



**Town of Shelburne, VT**

**REQUEST FOR PROPOSAL (RFP)**  
**SHELBURNE RESCUE BUILDING**

**SHELBURNE RESCUE**  
**154 TURTLE LN SHELBURNE VT.**  
**PO BOX 264**  
**SHELBURNE, VT 05482**  
**(802) 985-5125**

**ISSUED: APRIL 3, 2026**

**DUE: APRIL 30, 2026**

**CONTACT: ANDREW KEHL**

**EMAIL: [RESCUE@SHELBURNEVT.ORG](mailto:RESCUE@SHELBURNEVT.ORG)**

**PHONE : (802) 985-5125**

## 1. PROJECT INTRODUCTION AND BACKGROUND

The Town of Shelburne is seeking bids for the repair of the exterior envelope of the Rescue building with a total project cost between \$75,000-\$100,000. The project is located at 154 Turtle Ln, Shelburne, VT. The purpose of the project is to extend the building's life until a future facility is built, or a major renovation is completed. Also to stop further water intrusions and repair any damage that has already occurred since the building was built in 1988.

## 2. Scope of Work

1. Removal and inspection of all metal siding.
2. Removal of all-weather resistive barriers and vapor barriers.
3. Removal and replacement of any damaged insulation.
  - a. Ensuring new insulation matches the R-value of the existing materials
4. Inspection of wood sheathing, framing studs, sill plates, bottom plates and headers.
  - a. Replacement of any wood that has rotted.
  - b. provide photo documentation of the sheathing and framing before sealing back up with the new vapor barrier.
5. Replacement of vapor barrier and weather resistive barriers.
6. Install proper flashing and sealing of windows and door openings.
  - a. Ensure that any new flashing is compatible with existing materials.
7. Replacement of metal siding that is compatible with existing siding. Reuse any sections of metal siding that is salvageable.
8. Inspect and install all appropriate flashing at the soffits and where the siding meets the stucco.
9. The contractor shall remove and dispose of any construction waste and hazardous material in a legally appropriate manner.

If relevant, those submitting proposals are encouraged to suggest modifications to this scope of work based on their professional experience with similar building repair projects.

## 3. BRE-BID SITE VISIT

A non-mandatory site visit is tentatively scheduled for AS REQUESTED. Please meet at the Rescue Building Parking lot located at 154 Turtle Ln, Shelburne VT. Please email [rescue@shelburnevt.org](mailto:rescue@shelburnevt.org) a day prior to confirm whether the site visit will be held or may be postponed due to weather or other circumstances.

## 4. RESPONSE FORMAT

Proposals shall include:

1. A brief introduction to your firm and identification of the principal individuals that will provide requested services. A short summary of successful experience on projects similar to the Rescue Building project. Please provide name, address and phone number for up to 3 examples of such projects.
2. A cost proposal for the scope of work.
3. Proof of Liability Insurance and Workman's Compensation Insurance.
4. Names and qualifications of any sub-contractors to be utilized on the project.
5. A proposed schedule that indicates overall time for completion and completion date.

## 5. PROPOSAL EVALUATION CRITERIA

The following criteria will be used in evaluating bids:

- Price, as defined by the bid specifications.
- Bidder's proven ability to perform and /or deliver the items within the specified time limit(s).
- Bidder's experience and reputation, including past performance for the Town and other customers.
- Quality of the materials and services specified in the bid and compatibility with existing materials & equipment. If a specific brand "or equal" has been specified by the Town, the bidder has the responsibility to demonstrate the alternate item is equal or better than that specified.
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
- Bidder's financial capacity and responsibility including proof of the requisite insurances.
- Nature and size of bidder.
- Any other factors that the Town determines are relevant and appropriate in connection with the project.

The Town of Shelburne reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest.

## 6. SUBMISSIONS

**All proposals must be received by the Town no later than April 30, 2026.** Proposals and/or modifications received after this time will not be accepted or reviewed. Proposals may be submitted electronically by email to Ms. Patricia Carpenter, Deputy Town Manager/Finance Director at:

**[pcarpenter@shelburnevt.org](mailto:pcarpenter@shelburnevt.org)**

Paper proposals may be submitted to the following address:

**Town of Shelburne**

**Rescue Building Project Bid**  
**c/o: Ms. Patricia Carpenter, Deputy Town Manager**  
**5420 Shelburne Rd.**  
**PO Box 88**  
**Shelburne, VT 05482**

All paper bids must be submitted in sealed envelopes, addressed to the Town in care of the Town Manager, Matt Lawless, and plainly marked with the name of the bid. The date and time of each bid proposal received will be written on the outside of the envelope. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the due date and time specified shall not be considered and shall be returned to the bidder unopened. Bidders shall bid to specifications and any exceptions and/or alternate services or products must be noted.

The project will be awarded by May 15, 2026

Questions about the project should be directed to Andrew Kehl at [aKehl@shelburnevt.org](mailto:aKehl@shelburnevt.org) or office phone 802-985-5125, no later than April 15, 2026. Answers will be posted by April 17, 2026 All questions and answers will be publicly posted at: (<https://shelburnevt.org/398/Bids-RFQs-RFPs>).