



INVITATION TO BID
BID Title: Alburgh FY27 Paving Project

Description:

Sealed Bids for **Alburgh FY27 Paving Project** shall be received and accepted until **1:00PM on April 8, 2026, local time at Town of Alburgh at 1 North Main St Suite 1 Alburgh, VT 05440**. Bids may be sent electronically to Amanda Costello at acostello@alburghvt.org, or dropped by hand or mailed to **1 North Main St Suite 1 Alburgh, VT 05440**. All questions must be submitted in writing by **Friday, March 27, 2026, by 9:00 AM**. Bids will be opened, scanned, and the results emailed back to all bidders. There will be no in-person opening of bids. Bids will be posted on the Town's website at <https://alburghvt.org/>.

Publication Date/Time:

3/18/2026 2:00 PM

Closing Date/Time:

4/8/2026 1:00 PM

Submittal Information:

Mailed or Hand Delivered bids shall be sealed bid documents and shall be marked: "Bid Documents: FY27 Paving Project".

For bids submitted electronically, they shall clearly be marked with a subject line including "Bid Documents: FY27 Paving Project".

Bid Opening Information:

None

Contact Person:

Amanda Costello
acostello@alburghvt.org
802-796-3468 ext. 2



TOWN OF ALBURGH, VERMONT

REQUEST FOR PROPOSALS – ALBURGH FY27 PAVING PROJECT

RFP for Paving Services

Issued: March 18, 2026

Due: April 8, 2026 at 1:00 PM.

I. GENERAL INFORMATION

The Town of Alburgh is requesting proposals from qualified professional contractors for the paving and resurfacing for roadway improvements. The scope of services includes field investigation, cost estimating, and construction services for paving and resurfacing. Work to be performed under this project includes asphalt milling, paving, leveling, and line striping as needed.

No pre-bid meeting is scheduled; interested contractors are encouraged to visit the road(s) listed in this RFP and become familiar with the needs of each.

II. PROJECT BACKGROUND

The Town of Alburgh is seeking bids for paving of town roads. The Town of Alburgh has been investigating ways to improve its road infrastructure and has identified roads for paving improvements in FY2027 (July 1, 2026, to June 30, 2027).

III. SCOPE OF WORK

The Scope of Work for this project include the following tasks, but is not limited to:

1. Field investigation to evaluate roads for improvements.
2. A cost estimate, by individual road, and for the entire project, to be prepared based on unit costs.
3. The preparation of bid ready construction drawings and specifications for the project, as needed.
4. Meetings: Construction kickoff meeting and construction examination.
5. Other tasks the Town deems necessary to complete the project.

Paving specifications will be required for improvements to the following road(s):

1. Lake Street Town Highway 24 – (0.42 Miles)

Street	Length (Feet)	Width (Feet)	Thickness/Depth (Inches)	Treatment	Units	From/To
Lake Street	Approx. 2300'	22'	1.5" Base 0.5" Top	Overlay	Ton	Route 2/Cleland St

Schedule: The work for this project must be completed by November 30, 2026.



IV. GENERAL PROJECT SPECIFICATIONS

1. All paving and associated work shall conform to the Vermont Agency of Transportation (VTrans) 2024 Specifications for Construction, specifically Division 400 - Surface Course and Pavement.
2. The contractor shall be responsible for traffic control. Traffic control shall comply with the MUTCD, most recent edition. The contractor shall maintain traffic flow through the work sites as deemed necessary by the Town. Unless otherwise specified Contractor shall maintain vehicular and pedestrian access to all commercial and residential properties throughout construction. Temporary closures for specific construction operations shall be coordinated with the Town and limited to during working operations, with access reestablished prior to the end of each working day.
3. For all streets to be overlaid, a butt joint shall be created at the beginning and end of the project and all paved driveways and roads, with a transition length of 20", maintaining a 1.5" overlay depth so as to maintain a smooth transition from old to new pavement. Saw cut at joint and pavement removal operations within transition zones shall be considered incidental to Overlay unit cost.
4. If they are needed, temporary stockpile and staging areas shall be identified by the Contractor in the work schedule and agreed upon by the Town prior to the start of work. Contractor shall be responsible for restoring stockpile and staging areas to their original condition.
5. All recycled/reclaimed and milled material shall be the property of the Town unless otherwise agreed upon. Contractor shall be responsible for hauling material to a dump site in Alburgh. Contractor shall coordinate temporary stockpile of material as necessary at project site until final grading is complete. Transportation of material shall be considered incidental to milling unit cost.
6. The work schedule and traffic control plan must be approved by the Town prior to the start of work.
7. Emulsified Asphalt shall be applied to all existing asphalt surfaces where new asphalt is to be installed including surface areas of overlay and milling projects and at butt joint locations. Emulsified Asphalt shall be sprayed in a fan pattern, not a pencil pattern, to ensure full coverage. Cost for Emulsified Asphalt shall be considered incidental to respective bid items listed on the Bid Form.
8. The Town shall be responsible for the lowering and raising of sewer, water and drainage structures. Pavement shall transition at catch basins at a slope of ½" over 12" on all paved sides of basin rims.
9. If applicable, the Town is responsible for establishing horizontal and vertical control as necessary for each catch basins. Gutter line shall be held at curb line at driveways and shall maintain uniform pitch to catch basins.
10. Contractor shall field document all driveway conditions prior to beginning work. If determined as needed by the Town and Contractor, project limits shall extend 1' into the driveway aprons with a saw cut butt joint interface between new pavement and driveway
11. Contractor shall begin work by marking project limits for Town review and approval. Contractor foreperson shall verify that project lengths and quantities are in conformance with the Bid Form.



