

TOWN OF BROOKFIELD, VT  
Energy Conservation Measures  
Town Garage and Fire Station  
REQUEST FOR PROPOSALS

December 12, 2024

The Town of Brookfield (herein after referred to as the Town) is herein requesting proposals to construct/implement energy conservation measures at the Town Garage and Fire Station. The purpose of this work is to reduce energy consumption through the implementation of building envelope, HVAC, Lighting, electrical and solar improvements.

Background

In September 2024 through a State Grant, an Energy Audit was completed on the Town of Brookfield Garage and Fire Station. The Garage is located at 866 VT Route 65 and the Fire Station at 56 Fire Department Lane in Brookfield. There are two heated Garage structures on the Town Garage property, and one is on the older structure with an attached office that this request pertains too. The Audit reports outline the methodology, findings and recommendations. (A copy of the Audit reports work items descriptions relevant to this RFP is attached.) Following the review of the reports, the Town applied for and has received a grant from the State, Department of Buildings and General Services to implement a number of the measures recommended in the Audit reports.

The purpose of this solicitation, is to receive Bids from qualified contractors to install/construct/implement the requested improvements. A Contractor can Bid on all or selected bid items.

Proposal

1. **Proposals shall be received** in the Brookfield Town Office, 40 Ralph Road, PO Box 463, Brookfield, VT 05036, on or before the close of business **(4:00 p.m.) February 20, 2025**, in a sealed envelope clearly marked "Energy Conservation Measures, Town Garage and Fire Station" on the outside of the envelope.
2. **Questions** may be submitted by email to the Town Administrative Assistant provided they are received no later than **3:00 p.m. on January 22, 2025** by the Administrative Assistant/Brookfield Town Office. The Administrative Assistant email address is [admin@brookfieldvt.org](mailto:admin@brookfieldvt.org). To receive a copy of any Addenda, the Contractor must provide the name of the project along with the Contractor's contact information to the Town's Administrative Assistant on or before this deadline above. Contractors are encouraged to check with the Administrative Assistant a week before the Bids are due to be sure they have obtained any and all Addenda. The Town is not responsible for failure on the part of a Contractor to receive any and all Addenda or for accounts for such within their Bid(s).
3. The estimated cost shall include all Labor, Materials, Equipment, and appurtenances necessary to fully complete the work required along with the Contractors assumptions.

4. The Contractor, if awarded the contract, shall provide proof of insurance which covers both the workers and work being performed under this contract, including Commercial Liability, Business Auto Liability, and Workmen's Comp,
5. The Contractor is solely responsible for all work performed under this contract by his/her team and shall assume full liability for any impacts resulting from the work including on the work site and adjacent properties.
6. The Town reserves the right to reject, and or to negotiate terms regarding any or all proposal(s). Selection will be made by item on which proposal the Town deems best serves the interests of the Town.
7. Contractors shall submit three references of similar work, including contact information, with the Bid. Unless waved in advance by the Town.
8. All work on this contract shall be coordinated with the Town and be completed no later than September 26, 2025.
9. It is likely that more than one contract will be awarded. It is the responsibility of each Contractor to coordinate their work with the activities of the other Contractors. The Town is not responsible for any delays, conflicts or rework resulting from lack of or failure on the part of a Contractor to coordinate with other contractors or failure to adhere to their commitment or schedule.
10. Damage to the site, buildings or adjacent properties as a result of the Contractor's work shall be repaired to pre-project conditions to the satisfaction of the Town. The Contractor shall Photograph of the construction site prior to commencement of the work to document existing conditions.
11. Both the Garage and Fire Station must remain in operation during construction. Removal of a vehicle during the day can be accommodated upon request depending on weather conditions. The construction site shall be kept in a neat and orderly. If materials and or equipment are to be stored on site, there locations must be approved in advance by the Town so as not to interfere with Town operation/functions. Contractor is solely responsible for the security of any items stored on site. Care shall be taken to temporarily relocate items, cover or otherwise protect items from damage during construction.
12. Permits – The Town anticipates that a permit may be required from the State, Division of Fire Safety for some items. The Town will be contacting the State to determine which item or items will require review. The Town will work with the Contractor(s) selected for these items to obtain the necessary approvals. Application fees, if required, will be paid by the Town. Design materials necessary to support the application shall be provided by the Contractor.
13. A **Prebid site meeting** will be held on **January 8, 2025** at the Brookfield **Town Garage at 9:00 am**. A tour of both the Garage and Fire Station will be conducted at that time.
14. There are no plans or specifications for the items beyond the descriptions contained in the Energy Audit reports. Therefore, the Contractor shall supply with their Bid, cut sheets, details, sketches and descriptions of the products/methods and work proposed along with warranties of proposed equipment and products. All work, materials and equipment shall be warranted for a minimum of 1 year following completion and acceptance of the work by the Town.
15. The Town understands that some items may be completed over the winter months and others may have to be delayed till spring. The Contractor shall include a detailed schedule for each bid item to include proposed start and completion dates and assumptions. For the purpose of the

