

# REQUEST FOR PROPOSALS TO:

- INSTALL VINYL SIDING
- CONSTRUCT 12' X 14 INTERIOR OFFICE SPACE
- CONSTRUCT A DORMER ABOVE THE ENTRY DOOR
- SEAL ATTIC ENTRY DOOR AND INSULATE ATTIC END WALL

ALL WORK TO BE DONE  
ON THE  
SOUTH HERO TOWN HIGHWAY  
BUILDING,  
RT 2,  
SOUTH HERO, VT.

The Town of South Hero is seeking contractor services for the replacement of the siding on portions of the Town Highway building located on Rt 2 in South Hero. Included in the project is the construction of a 12' x 14' interior office space and a dormer over the entry.

BIDS MAY BE SUBMITTED FOR COMPLETE PROJECT OR ANY PART THEREOF.

## SCOPE OF PROJECT:

### Exterior siding:

1. Install new commercial grade vinyl siding and all accessories ( including corners, light blocks, electrical outlet blocks, hose bib blocks, vent blocks as needed) on the west and east sides of the older front portion of the facility, as well as south facing gable end where the front section joins the first garage section. *Bid should reflect removal of existing clapboard, application of 1" foam and exterior vapor barrier.*
2. All trim to be PVC or wood wrapped with metal.  
Specifics:
  - a. On east wall, the T111 at the north end shall be left in place and 1/4" foil backed insulation used instead of 1" to provide even surface for siding application.
  - b. Window trim built out with PVC with z-channel flashing installed at top and bottom.
  - c. Level rafter tails, install fascia board with metal weather-stripping, close underside with OSB and install soffit. (East and west sides)
  - d. Shed: Continue siding on south side, removing bottom 6" of rotten material and replacing with horizontal PVC, West door treatment: Solid wall on left to center (72") constructed so there is an 18" horizontal opening 24' above ground level for ventilation purposes. Right side door shall be a sliding door with a similar opening (may be covered with hardware cloth or similar material).
  - e. Gable end: Pad out where upper siding overlaps. Cut out bottom 8" (or more, if necessary) of rot and replace with plywood and apply full width ice and water shield or similar product. Flash where wall and metal roof meet with metal measuring no less than 8" vertical and horizontal.
  - f. Vertical trim on west side: 6" PVC over existing trim, minimum 6" weatherstripping before installing J-channel.
3. Any rotted structural element and sheathing to be replaced on a time and materials basis; hourly rate and materials markup to be discussed.

4. Project may include insulating exterior walls with rock wool as needed.
5. Clean and seal exposed foundation with approved waterproofing product.
6. Install a dormer over entry door of sufficient size to shed water.
7. Clean up all debris from job site.

### Construct interior office space

1. Full 2x6" wall construction with one 36" interior door and a 4x4 sliding glass interior window.
2. Walls to be insulated with rock wool, sheathed with 5/8 sheet rock, taped and rough sanded.

### Seal attic entry door and insulate attic end wall

1. Attic door is part of an unused service elevator, approximately 5'x7' and 10' above the floor. Removal of interior wall sheathing will allow access. At present there is no insulation in this wall; sealing the entry opening, insulating the entire wall and re-sheathing the interior wall is required.

### PERMITTING:

No permitting is anticipated to be necessary for this project.

### INSPECTION OF PROPERTY:

Exterior examination of property is permitted at any time.

For access to the building or questions please contact:

Anne C Zolotas, Highway/Select Board @ 802-363-6686.

### TERMS OF PAYMENT:

To be discussed at time of interview.

### PROPOSAL SUBMISSION AND EVALUATION:

Proposal shall be submitted to:

South Hero Town Clerk, 333 RT 2, South Hero, VT 05486

Proposals must be received no later than 1:00 pm prevailing

time, 7/28/25 2025.

*1PM*

*and then discussed  
at SB meeting that night.*

Proposals will be reviewed and evaluated by the South Hero Select Board. The evaluation will include the following areas in order of relative importance:

1. Adequacy of proposal in the terms of addressing the needs that are set forth in the Request for Proposals.
2. Relevant experience and past performance.
3. Quality of previous work.
4. Record of completing projects on time.
5. Project completion timeline.
6. Cost.

Proposers will be contacted in a timely fashion concerning results of the Town's evaluation. Proposers may be asked for an in person interview in case additional information is required.

The Town reserves the right to accept or reject any and all Proposals or to waive any irregularities.

#### **REQUIRED DOCUMENTATION:**

Each proposer shall provide a minimum of two references where similar services have been performed during the past three years.

Professional Liability Insurance's required for this project. Please include the level of coverage provided.