



**TOWN OF RICHMOND**  
**RICHMOND TOWN CENTER**  
203 Bridge Street, P.O. Box 285  
Richmond, Vermont 05477



**Town of Richmond – Request for Proposals**  
**Town Center Roof Replacement**

The Town of Richmond is seeking interested contractors for the replacement and repairs to the Town Center building shingled roof.

Please submit the following information to Geoffrey Urbanik, Richmond Town Manager no later than Friday, April 21, 2017. The below information and any supporting documentation may be submitted by mail, **P.O. Box 285, Richmond, VT 05477** or fax (**434-3139**). Email also acceptable if quote is .pdf on letterhead to [townmgr@gmavt.net](mailto:townmgr@gmavt.net) . In-person delivery is 203 Bridge Street, Richmond, Vermont – Attn: Town Manager.

**OBJECTIVE AND SCOPE OF WORK**

The shingled part of the roof of the Town Center building at 203 Bridge Street in Richmond must be replaced. The project includes all pitched and flat parts of the building excepting the Post Office roof areas and the Portico Roof and bell tower. Shingle selection will be made by the Agency in regards to color and style.

1. Remove and Replace shingled roof per normal installation practices
2. Repair or replace existing copper/other metal snow belt along eaves and valleys to match existing; repair & reinstall/replace existing snow bars.
3. 6' of ice and water protection at all eaves
4. 3' of ice and water protection in all valleys
5. Swift starter shingles at all eaves and rakes
6. Ice and water protection at all side wall and end walls of bell tower
7. Snow bars over portico to be removed and re-installed (bedded in butyl tape)
8. Sheathing - price per square foot to remove, dispose of and install new
9. CertainTeed Landmark or equivalent shingle, specify your product & warranty
10. Flat roof over Post Office must be protected from damage
11. One year minimum workmanship warranty from contracted installer



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12. Sketches attached to this RFP are estimates only, contractor is responsible for bid on replacement of roof in all indicated areas.

Period of Performance

The period of performance of any contract resulting from this RFP may begin on or about May 1, 2017 and must be completed by July 31, 2017. Amendments extending the period of performance, if any, shall be at the sole discretion of the AGENCY.

RFP COORDINATOR

The RFP Coordinator is the sole point of contact in the AGENCY for this procurement. All communication between the Contractor and the AGENCY upon release of this RFP shall be with the RFP Coordinator, as follows:

Name	Geoffrey Urbanik, Town Manager
E-Mail Address	<a href="mailto:townmgr@gmavt.net">townmgr@gmavt.net</a>
Mailing Address	Town of Richmond P.O. Box 285 Richmond, VT 05477
Physical Address for Delivery	203 Bridge St. Richmond, VT
Phone Number	802-434-5170
Fax Number	802-329-2011

PROPOSALS

Proposals should include lump sum pricing for roofing scope, unit pricing for sheathing repair; and 3 job references with contact information, of similar size and complexity. Proposals will be opened at 3:30 PM in the Town Center meeting room.

HARD COPY PROPOSALS:

Contractors are required to submit two copies of their proposal. *Both* copies must have signatures. The proposal, whether mailed or hand delivered, must arrive at the AGENCY no later than 3:30 PM on Friday, April 21, 2017. Street address: 203 Bridge Street, Richmond, Vermont – Town Manager’s office.

The proposal is to be sent to the RFP Coordinator at the address noted above. The envelope should be clearly marked to the attention of the RFP Coordinator.



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Contractors mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the RFP Coordinator. Contractors assume the risk for the method of delivery chosen. The AGENCY assumes no responsibility for delays caused by any delivery service. Proposals may be transmitted using facsimile transmission.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the AGENCY and will not be returned.

*ELECTRONIC PROPOSALS:*

The proposal must be received by the RFP Coordinator no later than **3:00 PM**, on Friday, April 21, 2017.

Proposals must be submitted electronically as an attachment to an e-mail to [townmgr@gmavt.net](mailto:townmgr@gmavt.net) the RFP Coordinator, at the e-mail address listed. Attachments to e-mail shall be in Microsoft Word format or PDF. Zipped files cannot be received by the AGENCY and cannot be used for submission of proposals. The cover submittal letter and the Certifications and Assurances form must have a scanned signature of the individual within the organization authorized to bind the Contractor to the offer. The AGENCY does not assume responsibility for problems with Contractor's e-mail. If the AGENCY'S email is not working, appropriate allowances will be made.

Proposals may be transmitted using facsimile transmission.

Contractors should allow sufficient time to ensure timely receipt of the proposal by the RFP Coordinator. Late proposals will not be accepted and will be automatically disqualified from further consideration, unless the AGENCY'S e-mail is found to be at fault. All proposals and any accompanying documentation become the property of the AGENCY and will not be returned.

