

## **Request for Proposals (RFP): Town Hall Energy Efficiency Implementation**

**Project Location:** 120 Demars Blvd.

**Issue Date:** February 10, 2026

**Site Visit:** Contact Jessica for appointment (518-359-9261 or [assessor@townoftupperlake.com](mailto:assessor@townoftupperlake.com))

**Proposal Submission Deadline:** March 20, 2026 at 12 pm

**Project Completion Deadline:** September 30, 2026

**Bid Opening:** March 20, 2026 at 12:01 pm

**Bid Awarded:** TBD

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### **1. Project Overview**

The Town is seeking a qualified general contractor to implement energy efficiency upgrades to the original Town Hall building (excluding the 2018 addition). This project is funded through a NYSERDA grant and must adhere to specific eligibility and timeline constraints. The primary focus is the **Building Envelope**, specifically high-performance glazing and exterior insulation. Please see link for complete energy audit or contact Jessica at [assessor@townoftupperlake.com](mailto:assessor@townoftupperlake.com) for a copy.

Energy Audit : <https://drive.google.com/drive/folders/1Yr1OSqy7HbVr-zV44JPAeiDWOSKUnaoA?usp=sharing>

### **2. Scope of Work**

The selected contractor will be responsible for the "turn-key" delivery of the following measures, including all materials, labor, permitting, and management of any subcontractors:

- **High-Performance Glazing (Windows):**
  - Removal and disposal of all existing glass block windows and old vinyl replacement windows. (Estimate 895-7.5"x7.5" glass blocks)
  - Installation of **triple-pane windows** in existing vinyl openings. (estimate 20 vinyl windows varying size)
  - Installation of **high-performance fixed windows** in areas currently utilizing glass block.

- **Super-Insulated Envelope (Walls & Siding):**
  - Removal of existing siding.
  - Installation of a high-quality **vapor barrier**.
  - Installation of exterior insulation (options include spray foam or polyisocyanurate insulation board) to maximize R-value.
  - Installation of **high-performance insulated vinyl siding** for increased durability and wind resistance or similar product.
- **Exterior Door Replacement:**
  - Replacement of the back court door with an energy-efficient, ADA compliant, commercial-grade door ensuring an airtight seal.
- **Project Management:**
  - Contractor must provide a detailed project schedule that guarantees completion by **September 30, 2026**.

### 3. NYSERDA Eligibility Requirements

This project is strictly governed by grant funding rules.

- **NY State Prevailing Wage:** This is a public work subject to **NYS Labor Law Article 8**. All laborers must be paid no less than the prevailing rate of wages and supplements. The Contractor must obtain the correct Prevailing Wage Schedule.
- **Federal Prevailing Wage (Davis-Bacon Act):** Due to Federal Flow-Down Terms, this project must comply with the Davis-Bacon Act. All laborers and mechanics must be paid the prevailing wage rates as determined by the U.S. Secretary of Labor.
- **Wage Rate Superiority:** In instances where both NYS and Federal (Davis-Bacon) prevailing wage rates apply to the same trade, the **higher of the two rates** must be paid.
- **Certified Payroll:** Contractors and subcontractors must submit certified payroll records to the Town weekly. Payment will be withheld until all records are verified.
- **Compliance Identifiers:** A Unique Entity Identifier (UEI) is required. Federal Flow-Down Terms will be included in the final contract.
- **Cost Eligibility:** Funding covers envelope/weatherization and high-performance glazing. It
- **Ineligible costs:** solar/wind, EV charging, office equipment, or remediation of hazardous materials (asbestos/lead/mold).

*Note: If remediation is required, it must be billed separately and cannot be covered by this grant funding.*

#### **4. Submission Requirements**

Proposals must include:

1. **Fixed-Price Bid:** A total project cost, broken down by material and labor.
2. **Product Specifications:** Details on the windows (U-factors) and insulation (R-values) intended for use.
3. **Contingency Plan:** Recognition of a 20% owner-held reserve for unforeseen structural issues discovered during demolition.
4. **Timeline:** A week-by-week construction schedule.
5. **References:** At least three references for similar municipal or energy-efficiency projects.
6. **Weekly Billing:** Invoicing must be done on a weekly basis.
7. **Mandatory Site Visit:** Site visit to see existing building, contact [assessor@townoftupperlake.com](mailto:assessor@townoftupperlake.com) to arrange.
8. **Non-Collusion Bidding Certification:**  
<https://drive.google.com/drive/folders/1Yr1OSqy7HbVr-zV44JPAeiDWOSKUnaoA?usp=sharing>

#### **5. Evaluation Criteria**

- **Experience:** Demonstrated success in North Country climate-specific construction.
  - **Efficiency:** Proposed R-values and energy-saving potential of materials.
  - **Timeline:** Ability to meet the strict September 30, 2026, deadline.
  - **Cost:** Competitiveness of the bid relative to the L & S Energy Audit estimates.
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