

**Town of Sharon, VT  
Request for Proposal  
Buildings Capital Improvement Plan  
July 17, 2018**

**Professional Services Requested:**

The Town of Sharon Selectboard seeks to engage the services of a qualified general contractor, building inspector, or other qualified individual to perform building assessments and to prepare a capital improvement plan for town-owned buildings. Contractor must demonstrate experience in and knowledge of commercial and/or historic building construction, inspections, or appraisals.

**Work Completion Schedule: August-September 2018**

**Inspections/Assessments (August-September)**

**Prepare/Submit Final CIP by October 1<sup>st</sup>, 2018**

**Building locations and square footages:**

- 24 VT Rte. 132: Sharon Historical Society (The Green) - c. 1850 (1600 sf)
- 20 VT Rte. 132: The Gazebo (The Green) - c. 1933 (1086 sf)
- 69 VT Rte. 132: Sharon Town Offices – c. 1920 (2000 sf)
- 79 VT Rte. 132: Old School House – c. 1920 (4055 sf)
- 5114 Rte. 14: Baxter Library – c. 1928 (936 sf)
- 6754 Rte. 14: Sharon Town Garage – c. 1990 (3200 sf)

**Detailed Scope of Work:**

- 1) Meet with Town staff/research, compile information on building histories, energy audits, etc.
- 2) Conduct interior and exterior inspections of town-owned buildings including, but not limited to, foundations, ramps, walkways, walls, windows and doors, chimneys, roofing and eaves.
- 3) Assessments shall include all components of building shell and major systems (heating, plumbing, electrical)
- 4) Prepare draft capital improvement plan: Prioritize capital improvements based on public safety and preservation of critical structural elements. Include recommendations for capital improvements to be completed in <3 years, within 3 – 5 years; within 7 - 10 years. The CIP must describe work tasks, schedule, and cost estimates.
- 5) Meet with Selectboard to review and discuss draft CIP.
- 6) Make final revisions; submit final CIP.

**Proposal Deadline:** Bidders shall submit bid form no later than Monday, July 30<sup>th</sup> at 3PM to Sharon Selectboard, P.O. Box 250, 69 VT Rte. 132, Sharon, VT 05065. Bid form is available for download at [www.sharonvt.net](http://www.sharonvt.net) (home page) or via email request to [selectboard@sharonvt.net](mailto:selectboard@sharonvt.net). Bids shall be valid for 30 days.

**Proposal Review and Award Schedule:**

1. Bids due July 30, 2018
2. Bid review/award August 6<sup>th</sup> Selectboard Meeting

The bid will be awarded based on qualifications, professional references, and proposed fees.

For more information about this solicitation, contact Selectboard Assistant Margy Becker, 802-763-8268 (x4) or [selectboard@sharonvt.net](mailto:selectboard@sharonvt.net) Mon-Thurs. 9AM – 4:30PM. The Sharon Selectboard reserves the right to reject any and all bids, if it deems it is in the public interest to do so.