ESTIMATED SCHEDULE OF ACTIVITIES

Issue Request for Proposals	March 24, 2017
Question & answer period	March 27-April 14, 2017
Issue last addendum to RFP	April 17, 2017
Proposals due	April 21, 2017
Evaluate proposals	April 24-27, 2017
Announce "Apparent Successful Contractor" and send notification via fax or e-mail to unsuccessful proposers	April 27, 2017
Award of Contract by Richmond Selectboard	May 1, 2017
Begin contract work	Following May 1st



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Installation completed prior to

July 31, 2017

\*\*Timeline for roof work to be negotiated with the Agency. The Agency reserves the right to select certain days and hours for work on the project. The AGENCY reserves the right to revise the above schedule.

Sub-Contracting

The Town requests all proposed subcontractors to be identified in the proposal. Additionally, a representative of the successful bidder must be identified and will be required to be on site during the performance period to insure fulfillment of the contract.

Workers' Compensation Coverage

The Contractor will at all times comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The Agency will not be held responsible in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract.

Award of Contract

The Richmond Selectboard will award the contract to the lowest responsive, responsible bidder subject to successful reference check by town staff. The bid will be awarded subject to availability of funds and the Richmond Selectboard reserves the right to reject any and all bids based on financial constraint or other factors that negatively impact the successful completion of the project.

Site visits can be arranged by calling the Town Manager, Geoffrey Urbanik, at 434-5170. Building walk-arounds do not need an appointment – you can view the exterior building on your own at any time. Please be aware that lifts/scaffolding will be needed for this job. Safety of contractor, employees, and the public is paramount for us.

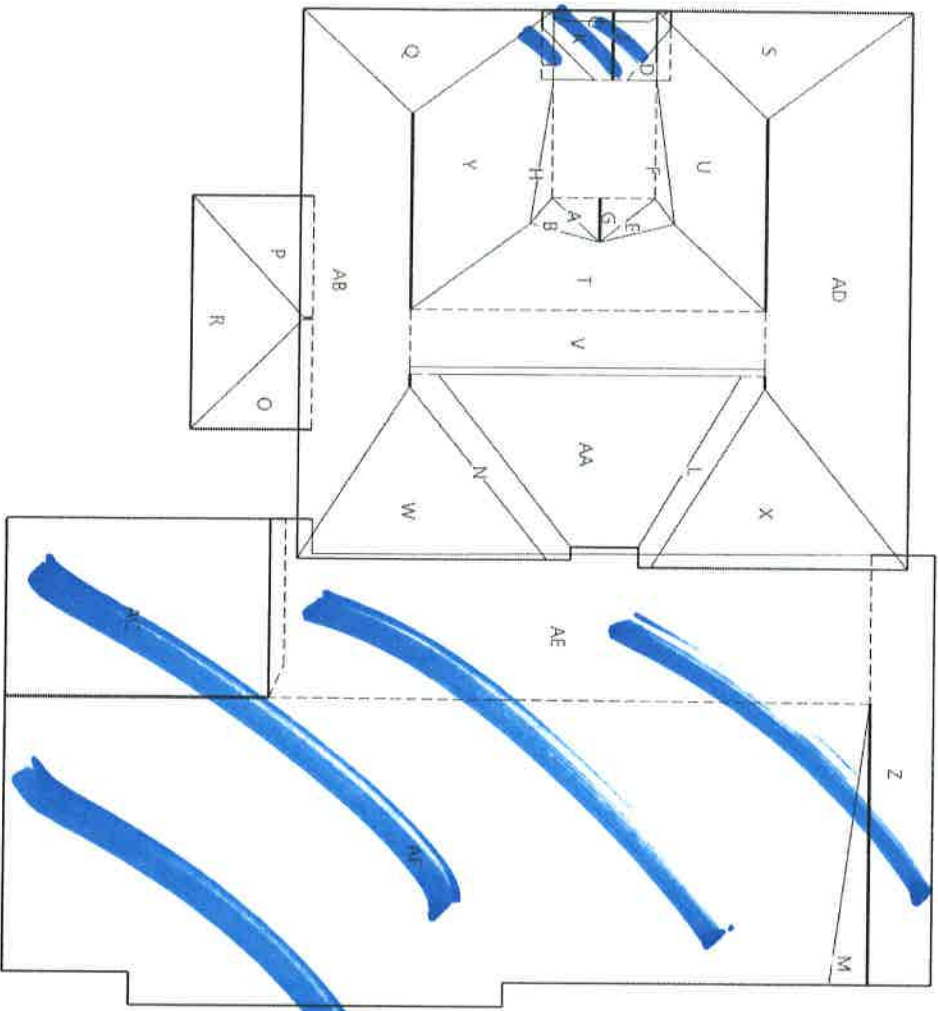
**Please respond by Friday, April 21, 2017.**

Any questions may be directed to Geoffrey Urbanik at 434-5170.



### Notes Diagram

Roof facets are labeled from smallest to largest (A to Z) for easy reference.



