

**Town of Goffstown
Request for Proposal
Grasmere Town Hall Phase II Auditorium Restoration**

The Town of Goffstown invites qualified contractors to submit sealed proposals to bring the existing Grasmere Town Hall Auditorium into compliance for 49-person capacity, known as Phase II. Phase II is an interim plan towards assembly usage. It is the intent of the Town of Goffstown to act as the general contractor for the purpose of scheduling and to bid this work to qualified bidders either in whole or in part. Work will encompass the completion of insulation, wiring, walls and ceiling, rough electric for future fire alarm, a partially ADA complaint bathroom as part of an interim plan and replacement exterior entrance doors. Portions of this proposal may need to be interfaced with fire sprinkler system work.

All bid proposals must be submitted in a sealed envelope, clearly marked "RFP 2009 GRASMERE TOWN HALL PHASE II AUDITORIUM RESTORATION" to the Town of Goffstown, Selectmen's Office, 16 Main St., Goffstown, NH 03045 by 3:00 PM on Wednesday, June 10, 2009 at which time they will be publicly opened and read. A bid award recommendation will be made to the Board of Selectmen on Monday, June 15, 2009. A Notice of Award will be mailed to the successful bidder. The Town of Goffstown reserves the right to reject any and all proposals or to waive any informality in the proposals, if it appears in the Town's best interest.

For information on how to obtain a copy of the complete request for proposal, contact the Selectmen's Office at 603-497-8990 during normal business hours, Mon. thru Fri., 8:00 AM - 4:00 PM.

**TOWN OF GOFFSTOWN
REQUEST FOR PROPOSAL 2009
GRASMERE TOWN HALL PHASE II**

1.00 GENERAL PROVISIONS FOR PROPOSAL

1.10 REQUEST FOR PROPOSAL

The Town of Goffstown invites qualified contractors to submit sealed proposals for the restoration of the Grasmere Town Hall, Center Street, Goffstown, New Hampshire. The Grasmere Town Hall is an historic structure currently undergoing restoration and preservation activities.

It is the intent of the Town of Goffstown to act as the general contractor for the purpose of scheduling. Contractors are encouraged to submit proposals on any specific portions or as a package.

Project plans are available at the Selectmen's Office, Goffstown Town Hall, 16 Main Street, Mon. thru Fri., 8:00 AM - 4:00 PM.

Interested contractors should respond to this request on or before the date and time specified for submission. Emphasis in selecting a qualified contractor shall be placed on the contractor's experience in similar historic projects, understanding of the intent and objectives of this project, and proposed fees.

1.11 ISSUING OFFICE AND POINT OF CONTACT

This Request for Proposal (RFP) is issued through the Town Administrator's Office. Questions on the RFP shall be directed to:

Sue Desruisseaux, Town Administrator
Goffstown Town Hall
16 Main Street
Goffstown, New Hampshire 03045
(603) 497-8990

1.12 PRE-PROPOSAL SITE VISIT

A pre-proposal site visit is recommended and may be scheduled through Derek Horne at the Town Hall at 497-8990 ext. 119 on Main Street.

1.13 PROPOSAL SUBMISSION

Funding for Part A of this project is being funded in part by a grant from the New Hampshire Division of Historical Resources and must be completed prior to September 8, 2009. Funding for Part B of this project is being sought through various grants and endowments and may extend over the course of a year. All proposals in response to this RFP must be received in a sealed envelope and clearly **marked "RFP 2009 Grasmere Town Hall"**, no later than **3:00 o'clock PM**, prevailing time **Wednesday, March June 10, 2009**, at which time they will be recorded. Two (2) copies of the proposal must be submitted. Late replies will

not be considered. All proposals received will be considered confidential and not available for public review until after a contractor(s) has been selected.

1.14 REVISIONS TO THE REQUEST FOR PROPOSAL

If it becomes necessary to revise any part of the RFP, an addendum will be sent to all those who received the original RFP.

1.15 LIMITATIONS OF LIABILITY

The Town of Goffstown assumes no responsibility or liability for costs incurred by contractors in responding to this RFP or in responding to any further request for interviews, additional data, etc.

1.16 PROPOSAL PREPARATION

In order to facilitate evaluation of the proposals, the contractor(s) is instructed to be concise and to follow the outline below in responding. Proposals that do not follow the outline, or do not contain the required information, may be considered as unresponsive proposals. Additional and more detailed information may be annexed to the proposal.

