



City of Barre, Vermont

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Community Development Block Grant – Disaster Recovery (CDBG-DR) Staff Augmentation and Project & Grant Administration Services

Monday, July 6, 2026

Bids Due Date	Monday, August 3, 2026
Contact Person	Janet Shatney, Director of Planning, Permitting, Assessing, Zoning Administrator, Floodplain Administrator (802) 476-0245 ppadirector@barrecity.org

Project Purpose and Description

The City of Barre, Vermont is soliciting proposals from interested and qualified Respondents to provide Community Development Block Grant – Disaster Recovery (CDBG-DR) staff augmentation and project and grant administration services. Qualified contractors are invited to submit proposals for the success of the grants, including but not limited to Davis-Bacon administration, Build America Buy America, and other federal regulation requirements, as specified in the executed grant agreements, see attached forms to be executed as part of any contract. The selected applicant will be responsible for providing comprehensive assistance to support various tasks related to compliance reporting, federal and state grant administration, contract management, environmental services, overseeing critical infrastructure, public facilities, planning, and housing development.

The City of Barre has been awarded three CDBG-DR grant awards as follows, two of which are subject to the services sought under this RFP:

- **Prospect Heights Housing Development Project - \$5,434,242.** This project is also funded by a grant award from Northern Border Regional Commission (NBRC) and a State of Vermont capital bill appropriation.
- **Harrington Avenue Debris Rack Redesign - \$856,428.**

Both submitted grant applications are included as appendices to this RFP and Bidders are expected to review and be familiar with these projects.

Bid materials and forms may be accessed on the City's website under this project in the Bids & Proposals section (www.barrecity.org/rfp).

All questions are to be submitted via email to ppadirector@barrecity.org on or before 4:59pm on Monday, July 13. All questions will be answered by Friday, July 17, 2026. Any questions received and answers provided will be posted on the City's website under this project in the Bids & Proposals section.

PLEASE NOTE: Funding for this project comes from federal grant sources. A contract for the successful bidder will be forthcoming after federal and state environmental reviews are completed as required by the grant. Estimated to be by October 2026.

Scope of Work:

1. Responsibility of the Project Manager:

Project Manager shall perform the following required services.

- a. Oversee compliance with federal grant labor standards (including ensuring adherence to the Davis-Bacon Wage rates) and maintaining all related documentation as applicable;

- b. Assistance with securing all required permits, as applicable;
 - c. Oversee all procurement processes to ensure compliance with applicable procurement standards,
 - d. Manage all contracts for the construction of the project;
 - e. Oversee the construction process;
 - f. Prepare financial drawdown requests to state and federal sources.
 - g. Arrange for and coordinate any necessary legal services with the City's attorney or counsel approved by the City.
2. Project Manager agrees to indemnify and hold the City of Barre harmless from and against any loss, liability, claim, demand or suit caused by, due to, or arising out of its performance of this Contract, or any omission of Project Manager or any of its agents, officers or employees.
 3. No subcontract may be awarded by Project Manager, the purpose of which is to fulfill in whole or in part, the services required of Project Manager under this contract, without prior written approval by the City of Barre.

Responsibility of the City of Barre:

1. The City of Barre will bring to this partnership a willingness to work with residents to achieve the purpose of the Grant and this Contract and shall provide technical assistance as needed.
2. The City of Barre shall assume responsibility for assisting the Program Manager for the purpose of efficiency, but nothing herein shall be construed as relieving the Program Manager of its responsibility to provide the services described in this Contract.

1. Compliance Reporting

The respondent is required to assist the City in preparing and submitting all necessary compliance reports as per the guidelines provided by State and Federal agencies. This includes documenting project progress, tracking expenses, monitoring program outcomes, and ensuring compliance with all applicable regulations and standards. The applicant should demonstrate knowledge and clear understanding of regulations of this program.