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## EXTENDED COVERAGE 2D

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EAGLEVIEW  
TECHNOLOGIES

Report: 15696990

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### Facet Area (sq ft) Based Upon Pitch

The area for each facet appears in the column under the appropriate pitch.

Facet	Pitch (inches per foot)										
	0	2	4	6	8	10	12	14	16	18	20
A	18.3	18.6	19.3	20.5	22	23.8	25.9	28.1	30.5	33	35.6
B	18.9	19.2	19.9	21.1	22.7	24.6	26.7	29	31.5	34.1	36.7
C	19.5	19.8	20.6	21.8	23.4	25.4	27.6	30	32.5	35.2	37.9
D	19.6	19.9	20.7	21.9	23.6	25.5	27.7	30.1	32.7	35.3	38.1
E	19.6	19.9	20.7	21.9	23.6	25.5	27.7	30.1	32.7	35.3	38.1
F	20.6	20.9	21.7	23	24.8	26.8	29.1	31.7	34.3	37.1	40
G	20.9	21.2	22	23.4	25.1	27.2	29.6	32.1	34.8	37.7	40.6
H	21.4	21.7	22.6	23.9	25.7	27.9	30.3	32.9	35.7	38.6	41.6
I	24.1	24.4	25.4	26.9	29	31.4	34.1	37	40.2	43.4	46.8
J	49	49.7	51.7	54.8	58.9	63.8	69.3	75.3	81.7	88.3	95.2
K	61	61.8	64.3	68.2	73.3	79.4	86.3	93.7	101.7	110	118.6
L	90.6	91.8	95.5	101.3	108.9	117.9	128.1	139.2	151	163.3	176.1
M	92.2	93.5	97.2	103.1	110.8	120	130.4	141.7	153.7	166.2	179.2
N	113.7	115.3	119.9	127.1	136.7	148	160.8	174.7	189.5	205	221
O	124.7	126.4	131.4	139.4	149.9	162.3	176.4	191.6	207.8	224.8	242.4
P	136.5	138.4	143.9	152.6	164.1	177.7	193	209.7	227.5	246.1	265.3
Q	224.7	227.8	236.9	251.2	270.1	292.5	317.8	345.3	374.5	405.1	436.7
R	227.6	230.7	239.9	254.5	273.5	296.3	321.9	349.7	379.3	410.3	442.4
S	236.6	239.9	249.4	264.5	284.4	308	334.6	363.6	394.3	426.5	459.9
T	351.1	355.9	370.1	392.5	422	457	496.5	539.5	585.2	633	682.4
U	351.7	356.6	370.7	393.2	422.7	457.8	497.4	540.4	586.2	634	683.6
V	351.9	356.8	370.9	393.4	422.9	458.1	497.7	540.7	586.5	634.4	684
W	375	380.2	395.3	419.3	450.7	488.1	530.3	576.2	625	676	728.9
X	401.8	407.3	423.5	449.2	482.9	523	568.2	617.4	669.7	724.4	781
Y	452	458.2	476.4	505.4	543.2	588.4	639.2	694.5	753.3	814.9	878.5
Z	467.8	474.3	493.1	523	562.2	608.9	661.6	718.8	779.7	843.3	909.2

Each value is rounded to the nearest square foot. The totals are based on the unrounded values.

### Pitch Table

Areas per Pitch		
Roof Pitches	Area (sq ft)	% of Roof
0/12	6788.8	45%
6/12	1172.6	7.8%
10/12	7140.4	47.3%

**Pitch Table Disclaimer:** The table above lists each pitch on this roof and the total area and percent (both rounded) of the roof with that pitch. With Extended Coverage, EagleView recommends field verifying measurements and pitch utilizing the table above.

### EXTENDED COVERAGE 2D

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█ Not in scope  
█ 6 1172.6  
█ 10 7082.6



Report: 15696990

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### Facet Area (sq ft) Based Upon Pitch

The area for each facet appears in the column under the appropriate pitch.

Facet	Pitch(inches per foot)										
	0	2	4	6	8	10	12	14	16	18	20
	554.5	562.1	584.5	619.9	666.4	721.8	784.2	852	924.2	999.6	1077.8
	787.8	798.7	830.4	880.8	946.8	1025.5	1114.1	1210.5	1313	1420.2	1531.2
AC	856.6	868.4	902.9	957.7	1029.5	1115	1211.4	1316.2	1427.7	1544.3	1664.9
	1030.6	1044.8	1086.3	1152.2	1238.6	1344.5	1457.5	1583.6	1717.7	1857.9	2003.1
AE	1550.7	1572.1	1634.6	1733.7	1863.7	2018.6	2193	2382.8	2584.5	2795.6	3014
	4252	4310.7	4482	4753.9	5110.3	5534.9	6013.2	6533.6	7086.7	7665.4	8264.4
Total	13323	13507	14044	14895	16012	17343	18842	20472	22205	24018	25895

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