1.17 FORMAT FOR PROPOSALS

Contractors are requested to be concise and proposals should include, in order, the following:

- (1) Letter of transmittal and two (2) copies of the proposal;
- (2) Executive summary;
- (3) Brief organization profile, including background and experience of the contractor;
- (4) Proposed fee and billing rates.

Provide breakdown of fees for Part A and Part B to include material and labor;

Part A: Electrical and doors.

Part B: Electrical and plumbing.

- (5) Proof of Insurance Certificate (\$1,000,000 minimum);
- (6) Three (3) client references and experience with similar projects:

Desired format -

- a. Location, including contact person (name, title, address, telephone number);
- b. Brief description of project, including tasks performed and cost.

1.18 SIGNATURE

The proposal shall be signed by an official authorized to bind the offer and shall

contain a statement to the effect that the proposal is a firm offer for a ninety (90) day period from opening. The proposal shall also provide the following information: name, title, address and telephone number of the individual(s) with authority to contractually bind the company and who may be contacted during the period of proposal evaluation for clarifying submitted information.

1.19 NATURE OF PROPOSAL AND ELIGIBILITY

The proposal is submitted in accordance with the purchasing procedures and purchasing policies of the Town of Goffstown and is promulgated there under, and constitutes a firm and binding offer. The determination of whether a proposal may be withdrawn is solely at the discretion of the Town's Board of Selectmen. However, in no event shall a proposal be withdrawn unless the request for withdrawal is filed within five (5) days of the date of the opening and the contractor established that the proposal contains a material mistake and that the mistake occurred despite the exercise of reasonable care.

1.20 RIGHT TO REJECT PROPOSALS AND WAVE INFORMALITIES

The Town reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any RFP, and to accept or reject any item or combination of items.

1.21 PROPOSAL EVALUATION AND SELECTION

Each proposal will be evaluated utilizing criteria, which includes, but is not necessarily limited to or in the order of, the following:

- (1) The proposal's responsiveness to the RFP (format, capabilities, work program, clarity, ability to meet proposed schedule, etc.);
- (2) Apparent specialized experience and technical competence of the firm and its personnel in the required disciplines, as defined in 36CRF61;
- (3) Demonstrated ability and commitment to develop economical and cost effective solutions;
- (4) Apparent understanding of project tasks, innovation and soundness of approach;
- (5) The qualifications and experience of personnel committed to the project; and
- (6) Proposed fees (as noted earlier, considerable weight will be placed on this item).

1.22 TECHNICAL EVALUATION

In the evaluation of proposals, the Town, at its discretion, may obtain technical support from outside sources. The contractor shall agree to fully cooperate with the personnel of said outside sources. The Town of Goffstown will use its municipal Fire Chief and Building Inspector/Code Enforcement Officer to insure compliance with all applicable codes and standards.

1.23 CONTRACT AWARD

The Town may award a contract, based on offers received, without additional submissions from the contractor(s). Accordingly, each offer should be submitted on the most favorable terms from a technical standpoint, which the contractor(s) can submit. However, the Town reserves the right to request additional data, or oral discussion, or presentations in support of written proposals. Contracts shall be awarded only to responsible contractors. In order to qualify as responsible, a prospective firm must show proof that they meet the following minimum standards as they relate to this RFP.

- (1) Have adequate financial resources for performance;
- (2) Have the necessary experience, organization, technical qualifications, skill, and facilities;
- (3) Be able to comply with the proposed time schedule; and
- (4) Have a satisfactory record of performance.

The Town reserves the right to reject any or all proposals or any part thereof.

1.24 PROJECT SCHEDULE

To be decided during contractual phase. All work for Part A must be completed no later than September 8, 2009.

1.25 PRICING & INVOICING

All proposals are to be broken down as follows:

- Part A: Front entrance doors to top of stairway.
- Part B: Second floor to front stairway.

Each Part shall be broken down into basic elements of pricing to include as a minimum, labor and materials. Any material pricing or labor cost increases that are expected should be noted in the proposal package.

The Town of Goffstown will make payment on a monthly basis for phases of Parts A & B completed by the close of the preceding month. The Town of Goffstown shall hold ten percent (10%) of the overall price of this project until the successful conclusion of the warranty period and completion of all punch list items. With all of the conditions met, the Town will release the retainage in the month immediately following the conclusion of the warranty. The Town will hold these monies and the contractor will not be entitled to any interest, which may have accrued on said monies.

