



**TOWN OF SHELBURNE
CHARTERED 1763**

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REQUEST FOR PROPOSALS

November 17, 2025

Responses Due: 3pm Friday January 16, 2026

Overview

The Town of Shelburne seeks qualified architectural and engineering consulting services to evaluate, cost out, plan, and prepare construction documents for extensive renovations to three historic Town-owned buildings requiring significant repairs and interior improvements.

Estimated Schedule

November 17, 2025	RFP Released
December 8, 2025, 9am-noon	Optional site visit
January 6, 2026	Deadline for submission of questions
January 9, 2026	Responses to questions made available publicly
January 16, 2026 at 3 pm	Deadline for submission of proposal via email
January 19-26, 2026	Review of proposals
February 13, 2026	Completed interviews of consultants
February 20, 2026	Selection of consultant
February 27, 2026	Contract execution

Context and Background

The Town of Shelburne owns three significant historic buildings that are in need of comprehensive renovations. They are the Historic Shelburne Town Hall constructed in 1927, the Shelburne Village School constructed in 1926, and the Pierson Building constructed in 1816. The old school building is approximately 37,000 sf and has served as the Town offices since 2001 after an extensive renovation. The Pierson Building served as the Town library for many decades. These buildings are valued community assets that serve important municipal functions and contribute to the character of Shelburne's historic village center which is on the National Register of Historic Places. All 3 of these structures are essential contributors to the district. The buildings require evaluation for structural integrity, building systems upgrades, accessibility improvements, and interior renovations to ensure they continue to serve the community effectively for decades to come.

The selected consultant(s) will be expected to conduct total assessments of each building, identify necessary repairs and improvements, develop cost estimates, and prepare detailed construction plans and specifications. The Town anticipates that work will need to address both exterior preservation needs and interior repairs and functional improvements, all while respecting the historic character of these important structures.

In 2024, the Town chartered a surface level assessment of the Pierson Building. Throughout the summer of 2025 condition assessments of the Town offices (old Village School) and Historic Town Hall were also carried out. The reports and findings of these assessments can be found [here](#). The Town wishes to have a total and in-depth evaluation of each structure conducted in order to verify the findings and uncover any other damage that needs to be repaired. It is expected that this may involve slightly invasive methods.

All work must comply with applicable historic preservation standards, state and local regulations, and relevant accessibility requirements including the Americans with Disabilities Act (ADA). The consultant should be prepared to work with the Vermont Division for Historic Preservation and other relevant agencies as needed as well as work closely with Town officials.

The Town offices within the old school building contain the following departments:

- Recreation, 3 staff
- Police and Dispatch, 22 staff
- Finance and Assessing, 7 staff
- Manager's Office and HR, 3 staff
- Clerk's Office, 3 staff
- Buildings and Grounds, 2 staff
- Planning and Zoning and Stormwater, 5 staff

The 3rd floor of the building is leased by the Champlain Valley School District and houses their administrative offices.

In 2019, the Town's new library was built behind the Historic Town Hall. There have been issues with water intrusion at the juncture of the two buildings causing flooding in that area and in the basement of the Historic Town Hall. The Town wants this problem to be addressed as part of this project. A professional assessment of this issue was done in early 2025, the findings are linked [here](#).

The Town also has plans from the 2001 renovation of the Village School into the Town Offices, plans of the Pierson Building, and original plans for the Historic Town Hall available for the consultant to use as part of their work.

Scope of Work and Deliverables

The Town seeks comprehensive architectural and engineering services for all 3 of these historic buildings to include, but not be limited to:

Phase 1: Assessment and Planning

- Conduct comprehensive condition assessments of all three buildings using previous work as a guide and starting point: including structural, mechanical, electrical, plumbing, security and access, HVAC, exterior masonry and finishes, etc.
- Evaluate historic significance and preservation requirements
- Assess current building code compliance and identify required upgrades
- Evaluate ADA accessibility and develop compliance strategies, if deemed necessary