2. Response to Requests for Information (RFIs)

The respondent must possess the expertise to review and respond to RFIs from oversight agencies in a timely manner. The responses should be comprehensive and accurate, addressing all requested information while showcasing the City's commitment to transparency and accountability.

3. Contract Management

The selected respondent will be responsible for managing contracts related to the CDBG-DR program. This includes coordinating with contractors, ensuring compliance with contract terms and conditions, monitoring project progress, reviewing deliverables, and resolving any contractual disputes or issues that may arise.

4. Critical Infrastructure Tasks

The respondent should have experience and expertise in managing critical infrastructure projects such as roads, utilities, and other public facilities. They will be expected to assist the City and their consultant firms, as applicable, in planning, designing, and overseeing the implementation of such projects, ensuring adherence to relevant standards, codes, and regulations.

5. Sub-Grantee Management if applicable.

The respondent will be responsible for managing any applicable sub-grantees who receive funding from the City of Barre CDBG-DR program, if applicable. This includes conducting sub-grantee capacity assessments, providing technical assistance, monitoring sub-grantee performance, assessing compliance with regulations, and evaluating outcomes and impacts.

6. Planning and Implementation Oversight

The respondent will support the city and its contractors, with planning and implementing the Prospect Heights housing development project aimed at meeting the community's needs. This includes overseeing of construction of infrastructure (roads, water and wastewater utilities, electric, broadband, sidewalks, lighting)

currently being designed by VHB in collaboration with the selected housing developer, DEW, as well as overseeing the construction and tenancy of 42 housing units by December 31, 2030. As well as overseeing the floodplain reconnection project at Harrington Avenue and the reconstruction of trash racks on Harrington Avenue site. This includes ensuring compliance with all applicable State and Federal regulations governing this funding and work, and facilitating community involvement in the decision-making process as needed.

7. Availability:

The respondent is not required to have physical presence within the City of Barre but must demonstrate the ability to make trips and be accessible to the City as needed to ensure success of the grant. The respondent must possess the necessary equipment and technology to perform the required tasks, including computers, software, and communication tools.

The selected respondent must adhere to the following specifications and relevant standards:

A. All compliance reports must be prepared and submitted in accordance with the requirements of the State and Federal agencies overseeing the grants.

B. The respondent will be responsible for compliance with the specific guidelines provided by each funding opportunity and adhere to all applicable Federal and State regulations.

C. Responses to RFIs must be comprehensive, accurate, and submitted within the specified timeframes.

D. Contract management procedures must align with best practices and industry standards, ensuring proper documentation, communication, and dispute resolution.

E. Critical infrastructure projects must comply with relevant standards and codes, including but not limited to building codes, environmental regulations, and accessibility guidelines and state and federal regulations.

F. The respondent must certify they and any subcontractors comply with all required affirmative action-Equal Opportunity laws and policies and other Federal regulations tied to the CDBG-DR and NBRC programs.

G. Housing development projects must comply with fair housing regulations, environmental regulations, and local planning and zoning ordinances.

The City of Barre expects the selected respondent to demonstrate a high level of professionalism, attention to detail, and expertise in supporting the CDBG-DR and NBRC programs. The successful respondent will have a proven track record of successfully managing similar projects and will be able to provide references to substantiate their capabilities.

Interviews

The City of Barre reserves the right to conduct interviews as part of its evaluation process.

Bid Submission

Bids will be received by the City of Barre until 4:59 pm Monday, August 3, 2026. Bids shall be plainly marked as **CDBG-DR Project Administration** and must be delivered via email to ppadirector@barrecity.org

Bid Opening:

Bids will be opened for review on August 4 by 10 am by the City of Barre's Planning, Permitting & Assessing, Zoning Administrator and Flood Plain Manager, Janet Shatney

Bids shall be in the form of a written bid that includes a description of work to be performed, a schedule and budget for the service rendered. In addition, the bid shall include, if applicable, a list of any subcontractors that will be utilized and verification of insurance with specific coverage.

