

**TOWN OF WOODBURY
REQUEST FOR PROPOSAL (RFP)
DEMOLITION AND SITE STABILIZATION OF FLOOD-DAMAGED
RESIDENTIAL and VOLUNTEER FIRE DEPT. PROPERTY
AT 3664 and 3665 VT-14
Woodbury, VT**

1. SUMMARY AND BACKGROUND

The Town of Woodbury is participating in the State of Vermont Flood Resilient Community Fund which provides funding to towns to purchase and demolish properties damaged in natural disasters. This is a State-funded program administered by the State of Vermont Department of Public Safety. The property included in this RFP has been purchased by the Town of Woodbury. The funding for this project is provided by these grants to the Town of Woodbury.

Contractors will provide their competitive bid to demolish and/or remove all improvements, including but not limited to, septic systems, water wells, buildings, foundations, electrical and phone lines, pavement, parking, fuel tanks, debris, and household hazardous materials. All asbestos-containing material shall be abated by a firm licensed to do such work in Vermont in accordance with Vermont rules prior to approval to proceed and is outside the scope of this RFP.

Contractors are responsible for returning the project site to a smooth, graded, stabilized, and vegetated condition that is in accordance with all applicable federal, state, and local statutes, policies, plans, and regulations.

2. PROPOSAL GUIDELINES AND FORMAT

Contractors must submit the following four items with their bid. If any of these items are not submitted by the bid due date the bid will be considered non-responsive and will be rejected. Contractors are strongly recommended to attend the pre-bid site visit scheduled for July 2.

1. Completed Bid Form (page 8)
2. Copy of page 4 of this RFP with boxes checked to indicate contractor's choice (to indicate, for example, if contractor will remove or puncture and fill septic tanks)
3. Contractor's proof of insurance
4. References from three previous clients for whom you have completed demolition work.

The Town of Woodbury is requesting lump sum bids. Contractors shall provide a cost for the project using the Bid Forms included in this document. Each contractor's total bid for this project will be the sum of the bid forms.

Section 4 of this RFP shows options that can be used for certain aspects of the demolition and site work (to indicate, for example, if septic tanks will be removed or punctured and left in place). Contractors should indicate the method that they will use by marking the check boxes provided for # 1, 2, 3, 5, and 6. If additional space is needed, please provide an attachment for Section 4 that clearly shows which options will be used.

A pre-bid site visit will take place on July 2, 2026 at 6:00pm on site at the Woodbury Town Hall.

Bid packages must be received by the Town Clerk of Woodbury no later than July 17, 2026 and can be submitted as follows:

Emailed to: clerk@woodburyvt.org

Mailed or delivered to: _____
Town of Woodbury
c/o Town Clerk
P.O. Box 10,
1672 Route 14,
Woodbury, VT 05681

The winning bidder will be selected by the sole judgment of the Town of Woodbury's Select Board, based on technical expertise and experience, cost, project schedule, and completeness of proposal. Applications from minority and local businesses are encouraged. The Town of Woodbury reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest. The Town Clerk reserves the right to investigate the financial responsibility of any bidder to determine his or her ability to assure service throughout the term of the contract.

The selected contractor will work for the Town of Woodbury and will be responsible to the Town for satisfactory completion of the project. Payment for services rendered in accordance with the contract will be made within 30 days of successful completion of the final inspection of the property.

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

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

3. PROJECT SPECIFICATIONS

1. This project consists of demolition, disposal, and required site work for the following properties: 3664 and 3665 VT-14, Woodbury, VT, consisting of the old Woodbury Fire Department on **SPAN: 780-248-10762** and a two-story home **SPAN: 780-248-10764**.
2. The location and other particulars are identified in the property lister card.
3. All work on the project as a whole must be completed within forty-five (45) calendar days of the Notice to Proceed.
4. If additional time is required for any reason, including weather delays and delays caused by the community or the State, the Contractor must provide a written request for extension, which then must be approved by the Town of Woodbury.

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, lead abatement, electrical, plumbing, and some aspects of septic system, water supply work. Services will be procured by competitive bid and must be consistent with the Town of Woodbury's purchasing policy and are subject to the regulations in 24 CFR 85.36 as it pertains to procurement services. All contractors who wish to bid on the advertised project must meet all the minimum qualifications established by the Town of Woodbury.

Project Requirements: Contractor is to complete & submit page 4 with bid proposal

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 included in the bid.

All buildings and structures shall be demolished and removed unless noted below:

- None
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2. Septic tanks must be pumped, and filled in place with clean fill, crushed in place, or removed and properly disposed of in accordance with the most recent adoption of Chapter 1 of the Vermont Environmental Protection Rules: Wastewater System and Potable Water Supply Rules.

Septic tanks shall be:

- Removed or
- Punctured and filled with sand and left on site.

3. Septic lines and distribution boxes shall be:

- Removed or
- Left in place.

4. Unless otherwise noted, wells must be properly abandoned in accordance with the most recent adoption of Chapter 21 of the Vermont Environmental Protection Rules: Water Supply Rule and sealed no less than 1 foot below finished grade. Springs shall be filled.

5. No demolition or site work shall take place within the town or state road right of way unless as directed below:

- None
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6. Concrete or stone foundations shall be:

- Removed and recycled or landfilled.
- Foundation stones shall be left on site as follows.
- Broken up and buried in the foundation hole on site so long as (1) the concrete is not coated with lead-based paint, (2) the contractor obtains an “Insignificant Waste Management Event Approval” from the VTDEC, and (3) the floor was broken up so as not to retain water and walls are removed to at least two foot below grade.

