

TOWN OF PEACHAM

*Magnificent Scenery, Fine Social Atmosphere,
Collaborative Community*

Office of the Selectboard
PO Box 244
Peacham, Vermont 05862

Front Entrance Redesign/Build Request for Proposal:

- This RFP is for the design and construction of the front entrance of the Town Hall for the Town of Peacham
- RFP Sent: 4/21/2021
- Due date: To be considered, responses must be in the Town Clerk's office by 5:00 pm on 5/5/2021. Proposals should be in electronic or paper format and sent via email or hand delivered to: townclerk@peacham.org or 79 Church Street, Peacham, Vermont.
- Send any questions on the RFP to: Peter Craig, peter.craig@peacham.org
- Construction to be completed by 11/1/2021.

Overview:

The Town of Peacham (also referred to as "the Town") desires to redesign and construct a new front entrance to address the following issues:

- Snow load and snow fall from the main roof onto the walking path/covered entrance.
- ADA compliant covered access to the lobby of the Town Hall
- Improved winter maintenance
- Maintain current lease structure with the post office for mail deposit box and loading zone.

Responsibilities:

- Provide drawings of the proposed entrance.
- Worksite will be marked, materials will be kept within the worksite, and the general public will be prevented from entering the worksite.
- Daily cleanup is required. No loose, or dangerous materials can be left at the worksite overnight.
- Deconstruct the necessary parts of the existing entrance.
- All deconstruction materials are to be removed, recycled, or reused if structurally sound.
- Construct the new entrance and walkway to ADA specifications.
- Work with the Selectboard, USPS, and Town Clerk to ensure the regular business of the Town and USPS is not impeded.
- Work with the Selectboard, USPS, and Town Clerk to ensure the safety of the general public is maintained at all times through the construction period.
- Maintain insurance, verify subcontractors maintain insurance, all naming the Town of Peacham as additional insured, throughout the construction period.
- All constructors, and their subcontractors, must maintain Commercial General Liability of 1,000,000/2,000,000 and name the Town of Peacham as additional insured.
- All constructors, and their subcontractors, must sign the Town's Non-Employee Work Agreement, file a w-9 with the Town Clerk, and provide a certificate of insurance prior to the start of the project.

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Proposal Requirements:

- Documentation of experience and qualifications for design and construction in Peacham, or Caledonia County, or Vermont;
- Drawings of proposed entrance;
- Rates to be charged;
- Plan for hiring necessary subcontractors, names of subcontractors, and a brief summary of their experience in Peacham, or Caledonia County, or Vermont;
- Timeline of construction.

Other Considerations

- Deconstruction and Construction cannot impede the entering and exiting of the United States Post Office. USPS hours are:
 - USPS Hours: Monday – Friday 7:30am-5:00pm and Saturday 7:30am-12:00pm
- Contractors who are residents of Peacham will be given preference.
- Materials will be purchased through the Town's account at Larrabee's Building Supply in West Danville, Vermont.
- Unused materials will remain with the Town.
- Construction waste will be brought to the Town's Transfer Station and deposited in the bulky waste dumpster (at no charge), recycled, or materials that are reusable are to remain with the Town.

RFP Timeline and Details

- The Construction must be completed by 11/1/2021.
- Proposals are due in electronic or paper format to the Town Clerk's office by 5:00 pm on Wednesday, May 5, 2021.
- The winning applicant will be selected May 5, 2021 and notified by 5:00 pm on May 6, 2021.

Thank you for your interest.
The Peacham Selectboard