Bids shall be signed by an authorized agent of the contractor.

Bids shall be effective and open for acceptance for 60 days after date and time set for receipt of bids. The City of Barre may waive any informalities or minor defects and/or reject any and all proposals. Any proposal may be withdrawn prior to the above scheduled time for the opening of proposals or authorized postponement thereof. Any proposals received after the time and date specified shall not be considered. **The City reserves the right to reject any/all bids at its discretion if such action is deemed in the best interests of the municipality.**

Period of Performance: The term of the grant agreements with the City is until December 31, 2030. All infrastructure must be completed in that time frame and 42 new housing units must be built and occupied by that date. The Project Managers contract period is expected to be 24 months from the date of execution. Extensions are possible upon written agreement of the City and the Respondent.

Award of Bid

Bids will be evaluated and should address the following factors:

1. Ability to provide services listed;
2. Experience with similar work and projects;
3. Qualifications of all staff working on this contract and,
4. Total cost

In determining the "least costly, best qualified, and most responsible vendor," in addition to price, the following may be considered:

- The substantial performance of the respondent in meeting the specifications and other terms and conditions of the Solicitation;
- The ability, capacity, and skill of the respondent to perform the contract services required, and to do so promptly or within the time specified;
- The character, integrity, reputation, experience, financial resources, and performance of the respondent under previous contracts with the municipality and elsewhere;
- The quality, availability, and adaptability of the service being purchased

Respondents are required to have an active SAM.gov account and UEI registration at the time of executing this contract

It is anticipated that the contract will be awarded on or after **November 1, 2026**. Contracts over \$25,000 require prior approval by the City Council in accordance with the [City of Barre Procurement Policy](#).

The City reserves the right to accept the bid deemed to be in the best interest of the City of Barre, even if it is not the lowest bid. The City of Barre also reserves the right not to award the contract to any bidder, if not making an award is deemed to be in the best interest of the City. All bidders, successful or unsuccessful, will receive notice of the City's decision to either accept or not accept their bid within five working days after a bid has been accepted.

The selected respondent and the City of Barre agree that the provisions of this Request for Proposals are incorporated by this reference into any executed contract.

The City of Barre may at its sole discretion request at least three (3) qualified references for (i) new bidders and (ii) any projects that would trigger the threshold of Chapter 24 of Barre City Ordinances (over \$200,000), provided such references may be requested after selection and before award of the contract.

Payment Terms and Conditions:

- a. For the program management services as outlined in this Contract, Project Manager will receive a fee not to \$180,000

- b. Project Manager will submit monthly invoices to Municipality identifying the personnel and the time worked, the rate being charged, and the service(s) performed upon which payment will be based.
- c. Invoices shall be submitted at the end of each month and paid within 30 days.
- d. Project Manager shall be responsible for expenditures above and beyond the amounts agreed to in this Contract.

Assurances and Compliance. Project Manager shall comply with all sections of the Grant Agreement as they apply to this Contract. Specific compliance is required in the areas of:

- i. Conflict of Interest, Section VII(B) of Attachment D of Grant Agreement
- ii. Equal Opportunity, Section XVI of Attachment D
- iii. Retention of and Access to Records, Section XIV of Attachment D
- iv. Audits, Section XII of Attachment D

Insurance

The respondent (hereafter referred to as “contractor”) shall purchase insurance from and maintain (in a company or companies lawfully authorized to do business in Barre City) such insurance as will protect the contractor from claims which may arise out of or result from the contractor’s operations under the contract and for which the contractor may be legally liable, whether such operations be by the contractor or by a subcontractor or by anyone for whose acts any of them may be liable. The requirements for insurance shall be consistent with the requirements in Attachment I.

Coverage shall be maintained without interruption from date of commencement of the work until the date of final payment. Certificates of Insurance acceptable to the City of Barre shall be filed with the City of Barre prior to commencement of work.

