**Town of Chelsea
Request for Proposals
Bobbinshop Rd and Baraw Hill Rd Culvert Work**

The Town of Chelsea is accepting bids for culvert work on Bobbinshop Rd and Baraw Hill Rd.

Bobbinshop Rd requires ditching and stone lining for 1066’ from the bridge, and the installation of three (3) 40’x18” culverts. Baraw Hill Rd will require ditching and stone lining of 1650’ and the installation of three (3) 40’x18” culverts.

**Site Visit**If a site visit is desired, please reach out to the Road Foreman, Rick Ackerman at 802-685-4302 before the bid due date.

**Bid Process and Deadline**

Bid packages must be sealed and received by August 18th at 4:00pm at **PO Box 266 Chelsea, VT 05038** (ATTN: Selectboard/ Town Administrator). Please include the following information in your bid:

* On the outside of the sealed envelope: PO Box 266, Chelsea VT 05038 (care of the Selectboard/Town Administrator), Town of Chelsea Bobbinshop and Baraw Hill Culvert Work, the deadline for bid submissions (August 18th, 4:00 pm)
* A copy of bond/insurance
* A cover sheet with the title of the RFP; the bidder’s name, physical address, and all other contact information
* A total proposed contract amount

**Bid Opening**

Sealed bids will be opened and selected by the Chelsea Selectboard during the Selectboard meeting at Town Hall (296 Vt Rte 110 Chelsea, VT 05038) on August 19th at 6:30 pm. Bids will be judged by the following factors:

* Price
* Bidder’s ability to perform within the specified time limits
* Bidder’s experience and reputation, including past performance for the Town
* Quality of the materials and services proposed
* Bidder’s ability to meet all terms and conditions spelled out in this RFP

**Contact Information**

Questions regarding this RFP shall be submitted by email only to the Town Administrator, Tierney Farago, at town.administrator@chelseavt.us. The Town Administrator will maintain a list of RFP questions and answers posted on the Town’s website once received. Questions will be accepted until 4:00pm on Friday, August 15th, to ensure all parties have adequate time to review the answers before the proposal submission deadline.

**Disclosure**

The Town of Chelsea is an equal opportunity employer.

The Selectboard reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town’s interest. The Selectboard reserves the right to investigate the financial condition of any bidder to determine his or her ability to assure service throughout the term of the contract. The Town assumes no responsibility and no liability for costs incurred relevant to the preparation and submission of proposals or any other costs prior to the issuance of a contract.