Bid schedule, assume any required permits will be obtained within 6 weeks of the award of contract.

16. Work shall not commence until a signed contract is in place. The Contractor(s) shall be subject to the provisions of the Grant Agreement between the Town and the Department of Buildings and General Services. A copy of this agreement is attached. A copy of a sample Contract is also attached.
17. Contractor is responsible for providing and maintaining on-site sanitary (port-a-john) and potable water for their workers over the duration of their work. Use of the Town facilities is prohibited.
18. Payment will be made on a monthly basis, based on the work completed as presented in the Contractor's detailed pay request and after review/approval by the Town. The Town reserves the right to retain up to 10% of each pay request which would be paid after final completion and acceptance of the work by the Town. Once the pay request is approved by the Town, payment will be made within 30 days.
19. The Contractor is fully responsible for any subcontractors they may use.
20. Bids shall be valid for a period of three months.
21. Both the descriptions contained in the Audit Reports and the General Specification apply to all elements of the work. "MERP Level I Energy Assessment", prepared for the Town of Brookfield, for the Volunteer Fire Department and the Brookfield Town Garage building by CX Associates, September 2024, here throughout referred to as the "Audit Report(s)".
22. Electrical and Plumbing Contractors shall, prior to their start of work, apply for and receive "Electrical Work Notice" and or as applicable "Plumbing Work Notice" from the State Division for Fire Safety. Any cost associated with these shall be included in the Contractor's Bid price.

Town of Brookfield, VT  
Energy Conservation Measurers  
Town Garage Building

BID FORM 1

Contractor \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ email \_\_\_\_\_

Proposed prices shall be presented in both written and numerical format.

**BUILDING ENVELOPE**

1. The furnishing of all Labor, Materials and Equipment to install air barrier, additional insulation and paint the Garage ceiling as described on pages 11 thru 13 of the Audit Report, the Lump Sum price of \_\_\_\_\_ dollars and \_\_\_\_\_ cents, \$\_\_\_\_\_.\_\_\_\_\_.
2. The furnishing of all Labor, Materials and Equipment to insulate the above grade concrete grade beam as described on pages 13 and 14 of the Audit Report, the Lump Sum price of \_\_\_\_\_ dollars and \_\_\_\_\_ cents, \$\_\_\_\_\_.\_\_\_\_\_.
3. The furnishing of all Labor, Materials and Equipment to tape exterior wall drywall joints and paint the wall as described on page 14 of the Audit Report, the Lump Sum price of \_\_\_\_\_ dollars and \_\_\_\_\_ cents, \$\_\_\_\_\_.\_\_\_\_\_.
4. The furnishing of all Labor, Materials and Equipment to provide and install interior window inserts on all exterior windows as described on pages 14 thru 16 of the Audit Report, the Lump Sum price of \_\_\_\_\_ dollars and \_\_\_\_\_ cents, \$\_\_\_\_\_.\_\_\_\_\_.
5. The furnishing of all Labor, Materials and Equipment to add additional insulation above the office area as described on pages 16 thru 17 of the Audit Report, the Lump Sum price of \_\_\_\_\_ dollars and \_\_\_\_\_ cents, \$\_\_\_\_\_.\_\_\_\_\_.
6. The furnishing of all Labor, Materials and Equipment to improve air sealing at the Garage Entry Door (east side of building) as described on pages 17 thru 18 of the Audit Report, the Lump Sum price of \_\_\_\_\_ dollars and \_\_\_\_\_ cents, \$\_\_\_\_\_.\_\_\_\_\_.

