

# **REQUEST FOR PROPOSALS**

## **General Contractor Services**

**Project:** Alice M. Ward Memorial Library: Carriage House Renovations  
**Location:** Canaan, VT  
**Date:** 20 January 2026

The Town of Canaan (OWNER), Vermont is soliciting proposals from interested persons or firms for General Contractor services for the renovation of the Carriage House attached to the Alice M. Ward Memorial Library, a historic municipal building located 27 Park St., Canaan, VT as described herein. Architectural drawings and specifications will be provided under separate cover and are incorporated by reference. In submitting proposals, please address all items below, including any relevant information regarding your firm and the proposal. Any proposal not responding to all items directed below will be considered as incomplete and discarded without further review.

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The following selection process is to enter into a contract with a General Contractor to provide on-call services that will include but not be limited to:

- Full general contracting services and supervision, and;
- Construction scheduling and updates, and;
- Sub-contractor procurement and selection, and;
- Construction oversight, coordination, and monitoring, and;
- Scheduling and coordinating regular (weekly/bi-weekly) project meetings, and;
- Submittals and shop drawing management, and;
- Site logistics, safety, and quality control, and;
- Closeout documentation and warranties.

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## 1. PROJECT OVERVIEW

The expansion of the Alice M Ward Memorial Library aims to enhance its capacity to serve the community by accommodating more patrons, offering additional services, and providing additional space for learning, collaboration, and accessing internet and print resources. The expansion project will develop and renovate the Carriage House attached to the existing building, upgrade some existing spaces, and incorporate new features to meet the evolving needs of library users.

After the renovation project, this historic building will meet ADA standards and will provide multiple accessibility features for people with physical disabilities. Additionally, the computer space within the library will be fully accessible, featuring adjustable desks, accessible seating arrangements, and computer stations designed to accommodate individuals with disabilities, improving internet access. Finally the renovation project will increase the building's energy efficiency by converting the entire building to electric air-source heating and installing a robust building envelope in the Carriage House.

The Project includes selective demolition, historic building rehabilitation, building envelope improvements, accessibility upgrades, interior renovations, mechanical/electrical/plumbing upgrades, and minor related site work as defined in the Architect's Package.

This project and related contract will be approached and governed using an **AIA Document A101-2017 - Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum**. The contract shall require mutually acceptable modifications and amendments to comply with the intent of this request for proposal and to suit the needs of the Owner and Contractor. This project has outside funding requirements including Vermont Department of Library Treasury Funding and other sources. This project is *NOT* subject to either Davis-Bacon wage rates or the Build America, Buy America Act (BABAA) requirements.

## 2. PROJECT TEAM

Architect: Ryan Edwards, Principal - R. Edwards and Company  
Engineering: Engineering Ventures PC, Structural Engineer  
DuBois & King, Inc. - MEP Engineering  
Estimator: Tom Barden, Barden Inspection & Consulting Services, Inc.  
Owner: Town of Canaan, VT  
Development Consultant: Peder Rude - North Hill Solutions, Ltd. Co.

## 3. GENERAL PROVISIONS

This request for proposals, including attachments, amendments, or addenda are subject to the rights reserved by the Owner, but not limited by their right to:

- reject any or all proposals in response to this RFP;
- withdraw this RFP at any time, at the Owner's sole discretion and best interest;
- make an award from any resulting contract associated with this RFP, in whole or in part;
- disqualify any proposer whose conduct and/or proposal fails to conform to the requirements set out within this RFP;
- seek clarifications and/or revisions of any proposal submitted in response to this RFP;
- use any or all information gathered through the RFP process, as well as potential interviews and background checks to confirm a proposer's qualifications, experience, abilities and/or financial standing;
- prior to final selection by the Owner, direct proposers to submit modifications addressing subsequent amendments or addenda to the RFP;
- update or modify RFP and/or project dates;
- waive any non-material requirements;
- negotiate final contract terms at the Owner's sole discretion;
- any and all information, documents, or other material submitted in response to this RFP shall be non-confidential and/or non-proprietary in nature;
- utilize or adopt any or all ideas in submitted proposals;
- make any non-material revisions to the Scope of Work following receipt of proposals, if it is in the Owner's best interest to do so;
- It is the responsibility of the General Contractor to ensure all construction complies with applicable local, state, and federal code requirements;
- All necessary permits are the responsibility of the General Contractor, a copy of which shall be presented to the Owner or their representative prior to construction;
- All dimensions to be field verified.

