

INVITATION TO PROPOSE

REMOVAL OF OLD TOWN HALL

2278 US ROUTE 4 EAST

MENDON, VT 05701

TOWN OF MENDON, VERMONT

May 14, 2018

1. SUMMARY AND BACKGROUND

The Town of Mendon's original Town Hall was constructed in 1888. It served the Mendon community as a Town Hall and meeting place for many years. During the 1950's the Old Town Hall building was then converted and used as the town garage. In subsequent years, as more road equipment was needed, a new town garage was constructed off of Park Lane and the Old Town Hall was rented out. The building is currently vacant.

The structure is a 28' x 38' wood balloon-frame building sided with wooden clapboards. It has architecturally unique wood multi-light windows with a massive wooden front door. The building sits on wood sills that are in some disrepair over a stone and mortar foundation. A concrete slab floor was added prior to the building becoming the town garage. A roll-up garage door was added at that time. The top rafter plates show evidence of some sagging. Due to the age of the building, lead paint and asbestos are probably present in portions of the building.

After much review and discussion, all possible uses that would be of benefit to the town were found to be too expensive without major expensive upgrades and additions. The building would require more money to rehab and bring up to code than the town has to spend. A decision was made to offer the building to a private party for a minimum price of \$1.00 to see if anyone was interested in removing the building from town property and relocating it to another location. It is the hope that someone with the proper knowledge and financial capability can remove the building and find a use for it that will preserve the structure. If the structure cannot be preserved, then the town hopes that there may be enough value in some of the architectural parts to make the removal by a private party worthwhile.

The purpose of this Invitation is to see if anyone is interested in removing this building located at 2278 US Route 4 in Mendon for the purpose of rehabbing the building for use in another area. If the proposer's intent is to remove the structure and salvage unique parts of the building for use elsewhere, the proposal should state that intent.

2. PROPOSAL GUIDELINES AND FORMAT

Proposers (Contractor) must submit the following items with their proposal:

1. Purchase price offer;
2. Outline of how you propose to dismantle/remove building;
3. Intended use after removal;
4. Proof of all necessary Liability and Worker's Compensation Insurance;
5. Examples of prior projects similar in scope, or work performed, to this project;
6. Schedule of removal;

A pre-submittal meeting will be held at the Mendon Town Offices, 2282 US Route 4, Mendon, Vermont at **9:00 A.M., Thursday, June 21, 2018**. A site visit to the building will occur following a brief overview of the project by the town representative. There will be a question and answer session after the overview. **It is required that any party wishing to be considered for this project award must be in attendance. Proposals from parties not in attendance will not be considered.**

Proposal packages must be received by the Town of Mendon by **12:00 P.M., Monday, July 16, 2018** and can be either delivered to the Mendon Town Office, mailed to the Mendon Town office, or emailed to the Town Administrator, Sara Tully, at the following email-**mendonadmin@comcast.net**. **Submittals received after that time will not be considered.**

The successful proposer will be selected in the sole judgment of the Town of Mendon's Selectboard based on the written proposal, technical expertise, experience, project schedule, and completeness of proposal. The Town of Mendon reserves the right, at its sole discretion, to reject any and all proposals, wholly or in part, to waive any informalities or any irregularities therein, and to make an award which in its sole and absolute judgment will best serve the Town's interest. The Selectboard reserves the right to investigate the financial responsibility of any bidder to determine his or her ability to assure the timely completion of the removal work from town property.

All contractors and subcontractors must have the following, and provide proof thereof, prior to executing a contract with the Town of Mendon:

- a) License or certification for any work to be provided, required by law.
- b) Insurance coverage as previously noted in this document.
- c) Technical capability, education, or expertise with regards to the skills and knowledge required to perform the project.
- d) Contract information for three similar projects, which need to include name, contact person, date of work, address and phone number.

3. PROJECT SPECIFICATIONS

This project consists of the removal of the Old Town Hall building completely (excepting the concrete slab floor) and the transport of same, in whole or in parts, from the town property. Wood scraps and other miscellaneous site debris resulting from the contractor's work shall also be removed and disposed of in a lawful manner.