Termination for cause

The City of Barre may terminate the contract if the contractor:

1. Does not proceed in an expeditious manner with adequate force to accomplish the work within the contracted time;
2. Fails to begin the work within the specified time;
3. Fails to pursue the work in a manner to ensure proper completion;
4. Pursues the work in a manner to render the completed project unsuitable to the City;
5. Discontinue work on the project;
6. Fails to make payments to subcontractors for materials or labor in accordance with the respective agreement between contractor and the subcontractors;
7. Persistently disregards directive of the City of Barre or laws, ordinances, rules, regulations, or orders of a public authority having jurisdiction; or
8. Otherwise, is guilty of substantial breach of any provision of the contract documents.

When any of the above reasons exist, if applicable, the City of Barre may without prejudice to any other rights or remedies of the City of Barre and after giving the contractor and contractors surety, seven days written notice, terminate employment of the contractor and may, subject to any prior rights of surety:

1. Accept assignment of subcontractors pursuant to the following:
 - a. Each subcontractor agreement for a portion of the work is assigned by the contractor to the City of Barre provided that assignment is effective only after termination of the contract by the City of Barre for just cause and only for those subcontract agreements which the City of Barre accepts by notifying the subcontractor in writing and assignment is subject to the prior rights of the surety, if any, obligated under bond relating to the contract.

When the City of Barre terminates the contract for one of the reasons stated above, the contractor shall not be entitled to receive payment until the work is finished. If the unpaid balance of the contract sum exceeds costs of finishing the work, including the City of Barre expenses made necessary thereby, such excess shall be paid

to the contractor. If such costs exceed the unpaid balance, the contractor shall pay the difference to the City of Barre.

Suspension for convenience

The City may, without cause, order the contractor in writing to suspend, delay or interrupt the work in whole or in part for such period as the City may determine. Only adjustments for lost days shall be made.

Indemnification

The contractor will indemnify and hold harmless the City of Barre, their agents and employees from and against all claims, damages, losses and expenses. This indemnification shall include attorney's fees arising out of, or resulting from the performance of the work, and is caused to whole, or in part, by any negligent or willful act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

The indemnification obligation shall not be limited in any way by the amount or type of damages, compensation or benefits payable by or for the contractor or any subcontractor under worker's compensation acts, disability benefit act or other employee benefit acts in any and all claims against the City of Barre or any of their agents or employees by:

- any employee of the contractor;
- any subcontractor;
- anyone directly or indirectly employed by any of them; or
- anyone for whose acts any of them may be liable.

The obligation of the contractor under this paragraph shall not extend to the liability of the City of Barre, its agents or employees arising out of preparation or approval of drawings, opinions, reports, surveys, change orders, designs, or specifications.

Appendix I

Before commencing work on this Contract, the Contractor must provide certificates of insurance to show that the following minimum coverages are in effect. Contractor agrees that it will provide and maintain at all times during the term of this Contract such insurance coverages as are indicated herein and that it will otherwise comply with the provisions that follow. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Contractor for the Contractor's operations. These are solely minimums that have been established to protect the interests of the Municipality. Such policy or policies shall apply to the extent of, but not as a limitation upon or in satisfaction of, the indemnity provisions of this Contract. The provisions of this section shall also apply to all subcontractors, other lower tier contractors, independent contractors, and sole proprietors engaged by Contractor with respect to this Contract, and Contractor shall be entirely responsible for securing the compliance of all such persons or parties with these provisions. All policies required by this Contract shall be issued by an insurer licensed to do business in the State of Vermont with a rating of A or better from a financial rating organization such as S&P or AM Best. Contractor shall not commence or perform any work under this Contract until certificates of insurance are presented to the Municipality showing the required coverages are in full force and effect with at least the required coverage limit amounts and naming the Municipality as an additional insured.

