



TOWN OF RICHMOND

RICHMOND TOWN CENTER

203 Bridge Street, P.O. Box 285

Richmond, Vermont 05477



Town of Richmond – Request for Proposals **Town Center Property Management Services**

The Town of Richmond is soliciting proposals from qualified individuals or firms to provide professional property management services for the Town Center Building at 203 Bridge St, Richmond, VT. The selected property manager will be responsible for regular oversight, vendor coordination, office/administrative support, minor maintenance, and management of capital improvements as required.

Description of Project

Project Overview

The building is located at 203 Bridge St, Richmond, VT which currently houses the Town Offices, the Police Station, the Post Office, and several other organizations that lease space in the basement and 3rd Floor.

Scope of Work

The property manager selected will be responsible for:

- Conduct regular property inspections and coordinate necessary repairs.
- Oversee vendors and contractors performing maintenance, repairs, or upgrades.
- Maintain records of work performed and expenses incurred.
- Perform general office and administrative tasks related to property operations.
- Provide minor maintenance or handyman services as needed (time and materials).
- Manage capital improvement projects, including planning, bidding, oversight, and completion tracking.

Compensation Structure

Respondents should provide a detailed fee structure for their services. This may include:

- A monthly retainer for standard property management duties.
- An hourly rate for services beyond the base retainer.
- A billing approach for any maintenance or handyman work, including materials and labor.
- A proposed fee or percentage structure for management of capital improvement projects.

The Owner welcomes flexibility and clarity in the proposed pricing model.

Proposal Requirements

- Qualifications and relevant experience in property management.
- Description of company structure (if applicable).
- References from current or past clients.
- Proposed compensation structure.
- Availability and capacity, including anticipated number of hours available per month.
- Confirmation of liability insurance and any relevant certifications/licenses.

Evaluation Criteria

- Relevant experience and qualifications
- Cost structure and fee transparency
- References and reputation
- Ability to handle maintenance and capital improvement coordination

-Availability and responsiveness

Additional Information

Prior to final selection, the Owner may request an introductory meeting or phone call to discuss scope, clarify property details, and review anticipated future projects.

Site visits can be arranged by calling Duncan Wardwell at (802) 336-2092

Information for Contractors Proposal Submission.

See Proposal Requirements

The bid, whether mailed or hand delivered, must arrive at the TOWN no later than **1pm September 5, 2025**. Sealed Bids must be addressed to Duncan Wardwell and labeled as “Property Management Services”.

Mailing Address

Town of Richmond
P.O. Box 285
Richmond, VT 05477

Physical Address for Delivery

203 Bridge St.
Richmond, VT 05477

Contractors mailing bid proposals should allow normal mail delivery time to ensure timely receipt of their proposals. Contractors assume the risk for the method of delivery chosen. The TOWN assumes no responsibility for delays caused by any delivery service. 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 TOWN and will not be returned.

Proposals will be opened and read aloud at 1:00pm on September 5, 2025, in the Town Center Meeting Room 3rd Floor and via Zoom.

Topic: Bid Opening Property Management Services

Time: Sep 5, 2025 01:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84459298282?pwd=PS04favTqCBcrIc2LNwO68W761gFsa.1>

Meeting ID: 844 5929 8282

Passcode: 246584

Find your local number: Find your local number:

<https://us02web.zoom.us/j/kesPexPVmg>

The issuance of this SOLICITATION constitutes only an invitation to present qualifications and responsive materials. The rights reserved by the Town, which shall be exercised in its sole discretion, include without limitation the right to:

1. Require additional information to supplement or clarify a submittal;
2. Conduct investigations with respect to the stated qualifications and experience of a Respondent.