4. REQUIREMENTS

Required Professional Services

Contractor Services are to be provided by an insured contractor, including subcontractors, in good-standing with the State of Vermont, holding any required certifications for the proposed work to be completed. A license or certification is required for the following professional services in Vermont: asbestos abatement and lead abatement. The town will have the electrical service disconnected prior to the start of the work. Temporary electrical service, if required by the contractor, shall be arranged for by the contractor. All contractors who wish to submit a proposal for the advertised project must meet all the minimum qualifications established by the Town of Mendon's Select Board as described herein.

Project Requirements

1. All waste generated by the project shall be lawfully disposed of and the contractor shall provide manifests of such transport and disposal by firms licensed to operate and transport in Vermont. All costs of disposal are the responsibility of the contractor.
2. No demolition or site work shall take place within the state road right - of - way without prior approval and permits from the State of Vermont. No demolition or site work shall take place from Old Stockbridge Path, a private road adjacent to the building. Existing adjacent roads shall be protected from any damage by the contractor's equipment.
3. The concrete foundation shall be left in place.
4. The Contractor is responsible for all access permits and sufficient access to the site, including traffic control.
5. Erosion control shall be provided using Best Management Practices as outlined at <https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#edu> or State of Vermont standards for construction if stricter.
6. All existing trees and vegetation shall be protected in place unless authorized by the Town. The marble marker in place shall not be disturbed.
7. If demolition results in excavation, holes, or unusual contours, then finish grading and/or fill may be required to return the site to a "natural" state, including vegetation. Woody debris on site shall be left in place unless otherwise directed by the town.

8. Specific site work may be required by permits and such work is the responsibility of the contractor, therefore potential contractors are encouraged to obtain an understanding of such requirements. Possible requirements may include dates of work, removal of material, grading, bank alterations, temporary erosion control, berm removal, etc.
9. Contractors are responsible for coordinating with the Town on any and all permits, notices and certifications, and shall provide a copy of all to the town. Access to the Town Office parking area shall not be encumbered at any time.
10. The Town will test the building for asbestos containing materials (ACM) by a qualified firm, and if present, shall be abated by a firm licensed to do such work in Vermont in accordance with Vermont rules prior to demolition. Results of this testing will be available at the pre-submittal meeting on June 21, 2018. An abatement certification, in cases where abatement is needed, shall be provided to the town
11. The contractor is responsible for the required EPA/DEC notice prior to demolition and shall provide the town a copy. The contractor is responsible for notifying Dig Safe.
12. If any archeological deposits, including Native American pottery, stone tools, bones, or human remains are uncovered during site work, the project shall be halted, the town and Project Manager notified, and reasonable measures taken to preserve the area and restrict access. Work shall only recommence upon state and federal permission.
13. Salvage of metals, untreated lumber, recycling of asphalt and concrete, and deconstruction of usable items is encouraged, however all materials salvaged must be free of asbestos, and any salvage must have a manifest as to its destination. Burying or burning of any materials is not allowed.
14. The Town of Mendon makes no warranty that the site is safe to work on. Building and structures may have been structurally compromised and the site itself may be unstable. The contractor shall have a health and safety plan for workers on site, comply with all OSHA/VOSHA rules, and shall post the site during work for authorized personnel only.
15. The contractor shall not operate on the site earlier than 6 A.M. or later than 8 P.M.
16. The Contractor must provide certificates of insurance to show that the following

minimum coverages are in effect:

Workers Compensation: With respect to all operations performed, any contractors shall carry workers' compensation insurance in accordance with the laws of the State of Vermont.

General Liability and Property Damage: All contractors shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations

Products and Completed

Operations Personal Injury

Liability Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Per Occurrence

\$2,000,000 General Aggregate

\$2,000,000 Products/Completed Operations Aggregate

\$1,000,000 Personal and Advertising Injury Liability

Any contractors shall be required to name the Town, its officers and employees as additional insureds for liability.

Automotive Liability: The contractor shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement.

Limits of coverage shall not be less than: \$1,000,000 combined single limit.

17. Existing asphalt pavement shall be protected in place. Damaged pavement shall be repaired at the contractor's expense.