Contractor agrees to maintain at all times during the period of this Contract all of the following:

General Liability. Commercial General Liability insurance coverage providing coverage on an "occurrence" rather than on a "claims made" basis, which policy shall include, but not be limited to, coverage for bodily injury, property damage, personal injury, contractual liability (applying to this Contract), independent contractors, and products-completed operations liability (if applicable). Contractor agrees to maintain at all times during the period of this Contract a total combined general liability policy limit of at least \$2,000,000 per occurrence and \$4,000,000 aggregate, applying to liability for bodily injury, personal injury, and property damage, which total limit may be satisfied by the limit afforded under its commercial general liability policy, or equivalent policy, or by such policy in combination with the limits afforded by an umbrella or excess liability policy(ies); provided that the coverage afforded under any such policy in combination with the limits afforded by

an umbrella or excess liability policy is at least as broad as that afforded by the underlying commercial general liability policy. The policies shall name the Municipality as an additional insured.

Automobile Liability. Business automobile liability insurance covering liability for bodily injury and property damage arising out of the Municipality's ownership, use, maintenance, or operation of all owned, non-owned, and hired automobiles and other motor vehicles utilized by Contractor in connection with its performance under this Contract. Such policy shall provide total liability limits for combined bodily injury and/or property damage in the amount of at least \$2,000,000 per accident, which total limits may be satisfied by the limits afforded under such policy, or by such policy in combination with the limits afforded by an umbrella or excess liability policy(ies); provided that the coverage afforded under any such umbrella or excess liability policy(ies) shall be at least as broad with respect to such business automobile liability insurance as that afforded by the underlying policy. Unless included within the scope of Contractor's commercial general liability policy, such business automobile liability policy shall also include coverage for motor vehicle liability assumed under contract. The policies shall name the Municipality as an additional insured.

Workers' Compensation. Workers' compensation insurance in compliance with all applicable statutes including an all states or universal endorsement where applicable. Such policy shall include employer's liability coverage in an amount of no less than \$500,000. If Contractor is not required by statute to carry workers' compensation insurance, Contractor agrees: (1) to provide Municipality with evidence documenting Form 29 has been filed with the Vermont Department of Labor, which excludes Corporate officers or LLC members from the requirement of obtaining workers' compensation insurance; (2) to provide prior notice to the Municipality of any change in exemption status; and (3) to defend, hold harmless, and indemnify Municipality from and against any and all claims and losses brought by Contractor or any subcontractor or other person claiming through Contractor for workers' compensation or employers' liability benefits for damages arising out of any injury or illness resulting from performance of work under this Contract. If any such change requires Contractor to obtain workers' compensation insurance, Contractor agrees to promptly provide Municipality with evidence of such insurance coverage.

Interest of Parties: No officer, member or employee of Municipality, its designees or agents and no member of its governing body who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out this project, shall participate in any decision relating to this Contract which affects his/her personal interest or the interest of any corporation, partnership, or association, in which he/she is directly or indirectly interested, or have any personal or pecuniary interest, direct or indirect, in this Contract or the proceeds thereof.

Compliance with Local Laws: Program Manager shall comply with all applicable laws, ordinances and codes of the State of Vermont and local government.

Governing law: This Contract shall be governed by the laws of Vermont, and the legal requirements incumbent on the parties to the Contract as a result of the Municipality's use of the Grant funds.

Extent of Contract: This Contract and the attached Grant Agreement represent the entire and integrated Contract between Municipality and Program Manager and supersede all prior negotiations, representative or Agreements, written or oral, regarding the matter addressed herein.

The Project Manager shall be responsible for assuring pages 9 and 10 below are completed by DEW the selected developer of the project. .



AIA G702 CERTIFICATION

Attach this form to all AIA G702 Forms used for qualifying CDBG Funded Projects

PURPOSE: This “AIA G702 Certification Form” is used to certify that, as required by federal law, project components listed in the AIA G702 Form(s) attached meet the requirements of the Build America, Buy America Act, AKA the Buy America Program (BAP).

REQUIREMENTS BASED ON CDBG FISCAL YEAR (FY) FUNDING: BAP requirements for qualifying CDBG funded projects are phased in by the CDBG fiscal year by which the project is funded.