3. Waive any defect or technicality in any Proposal received;
4. Determine which Respondents are qualified to be considered;
5. Eliminate any Respondent with an untimely, incomplete or inadequate submittal;
6. Supplement, amend, or otherwise modify this SOLICITATION;
7. Receive questions concerning this SOLICITATION and to respond;
8. Cancel this SOLICITATION in whole or in part with or without substitution of another SOLICITATION if determined to be in the best interest of the Town;
9. Take any action affecting the SOLICITATION process or the Project that would be in the best interests of the Town;
10. Make public any and all documents associated with the Project.
11. The bid will be awarded subject to availability of funds. The Town of 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.
12. The Town of Richmond reserves the right to accept or reject any or all bids, or parts thereof, or to select the bid to be in the best interest of the Town.

Examination of Contract Documents and Project Site

Each bidder is solely responsible for thorough review of the Request for Proposal (RFP) Documents and the examination of Project site prior to submitting a Bid Proposal. Bidders are responsible for inspecting the work locations and making their own area and quantity estimate.

Insurance Requirements

No later than ten days following issuance of the notice of award, Contractor is required to procure and provide proof of the insurance coverage required in the form of certificates and endorsements. The required insurance must cover the activities of Contractor and its Subcontractors relating to or arising from the performance of the Work and must remain in full force and effect at all times during the period covered by the Contract until the date of recordation of the notice of completion. The coverages may be arranged under a single policy for the full limits required or by a combination of underlying policies with the balance provided by excess or “umbrella” policies, provided each such policy complies with the requirements set forth herein. (Please refer to Insurance requirements attached)

Award Procedure

The bid will be awarded subject to availability of funds. The Town of **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.**

Stop Work:

If the Work is defective, or if the Contractor fails to supply sufficient skilled workers or suitable materials or equipment, or fails to furnish or perform the required documents in the Contract Documents, or fails to furnish or perform the Work in conformance with the contract or in such a way that the completed Work will conform to the Contract Documents, the Town may order the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated. Authorization to start work must be issued by the Town.

Period of Performance

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about **October 6, 2025**. Amendments extending the period of performance, if any, shall be at the sole discretion of the TOWN.

Billing

The Contractor shall invoice the Town of Richmond at the end of each month for the services provided that month. Invoices may be mailed to Town of Richmond, P.O. Box 285, Richmond, VT 05477 or placed in the Town Center Drop Box at 203 Bridge St., Richmond, VT 05477

INDEMNIFICATION

Contractor shall indemnify and hold harmless Municipality and Municipality's agents and employees, from and against all losses and all claims, demands, payments, suits, actions, recoveries, claims of outstanding indebtedness, attorney's fees, liens, and judgments of every nature, and description brought or recovered against them by reasons of any act or omission of the said Contractor, its agents, employees, or sub-contractors, in the execution of the work or in guarding the same. The Contractor shall defend the Municipality and its officers and employees against all claims or suits arising in whole or in part from any act or omission of the Contractor or of any agent or subcontractor of the Contractor. The Municipality shall notify the Contractor in the event of any such claim or suit, and the Contractor shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit.

Contractor shall assume full responsibility for the protection of all buildings, structures and utilities (both public and private). All damage, injury or loss to any public or private property, by the Contractor, or any sub-contractor, shall be replaced or restored to at least the original condition to the satisfaction of the Municipality at the contractor's expense.

Nothing in this Contract shall constitute a waiver by the Municipality of any statutory limits or immunities from liability.

INSURANCE

Before commencing work on this Contract the Contractor must provide certificates of insurance to show that the following minimum coverages are in effect. Contractor agrees that it will provide and maintain at all times during the term of this Contract such insurance coverages as are indicated herein and that will otherwise comply with the provisions that follow. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Contractor for the Contractor's operations. These are solely minimums that have been established to protect the interests of the Municipality. Such policy or policies shall apply to the extent of, but not as a limitation upon or in satisfaction of, the indemnity provisions of this agreement. The provisions of this section shall also apply to all subcontractors, other lower tier contractors, independent contractors and sole proprietors engaged by Contractor with respect to this Contract, and Contractor shall be entirely responsible for securing the compliance of all such persons or parties with these provisions. All policies required by this Contract shall be issued by an insurer licensed to do business in the State of Vermont with a rating of A or better from a financial rating organization such as S&P or AM Best. Contractor shall not commence or perform any work under this Contract until certificates of insurance are presented to the Municipality showing the required coverages are in full force and effect with at least the required coverage limit amounts and naming the Municipality as an additional insured.