- Conduct hazardous materials surveys (lead paint, asbestos, etc.)
- Assess energy efficiency and identify improvement opportunities
- Develop prioritized and complete list of recommendations for repairs and improvements
- Assist the Town with the development and execution of a funding strategy (fundraising, grants, etc.)
- Evaluate space needs for Town departments
- Conduct 3 meetings with Department Directors and the Town Manager to discuss anticipated staff growth over the next 10 years
- Determine work necessary to convert unfinished storage area on the second floor to office space
- Review Town Clerk designated space for layout revisions
- Investigate the cause of water intrusion problems at the library and Historic Town Hall basement, include resolution in final plans
- Evaluate and make recommendations regarding interior finishes (carpeting, painting, space improvements, etc.) for the Town Offices
- Evaluate the condition of the foundation of the historic Pierson Building and develop recommendations for waterproofing
- Review the interior layout of the Pierson Building for future office space and/or other public uses such as a visitor center and/or space for the Shelburne Historical Society

Phase 2: Design Development

- In close collaboration with Town officials prepare schematic design documents showing proposed renovations
- Develop detailed cost estimates for all proposed work
- Provide recommendations for phasing of work and a proposed schedule with consideration given for Town daily operations, consider all of the following:
 - Prioritizing critical improvements and repairs to all 3 buildings
 - The need for flex office space for staff during renovations, consider conducting renovations to the old Pierson Building first so it is available for this purpose
- Coordinate with Town staff, boards, and relevant agencies
- Present findings and recommendations to Town officials and the public

Phase 3: Construction Documents (contingent on Phase 1 and 2 approval)

- Prepare complete construction documents including drawings and specifications
- Assist with bidding process and contractor selection
- Provide construction administration services

If relevant, those submitting proposals are encouraged to suggest modifications to this scope of work based on their professional experience with similar historic building renovation projects.

Submission Requirements

Proposals must include the following information:

- Cover letter introducing the firm and summarizing qualifications
- List of project team members with qualifications, resumes, and professional registrations
- Description of firm's experience with historic building renovations, particularly municipal buildings
- Examples of similar projects completed, including before/after photos where available
- Proposed methodology and approach to the project, including suggested project timeline

- Detailed cost proposal broken down by phase and task
- Hourly rate schedule for work outside the scope of this request
- Professional references from at least three recent similar projects
- Evidence of professional liability insurance

Submittals shall provide evidence of demonstrated successful experience working with municipalities and historic buildings. Experience with Vermont state historic preservation processes and relevant regulations is highly desirable.

Evaluation Criteria

Proposals will be evaluated based on the following criteria, in order of importance:

- Qualifications and experience of the project team with historic building renovations
- Understanding of project requirements and proposed approach
- Quality of similar past projects and client references
- Cost and value of services proposed
- Proposed timeline and project management approach
- Local knowledge and experience with Vermont regulations and processes

Final Selection Process

Times for candidates to interview with the selection committee will be scheduled after the submittal deadline. The committee will consist of the Town Manager, Buildings and Grounds Superintendent, Finance Director, Director of Planning and Zoning, the Library Director, and a member of the Selectboard.

Following the selection process, one consultant or team will be selected to negotiate a final contract for services. The final scope of work with specified deliverables may be modified through negotiation of the final contract. The final project team may also be modified through negotiation of the final contract. Any expenses resulting from the interview and proposal process will be the sole responsibility of the consultant.

Clear and concise proposals are encouraged. The Town reserves the right to waive formalities, modify proposals in a mutually agreeable manner, or to accept or reject any proposals at its sole discretion. Issuing this RFP does not in any way commit the Town to accepting any proposal.

Please direct any questions to Director of Planning and Zoning, Aaron DeNamur, via email at adenamur@shelburnevt.org. Questions must be submitted by January 6, 2026.

Responses to all questions will be posted on the Town website by end of day on January 9th and will be sent to everyone who has submitted questions. Proposals are due no later than 3:00 P.M. on Friday, January 16, 2026. PDF submissions are required. Proposals should be submitted via email to adenamur@shelburnevt.org. You are encouraged to attend the site visit on December 8th if you are available, but it is not required to submit a proposal. Please RSVP to the above email address if you plan to attend.