1. FY2023 funded projects: **All iron and steel** used in the project are produced in the United States. This means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
2. FY2024 funded projects: **All iron and steel, and all listed construction materials** used in the project are produced in the United States. This means that all manufacturing processes for the construction material occurred in the United States, and, for FY2025 funded projects forward;
3. FY2025 funded projects: **All iron and steel, all listed and not listed construction materials, and all manufactured products**, are manufactured in the United States. A manufactured product, is considered manufactured in the United States if the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation.

CERTIFICATION:

I hereby certify the materials installed/to be installed pursuant to the attached Application and Certification for Payment Document AIA G702 meet the requirements of the Build America, Buy America Act and accompanying guidance. Responsible Contractors, manufacturers, suppliers, and any other person or entity signing this certification agree to provide documentation verifying the material meets all requirements upon demand of the CDBG Grantee, Subgrantee, the State of Vermont, or the Federal Government. Signing this document does not alleviate the signer of providing evidence of such a request.

I understand that this certification is subject to the Vermont False Claims Act set forth in 32 V.S.A. § 630 et seq., and that the signer shall not discriminate or retaliate against any employees or agents for disclosing information concerning a violation of law, fraud, waste, abuse of authority or act threatening health or safety, including but not limited to allegations concerning the False Claims Act.

AIA G702 Number/Identifier (Attached): _____

Type of materials to be supplied: _____

Contract Name & Number: _____

VCDP CDBG Grant Number: _____

CDBG Fiscal Year (FY) that applies: _____

Company Name: _____

Representing (Contractor, supplier, manufacturer, etc.): _____

Phone Number: _____ Email: _____

Authorized Representative Name (Print): _____

Signature: _____



BIDDER CERTIFICATION

Attach this form to all Bids for qualifying CDBG Funded Projects

PURPOSE: This “*Bidder Certification Form*” is used to certify that, as required by federal law, materials listed in the bid(s) attached meet the requirements of the Build America, Buy America Act, AKA the Buy America Program (BAP).

REQUIREMENTS BASED ON CDBG FISCAL YEAR (FY) FUNDING: BAP requirements for qualifying CDBG funded projects are phased in by the CDBG fiscal year by which the project is funded.

1. FY2023 funded projects: **All iron and steel** used in the project are produced in the United States. This means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
2. FY2024 funded projects: **All iron and steel, and all listed construction materials** used in the project are produced in the United States. This means that all manufacturing processes for the construction material occurred in the United States, and, for FY2025 funded projects forward;
3. FY2025 funded projects: **All iron and steel, all listed and not listed construction materials, and all manufactured products**, are manufactured in the United States. A manufactured product, is considered manufactured in the United States if the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation.

CERTIFICATION:

I hereby certify the materials in the attached Bid meet the requirements of the Build America, Buy America Act and accompanying guidance. Responsible Contractors, manufacturers, suppliers, and any other person or entity signing this certification agree to provide documentation verifying the material meets all requirements upon demand of the CDBG Grantee, Subgrantee, the State of Vermont, or the Federal Government. Signing this document does not alleviate the signer of providing evidence of such a request.

I understand that this certification is subject to the Vermont False Claims Act set forth in 32 V.S.A. § 630 et seq., and that the signer shall not discriminate or retaliate against any employees or agents for disclosing information concerning a violation of law, fraud, waste, abuse of authority or act threatening health or safety, including but not limited to allegations concerning the False Claims Act.

Bid Number/Identifier (Bid to be attached): _____

Type of materials to be supplied: _____

Contract Name & Number: _____

VCDP CDBG Grant Number: _____

CDBG Fiscal Year (FY) that applies: _____

Company Name: _____

Representing (Contractor, supplier, manufacturer, etc.): _____

Phone Number: _____ Email: _____

Authorized Representative Name (Print): _____

Signature: _____