

RFP for Thermal Envelope Improvements Canaan Town Office

DATE ISSUED: April 7, 2026

DUE DATE: May 11, 2026 at 4:00 P.M.

Introduction

The Town of Canaan seeks proposals for building envelope improvements to reduce air leakage and improve thermal performance based on findings from the MERP Level 2 Energy Assessment.

To view the assessment, which includes photos and some building metrics click [this link](https://drive.google.com/file/d/1AQy1rR7Oo_TXWVfBLNFBOxyZpt78gBvg/view?usp=sharing):
https://drive.google.com/file/d/1AQy1rR7Oo_TXWVfBLNFBOxyZpt78gBvg/view?usp=sharing

Contractors are encouraged to submit partial or full proposals for these projects. Sealed bids must be submitted to the Town of Canaan via USPS (PO Box 159 Canaan, VT 05903), dropped off either in person or in the overnight deposit box located at 318 Christian Hill Canaan, VT 05903. Proposals must be clearly labeled “Thermal Envelope Improvements RFP.”

All work must be completed by October 30, 2026.

Site Visit (Optional but Recommended)

Site walkthrough can occur preferably during regular office hours: Monday and Wednesday from 8:00 A.M. – 4:00 P.M., Tuesday and Thursday from 10:00 A.M. – 4:00 P.M., or Friday 8:00 A.M. – 3:00 P.M. Contractors may either schedule a visit or stop in. Walkthroughs on Saturdays would be by appointment only.

Please email clerktreas@canaan-vt.org to notify for a site-visit or submit any questions about the proposed projects. Please submit questions via email by May 4, 2026 at 4:00 P.M.

Scope of Work

A. Air and Thermal Barrier at Roof Plane

Description from Assessment:

The assessment identified the first-floor ceiling as a major source of air leakage due to the lack of a continuous air barrier. The recommended solution is to relocate the air and thermal barrier to the underside of the roof using spray foam, creating a conditioned attic space and eliminating leakage through the ceiling assembly.

B. Chimney Air Sealing

Description from Assessment:

Significant air leakage was observed around the chimney where it passes through the building into the attic. The assessment recommends constructing an air barrier using framing and sheathing, sealed with spray foam, to prevent airflow between conditioned and unconditioned spaces.

C. Door Weatherstripping Upgrades

Description from Assessment:

Existing exterior doors have worn or missing weatherstripping, particularly at thresholds. Air leakage was observed at all doors. The assessment recommends replacing and installing weatherstripping at all door perimeters and adding door sweeps at thresholds.

D. Window Replacement

Description from Assessment:

Windows are original to the building (circa 1970s) and exhibit air leakage around operable sashes, frames, and upper corners. While the MERP assessment identified interior window inserts as a lower-cost option, full window replacement represents the most effective long-term solution to improve thermal performance, reduce air leakage, and enhance occupant comfort. The Town of Canaan is seeking proposals for full window replacement throughout the building.

Bid Form

Item	Materials	Labor	Item Total
A. Roof Air Barrier			
B. Chimney Sealing			
C. Door Weatherstripping			
D. Window Replacement			
Total			