The Owner is not liable or responsible in any way for any expense incurred in the preparation of a proposal in response to this RFP. All proposals submitted in response to this RFP become property of the Owner.

#### 4. PROJECT SCHEDULE

RFP Issue Date	20 January 2026
Deadline to submit questions on RFP	12:00 PM, 6 February 2026
Proposal Submission deadline	12:00 PM, 17 February 2026
Mandatory Site visit	26 - 30 January 2026 (details below)
Interviews	TBD, if needed (February 2025)
Selection of firm / individual	17 February 2026
State permits	TBD
Begin Construction	Anticipated April 2026
Anticipated Completion	October 2026

#### 5. ISSUED DOCUMENTS

- This RFP
- Architect's Drawings and Specifications (separate)
- Addenda, if issued

#### 6. SCOPE OF WORK

The proposal shall include all services required during the Construction phase. The General Contractor shall:

1. Manage and coordinate all aspects of construction in accordance with AIA Document *A101-2017 - Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum*. All realized savings from the project will accrue to the Owner.
2. Develop, with the Owner or their representative, an understanding of the construction schedule and necessary sequencing.
3. All subcontractors are subject to Owner's approval.
4. Provide a high level of Project Management to complete the project in accordance within the agreed schedule, budget and quality standards expected by the Owner and team.
5. Provide a monthly cost breakdown to track costs. The schedule of values shall delineate work complete as well as the estimated cost to complete for each construction component.
6. Provide a monthly schedule highlighting the critical path activities.
7. Carefully manage all change orders and project submittals.
8. Advise the Owner or their representative and architect of anticipated changes in the project's scope, cost, or schedule, and make recommendations as to how to remedy the resultant effects.
9. Provide oversight and coordination of quality assurance, testing and inspecting programs.
10. Develop and implement a work safety program.
11. Prepare and distribute the following work products:
  - a. Construction Meeting Minutes (pre-construction meeting minutes by architect);
  - b. Sample Logs;

- c. Change Proposal Logs;
- d. Change Order Logs;
- e. Field Observation Memoranda;
- f. Testing and Inspection Logs;
- g. Monthly Status Reports;
- h. Monthly Construction Cost Reports;
- i. Daily Construction Progress Logs;

## 7. MANDATORY SITE VISIT

Due to the nature of the project, a site visit is required of all Contractors interested in submitting a proposal. Furthermore, due to the location of the project, scheduling a site visit shall be the sole responsibility of an interested Contractor. A site visit MUST be scheduled and occur during regular business hours during the **week of Monday, 26th January through Friday, 30th January 2026**. Please contact the following person to schedule a site visit:

Georgiana Carr, Library Trustee  
Phone: 802.355.9105

## 8. COST PROPOSAL

All costs and amounts as described in Appendix B must be provided without conditions, omissions, alterations, or any additional items not called for therein, within the scope of work, or architect's documents. Any information, alterations, or irregularities may be cause for rejection of a proposal.

## 9. PAYMENT TERMS

Monthly progress payments, retainage, and change order procedures will be defined in the Owner-Contractor Agreement.

## 10. SUBMISSION FORMAT AND REQUIREMENTS

Use of Appendices A and B are required. Submissions without said forms will be deemed as reason for proposal rejection. The following qualifications and requirements are outlined here for illustrative purposes as to Contractor expectations.

### a. Minimum Qualifications:

- i. Proposer must be lawfully authorized to do business in the state of Vermont and have a Certificate of Good Standing for the calendar year;
- ii. Proposer must have a minimum of ten years experience in general contracting services;

### b. General Experience & Project References:

- i. Prior experience with municipal projects, highly valued but not required;
- ii. Prior experience with projects renovating and updating listed historic structures;
- iii. Overall experience as a general contractor.

**c. Organization:**

- i. Resumes for key project staff, including roles/titles. Be prepared for key personnel to attend an interview, if required;
- ii. A description of your approach to the project as defined within the RFP, including but not limited to: establishment of lump sum, selection of trade contractors, handling of change orders, submittals, RFI's, and construction process;
- iii. Please outline the communication procedures, meeting schedules, and schedule tracking procedures which you employ on this type and size of project;
- iv. A letter from the firm's insurance carrier indicating ability to acquire a 100% performance and payment bond.
- v. An estimated draw schedule for each month of construction.

**d. Sub-contractor list:**

See Appendix A.

