



Request for Proposals Site Improvements and Building Demolition

April 28, 2025

Project Background

Marble Valley Regional Transit District (MVRTD), in partnership with the Vermont Agency of Transportation (VTrans) has received funding from the Federal Transit Administration (FTA), for the demolition of their vacant Administrative Office Building in Rutland, Vermont.

The purpose of the RFP is to solicit proposals from qualified Contractors interested in providing MVRTD with complete demolition services for the removal of their vacant administrative office building located at 158 Spruce Street, Rutland VT, including site restoration and site improvements. The building is approximately a 7,000 SF, two story building.

MVRTD has retained Jay Labare of APEX Consulting as their owner project manager (OPM).

Preliminary Project Timeline

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|------------------------------|--------------------------------------|
| Issue RFP | April 28, 2025 |
| Mandatory site visit | May 8, 2025, at 10:00 AM |
| Last day for questions | May 9, 2025, at 2:00 PM |
| Proposals due | May 16, 2025, at 10:00 AM |
| Select Demolition Contractor | May 23, 2025 |
| Issue Notice to Proceed | May 30, 2025 |
| Project Duration | May 30, 2025, through July 11, 2025. |

Demolition and Site Improvement Scope of Services and Deliverables

1. Provide all labor, material, and equipment to complete the work indicated per the project drawings, specifications and this ITB including but not limited to the following.
2. Provide on-site supervision by a qualified individual anytime contract work is performed on site.
3. Contractor will provide and maintain temporary toilet facilities, drinking water, temporary secure storage, and trash & recycling services.
4. Provide daily clean-up of the site.
5. Provide safe and secure separation of the work area from the public.
6. Contractor to isolate construction activities from occupied areas including dust control procedures and traffic control for the work as necessary.
7. Contractor is responsible for contacting the city of Rutland and GMP to coordinate utility disconnections.

8. Contractor to repair all disturbed existing conditions including lawns, landscaping, and roadways and curbs.
9. Coordinate compliance, reporting and documentation such Davis-Bacon and prevailing wage rates.

Insurance

Provide evidence of reasonable and sufficient insurance (in amount of coverage, size of deductible, and strength of insurer) covering:

1. Commercial General Liability insurance (for loss to persons and property) in an amount of at least \$1,000,000 per event and \$2,000,000 aggregate.
2. Professional Liability insurance (errors and omissions) in an amount of at least \$1,000,000.
3. Workers Compensation insurance to meet State of Vermont requirements.
4. A 100% performance and payment bond will be required.
5. Other insurance as may be reasonable and customary for this project.

MVRTD must be listed as the named insured on the certificate of insurance (COI), together with the effective date.

Licensing

Supply evidence of all licenses, permits, and certificates required by or possessed under applicable law for the contractor to provide the goods and/or services and conduct business as currently conducted and to be conducted during the term of the contract. If the Vendor is not a Vermont entity, it must show evidence that it is qualified to do business within the state.

Experience Desired

The contractor should have demonstrated expertise in the work described in the above Scope of Work. Experience should be articulated clearly but succinctly in the proposal.

Fee Proposal

Include a list of hourly billing rates including names and titles of ALL personnel and equipment to be used by the firm and billed to MVRTD during this project. Include time, materials, travel, and other expenses, which may be associated with the duties and obligations to complete the work.

Travel time will not be reimbursed. Maintenance of equipment, overhead, insurance, etc. must be included in hourly rates.

Proposals must be valid for a minimum of forty-five (45) days from the date of submittal.

Questions

All questions related to this RFP will be addressed to Jay Labare at, jlabare@apexconsulting-llc.com, The deadline for receipt of questions is noted in the Preliminary Project Timeline above. Verbal information provided by any member of the project team or staff of MVRTD shall not be considered binding.

Deadline for Submitting Proposals

Proposals must be clearly marked “MVRTD Administrative Office – Demolition of Old Administration Building” and emailed to Jay Labare at, jlabare@apexconsulting-llc.com by 4:00 p.m. local time May 8, 2025.

Ownership of Reports and Documents

MVRTD shall retain ownership of all paper and electronic reports, estimates, surveys, maps, drawings, and any other documents produced as part of this work. Any future use by MVRTD of these documents shall be unrestricted.

Payment

MVRTD will reimburse the contractor for completed work within 30 days after acceptance of work.

Contract Term

The initial assignment shall be from date of award until acceptance of the completed work. Additional assignments, if any, shall be issued as separate written task orders.

Non-Exclusivity

MVRTD may retain other firms or associated businesses at its sole discretion at any time during the term of this agreement.

Form of Contract

MVRTD intends for this request for proposals and the contractor’s proposal to serve as the contract in conjunction with the General and Special Contract Provisions attached. MVRTD does not intend to prepare a separate contract document. If a contract is awarded under this RFP, the selected contractor will be required to adhere to the attached General Contract Provisions and Special Contract Provisions. Any proposed exceptions to MVRTD’s General and Special Contract provisions shall be explicitly noted by the contractor and delineated as “Exceptions to MVRTD’s requirements.” Any proposed changes or elimination of language in this RFP shall be returned with the contractor’s proposal.

Miscellaneous Terms

1. MVRTD reserves the right to withdraw this RFP, to waive minor irregularities in proposals, to accept or reject any or all proposals, and/or to advertise for new proposals if it is in the best interest of MVRTD to do so, and to award a contract as deemed to be in the best interest of MVRTD.
2. All proposals submitted in response to this RFP will become the property of MVRTD. MVRTD has the right to disclose any information contained in the proposals after an award has been made.
3. MVRTD reserves the right to request additional information or interviews from all firms submitting proposals.

Proposal Contents

1. Exceptions: Disclose all exceptions to the MVRTD terms and provisions.
2. Registration and licensing with the Vermont Secretary of State:
3. Clear statement of approach to the project.
4. Hourly rate sheet for labor and equipment.
5. Pricing for alternates as indicated on the drawings.
6. Provide two references for projects of similar scope.
7. Indicate a designated person of contact for all communications related to this RFP.
8. The following documents must be signed and attached to the proposal.
 - a. MVRTD General Contract Provisions
 - Attachment A *Affidavit of Non-Collusion*
 - Attachment B *Firm Information for MVRTD*
 - b. MVRTD Special Contract Provisions.
 - Attachment #1 *Lobbying Certification*
 - Attachment #2 *Debarment*
 - Attachment #3 *Addenda received*

Selection Criteria

MVRTD reserves the right to reject all proposals received because of this RFP. If a proposal is selected, it will be the most advantageous and best value to the district. MVRTD intends to award a contract to the firm that is deemed to best meet MVRTD's project needs and will not award a contract based solely on the lowest price proposal.

Attachments to the RFP listed below may be accessed at the following link-[Bidding Documents](#)

MVRTD General Contract Provisions

- **Attachment A** *Affidavit of Non-Collusion*
- **Attachment B** *Firm Information for MVRTD Bidders List*

MVRTD Special Contract Provisions

- **Attachment #1** *Lobbying Certification*
- **Attachment #2** *Debarment*
- **Attachment #3** *Addenda received*

Project Plans-Marble Valley Transit District Site Improvements, Dated April 15, 2025, Prepared by Otter Creek Engineering.

Project Specifications-MVRTD Site Improvement Specifications, Dated 2025, Prepared by Otter Creek Engineering.

Asbestos Inspection and TCLP Testing Report, Dated February 20, 2025, Prepared by KAS.

Soil Management Plan, Dated April 14, 2025, Prepared BY KAS.