

**Request for Bids (April 30, 2025 Deadline) : Request for Proposals for Improvements and Repairs to the Trailhead Welcome Center - Town of Johnson, VT**

The Town of Johnson, Vermont, is seeking qualified applicants for improvements and repairs to its Welcome Center at the Lamoille Valley Rail Trail.

**NATURE OF SERVICES REQUIRED:**

1. Remove existing wood wainscoting
2. Replace 1. With aluminum corrugated roofing
3. Paint 2. Above. Colors to be decided by the Town of Johnson.
4. Enclose the existing west 5'x7' opening with a new wood door. Door opening should be framed in for a 3' unit door, hinged with lock hasp.
5. Board over the interior surface of the long wall at the picnic tables. Use 1x8 tongue and groove pine boards, vertical.
6. Board and insulate the interior of the concession space, walls and ceiling.
7. Replace the existing concession area door with a more secure one.
8. Provide mortise locks for both doors, keyed alike.

Applicants are encouraged to look at the building before submitting a proposal:

Ted Alexander Welcome Center -Lamoille Valley Rail Trail-Lendway Lane in Johnson, VT

The date and time for open-door inspection and in-person questions will be determined based on applicant interest and availability of Town representatives.

**APPLICATION REQUIREMENTS:** Interested parties shall submit applications to demonstrate their qualifications, competence and capacity to perform the work.

The application shall provide the necessary information in the following sequence:

- Cost Estimate
- Background: A brief resume of professional experience.
- Proof of insurance.
- References for similar engagements with other government entities. Describe up to five of the most significant jobs performed in the last five years that are similar to the work described in this opportunity. Describe the scope of the work and provide the name, telephone number and any online contact information for the client contact.

**EVALUATION CRITERIA:** The final selection of a contractor will be based on criteria including technical qualifications, efficient use of available funds, and proposed work schedule. During the evaluation process, the Town reserves the right, where it may serve in the Town's best interest, to request additional information or clarification from applicants. At the discretion of the Town, applicants may be requested to make oral presentations as part of the evaluation process.

There is no expressed or implied obligation on the part of the Town of Johnson to reimburse responding applicants for any expenses incurred in preparing or presenting applications in response to this request. The Town of Johnson reserves the right to retain all of the applications and to use any ideas in an application regardless of whether the application is selected. Submission of an application indicates acceptance by the applicant of the conditions contained in this document, unless clearly stated to the contrary and specifically noted in the application submitted and confirmed in the contract between the municipality and the selected applicant. The Town of Johnson reserves the right to accept or reject any candidate, at their sole discretion, and to award a contract based solely on their determination of the best application considering all circumstances. Further detail about The Town of Johnson's procurement policy and rights reserved by the Selectboard can be found on the [Town's website](#).

**SUBMISSION:** Candidates must submit all required documentation by **April 30, 2025** (see APPLICATION REQUIREMENTS) to:

Town of Johnson Administrator, PO Box 383, Johnson, VT 05656

Or to: [tojadministrator@townofjohnson.com](mailto:tojadministrator@townofjohnson.com)

**QUESTIONS REGARDING THE RFP:** Please direct all questions regarding this opportunity to: Randall Szott, Community and Economic Development Specialist for the Town of Johnson: [ceds@townofjohnson.com](mailto:ceds@townofjohnson.com).