**e. Procedures:**

- i. Please describe the pre-qualification and/or bidding procedures your firm uses to secure subcontractors to assure your clients of the best cost and value that you will provide.
- ii. Please submit examples of your billing and accounting procedures to demonstrate project status to the client.
- iii. Please describe your firm's approach to on site safety and provide a current, written copy of your "Experience Modification Rate" signed by your insurer.
- iv. Please describe your approach to quality assurance.
- v. Please provide evidence and references of warranty response.

**f. Schedules:**

- i. A summary of permitting and construction schedules, including suggestions for expediting the construction process, material lead times, final project completion, and an estimated invoicing draw schedule.

**g. Proposed Fees:**

- i. Lump sum: A fixed fee for construction services. Construction services shall include all items outlined in the Cost Matrix in Appendix B.
  - Please describe the process by which you come to a final Lump Sum.
  - In light of the Lump Sum, describe how the firm manages accounting during the project.
  - Explain how change orders are generated and costed out in relation to the agreed upon lump sum and any associated markup, including Add and Deduct items.
  - Explain General Conditions as a component of the Lump Sum fee.
  - Percentage to be added to the cost of the work for providing a 100% performance and payment bond.

- A statement on the basis by which GC owned equipment, leased equipment, and small tools will be charged to the job.
- A statement on how contingency accounts within the Lump Sum will be used. 100% of unused contingency shall be returned to the owner.
- A statement regarding the markup that applies to change orders.

ii. Labor Rates: Description of labor rates, using a fee schedule as a component of the Lump Sum fee.

h. **Insurance:**

- i. Copies of Commercial General Liability Insurance shall not be less than:
  - \$1,000,000 per occurrence
  - \$2,000,000 general aggregate per project basis
  - \$2,000,000 products/completed operations aggregate
- ii. Automobile Liability Insurance
- iii. Workers' Compensation, Employer's Liability, & Disability Insurance not less than Vermont State minimums
- iv. All subconsultants shall be required to obtain and maintain all of the same insurances listed in this section prior to commencement of any work.
- v. Additional coverage: The Owner reserves the right to require additional coverage and/or alter the minimum required coverage amounts in whole or in part for the project or specific Job Orders on a case-by-case basis. The proposer must incorporate the increased costs, if any, in their Job proposals.

i. **Submission Format:**

- i. All submissions shall be in PDF format and submitted electronically via email or file transfer link (ex: Dropbox or Google Drive) on or before the deadline herein.

## 11. QUESTIONS AND ADDENDA

All questions must be submitted in writing. Respondents shall restrict all contact and/or questions to the individuals listed below in Section 18 of this RFP. Any clarifications or corrections of this RFP that materially affect or change its requirements will be issued by the Owner as an addendum. All such addenda issued by the Owner prior to the proposal due date shall be considered a full part of this RFP and all respondents shall acknowledge receipt of and incorporate the addendum into their proposal. Clarifications or corrections issued in any other form, including oral statements, will not be binding and the Owner shall not be relied upon in preparing a proposal.

## 12. PROPOSAL EVALUATION CRITERIA

A contract will be awarded to the highest technically rated proposer whose proposal is determined to be the most responsive and in the best interests of the Owner and can provide the most value for service to accomplish the project. Selection will be based on the following weighted criteria:

WEIGHTED SCORING CRITERIA		
Experience	Firm's overall qualifications & experience.	20%
Historic renovation	Descriptions of the firm's experience and procedures in renovating and redevelopment of historic structures in Vermont and compliance with applicable requirements and laws.	25%
Organization	Description of the firm's proposed staffing, and communication procedures as directed herein.	20%
Cost Proposal	Complete description of firm's cost structure as defined herein.	25%
References	Interview of no less than three references on projects of similar size and scope completed within the past five years.	10%
Interview	<b>TBD</b> - If more than one finalist is chosen, interviews may be held at the Owner's discretion.	

The Owner is not legally obliged to select the lowest proposal and reserves the right to select the contractor deemed to best perform this work and fulfill the interests of the Town. All submitted materials will be reviewed prior to the Selectboard choosing a contractor for the project. All proposals, upon submission, become property of the Owner. This RFP does not commit the Owner to award a contract, to pay any costs incurred in proposal preparation, or to pay for all goods and/or services offered in a proposal. The Owner reserves the right to negotiate all final details of a contract with the selected contractor, should one be chosen, if it is in the best interest of the Owner to do so.

### 13. LITIGATION PROCEEDINGS

Please provide an adequate response if the firm, or Principals of the firm have been involved in litigation on a project within the last five (5) years, including but not limited to: narrative description, identification of all parties involved, and the current status or resolution of the named dispute.

