

**TOWN OF STARKSBORO  
REQUEST FOR BIDS (RFB)**

**Design and implementation of ADA compliant accessible pathway to  
the Starksboro Public Library located in the old Town Hall,  
2827 Rte 116, Starksboro, VT 05487**

**A. PROJECT**

The Town of Starksboro is seeking a landscape architect or design professional to design and construct a safe, sustainable and functional walkway from the parking lot to the entrance of the Starksboro Public Library located in the historic Town Hall Building. The pathway must meet accessibility standards and improve surface durability.

**B. SCOPE OF WORK**

The project consists of the design and construction of an accessible pathway with seamless transition from parking lot to the Starksboro Town Hall building entrance that is in compliance with current ADA standards. The work will incorporate site grading and drainage as well as ensure durability and safety for individuals traveling from the parking lot to the Starksboro Town Hall building.

The description below is to give a general indication of the scope of work from design to implementation. It is not intended to be a complete and full description of all aspects of the work required for this project.

**1. Design:**

Design will include creation of an ADA compliant pathway from the parking lot to the entrance of the Starksboro Public Library on the first floor of the old Town Hall Building. The design plan should consider the pathway's angle, surface materials, transitions and the four-season use of the path. The design consideration should include any electrical work that is needed in order to keep the library sign lit during the nighttime hours.

**2. Site Prep and maintenance:**

The project will happen during operating hours of the adjacent Town Clerk's office and the Starksboro Public Library. Library hours are Monday (9-5), Thursday (9-5), and Saturday (9-1).

- Marking of potential hazards including septic and underground utilities.
- Provide signage to warn people of associated hazards, including possible excavation work, paving, and/other other construction.

### **3. Construction of pathway**

- Grading and sub-base installation using best practices including proper base preparation, material selection, installation techniques and ongoing maintenance.
- Asphalt paving if part of design must be firm, stable and slip resistant.
- Installation of ADA compliant ramps and transitions.
- Drainage and erosion control.

### **4. Finishing**

- Completion of pathway to approved design specifications.
- Landscaping
- Final inspection and punch list completion.

### **CONTINGENCIES:**

- Provide noted contingencies for unseen electrical, excavation, or other changes that result from discovery during construction.

### **C. ADDITIONAL INFORMATION/REQUIREMENTS:**

1. The Town of Starksboro will apply for any necessary building and zoning permits.
2. This work is being funded by grants received by the Starksboro Public Library with funds disbursed through the Town of Starksboro. It is imperative that this project remain on or under budget as all available funds are capped.
3. All work should be warrantied for a period of 1 year from the date of completion and acceptance by the Town.
4. References shall be provided upon request.
5. A certificate of insurance, before commencing work, that names the Town as Certificate holder and to include: (1) Commercial liability insurance coverage with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 in aggregate; (2) Business Automobile Liability coverage with a total liability limit of at least \$1,000,000; and (3) Statutory Workers' Compensation insurance.

## **D. BID REQUIREMENTS**

Bids are due by Friday, June 12th at 10:00 am.

Bids shall be valid for 30 days after bid submission unless otherwise agreed to.

The bids shall be sent through email to Katie Antos Ketchum [kantoketcham@gmail.com](mailto:kantosketcham@gmail.com), or delivered to Town Clerk, Town of Starksboro, 2849 Vermont Route 116, Starksboro, VT 05487. Include "Town Hall - Entrance Improvements" in the subject line for emailed bids or written on the sealed envelope for dropped off bids.

## **E. SCHEDULE**

Pre-Bid Meeting: A Site visit will be held on Wednesday, May 27th between 3:00pm - 5:00pm. Please email to confirm timing to meet at the Starksboro Old Town Hall, 2827 Vermont Route 116, Starksboro, VT. Please contact Katie Antos-Ketcham, to confirm a time slot. Katie can be reached by email at [kantoketcham@gmail.com](mailto:kantosketcham@gmail.com).

Questions about this RFP or requests for further information shall be emailed to Katie Antos-Ketcham, [kantoketcham@gmail.com](mailto:kantosketcham@gmail.com). No questions will be answered if submitted after 4:00 p.m. Monday, June 1st.

Any addenda to this RFP will be posted on the Town website ([www.starksborovt.org](http://www.starksborovt.org)) on the "Request for Proposals and Bids" page. No addenda will be added after 4:00 pm on Tuesday, June 10th.

The following estimated milestone dates are provided for planning purposes.

- RFB distributed: Thursday, May 14th
- Site visits: 9:00 a.m., Wednesday, May 27th
- Questions due: 4:00 p.m., Monday, June 1st
- Questions responses distributed by: Wednesday, June 3rd
- Bids due: 10:00 a.m., Friday, June 12th
- Selectboard selection: (estimate) Tuesday, June 16th
- Notification of selection: (estimate) Wednesday, June 17th
- Construction begins: (estimate) On or before July 1st, 2026

## **F. SELECTION CRITERIA AND RESERVATION OF RIGHTS**

The Town may elect to interview any respondents or none. In evaluating bids, the Selectboard will consider the following criteria:

- Price
- Bidder's ability to perform within the specified time limits
- Bidder's experience and reputation, including past performance for the Town
- Quality of the materials and services specified in the bid
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
- Bidder's financial responsibility.
- Bidder's availability to provide future service, maintenance, and support.
- Nature and size of bidder.
- Contract provisions that are acceptable to the Town.

The Town reserves the Right to reject any or all bids and to award the contract as determined to be in the best interest of the Town.

Further, The town expressly reserves the right to:

1. Reject any or all RFB submittals, amend or supplement the RFB, terminate the RFB process at any time, reissue the RFB, and extend the time for submission of the responses by notification to all parties who have received a copy of the RFB.
2. Request more information from any or all of the bidders.
3. Waive or decline to waive irregularities in the submittal or in the RFB process.
4. Decline to enter into an agreement with any of the bidders.
5. Enter into negotiations with any, all or none of the bidders.

All bids become property of the Town of Starksboro upon submission. Local businesses, minority-owned businesses, woman-owned businesses, and section 3 businesses are encouraged to respond. The Town of Starksboro is an equal opportunity employer.

## **G. HISTORICAL INFORMATION**

The Starksboro Town Hall Accessibility Committee has been planning for key enhancements to the historic 1911 Town Hall building. The goal of the Committee's work is to implement a plan to address barriers to physical accessibility by making the building ADA and fire code compliant. The accessible pathway to the building entrance is a priority to ensure visitors can navigate a seamless pathway that is safe, durable and meets the current ADA standards. The first phase of this work to purchase and install a vertical lift inside the building envelope is complete. The second phase of this work is to improve the entry to the building from the parking lot to the front door.

## H. ATTACHMENTS

- Aerial view of Starksboro Public Library / Starksboro Town Hall building
- Front entrance view of Starksboro Public Library / Starksboro Town Hall building and walkway



