

**Strafford Town Office Renovation**

**Project: Town Office Renovation**

**Town of Strafford, VT**

**DEADLINE EXTENDED TO WEDNESDAY, JULY 8<sup>TH</sup> 2026**

**I. PROJECT DESCRIPTION**

The Town of Strafford, is seeking general contracting services to undertake the renovation and physical preservation of the Strafford Town Office, which is listed in the National Register of Historic Places in accordance with architectural plans as approved by the National Park Service, Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation, and the Strafford Selectboard.

The Strafford Town Office Renovation Project is supported in part by a grant from the Historic Preservation Fund administered by the National Park Service, Department of the Interior.

Site visit and bidders meeting will be held **Tuesday, June 11th, 2026**, at 1:00 pm at 227 Justin Morrill Memorial Hwy, Strafford, VT 05072 to clarify bidder questions about the project.

Site Visit: June 11, 2026, at 1:00

The RFP packet shall be submitted by July 8th, 2026, at 4:00.

Contractor Selection will be made by July 30, 2026.

The estimated start date for construction is September 2026.

The lead contact for this project is:

**Mary Linehan, Town Office Renovation Liaison**

PO Box 27, Strafford, VT 05072

Phone (802) 299-8779

Email: [mlinehan@straffordvt.org](mailto:mlinehan@straffordvt.org)

**II. RESPONSE FORMAT**

Responses to this RFP should consist of the following:

A.) A technical proposal consisting of:

1. A cover letter expressing the contractor's interest in working with the town to provide the requested services.
2. A description of the general approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP. A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task.
3. A summary of estimated labor hours by task.

4. A proposed schedule that indicates project milestones and overall time for completion. Include a statement about how progress with work will be communicated. Address how project and timeline variances will be communicated.
5. A description of the lead contractor who will be responsible for this project and their qualifications. Contractor(s) must have the requisite experience and training in historic preservation or relevant field to oversee the project work.
6. Demonstration of success on at least three similar projects, two with historic designation, including a brief project description and a contact names and addresses for reference.
7. Demonstration of success implementing historic preservation projects, an understanding of the importance of staying within the Scope of Work and the importance of communicating to the National Park Service in advance if there need to be any substantive changes to that Scope of Work.

Please note that Items 1 – 7 should be limited to a total of 12 pages. Resumes, professional qualifications and work samples are not included in this total.

- B.) A separate cost proposal consisting of a breakdown by task of direct labor hours, direct labor cost per class of labor, overhead rate, and fee for the project. The Town of Strafford will only accept **fixed rate cost proposals**, not time and materials proposals. The cost proposal should indicate the final fixed rate and outline how variances to the rate will be handled during the project.

Federal contracting and procurement guidance can be found in 2 CFR 200.318. Maximum rates charged to this grant may not exceed 120% of a Federal Civil Service GS-15, step 10 salary per project location. Current regional salary tables can be found on the Office of Personnel and Management website: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>

### III. CONTRACTOR SELECTION

The contractor selection will be made by a committee that includes Town of Strafford representatives. The proposal will be evaluated considering the following criteria:

1. Understanding the Scope of Work
2. Qualifications/Experience of Proposed Lead Contractor
3. Past Performance on Similar Projects
4. Experience with historically designated buildings
5. Reasonableness of proposed schedule
6. Reasonableness of cost proposal

The selection committee may elect to interview contractors prior to final selection.

The committee will select the consultant on or about **July 30th, 2026**.

#### IV. SUBMISSIONS

Contractors interested in this project should submit four (4) hard copies of their proposal in a sealed envelope to:

**Lisa Bragg, Town Clerk**

227 Justin Morrill Highway, PO Box 27, Strafford, VT 05072

Phone (802) 765-4411

Monday – Thursday 7:30 am – 4:30 pm

Email: [townclerk@straffordvt.org](mailto:townclerk@straffordvt.org)

Proposals must be submitted a sealed envelope or package with the following information clearly printed on the outside:

1. Name and address of contractor
2. Project name **Town Office Renovation**

Proposals should be double-sided and use recycled paper, if possible. Twin pocket portfolios or other simple, re-usable binding method is recommended.