Contractor agrees to maintain at all times during the period of this Agreement all of the following:

General Liability. Commercial General Liability insurance coverage providing coverage on an “occurrence” rather than on a “claims made” basis, which policy shall include, but not be limited to, coverage for bodily injury, property damage, personal injury, contractual liability (applying to this Agreement), independent contractors, and products-completed operations liability (if applicable). Contractor agrees to maintain at all times during the period of this Agreement a total combined general liability policy limit of at least \$2,000,000 per occurrence and \$4,000,000 aggregate, applying to liability for bodily injury, personal injury and property damage, which total limit may be satisfied by the limit afforded under its commercial general liability policy, or equivalent policy, or by such policy in combination with the limits afforded by an umbrella or excess liability policy(ies); provided that the coverage afforded under any such policy in combination with the limits afforded by an umbrella or excess liability policy is at least as broad as that afforded by the underlying commercial general liability policy. The policies shall name the Municipality as an additional insured.

Automobile Liability. Business automobile liability insurance covering liability for bodily injury and property damage arising out of the Municipality's ownership, use, maintenance, or operation of all owned, non-owned, and hired automobiles and other motor vehicles utilized by Contractor in connection with its performance under this Contract. Such policy shall provide total liability limits for combined bodily injury and/or property damage in the amount of at least \$2,000,000 per accident, which total limits may be satisfied by the limits afforded under such policy, or by such policy in combination with the limits afforded by an umbrella or excess liability policy(ies); provided that the coverage afforded under any such umbrella or excess liability policy(ies) shall be at least as broad with respect to such business automobile liability insurance at that afforded by the underlying policy. Unless included within the scope of Contractor's commercial general liability policy, such business automobile liability policy shall also include coverage for motor vehicle liability assumed under contract. The policies shall name the Municipality as an additional insured.

Workers' Compensation. Workers' compensation insurance in compliance with all applicable statutes including an all states or universal endorsement where applicable. Such policy shall include employer's liability coverage in an amount of no less than \$500,000. If Contractor is not required by statute to carry workers' compensation insurance, Contractor agrees: (1) to provide Municipality with evidence documenting Form 29 has been filed with the Vermont Department of Labor, which excludes Corporate officers or LLC members from the requirement of obtaining workers' compensation insurance; (2) to provide prior notice to the Municipality of any change in exemption status (3) to defend, hold harmless, and indemnify Municipality from and against any and all claims and losses brought by Contractor or any subcontractor or other person claiming through Contractor for workers' compensation or employers' liability benefits for damages arising out of any injury or illness resulting from performance of work under this agreement. If any such change requires Contractor to obtain workers' compensation insurance, Contractor agrees to promptly provide Municipality with evidence of such insurance cover.

RICHMOND TOWN CENTER PROPERTY MANAGEMENT SERVICES

Submit this page along with supporting documents as your complete bid proposal

RICHMOND CENTER TOWN CENTER PROPERTY MANAGEMENT SERVICES BID

Submit the **Proposal Requirements** along with a starting hourly rate including fees for other services:

Monthly retainer for standard property management duties

\$: _____

Hourly rate for services beyond the base retainer.

\$: _____

Billing approach for any maintenance or handyman work, including materials and labor.

\$: _____

Proposed fee or percentage structure for management of capital improvement projects.

\$: _____

The Town of Richmond reserves the right to accept or reject any or all bids, or parts thereof, or to select the bid to be in the best interest of the Town.

Identification of sub-contractors

The following sub-contractors will be utilized in the completion of this contract:

Sub-contractor

Specialty

Bid submitted by:

Contractor: _____

Address: _____

Phone: _____ E-mail: _____

Contractor Authorized Agent Signature: _____

Printed Name and Title: _____

Date bid Signed: _____