

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

**Construction of shaft for a 2 stop vertical lift at Starksboro  
old Town Hall located at 2827 Rte 116, Starksboro, VT 05487**

**A. PROJECT**

The Town of Starksboro is seeking a contractor to manage and build a shaft for a 2 stop vertical lift at the Starksboro old Town Hall. (Plans and drawings attached.) The lift will be located in the entry lobby of the old Town Hall within the sweep of the stairs. The vertical lift will be used to convey people from the first floor to the 2nd floor above.

**B. SCOPE OF WORK – Construction of 2 story shaft for vertical lift**

The project consists of all concrete work, carpentry and drywall work as well as patch and finish work including painting of all areas where walls/floors are cut, drilled and altered to permit the proper installation of the lift.

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

**1. Site Prep and maintenance:**

The project will happen while the building is occupied on the first floor by the public library. The building must stay open to the public during the work - [*Hours are Monday, 10 a.m. - 6 p.m. , Thursday, 10 a.m. - 5 p.m. and Saturday, 9 a.m. - 2 p.m.*] The Town of Starksboro will apply for any necessary building and zoning permits while the selected contractor will be responsible for any trade permits.

- Protect area surrounding construction zone from damage, dust and construction debris
- Provide dust containment for all cutting, sanding, and demolition
- Provide plan for removal of demolition and construction waste
- Provide signage to warn people of construction associated hazards
- Clean site daily

## **2. Demolition**

- Remove closet door and door wall. Preserve door and trim to be relocated inside the public library located on the first floor.
- Remove flooring and sub-flooring at shaft opening on 1st floor, temporary shore and cut out floor joists to accommodate sunken lift "pit" 1 hour shaft, add framing to maintain structural integrity of surrounding floor.
- Remove flooring, subfloor and joists at second floor. Remove ceiling plaster and backer material within the shaft. Head off Joists, add noted structure in existing stair wall, and re-secure 2nd floor floor system per architectural and structural plans.
- Remove existing wainscot material from 2<sup>nd</sup> floor walls within shaft area for reuse on shaft knee wall.

## **3. Foundation and Framing**

- Pour concrete footing pad in crawl space to support new 1 hour shaft, lift rail framing and new post under existing basement beam.
- Provide new pit floor 3" below existing finish 1<sup>st</sup> floor. (See drawings.)
- Frame shaft, door wall and closet walls on 1st floor per lift specs and project plans including rail support framing down to concrete pad and 5/8" fire code gypsum board both sides for 1 hour rating.
- Frame and cap knee wall on second floor per elevator and project drawings.
- Frame for existing closet door in new location in northeast corner of the library.

## **4. Finishing:**

### **Walls:**

- Install lift door.
- Provide Level 4 drywall finish to all framed surfaces in and around the shaft and closet.
- Paint all finished walls with 1 coat of primer and 2 coats of finish

### **Woodwork:**

- Rehang closet door in new library location.
- Provide door trim, baseboard etc...to match existing (where possible) in library and entry facing areas. Fill holes and finish with water based polyurethane and stain to match.
- Install removed wainscot material and baseboard (or supply new to match) to exterior of new knee wall around lift shaft at second floor. Add wooden cap and trim to mesh with existing walls as cleanly as possible.
- Provide simple painted 1x4 trim and 1x6 baseboard in closet and within shaft – fill holes, caulk, 1 coat primer, 2 coat finish.

## **5. Electrical**

- Provide electrical shutoff in shaft per lift spec on dedicated surface circuit from existing breaker panel behind librarian's desk. Add breakers and upgrade panels as necessary.
- Provide Lighting for shaft 3 way switched near both lift doors and lift gate. See plans.
- Relocate existing 1<sup>st</sup> floor closet light and closet outlet.

## **6. HVAC**

- Relocate floor grills and associated duct work for HVAC registers currently located in lift area.

## **7. Lift co-ordination**

- Review attached Lift Vendor Shop Drawings and documents. Provide any misc work noted there as NOT provided by Lift Vendor.

## **CONTINGENCIES**

- Provide noted contingencies for unseen electrical, framing, HVAC system changes that result from discovery during construction.

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

1. This work is being funded by the Town of Starksboro. It is imperative that this project remain on or under budget as all available funds are capped.
2. All work shall be warrantied for a period of 1 year from date of completion and acceptance by the Town.
3. References shall be provided upon request.
4. 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 Monday, April 7, 2025 at 10:00 a.m.

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

The bid shall be sent through email to Amanda Vincent, Town Administrator, at [Amanda@starksborovt.org](mailto:Amanda@starksborovt.org), or delivered to Town Clerk, Town of Starksboro, 2849 Vermont Route 116, Starksboro, VT 05487. Include "Town Hall - Construction of vertical lift shaft" in the subject line for emailed bids or written on the sealed envelope for dropped off bids.

#### **E. SCHEDULE**

Pre-Bid Meeting: Site visits will be held on Wednesday, March 26, 2025 between 9:00 a.m. and 12:00 p.m. Please email to confirm timing to meet at the Starksboro old Town Hall, 2827 Rte 116, Starksboro, VT. Please contact Susan Thompson [sthompson@gmavt.net](mailto:sthompson@gmavt.net) to confirm time slot.

Questions about this RFB or requests for further information shall be emailed to Amanda Vincent and Susan Thompson. No questions will be answered if submitted after 4:00 p.m. Monday, March 31, 2025.

Any addenda to this RFB 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 p.m. Friday, April 4, 2025.

The following estimated milestone dates are provided for planning purposes.

- RFB distributed: Thursday, March 13th
- Site visits: 9:00 a.m., Wednesday, March 26th
- Questions due: 4:00 p.m., Monday, April 7th
- Question responses distributed by: Thursday, April 10th
- Bids due: 10:00 a.m., Monday, April 14th
- Selectboard selection: (estimate) Tuesday, April 15th
- Notification of selection: (estimate) Wednesday, April 16th
- Construction begins: (estimate) By April 23, 2025

- Construction must complete by July 1, 2025

## **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 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 the 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 to support full use of the second floor space once again. 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 first phase of this work is to purchase and install a vertical lift inside the building envelope, proximate to the stairs, front door, and restrooms. This is a critical step to bring the building up to current ADA compliance. Other elements of the project include a new egress from the second floor and improving the accessibility pathway to the entrance of the building.

## **H. ATTACHMENTS:**

- **Detailed Construction Plans**
- **Scope of work**
- **Nationwide Lift drawings and agreement**