Questions about the project should be directed to:

**Mary Linehan, Town Office Renovation Liaison**

PO Box 27, Strafford, VT 05072

Phone (802) 299-8779

Email: [mlinehan@straffordvt.org](mailto:mlinehan@straffordvt.org)

All proposals must be received by the Town **no later than 4:00 PM on Wednesday, July 8th, 2026**. Proposals and/or modifications received after this time will not be accepted or reviewed. No facsimile-machine produced or emailed proposals will be accepted.

All proposals upon submission become the property of town. The expense of preparing and submitting a proposal is the sole responsibility of the contractor. The town reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of town. This solicitation in no way obligates the town to award a contract.

## V. CONTRACTING

The Contractor, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.sec.state.vt.us/>. The contract will not be executed until the Contractor is registered with the Secretary of State's Office. The successful Contractor will be expected to execute sub-agreements for each sub-contractor upon award of this contract.

The Contractor's attention is directed to the [DBE Policy \(vermont.gov\)](#). These requirements outline the State's and the Contractor's responsibility with regard to the utilization of DBEs for the work covered in the RFP. It is expected that all Contractors will make good faith efforts to solicit DBE sub-contractors.

Prior to beginning any work, the Contractor shall obtain Insurance Coverage in accordance with the specifications for Contractor Services updated 2023. The certificate of insurance coverage shall be documented on forms acceptable to the Town.

If the award of the contract aggrieves any companies, they may appeal in writing to the Town of Strafford Selectboard, PO Box 27, Strafford, VT 05072. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Town Selectboard is final.

## VI. SCOPE OF WORK.

The Statement of Work to be performed in accordance with the Secretary of the Interior's *Standards and Guidelines for Archeology and Historic Preservation* and as determined eligible in the National Historic Preservation Act (NHPA), 54 U.S.C. 300101 *et seq.*

The Contractor should reference the included architectural drawings for a complete understanding of the scope of work specifications. Drawings are pending final review and approval by the National Park Service and may not be altered without prior approval from the engineer, architect, and the National Park Service.

The Statement of Work is further defined to include:

1. Preservation and repair of the Strafford Town Office at 227 Justin Morrill Hwy, Strafford, Orange County, VT 05072, per the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation, to include:
  - i. Foundation repair – the full scope of foundation repair to be determined, cost proposal should include both the minimum and maximum, to include new plumbing lines for rear bathroom

- ii. Porch repair – to include restatement of historic posts or replicas, removal and repair of water damaged materials, roof repair
- iii. Accessibility improvements – including adding a ramp and ensuring porch footing is accessible
- iv. Drainage improvements – consideration for draining water away from building
- v. Replacement of outdoor stairway – includes enclosing stairs
- vi. Accessible Bathroom Option – pending additional funding, the scope of work may include an option to widen the current bathroom. This should be included as a separate quote in the cost proposal.

2. The contractor is responsible for providing all traffic control during the project and should address this in their proposal.

3. The contractor will prioritize minimizing impact on building operations and should address this in their schedule.

4. The contractor is required to work with the selected structural and site engineer, Engineering Ventures, and architect, TU Architects, throughout the project, including discussion of any changes in scope of work or project design.

5. The Town of Strafford will determine the need for permits and the contractor will assist the municipality in acquiring all necessary federal, state, and local permits necessary to complete the project. The municipality is generally responsible for any permit fees.

## **VII. ATTACHMENTS**

Attachment A: Architectural Plans

NOTE: The National Park Service has reviewed and approved this scope of work. Final drawings are pending approval and will be confirmed with the contractor prior to contract execution.

## **VIII. ADDITIONAL CONTRACT REQUIREMENTS**

Federal Funding requires all subcontractors for this project to agree and adhere to the following stipulations:

A) Compliance with the following regulations:

- Secretary of the Interior’s Standards and Guidelines for Archeology and Historic Preservation;

- Sections 106 (54 USC 306108) and 110f (54 USC 306107) of the National Historic Preservation Act in coordination with the appropriate State Historic Preservation Office;
- National Environmental Policy Act (NEPA);
- Any other reviews as determined by the NPS based on program needs or financial/programmatic risk factors (i.e., draft National Register nomination if required, etc.).

