



America's Small Town Capital

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Chris Lumbra
Acting City Manager

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Communications Coordinator

Request for Qualifications (RFQ)

For Construction, Repairs and Maintenance Services

1.0 Introduction and Purpose

The City of Montpelier, Vermont (hereinafter "the City") is seeking qualified and experienced contractors to be considered for its pre-qualified list for various construction, repair, and maintenance projects. The purpose of this RFQ is to solicit statements of qualifications from interested firms and individuals to establish a pool of trusted contractors who can be called upon for future work on an as-needed basis.

This RFQ does not constitute an agreement or a commitment to enter into a contract. The City reserves the right to select one or more contractors, or none at all, based on the submissions received and the City's needs.

2.0 Scope of Work and Services

The City is seeking contractors with expertise in the following specific trades and services. A single firm may submit qualifications for one or multiple trades. Please clearly indicate which services your firm is qualified to provide.

- Building Jacking, Moving, and Elevation
- Demolition
- Excavation
- General Contracting
- Carpentry
- Roofing
- Concrete
- Flooring and Tile

- Heating, Ventilation, and Air Conditioning (HVAC)
- Plumbing
- Electrical

3.0 Submission Requirements

Interested contractors must submit a complete response that includes, but is not limited to, the following information:

3.1 Company Information

- Company Legal Name and Operating Name (if different)
- Physical Address and Mailing Address
- Primary Contact Name, Title, Phone Number, and Email Address
- Year the company was established
- List of specific trades and services for which the firm is submitting qualifications (from Section 2.0)

3.2 Licenses and Certifications

- Copies of all relevant state and local licenses, registrations, or certifications required to perform the specified work in Vermont.

3.3 Insurance

- Proof of current General Liability, Workers' Compensation, and Automobile Liability insurance coverage that meets the City of Montpelier's requirements must be provided prior to issuance of any contracts.

3.4 Experience and References

- A brief summary of your company's relevant experience, specifically highlighting projects completed within the last five (5) years that demonstrate your capabilities in the trades you have selected.
- A list of at least three (3) professional references from projects of a similar scope. For each reference, include the name, title, organization, phone number, and a brief description of the work performed.

3.5 Statement of Qualifications accruing

A brief narrative describing your firm's qualifications, including key personnel, equipment, and any other information you believe is relevant to demonstrate your ability to successfully perform the requested services.

3.6 Cost and Pricing Information

- **Hourly Rate for Personnel:** Provide a list of hourly rates for key personnel roles (e.g., journeyman, apprentice, project manager).

- **Unit Pricing:** Provide a schedule of unit prices for common tasks or materials (e.g., per square foot for roofing, per linear foot for trenching).
- **Material Mark-up:** State the percentage mark-up applied to materials.
- **Equipment Rental:** Describe the basis for equipment rental charges.
- **Basis for Lump Sum Pricing:** Explain the methodology or basis used to develop a lump sum price for a project.
- **Other Pertinent Costs:** Outline any other relevant costs, such as travel, permits, or disposal fees.

4.0 Evaluation and Selection Process

Submissions will be evaluated based on the criteria listed in Section 3.0, including but not limited to:

- Experience and past performance
- Qualifications and licenses
- Completeness of the submission
- Quality of references
- Financial stability and insurance coverage

The City reserves the right to request additional information or conduct interviews with selected firms before making a final determination.

5.0 Submission Deadline and Contact Information

All qualifications must be received by the City of Montpelier no later than **3/4/2026 at 4:30PM EST**. Submissions should be emailed to the contact person listed below.

- **Contact Name:** Chris Lumbra
- **Title:** Sustainability and Facilities Coordinator
- **Email:** clumbra@montpelier-vt.org

Please submit all documents as a single PDF file, if possible. Late submissions will not be considered.

6.0 General Conditions

- This RFQ is not an offer to contract. The City is not responsible for any costs incurred by firms in preparing and submitting responses to this RFQ.
- The City reserves the right to reject any or all submissions, to waive any informalities in the process, and to negotiate with any qualified firm.
 - The City of Montpelier is an Equal Opportunity Employer.