

TRO REGION  
TOWN BUILDING ENERGY IMPROVEMENTS  
Bradford, Bridgewater, Chelsea, Corinth, Granville, Royalton, Tunbridge, and West Fairlee  
REQUEST FOR BIDS  
February 18, 2025

Project Summary

This work consists of design, construction and commissioning of building energy improvements (insulation/HVAC) for one or more buildings per town. Buildings may include town halls, offices or utility/garages. Permits and historic clearance will need to be obtained. Solar installations are included in a few cases. Before submitting a proposal, bidders shall examine the town scope documents, visit the work site, and fully inform themselves as to all existing conditions. Construction must be completed by November 2026. The following towns have scopes: Bradford, Bridgewater, Chelsea, Corinth, Granville, Royalton, Tunbridge, and West Fairlee. Energy audits for buildings in these scopes are also available upon request.

**Advertisement and Instructions to Bidders**

**You are invited to submit a bid for Town Building Energy Improvements. Copies of the bid documents are available by emailing Meghan Asbury at [masbury@trorc.org](mailto:masbury@trorc.org). All bids shall be accepted via email to [masbury@trorc.org](mailto:masbury@trorc.org) until 4:00 PM on March 14, 2025.**

Each bid shall be submitted by town in a separate attached PDF and marked on the first title page with the words "Sealed Bid – TOWN NAME". Failure to submit bids on the required forms or on time may be cause for rejection of the bid.

Bidders can bid on one or more of the towns AND shall develop a bid that provides prices for each item. Towns will select items for final construction based on grant amount/requirements. TRORC and towns understand contractors may only be able to give estimates for certain items and final construction prices may change. Towns will ONLY be selecting one Prime or General Contractor. Bidders should also provide prices for two additional items: Project Management (Coordination/Permits) and Design.

The Prime or General contractor will be responsible for final design documents, permits, standard construction management tasks, coordinating and managing all subcontractors, and coordinating with TRORC for grant reporting as needed. The prime contractor can be a construction firm or an A/E firm with appropriate subcontractors.

All bids must be submitted on the attached bid form. No lines on the bid may be left blank. Scope items not priced by the contractor must be stated as such. Bidders should list designer and construction firm separately if different as well as subcontractors if known. Additionally, the following items must be submitted:

- Statement of technical understanding of work to be performed
- Key staff and roles/tasks with rates
- Similar project list and references
- Schedule
- Insurance COI (can be generic for BID response) and SOV SOS documentation

A pre-bid meeting is not scheduled. Bidders are encouraged to visit the site on their own time. Visits should be scheduled during proper business hours and they must inform the town ahead of their visit.

#### Schedule

The Contractor shall commence the Work covered by this Contract on the date of issuance of the Notice to Proceed and shall complete the work by November 15, 2026. Contract time is 7:00AM to 5:00PM Monday through Friday. The Town may approve a request to work otherwise if such a request is determined to be in the best interest of the project.