**B) ENSURING THE FUTURE IS MADE IN ALL OF AMERICA BY ALL OF AMERICA'S WORKERS PER E.O. 14005 (dated January 25, 2021)**

Per Executive Order 14005, entitled "Ensuring the Future Is Made in All of America by All of America's Workers" the Recipient shall maximize the use of goods, products, and materials produced in, and services offered in, the United States, and whenever possible, procure goods, products, materials, and services from sources that will help American businesses compete in strategic industries and help America's workers thrive.

**25. BUILD AMERICA, BUY AMERICA**

**(a) Standard Buy America Preference Award Term**

The following terms apply for financial assistance agreements for infrastructure that currently or are anticipated to exceed the Simplified Acquisition Threshold (SAT), currently \$250,000.00. This threshold applies for the duration of the award and obligations made for infrastructure projects when additional funds are obligated through modification or renewal.

***Required Use of American Iron, Steel, Manufactured Products, and Construction Materials***

As required by Section 70914 of the Bipartisan Infrastructure Law (also known as the Infrastructure Investment and Jobs Act), P.L. 117-58, on or after May 14, 2022, none of the funds under a federal award that are part of Federal financial assistance program for infrastructure may be obligated for a project unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States, unless subject to an approved waiver. The requirements of this section must be included in all subawards, including all contracts and purchase orders for work or products under this program.

As applicable, recipients of an award of Federal financial assistance are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

1. all iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
2. all manufactured products used in the project are produced in the United States —this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
3. all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools,

equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

For further information on the Buy America preference, please visit [“Buy America” Domestic Sourcing Guidance and Waiver Process for DOI Financial Assistance Agreements | U.S. Department of the Interior](#). Additional information can also be found at the White House Made in America Office website: [Made In America | OMB | The White House](#).

A waiver to this requirement is available under certain circumstances upon inquiry.

C) All deliverables must contain the following disclaimer and acknowledgement:

*"This material was produced with assistance from the Historic Preservation Fund, administered by the National Park Service, Department of the Interior under Grant Number [insert grant number, block 4a of this Notice of Award's coversheet]. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior."*

Deliverables/publications include but are not limited to grant project reports; books, pamphlets, brochures or magazines; video or audio files; documentation of events, including programs; invitations and photos; websites; mobile apps; exhibits; and interpretive signs.

1. All digital copies must follow the file naming convention described in the attached Digital Product Submission Guidelines. Refer to the attached guidance document for instructions on creating, naming and submitting digital copies of deliverables/publications.
2. All consultants hired by the grantee must be informed of this requirement.
3. Grantees, subgrantees, contractors may not use the NPS Arrowhead in any form without written permission.

D) Copyright

Per 2 CFR 200.315(b), the NPS reserves a royalty-free right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so, any materials produced under this grant. All photos included as part of the interim & final reporting and deliverables/publication will be considered released to the NPS for future official use.

Photographer, date, and caption should be identified on each photo, so NPS may provide proper credit for use. A digital copy of all deliverables must be available for public access. Sensitive information may be redacted from the public access copy.

All consultants hired by the Recipient must be informed of this requirement.

E) Compliance with the Americans with Disabilities Act and the Architectural Barriers Act

The use of federal funds to improve public buildings, to finance services or programs contained in public buildings, or alter any building or facility financed in whole or in part with Federal funds (except privately owned residential structures), requires compliance with the 1990 Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and the Architectural Barriers Act (ABA). Work done to alter the property should be in compliance with all applicable regulations and guidance.

F) Unanticipated Discovery Protocols

At a minimum, unanticipated discovery protocols for subgrants or contracts shall require the sub-grantee or contractor to immediately stop construction in the vicinity of the affected historic resource and take reasonable measures to avoid and minimize harm to the resource until the SHPO or THPO, sub-grantee or contractor, and Indian Tribes, as appropriate, have determined a suitable course of action within 15 calendar days. With the express permission of the SHPO and/or THPO, the sub-grantee or contractor may perform additional measures to secure the jobsite if the sub-grantee or contractor determines that unfinished work in the vicinity of the affected historic property would cause safety or security concerns.