



TOWN OF WINHALL  
VERMONT

115 Vermont Route 30  
Bondville, VT 05340

Tel: 802-297-2119  
townadmin@winhall.org  
www.winhall.org

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## ***Request for Proposals ~ Roof on Municipal Building***

*May 30, 2017*

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### **Introduction**

The Town of Winhall is seeking proposals from qualified contractors for the replacement or reconstruction of the roof on the “4-Bay Garage”, which houses the Transfer Station office and Highway Department equipment. The building is located at 64-66 Old Town Road.

A mandatory pre-bid site meeting will be held at 64 Old Town Road in Winhall (the Transfer Station) on **Monday, June 12, 2017 at 11:30AM** for all interested contractors. Proposals will only be accepted from contractors that attend the pre-bid site meeting.

### **Project Summary**

The project consists of the replacement or reconstruction of the existing roof, measuring 72’ long by 49’ wide. The existing roof is metal and the anticipated work will include Polyiso insulation R37.2 and Firestone rubber roofing .060.

### **Responses to this Request for Proposals should consist of:**

- 1) A letter expressing interest in working with the Town of Winhall on the project.
- 2) Identification of key personnel assigned to the project and qualifications relevant to the project.
- 3) A description of the proposal, including detailed drawings/plans, a description of the approach to be taken toward completion of the project, a proposed schedule that indicates project milestones and overall time of completion, and any insights into the project gained as a result of developing the proposal.
- 4) Proposed fee structure with detailed explanation of projected milestones and billing frequency.
- 5) Any other information applicable to the project.

### **Period of Performance**

Work shall commence upon the date that said contracts are fully executed; estimated start date to be August 1, 2017 and work shall be completed no later than November 1, 2017.

### **Submissions**

Proposals from interested parties must be received by the Winhall Town Administrator no later than **1:00PM on Friday, June 23, 2017**. Submissions must be e-mailed to [townadmin@winhall.org](mailto:townadmin@winhall.org). Contractors are responsible for confirming receipt of proposals by the Town of Winhall. Proposals will be evaluated based upon the contractor’s experience, background, and ability to perform the requested services at an affordable price. Cost will not be the sole determining factor in the award of this contract. The Town of Winhall reserves the right to reject any proposal that does not meet the criteria specified in this RFP, is received after the deadline, or is not complete.

E-Mail all submissions and direct all inquiries to:

Lissa Stark, Winhall Town Administrator  
115 Vermont Route 30, Bondville, VT 05340  
Telephone: (802) 297-2119  
E-Mail: [townadmin@winhall.org](mailto:townadmin@winhall.org)  
Website: [www.winhall.org](http://www.winhall.org)