

REQUEST FOR PROPOSALS

Starksboro Food Shelf Energy Retrofit

Issued by: Town of Starksboro, Vermont 3056 Route 116 North, Starksboro, VT 05487

Date Issued: October 1, 2025

Proposals Due: November 21, 2025

Contacts: Amanda Vincent - Town Administrator - amanda@starksborovt.org
Richard Faesy - Energy Committee - rfaesy@energyfuturesgroup.com

1. Overview

The Town of Starksboro is seeking proposals from qualified contractors to complete air-sealing, insulation, and mechanical ventilation upgrades at the Starksboro Food Shelf located at 3056 Route 116 North, Starksboro, VT 05487. This project is being funded through the Municipal Energy Resilience Program (MERP) and aims to improve energy efficiency and indoor air quality. Preference will be given to firms currently listed in the Efficiency Vermont Efficiency Excellence Network (EEN) and those with demonstrated experience with MERP or similar municipal energy retrofit projects. Project must meet current Vermont Commercial Building Energy Standards (CBES).

2. Scope of Work

The selected contractor will be responsible for completing the following work:

A. Permitting

Secure all necessary local and state permits to conduct the proposed work.

B. Air Leakage Testing and Reduction

- a. Conduct blower door tests before and after the project.
- b. Design and implement air sealing measures to reduce CFM75 air leakage by at least 10% to qualify for Efficiency Vermont rebates.

C. Attic Air-Sealing and Insulation

- a. New Attic Hatch:
 - a. Design and build custom fit hatch, with EPDM weather-stripping;
 - b. Include 6" of foil faced polyisocyanurate foam board insulation;
 - c. Use 3/4" plywood and sheetrock for strength and weight so that the hatch presses down on the weather-stripping when closed;
 - d. Use wide foil tape to cover and protect the edges of the insulation;
 - e. glue the rigid foam insulation to the plywood so it remains affixed to the hatch indefinitely;
 - f. Caulk the ceiling trim to the sheetrock around the edges;
 - g. Install a 16" tall, 4-sided end dam of 3/4" plywood or a similar material to keep the cellulose insulation from covering the hatch.

- b. New Attic Insulation:
 - a. Remove all fiberglass insulation to expose the top of the sheetrock ceiling;
 - b. Apply at least 1.5" of closed cell spray foam over the entirety of the attic floor;
 - c. Blow in new cellulose insulation, OR reinstall of the fiberglass that was removed, OR install a comparable solution so that the total R-value of the spray foam and cellulose/fiberglass is at least R-49 after future settling.

D. Mechanical Ventilation

- a. Protect all fixtures and surfaces during work.
- b. Remove existing bath fan.
- c. Install ENERGY STAR-rated Panasonic Whisper Green Select bath fan (or comparable) with integrated light.
- d. Install rigid, pitched ducting to gable end.
- e. Install SmartExhaust (or similar) programmable control, programmed to ASHRAE standards.
- f. Complete all associated electrical work.

E. Clean-up and Disposal

- a. Upon completion of the construction phase of the project, the food shelf must be left by the bidding firm in a clean condition which supports the near-term resumption of normal business operations at the site;
- b. All waste materials generated from this project must be disposed of by the bidding firm in a responsible manner that is in accordance with state and federal laws and regulations.

3. Proposal Requirements

Please include the following elements within your proposal:

- A. Statement of Interest: Describe your motivation and interest in this project.
- B. Work Schedule: Proposed timeline including project phases.
- C. Budget: Draft budget itemizing proposed costs.
- D. Qualifications Statement: Highlight relevant experience, familiarity with MERP and Efficiency Vermont standards, involvement with Efficiency Excellence Network (EEN) and successful completion of similar municipal or energy retrofit projects.

4. Proposal Evaluation Criteria (Total: 20 Points)

Criteria	Points
Statement of Interest	0–3
Work Schedule	0–4
Budget	0–7
Statement of Qualifications	0–6

5. Proposed Schedule (Subject to Change)

Milestone	Date
RFP Distribution	October 1, 2025
Questions Due	October 17, 2025
Answers Posted	October 24, 2025
Proposals Due	November 21, 2025
Bid Selection	December 2, 2025

6. Submission Instructions

Submit questions and proposals electronically to:

Amanda Vincent: amanda@starksborovt.org

Richard Faesy: rfaesy@energyfuturesgroup.com

7. Bid Selection and Contracting

Proposals will be reviewed by the Starksboro Energy Committee and the Addison County Regional Planning Commission (ACRPC) Energy Planner.

The Town intends to enter into negotiations with the top-ranked bidder; however, if an agreement cannot be reached, negotiations may proceed with the next highest-scoring proposal.

The Town of Starksboro reserves the right to reject any or all proposals, to waive any irregularities or informalities, and to not award a contract if deemed in the Town's best interest.