### 14. PROPOSAL DEADLINE AND VALIDITY

Proposals are due no later than **17 February 2026 at 12:00pm** and are to be valid for acceptance for no less than 90 days beginning on the submittal deadline. The accepted proposal shall remain valid for the life of the Contract resulting from this selection process, unless amended in writing and mutually agreed by both parties.

### 15. WITHDRAWAL OR MODIFICATIONS

A proposal may be withdrawn or resubmitted at any time prior to the set time for receipt of proposals as defined above. No proposal may be changed, amended, or modified in any way after the deadline. Proposals may only be withdrawn after the submission deadline by written request, clearly stating the reasons for withdrawal and receipt of a written acceptance from the Owner or their representative.

## **16. ACCEPTANCE OF EVALUATION METHODS**

Submission of a proposal indicates the respondent's acceptance of the evaluation techniques and understanding of the subjective judgements that must be made by the Owner during the evaluation process to select a final candidate.

## **17. TERMINATION**

- a. If, through any cause, the contractor shall fail to fulfill in a timely and proper manner obligations under the contract or if the contractor shall violate any of the requirements of the contract, the Owner shall there upon have the right to terminate the contract by giving written notice to the contractor of such termination and specifying the effective date of termination. Such termination shall relieve the Owner of any obligation for balances to the contractor of any sum or sums set forth in the contract. The Owner will pay only for goods and services accepted prior to termination.
- b. Notwithstanding the above, the contractor shall not be relieved of liability to the Owner for damages sustained by the Owner by virtue of any breach of the contract by the contractor and the Owner may withhold any payments to the contractor for the purpose of compensation until such time as the exact amount of the damage due the Owner from the contractor is determined.
- c. The contractor agrees to indemnify and hold harmless the Owner from any liability to subcontractors/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the contract by the Owner under this provision.
- d. In case of default by the contractor, the Owner may procure the goods or services from other sources and hold the contractor responsible for any excess cost.
- e. It is understood by all parties that if, during the life of the contract, the contractor disposes of his/her business concern by acquisition, novation, merger, sale and/or transfer or by any means convey his/her interest(s) to another party, all obligations are transferred to that new party. In this event, the new owner(s) will be required to submit all documentation/legal instruments that were required in the original bid/contract. Any change shall be approved by the Owner and may be grounds for termination of contract.
- f. The contractor will not assign any interest in the contract and shall not transfer any interest in the same without the prior written consent of the Owner.
- g. The Owner may terminate the contract for convenience by providing thirty (30) calendar days advanced notice to the contractor.
- h. The contractor shall maintain all documentation related to products, transactions or services under this contract for a period of three (3) years from the date of final payment. Such records shall be made available to the Owner or project funders upon request.
- i. Neither party shall be responsible for any resulting loss or obligation to fulfill duties as specified in any of the terms or provisions of a contract if the fulfillment of any term or provision of the contract is delayed or prevented by any

revolutions, insurrections, riots, wars, acts of enemies, national emergencies, strikes, floods, fires, or by any cause not within the control of the party whose performance is interfered with which by the exercise of reasonable diligence such party is unable to prevent. Additionally, if the fulfillment of any of the terms and provisions of the contract is delayed or prevented by any court order, or action or injunction or other such agreement, the contract shall become voidable by the Owner by notice to the parties

- j. Public funds may be used to pay only for goods delivered or services rendered. The Owner shall not pay penalties and/or interest on overdue bills unless otherwise required by law. No employee is authorized to sign a letter of credit or any other document that represents a legal commitment on the part of the Owner to pay additional fees.
- k. The Owner shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the Owner to the successful bidder (contractor) for the purpose of assisting the contractor in the performance of the contract. None of the documents and/or property shall, without the written consent of the Owner or their representative, be disclosed to others or used by the contractor or permitted by the contractor to be used by their parties at any time except in the performance of the resulting contract.
- l. The contractor shall not have the right to use, sell, or disclose the total of the interim or final work products, or make available to third parties, without the prior written consent of the Owner or their representative.

