

Town of Warren

Request for Scope of Work: Property Management 2025/2026

Purpose:

The Town of Warren is seeking a qualified property management firm or individual to provide comprehensive property management for municipally owned properties. This request outlines the general expectations and scope of work to be provided. Responses will assist the Town in evaluating service options and engaging a provider who can meet our property management needs effectively and professionally. Qualified parties will have knowledge of Historic Buildings and a desire to maintain them in kind.

Property Overview:

The scope of work will apply to the following Town-owned properties (list may be expanded or adjusted as needed):

Building / Structure	Grounds	Other
Municipal Building	Gardens in Village	Top Gas
Town Hall	Quayls Bend	Entrance/Info Signs
East Warren School House	Riverside Park	
Gazebo	Brooks field	
Pavilion	Space across from Covered Bridge	
Covered Bridge		
Town Garage		
Blair Barn (talk to historical society)		
Village Fire Station (talk to Chief)		
Sugarbush Fire Station (talk to Chief)		

Scope of Services:

At a minimum, the selected property management provider will be expected to deliver the following services:

1. General Property Oversight

- Routine inspections of interior and exterior conditions
- Coordination of routine and emergency repairs/maintenance
- Generate and maintain 5 year repair and capital improvement plans for each building
- Schedule and oversee planned repairs and capital improvements
- Ensure properties are secure and meet all applicable codes and regulations.

2. Maintenance Coordination

- Oversee groundskeeping, and general upkeep
- Schedule seasonal maintenance (HVAC, plumbing, etc.),
- Ensure prompt response to maintenance requests and safety concerns.

3. Financial and Administrative Support

- Prepare and submit monthly property status reports to the Town,
- Monthly itemized bill and variance versus budget,
- Assist with budgeting for maintenance and repairs,
- Track and manage work orders and vendor invoices,
- Update 5 year capital improvement plans for each building as needed.

4. Support

- Serve as point of contact for any building or maintenance-related matters
- May be called upon to assist with inspections

5. Term and Renewal:

- The initial term of this Building Maintenance Contract shall begin on **[start date]** and conclude on **[end date]**. The Town reserves the right to renew the agreement annually, for up to **[number]** additional terms, based on satisfactory performance, funding availability, and ongoing service requirements.

Expected Deliverables:

- Bi-Monthly report of property condition and any action items,
- Documentation of repairs, incidents, and vendor activity,
- Annual property summary.

Site Visits:

Two site visits will be offered for prospective bidders to review the property and ask questions regarding the scope of work. Attendance is strongly encouraged to

ensure a full understanding of the site conditions and project requirements.

Details:

- First Site Visit: Friday, November 21, 2025 - 10:00 AM
- Second Site Visit: Friday, December 19, 2025 - 10:00 AM
- Site Visit will start at 42 Cemetery Road and go from there.

Please RSVP to Rebecca Campbell, townadmin@warrenvt.org to confirm attendance. Bidders may attend one or both visits.

Proposal Requirements:

Interested parties should submit a written response that includes:

- A proposed Scope of Work with any suggested additions or modifications,
- Experience and qualifications in property management,
- List of current or past municipal or commercial clients (if applicable),
- Fee structure or hourly rates for services,
- Proof of insurance and any relevant certifications.
- 3 References

Submission Information:

Please submit your proposal by **January 9, 2026** to:

Town of Warren

Rebecca Campbell, Town Administrator

townadmin@warrenvt.org

802-496-2709

PO Box 337

Warren, VT 05674

Evaluation Criteria:

Submissions will be evaluated based on:

- Experience and qualifications,
- Clarity and completeness of proposed scope,
- Cost-effectiveness,
- Responsiveness and availability,
- References and past performance.

Proposals for this contract will be received by the Town prior to the stated deadline and will be publicly opened by the Selectboard at a duly warned meeting. The Selectboard reserves the right to accept or reject any or all proposals, or to waive any informalities, in the best interest of the Town. The final award of the contract shall be made by vote of the Selectboard following review and discussion.