12. Contractor shall provide the name and phone number for a staff person designated as the project's contact person. This person shall be available to the Town and respond to inquiries in a reasonable time manner and shall have the authority to make all decisions on behalf of the Contractor. The Town's contact will be Rodney James, Road Foreman, 802-372-1622.
13. Any needed shim/leveling course shall be included in the total asphalt tonnage cost.
14. Contractor shall supply, install and maintain temporary reflective pavement markings at the time of paving on streets where line striping is required.
15. All pavement marking and striping shall conform to VTrans 2024 Construction Specifications for Construction, specifically Section 646 –Pavement Markings. The contractor will discuss the need for pavement markings with the Town's contact Rodney James, Road Foreman, 802-372-1622.
16. The Town will be responsible for shoulder and gravel driveway work post paving.

VI. SUBMISSIONS

The Town of Alburgh will receive proposals for The Town of Alburgh FY2027 Paving Project by electronic or mail submittal. There will be no in-person opening of bids. Proposals are due by **WEDNESDAY, April 8, 2026, at 1:00 PM**. All submittals received via email will be acknowledged by email, and a bid tab provided to all proposers after the proposals are received, via email. Late proposals will not be accepted.

Bids shall be submitted to:

Amanda Costello
Town Administrator
acostello@alburghvt.org
802-796-3468 ext. 2
802-330-7642

An acknowledgement email will be sent to all contractors submitting a proposal. Questions about the project should be submitted in writing and directed to Amanda Costello at the above email address. All questions must be submitted in writing by **Friday, March 27, 2026, by 9:00 AM**. A response to questions will be provided as an Addendum and will be found on the Town's website. All proposals must acknowledge the receipt of any addenda issued for this project.

All bids upon submission become the property of the Town of Alburgh. The expense of preparing and submitting a proposal is the sole responsibility of the Contractor. The Town reserves the right to reject any or all proposals received, to negotiate with any qualified contractors or individuals, or to cancel in part or in its entirety this RFP if it is in the best interest of the Town. This solicitation in no way obligates the Town to award a contract.

VII. BID AWARD

The contractor selection will be made by the Town of Alburgh Selectboard. The municipality will evaluate bids in



response to this solicitation without discussions and will award a contract to the lowest responsive and responsible bidder whose bid, conforming to the solicitation, will be most advantageous to the municipality considering only price and any price related factors specified in the solicitation. The Selectboard may elect to interview contractors prior to the final selection. The Selectboard will select the contractor on or about April 13, 2026.

VIII. CONTRACT

The Contractor, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State. The contract will not be executed until the Contractor is registered with the Secretary of State's Office. The successful Contractor will be expected to execute sub-agreements for each sub-contractor named in the proposal upon award of this contract.

The entity to which the Contract has been awarded shall sign the contract documents and return them the Municipality within 30 calendar days from the date of the Notice of Award. No contract shall be considered effective until it has been fully executed by all parties.

If the award or the contract is annulled, the Municipality may award the contract to the next lowest responsible bidder that has submitted a bid that complies with all the provisions required to make it formal or advertise a new request for bids for the contract(s).

IX. TAXES & INSURANCE REQUIREMENTS

Taxes and insurance for this project shall be in conformance with Section 103 of the VTrans 2024 Standard Specifications for Construction. For this project the following limits for Commercial Liability and Automobile coverage apply:

Commercial General Liability Insurance: Including but not limited to

\$2,000,000 Each occurrence.

\$4,000,000 General aggregate with a per project aggregate. In cases of Contracts with multiple projects, the per project aggregate applies to the entire Contract.

\$2,000,000 Products/completed operations.

Automobile Liability Insurance:

Combined single limit for bodily injury and property damage shall not be less than \$2,000,000.



BID FORM

Alburgh FY27 Paving Project

Company Name: _____

Address: _____

Contact Person: _____

Phone: _____ **Email:** _____

Price per Unit: \$ _____

Traffic Control Total: \$ _____

Total Bid Amount: \$ _____

Acknowledgement of Addenda

The undersigned acknowledges receipt of the following addenda, if issued:

Addendum No.	Date Received

The undersigned certifies that:

1. This bid has been prepared independently, without collusion.
2. The contractor has reviewed the RFP and fully understands the scope of work.
3. The contractor will comply with all applicable laws, licensing, and insurance requirements.

Authorized Signature: _____ **Date:** _____

Name & Title: _____



**Town of Alburgh
Contract for Services**

This Contract is entered into on _____(date), by and between the Town of Alburgh (hereinafter "Municipality") and _____(name of contractor), a _____(type of business) with a principal place of business in _____, Vermont, with a mailing address of _____,(hereinafter "Contractor") for services to the Municipality. The Municipality and Contractor are referred to collectively as "parties."

Services Provided:

Contractor agrees to perform the following service(s) according to the following timelines or schedule:

Contractor shall resurface Lake Street in Alburgh, Vermont as written in the Alburgh FY27 Paving Project Request for Proposal.

Contractor shall perform all services required under this Agreement in a good workmanlike manner consistent with industry standards and according to the specifications and performance standards established by Town, if any. Town has the right to inspect and may reject any services provided by the Contractor under this Agreement that, in the Town's determination, were not completed in a good workmanlike manner or that otherwise failed to satisfy the established specifications or performance standards.

Compensation & Billing:

Compensation for the above services will be _____

Invoices and Billing Terms: _____

Term:

Term of this contract shall be from _____ to _____. The term of the contract may be extended only by mutual agreement of the parties.

In Witness Whereof, the parties do hereby execute this Contract on the day and year first written above.



Municipality: Town of Alburgh

Selectboard

Date: _____

In the presence of:

_____ Date: _____

Witness as to Municipality

Contractor:

By: _____ Date: _____

In the presence of:

_____ Date: _____