**HVAC SYSTEMS**

1. The furnishing of all Labor, Materials and Equipment to install an air-source heat pump system in the Garage Office Space as described on page 19 of the Audit Report and as described in the general specifications, the Lump Sum price of \_\_\_\_\_dollars and \_\_\_\_\_cents, \$\_\_\_\_\_.\_\_\_\_\_.
2. The furnishing of all Labor, Materials and Equipment to install an improved Garage Exhaust System as described on page 21 of the Audit Report and as described in the general specifications, the Lump Sum price of \_\_\_\_\_dollars and \_\_\_\_\_cents, \$\_\_\_\_\_.\_\_\_\_\_.

**BUILDING LIGHTING**

1. The furnishing of all Labor, Materials and Equipment to upgrade the lighting and occupancy sensors and re-switch bathroom fixture as described on pages 21 and 22 of the Audit Report, the Lump Sum price of \_\_\_\_\_dollars and \_\_\_\_\_cents, \$\_\_\_\_\_.\_\_\_\_\_.

**PLUMBING**

1. The furnishing of all Labor, Materials and Equipment to replace the existing hot water heater with a "commercial grade" heat pump hot water heater as described on pages 23 of the Audit Report, the Lump Sum price of \_\_\_\_\_dollars and \_\_\_\_\_cents, \$\_\_\_\_\_.\_\_\_\_\_.

**ELECTRICAL**

1. The furnishing of all Labor, Materials and Equipment to upgrade and replace the existing electrical service and panel as described in the General Specifications, the Lump Sum price of \_\_\_\_\_dollars and \_\_\_\_\_cents, \$\_\_\_\_\_.\_\_\_\_\_.

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2025

Duly Authorized Agent of \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Town of Brookfield, VT  
Energy Conservation Measurers  
Fire Station

BID FORM 2

Contractor \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ email \_\_\_\_\_

Proposed prices shall be presented in both written and numerical format.

**BUILDING ENVELOPE**

1. The furnishing of all Labor, Materials and Equipment to insulate, air seal and paint the ceiling as described on page 11 of the Audit Report, the Lump Sum price of \_\_\_\_\_ dollars and \_\_\_\_\_ cents, \$ \_\_\_\_\_.
2. The furnishing of all Labor, Materials and Equipment to provide for continuous exterior insulation of the garage exterior walls as described on pages 12 and 13 of the Audit Report and as described in the General Specifications, the Lump Sum price of \_\_\_\_\_ dollars and \_\_\_\_\_ cents, \$ \_\_\_\_\_.
3. The furnishing of all Labor, Materials and Equipment to replace the storm window panels on all exterior windows as described on page 14 of the Audit Report, the Lump Sum price of \_\_\_\_\_ dollars and \_\_\_\_\_ cents, \$ \_\_\_\_\_.
4. The furnishing of all Labor, Materials and Equipment to furnish and install an automatic door closer on both person exterior passage doors as described on page 15 of the Audit Report, the Lump Sum price of \_\_\_\_\_ dollars and \_\_\_\_\_ cents, \$ \_\_\_\_\_.

**HVAC**

1. The furnishing of all Labor, Materials and Equipment to install an improved Garage Exhaust System as described on page 16 of the Audit Report and as described in the general specifications, the Lump Sum price of \_\_\_\_\_ dollars and \_\_\_\_\_ cents, \$ \_\_\_\_\_.

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2025

Duly Authorized Agent of \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_