodate inserts.
  - c. When installed, inserts shall create a tight seal around the perimeter with no visible gaps or voids.
  - d. Inserts are to be compression-fit with no fasteners and shall be installed in accordance with manufacturer's written instructions.

#### Foundation Insulation Replacement

The existing foundation assembly on the Town Garage generally contains a thin layer of insulation (approx. 1/2") around the perimeter, with much of it in poor condition. The intent is to remove the existing insulation and install new rigid insulation with appropriate water management and insulation board protection measures taken to ensure longevity of the system.

1. Materials
  - a. Graphite Polystyrene Insulation
    - i. Shall have a minimum R-value of 5.0 at 1 inch when tested in accordance with ASTM C518
    - ii. Basis of design material is BASF Neopor F5000. Equal substitutions will be considered.
  - b. Metal Flashing
    - i. Shall be aluminum, preformed or field-formed, with an upper vertical leg (portion that underlaps siding and weather barrier) of at least 1.5", a

- horizontal leg (portion that extends over top edge of insulation) of at least 2-1/4" with a positive slope, and drip edge/kicker projecting away from the insulation.
- ii. Equal substitutions will be considered as long as water management over top of insulation is maintained.
- c. Finishes
  - i. May be one of the following finishes, owners choice.
    - 1. Stucco finish with base coat and reinforcing mesh
    - 2. Fiberglass Reinforced Plastic (Basis of Design – Nudo GroundBreaker)
- d. Accessories
  - i. Foam Board Adhesive (ex. Loctite PL 300)
  - ii. Fasteners/Adhesives (as recommended by flashing and finish manufacturer)
  - iii. 3M 8067 All-Weather Tape (for counterflashing metal flashing)
- 2. Installation
  - a. Existing exterior foundation insulation shall be removed and disposed of by the Contractor, and the foundation surface properly prepared to accept to insulation, flashing, and finishes.
  - b. From the exterior excavate into the soil around the foundation and expose 12 to 18" of the foundation wall. Wash off the soil and allow the walls to dry completely.
  - c. Remove the bottom row of fasteners on the metal siding and install aluminum flashing.
    - i. Vertical leg of aluminum flashing should underlap siding as well as any weather barrier/building wrap, if present. If no weather barrier/building wrap is present and access allows, counterflash the leading edge of the metal flashing with a weather-barrier self-adhesive tape.
    - ii. The horizontal leg of the siding should sit just below the bottom edge of siding, with 1/8-1/4" gap. Bend the horizontal leg downward slightly, if necessary to create a positive slope. Reinstall siding fasteners.
    - iii. Overlap butt ends of flashing 3" minimum and bed in sealant.
  - d. Adhere 2" thickness of rigid graphite polystyrene (GPS) foam board to the foundation with foam board adhesive per manufacturer's instructions. Set the insulation from the bottom of the trench up to the top of the foundation. Insulation should terminate close to the underside of the flashing but maintain a slight gap (approx. 1/4") so that it does not press against the flashing and create a negative slope.
  - e. Cover the above grade GPS insulation with stucco and reinforced base coat or fiberglass reinforced plastic finish, following AWCI best practices (for stucco and reinforcing mesh) and manufacturer's installation instructions.
  - f. Backfill the trenches in the soil. Ensure a positive slope is maintained away from the building.

### Exterior Person Door Replacement

The Town Garage has (2) person doors, each approximately 80" tall by 36" wide, which shall be replaced.

- 1. Materials
  - a. Insulated Steel Pre-Hung Exterior doors
    - i. Basis of design is a Jeld-Wen steel half lite prehung front door with an insulating core. Equal substitutions will be considered.
    - ii. Doors shall have a maximum U-Factor 0.15, equivalent to R-6.7.
    - iii. Hardware type and finish, interior finish, and exterior finish to be approved by Owner prior to ordering.
  - b. Door Accessories

- i. All door installation accessory materials including but not limited to flashing tape, flashing membrane, sealants, and fasteners shall be in compliance with manufacturer's written instructions.
2. Installation
  - a. Existing exterior person doors and frames shall be removed and disposed of by the Contractor.
  - b. Door and frame sizes shall be measured by contractor to fit in existing rough openings.
  - c. Rough opening framing shall be inspected and confirmed acceptable prior to door installation. Any framing at the door opening in poor condition shall be replaced prior to installation.
  - d. Doors and frames shall be installed level, plumb, square, and in accordance with manufacturer's written instructions. Air sealing and water management practices shall also be installed per manufacturer's instructions.
  - e. After complete door installation, interior wooden trim shall also be installed. Finish to be approved by Owner.

## Mechanical, Electrical, and Plumbing System Improvements

### Exhaust Fan Replacement

The existing backdraft damper for the emergency exhaust fan on the western wall of the garage does not close tightly and allows air infiltration even when closed (see photo below). This shall be replaced with a new wall-mounted exhaust fan assembly.



Existing exhaust fan assembly

1. Materials
  - a. Exhaust fan assembly
    - i. 40" x 40" wall box
    - ii. 120/240 V
    - iii. 7,500 cfm at 0.05" static pressure

- iv. Motorized backdraft damper interlocked with fan motor
  - v. Cast aluminum propeller
  - vi. Direct drive, premium efficiency motor
  - vii. Basis of design is Aerovent BSDDP. Equal substitutions will be considered.
2. Installation
- a. Remove and dispose of existing exhaust fan assembly
  - b. Install new fan assembly per manufacturer's instructions
  - c. Connect new fan to existing wiring
  - d. Seal exterior wall penetrations
  - e. Verify proper operation of fan and damper

If circumstances dictate that during the process of implementing the scope of work it becomes not feasible or cost prohibitive in terms of additional building modifications and/or enhancements, we may or may not choose to do everything in this RFP.

## 2. Pre-Bid Site Visit

A Pre-Bid Site Visit will be hosted at the Groton Community Building on September 18, 2025 (2pm).

- RSVP in advance by sending your name, organization, and contact info to [grotontogether@gmail.com](mailto:grotontogether@gmail.com).
- We encourage bidders to submit any technical questions ahead of the site visit date via email to Alan Therrien, Senior Engineer, Cx Associates: [alan.therrien@cx-assoc.com](mailto:alan.therrien@cx-assoc.com).

## 3. Qualifications

It is the owner's desire for the contractor to satisfy as many of the following requirements as possible:

- An established track record of successfully implementing similar types of projects (while not required, please highlight any previous experience working with municipalities).
- Provide at least two references for previously completed projects of a similar scope, including pictures of said work.
- Agree to complete all contract documents, including verification of insurance(s) prior to the start of construction.

## **4. Proposal Requirements**

Proposals shall:

1. Provide a clear description of the proposed scope. Clearly note any exceptions to the scope outlined in the RFP. Provide lump sum pricing for each scope item outlined in the RFP. It is a requirement of the grant funding that pricing is itemized for each scope item.
2. Include a list of relevant past projects with similar size and scope of work.
3. Include at least two references from recent projects.
4. Include a proposed timeline for the project work (including an expected start and completion date). Note: All project work must be completed by May 15, 2026.

## **5. Proposal Deadline: September 29, 2025 (4pm EDT)**

Please submit your proposal no later than 4:00 p.m. EDT on 09/29/2025 to:

Carrie Peters  
Groton Town Clerk  
1476 Scott Highway  
Groton, VT 05046  
townclerk@grotonvt.com