7. The pressure tank and well control shall be relocated from the old fire station to the Woodbury Town hall and the water line restored to the Woodbury Post office.
8. A portable toilette and a drinking water source shall be provided for the use of Post Office staff during the time the water is unavailable until the pressure tanks and well controls are relocated and water line restored and powered.
9. The demolition site shall be returned to a natural state.
10. Contractors are responsible for all access permits and sufficient access to the site, including traffic control and temporary bridges/culverts, if needed.
11. Erosion control shall be provided using Best Management Practices as outlined at <http://cfpub.epa.gov/npdes/stormwater/menuofbmps/index.cfm> or State of Vermont standards for construction if stricter.
12. Existing trees and vegetation outside of the needed project area shall be protected with snow fencing or stakes and flagging. The flowering crab on the 3664 property is not to be disturbed if at all possible.
13. 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 River Engineer. Standard conservation seeding of the graded site is included in the bid. In cases where the flood has scoured away topsoil, sufficient topsoil shall be brought in as needed to reestablish vegetation. Any off-site fill used on site must be clean and free of invasive plants. If gravel material is required to be removed from the site by the River Engineer, it shall not be placed in any flood zone off site.
14. Site work will be coordinated with the Town so as to not hinder subsequent reuse. Live trees and shrubs shall be preserved, unless it is not feasible due to demolition.
15. Specific site work may be required by permits and such work is included in this bid; therefore, potential contractors are encouraged to obtain an understanding of such requirements as change orders due to permit conditions will not be allowed. Possible requirements may include dates of work, removal of material, grading, bank alterations, temporary erosion control, berm removal, etc.
16. Contractors are responsible for any and all permits, notices and certifications, and shall provide a copy of all to the town. For any work within regulated flood zones or other areas that require a permit, it is the responsibility of the contractor to obtain and present these to the Town Clerk prior to beginning work. In addition, any work within the “top of bank” will require either an individual or general stream alteration permit from the State River Engineer, or a letter stating that no permit is needed, and is the responsibility of the

contractor to obtain prior to the beginning of work. Also, contractors shall coordinate with the River Engineer to see if any permit is required by the US Army Corps of Engineers, and if such permit is required shall obtain it prior to beginning work. Contractors shall provide the town with copies of the permits or certifications that no such permits are needed.

17. All buildings shall be tested 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. An abatement certification, in cases where abatement is needed, shall be provided to VTDOH and the town and the contractor. This will be completed prior to approval to proceed and the testing and any abatement are outside of the scope of this RFP.
18. The contractor is responsible for the required EPA/DEC notice prior to demolition and shall provide the Town with a copy. The contractor is responsible for notifying Dig Safe.
19. Household hazardous wastes, mercury containing thermostats, fuel tanks, florescent bulbs and ballasts and shall be removed prior to demolition and disposed of properly. Fuel tanks shall be emptied, removed and disposed of per Vermont regulations by qualified contractors.
20. If a petroleum storage tank is present, then only certified firms may do removal of such and notice must be sent to DEC prior to removal and a full closure report done, including any required testing. A copy of all testing and a closure report will be provided to the Town. If contamination is found on the property, or if during work a spill occurs, stop work and contact 800-641-5005 to make a report and obtain guidance on the next steps to take regarding cleanup. Please alert the State Hazard Mitigation Officer and the Town as this may result in a change to the scope of work, timeline, and ensuring adequate funding is available.
21. All mobilization and demobilization costs are included in the bid.
22. 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 notified, and reasonable measures taken to preserve the area and restrict access. Work shall only recommence upon state and federal permission.
23. 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.
24. The Town of Woodbury 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.

25. The contractor shall not operate on the site earlier than 6 am on weekdays or 8 am on weekend days; or later than 8 pm on any day.

23. **Insurance**

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
\$1,000,000 General Aggregate
\$1,000,000 Products/Completed Operations Aggregate
\$ 50,000 Fire/ Legal/Liability

Any contractors shall be required to name the Town of Woodbury, 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.

5. DEMOLITION & SITE STABILIZATION BID FORM:

CONTRACTOR: _____

Phone: _____

Email: _____

Address: _____

The Bidder agrees to perform all work described in this RFP for the following Total Bid for this property:

NOTE: * Bids shall include the cost of all subcontractors, sales tax, and other applicable taxes and fees

* The contractor selected will be held responsible for the total lump sum bid for this project not for individual line items on worksheet(s)

Address of Property: 3664 & 3665 VT-14, Woodbury, VT 05681

Site Preparation/Mobilization Costs: \$ _____

Cost to Raze Primary Structure: \$ _____

Cost to Raze Foundations/Slabs: \$ _____

Cost to Raze Other Site Improvements: \$ _____

Disposal Costs \$ _____

Cost to Properly Abandon Septic System or Municipal Service Connection: \$ _____

Cost to Properly Abandon Water Supply or Municipal Service Connection: \$ _____

Cost to Properly Remove Fuel Tank(s) from Service: \$ _____

Cost to relocate pressure tank and restore water to post office and town hall: \$ _____

Cost for temporary toilette facilities and water source for post office staff \$ _____

Other (describe below): \$ _____

Subtotal \$ _____

Salvage (describe below): (\$ _____)

Net Dollar Amount (Total Bid for this Property) \$ _____

Contractor's Notes for "Other" Costs:

Contractor's Description of Proposed Salvage: