

Date Issued: June 8, 2026

Due Date: July 2, 2026

Request for Proposals

Town of Cabot- Wastewater Treatment Facility and Willey Building
Building Envelope and Efficiency Upgrades
Municipal Energy Resilience Program

I. Project Overview

The Town of Cabot has received funding through the Municipal Energy Resilience Program (MERP), administered by the State of Vermont Department of Buildings and General Services (BGS), to implement energy efficiency and resilience improvements at the following locations:

- **Wastewater Treatment Facility** 153 Sawmill Road, Cabot 05647
- **Willey Building** 3084 Main Street, Cabot 05647
- **Additionally, the town would like to consider unawarded measures identified in the MERP Assessment Phase at the Town Garage** 2691 South Walden Road, Cabot 05647*.

This work is defined in the Scope of Work below- all necessary permits must be obtained in cooperation with the municipality. The winning bidder will be responsible for coordinating with the Vermont Department of Historic Preservation before work is commenced, once detailed plans and exact equipment have been identified, to ensure compliance with historic preservation rules (project has been preliminarily approved, winning bidder may ask for support from Central VT Regional Planning Commission on this item). Before submitting a proposal, bidders shall examine the town scope documents and fully inform themselves as to all existing conditions. Site visits will be held on June 22, 2026 at 1:00 pm at 3084 Main Street, Cabot and at 2:30 pm at 153 Sawmill Road, Cabot. Energy audits conducted via an earlier phase of this funding program are available for the buildings; the town expects that the winning bidder will independently evaluate and verify that the measures are correctly sized for future needs and result in energy savings (use and annual expenditures). Evaluation and any changes to the SOW, made in consultation with the Town, must be complete by July 31, 2026 with construction and installation commencing no later than August 3rd, 2026; projects should be complete by December 15th, 2026.

II. Scope of Work

The selected contractor shall provide all labor, materials, and equipment necessary to perform all tasks. Please refer to the scope of work and the supporting energy audit documents which can be found at the following links:

<https://cabotvt.us/wp-content/uploads/2026/06/Energy-Audit-Town-Garage.pdf>

<https://cabotvt.us/wp-content/uploads/2026/06/Energy-Audit-Willey-Building.pdf>

<https://cabotvt.us/wp-content/uploads/2026/06/Energy-Audit-Wastewater-Building.pdf>

The Scope of Work shall include the following measures consistent with relevant measures in the attached Energy Audit (note, the Town will consider proposals that make alternative recommendations within a measure if a similar outcome and cost are proposed):

General

The Town of Cabot is seeking Building Enclosure Commissioning services with accelerated pre-design and design phase based on existing program energy assessments and identified measures, to focus on construction phase and post-construction phase services. This includes:

- Assistance with reviewing awarded measures and developing any necessary design components to implement measures- this could include proposing new measures within the scope of the Municipal Energy Resilience Program;
- Implementation/Construction of Measures
- Provide all documentation and assist the Town with any records required for BGS
 - *amendments to The Town of Cabot's MERP award must be approved by BGS before alternative work can be approved by the Town.
- Verification and Reporting: upon completion of work, contractor shall perform the following tests and issue a report to the Selectboard and/or Town Treasurer (treasurer@cabotvt.us) and Central Vermont Regional Planning Commission (lash@cvregion.com):
 1. Building Pressure Test Results (Blower door pressure test (CFM50 rating)) and comparison with initial assessment result to verify improvement
 2. Thermal Imaging
 - a. Print and Adobe PDF files for all areas identified for thermal improvements
 3. Best Practice and Training for staff/leadership

All assumptions should be noted in the written report in terms of settings, use behavior, etc.

Awarded Measures by Building:

Willey Building- 3084 Main Street, Cabot 05647

- **Attic insulation:** add R-21 fiberglass batt or recommended alternative to the attic space. Confirm roof is in good condition and is leak-free prior to insulation work. Larger openings, such as chases, shall be sealed with rigid foam board or sheet metal. Before insulation is installed, dams should be built around access hatches, chimney flues, and open ventilation shafts. Blocking should be installed around soffit vents to ensure adequate air flow while preventing 'wind washing' through the insulation near the eaves. (evaluated measure 6.1 in Energy Report page 28, existing insulation from 2011 described page 15), photos on pages 43, 44, 45, and 49),
- **Improve air sealing:** recommended areas of focus include penetrations and transitions between the attic and top floor units, as well as penetrations through exterior walls. Electrical outlets on exterior walls should be sealed with foam gaskets. Attic hatches should be sealed with weather stripping and insulated with rigid foam. Exterior door weather stripping should be replaced as needed. (evaluated measure 6.1 in Energy Audit Report page 28). Conduct Blower's Door Test with improvement of at least 10%.
- Evaluate additional opportunities to reduce infiltration and improve envelope performance, especially in the lister's office.*(preference would be for a measure to be proposed in bid proposal post site visit).

- **Install and program digital programmable thermostats** to control the heating system and cooling system (evaluated measure 6.2 in Energy Audit Report, page 29). Provide recommendations for a zoned heating system.

Wastewater Treatment Facility- 153 Sawmill Road, Cabot 05647

- **Air Sealing:** recommended measures in assessment include the following to reduce air leakage by an estimated 8+%: penetrations and transitions between the attic and top floor units, as well as penetrations through exterior walls. Weather stripping for all windows and doors. Electrical outlets on exterior walls should be sealed with foam gaskets. Attic hatches should be sealed with weather stripping and insulated with rigid foam. Exterior door weather stripping should be replaced as needed. (Page 27)
- **Add Loose Fill Roof Insulation:** remove existing batt insulation and add R-49 blown-in insulation to the attic space. Contractor should confirm that the roof is in good condition and is leak-free prior to insulation work. Larger openings, such as chases, shall be sealed with rigid foam board or sheet metal. Before insulation is installed, dams should be built around access hatches, chimney flues, and open ventilation shafts. Blocking should be installed around soffit vents to ensure adequate air flow while preventing ‘wind washing’ through the insulation near the eaves. (page 27).
- **Replace Siding for foam board installation (exterior walls):** remove and dispose of existing siding, and install foam board insulation (or recommended alternative) with “purlins” (nailers) to exterior walls; replace siding (contractor should work with town to select an option which balances upfront costs with longevity).
- **Low-cost Internal Storm Window Inserts:** Nova recommended replacing existing original windows and glass doors with new, high-efficiency ENERGY STAR® certified units. Select window and glass door units that are appropriate for this climate zone in order to optimize heating and cooling savings. Air seal the rough opening around each unit with low-expanding foam. Flash each unit appropriately to prevent water damage. (page 28)
- **Evaluate doors and other potential measure options that would reduce filtration significantly and work with town to implement.**

Unawarded potential measures:

Town Garage- 2691 South Walden Road, Cabot 05647

- **Improve Air Sealing:** reduce air leakage by an estimated .03 ACHn. Recommended areas of focus include the exhaust fan so it is no longer frozen open. Electrical outlets on exterior walls should be sealed with foam gaskets. Weather strips on exterior doors should be replaced where needed, gaps between the premade metal sheets should be sealed and weather-stripping on the windows (Evaluated measure 6.1 page 28).
- **Ventilation:** Inspect exhaust and supply fan system, based on evaluation and consultation with town address updates and energy recovery.

III. Proposal Requirements

All responses to the RFP shall include the following information:

1. **Cover Letter** – A letter of interest and a summary of qualifications, recommended approaches, processes, and deliverables for the project.

2. Scope of Work – A detailed scope of work that aligns with the Scope of Work section and schedule provided above, broken down by task. Describe the approach to the project and proposed methodology including:

1. A detailed scope of work with associated list of tasks broken down by sub-task and team member,
2. A description of the proposed deliverables

3. Proposed Schedule – Provide a schedule that includes completion of work tasks and deliverables, including key meetings, and complies with the timeframe provided above.

4. Project Budget – Provide a detailed budget broken down by task and team member. This should include a cost per measure identified in the SOW, as well as soft costs for the overall project. Note soft costs may not exceed 10% of the overall award. The Town of Cabot was awarded funds for the implementation of this SOW through the Municipal Energy Resilience Program. The Town has implemented measures associated with fuel switching, lighting, and accessibility already and is working on complementary solar; a detailed budget by measure will be most helpful to expedite bid selection and contract award for these remaining measures.

5. Qualifications and Staffing – Provide a qualifications profile for the lead service provider and sub-contractors (if applicable), including indication of the lead, and the role of each team member. Also provide detailed information on each member, including contact information, the name of the firm, year established, and a description of relevant experience with MERP or similar state-funded energy programs for each firm. Please include whether or not each is part of the Efficiency Excellence Network via Efficiency Vermont ([Efficiency Excellence Network, Efficiency Vermont](#)), a BPI—accredited air sealing contractor, and other applicable qualifications.

6. References – A minimum of three professional references for whom a similar project has been completed in the last ten years. The reference information will include the name of the company or individual, mailing address, email and phone number.

7. Insurance - Certificate of insurance must be provided with bid satisfying the minimum coverage required by the [Vermont State Insurance Specification](#).

All information submitted becomes property of the Town of Cabot upon submission. The Town reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to the RFP or withdraw the RFP. Once submitted, the contractor (including specific staff assigned to the project) may not be changed without written notice to and consent of the Town. The cost of preparing, submitting, and presenting a proposal is the sole expense of the consultant. The Town reserves the right to reject all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities, or to cancel the RFP in part or in its entirety if it is in the best interest of the Town. This solicitation of proposals in no way obliges the Town to award a contract.

IV. Submission Instructions:

1. Submissions are due by July 2, 2026 at 5:00PM

Please submit all proposals and any related information to:

Town of Cabot
3084 Main Street

PO Box 36

Cabot, VT 05647

Or via email to: treasurer@cabotvt.us

Attach bid as a PDF file with the subject: Cabot MERP Project

All submittals must be received by **5:00 PM on July 2, 2026**

2. Questions – any questions from bidders will be submitted in writing and answers will be sent to all bidders no later than **5:00 PM on June 29, 2026**.

All questions must be submitted before 5:00 PM on June 25, 2026. We recommend attendance at the site visit on June 22, 2026 at 1:00 pm at 3084 Main Street, Cabot and at 2:30 pm at 153 Sawmill Road, Cabot.

3. **For further information, proposal inquiries, or to schedule a site visit:** Refer to the sole point of contact for the Town, Treasurer Amy Monahan, treasurer@cabotvt.us

V. Consultant Selection

Evaluations will be based on the following criteria:

- The qualifications of the firm and the personnel expected to work on the project.
- The experience that key staff members have working on similar projects.
- The clarity of the proposal and the extent to which it addresses the requirements of the RFP.
- The firm's ability to do the work within the specified timeframe.
- Quality of the materials and services specific in the bid or proposal.
- The estimated total cost of the project.
- Vendor's availability to provide future service, maintenance, and support.
- Nature and size of vendor.
- Any other factors that the Selectboard determines are relevant and appropriate in connection with a given project or service

Prior to selection, the Cabot Selectboard or its designate may elect to interview one or more of the firms that submit a proposal. The Board also reserves the right to seek clarification of any proposal submitted and to select the consultant whose proposal is considered to best serve the Town's interests. The Town of Cabot has the right, at its sole discretion, to cancel, in part or in its entirety, this RFP; to reject any and all proposals, wholly or in part; to waive any informalities or any irregularities therein; to accept any proposal even though it may not be the lowest; to call for additional proposals; to negotiate with any qualified source; and to make an award which, in its sole and absolute judgment, will best serve the municipality's interest. This solicitation in no way obligates the Town to award a contract. If a contract is awarded, the Town reserves the right to investigate the financial condition of consultants to determine their ability to assure service throughout the term of the contract. The selection committee will consist of 1 or more representatives from the Selectboard, H2O Innovation, Town Staff, and CVRPC.