## 18. CONTACT

Peder Rude  
Development Consultant, North Hill Solutions Ltd. Co.  
802.829.2900  
[hello@northhill.solutions](mailto:hello@northhill.solutions)

Ryan Edwards  
Project Architect, R. Edwards & Co.  
[redwards@redwardsandcompany.com](mailto:redwards@redwardsandcompany.com)

## APPENDIX A

### PROPOSAL SUBMISSION FORM

**Registered Business Name:** \_\_\_\_\_

**Vermont Certificate of Good Standing:** Attach as separate document

**Owner and/or Primary Contact:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

#### GENERAL EXPERIENCE

- **Number of years experience as General Contractor:** \_\_\_\_\_
- **Relevant Experience & References:** Attach as separate documents, provide a list of at least three (3) and no more than five (5) similar projects, which best illustrate the firm's experience on related work and the work completed as contractor on each project. Include a list of current staff who are being assigned to this project. List work on municipal projects before other examples. A minimum of one reference must be for work on a historic building. Each project must include the following information:
  - Name and location (or municipality) of the project,
  - The nature of the firm's responsibility on this project,
  - Project owner's representative name, address and phone number,
  - Date project was completed or is anticipated to be complete,
  - Size of project
  - Estimated cost of project (construction cost),
  - Completed cost of project,
  - Self performed work,
  - Present status of the project
- **Historic Renovation Experience:** Describe your firm's experience in undertaking and successfully completing projects of listed, historic buildings. A non-response or a response of no experience may be deemed as grounds for proposal disqualification.

- **Your organization and key staff:**

As separate documents, include the following:

- Resumes for key project staff, including roles/titles. Be prepared for key personnel to attend an interview, if required;

**19. Sub-contractor List:**

**a. Plumbing**

- i. Business Name: \_\_\_\_\_
- ii. Primary Contact: \_\_\_\_\_
- iii. Phone #: \_\_\_\_\_

**b. Mechanical / HVAC**

- i. Business Name: \_\_\_\_\_
- ii. Primary Contact: \_\_\_\_\_
- iii. Phone #: \_\_\_\_\_

**c. Electrical**

- i. Business Name: \_\_\_\_\_
- ii. Primary Contact: \_\_\_\_\_
- iii. Phone #: \_\_\_\_\_

**d. Other (List) \_\_\_\_\_**

- i. Business Name: \_\_\_\_\_
- ii. Primary Contact: \_\_\_\_\_
- iii. Phone #: \_\_\_\_\_

- Please describe the pre-qualification and/or bidding procedures your firm uses to secure subcontractors to assure your clients of the best cost and value that you will provide.

- As separate documents, Please submit examples of your billing and accounting procedures to demonstrate project status to the client.
- Please describe your firm's approach to on site safety and provide a current, written copy of your "Experience Modification Rate" signed by your insurer.

- Please describe your approach to quality assurance.
- As separate, attached documents, provide evidence and references of warranty response.
- As separate, attached documents, provide:
  - A summary of permitting and construction schedules, including suggestions for expediting the construction process,
  - Material lead times,
  - Final project completion,
  - An estimated invoicing draw schedule.
- As separate, attached documents, copies of all insurance requirements as defined in Section 10, Subsection (h) of the RFP.

## APPENDIX B

### COST PROPOSAL:

DIVISION OR CATEGORY	BID in \$	NOTES
01 General Requirements		
02 Existing Conditions		
03 Concrete		
05 Metals		
06 Wood, Plastics, & Composites		
07 Thermal & Moisture Protection		
08 Openings		
09 Finishes		
10 Specialties		
11 Equipment		
14 Conveying Equipment		
22 Plumbing		
23 Heating Ventilating & Air Conditioning		
26 Electrical		
27 Communications		
31 Earthwork		
General conditions		
Overhead & Profit		
Permitting		
Bonding		
Power company fees		
Field office / On-site storage		
Rubbish, recycling & clean-up fees		

Temporary job site safety & protections		
Temporary Services		
Building Commissioning		
Contractor's contingency 5%		
<b>TOTAL BID IN NUMBERS</b>	\$	
<b>TOTAL BID IN WORDS</b>		

20. Please describe the process by which you come to a final Lump Sum.

21. In light of the Lump Sum, describe how your firm manages accounting during a project.

22. Explain how change orders are generated and costed out in relation to the agreed upon lump sum and any associated markup, including Add and Deduct items.

23. Explain General Conditions as a component of the Lump Sum fee.

24. A statement on the basis by which GC owned equipment, leased equipment, and small tools will be charged to the job.

25. A statement on how contingency accounts within the Lump Sum will be used. **100% of unused contingency shall be returned to the owner.**

26. A statement regarding the markup that applies to change orders.

27. Description of labor rates, using a fee schedule as a component of the Lump Sum fee.