All invoices must be in triplicate. Unless otherwise noted on the proposal, payment will not be due until thirty (30) days after services have been completed and accepted or the invoice has been received at the Town of Goffstown, Finance Department, whichever is later.

1.26 DISAGREEMENTS AND DISPUTES

All disagreements and disputes, if any, arising under the terms of agreement, either at law, in equity, or by arbitration, shall be received pursuant to the laws and procedures of the State of New Hampshire, in which state this agreement shall be deemed to have been executed. No action at law, in equity or by arbitration shall be commenced to resolve any disagreements or disputes under the terms of this agreement, in any jurisdiction whatsoever other than the State of New Hampshire.

1.27 TERMINATION OF CONTRACT FOR CAUSE

If, through any cause, the selected contractor(s) shall fail to furnish in a timely and proper manner its obligations under this contract, or if the selected firm shall violate any of the covenants, agreements or stipulations of this contract, the Town shall thereupon have the right to terminate this contract by giving written notice to the selected contractor(s) of such termination and specifying the effective date thereof at least five (5) days before the effective date of such termination. In such event, all finished or unfinished documents, prepared by the selected firm under this contract shall, at the option of the Town, become its property and the selected firm shall be entitled to receive just the equitable compensation for any satisfactory work completed on such documents.

Notwithstanding the above, the selected contractor(s) shall not be relieved of liability to the Town for damages sustained by the Town by virtue of any breach of the contract and the Town may withhold any payments until such time as the exact amount of the damages due the Town is determined.

1.28 TERMINATION FOR CONVENIENCE OF THE TOWN

The Town may terminate the contract at any time by giving written notice to the selected firm of such termination and specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination. In the event, all finished or unfinished documents and materials as described in Section 1.28 shall, at the option of the Town, become its property. If the Town as provided herein terminates the contract, the selected contractor shall be paid an amount, which bears the same ratio to the total compensation as the services covered by the contract, less payments of compensation previously made.

1.29 CONTRACT

The contract between the Town of Goffstown and the selected contractor(s) shall consist of:

- (1) The Request for Proposal (RFP) and any amendments thereto;
- (2) The contractor's proposal submitted in response to the RFP; and
- (3) The final negotiated contract.

In the event of a conflict in language between the RFP and the Proposal, the provisions and requirements set forth and referenced in the RFP shall govern.

However, the Town of Goffstown reserves the right to clarify any contractual relationship in writing with the concurrence of the selected contractor(s) and such written clarification shall govern in the case of conflict with the applicable requirements stated in the RFP or the contractor's proposal. In all other matters not affected by the written clarification, if any, the RFP shall govern. The bidder is cautioned that the proposal shall be subject to acceptance without further clarification. The contract shall be a firm fixed fee.

1.30 COMPLIANCE WITH FEDERAL STANDARDS

The work, which is done, must comply with the *Secretary of the Interior's Standards for the Treatment of Historic Properties* and all other applicable Federal requirements for projects involving historic structures. The Grasmere Town Hall is on the National Register of Historic Places. The interior of the building is one of the significant reasons the property is listed. The Town encourages companies owned by minorities and women to apply and for any company to seek subcontractors with women and minorities as addressed in the Minority and Women's Business Enterprise requirements. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, no discrimination is allowed on the basis of race, color, national origin, or handicap. If you believe you have been discriminated against or desire further information, please write to the Office for Equal Opportunity, US Department of the Interior, Washington, DC 20240.

2.0 SCOPE OF SERVICE

Part A

Fabricate two (2) separate pairs of doors to match existing designs and profiles from mahogany. Remove existing original stained glass panels (44 pieces) from center pair. Install in new pair and replace missing/damaged pieces with similar colored glass. Install colored glass panels to follow original pattern. Install center pair and right door of second pair in existing original opening. Repair jams as required. Replace doorsills to match original. Remove existing left door of second pair and restore jam to original opening. Restore doorsill to original length to match right door of its pair. Install exterior molding to match original. Install doors with new matching hardware, code compliant panic devices and weather-stripping.

Remove existing lighting and surface wiring. Install new fixtures and emergency lighting. Repair plaster walls and ceiling of stairway as required. Paint and stencil stairway to match existing color and design. Clean wainscoting, wood hand railings and steps. Spot sand and stain as required to restore appearance. Install oil finish.

Part B

Complete an interim plan to bring the existing Grasmere Town Hall Auditorium into compliance for 49-person capacity. Portions of this proposal must be completed in a timely manner.

- Insulation
- Partially ADA Compliant Bathroom
- Wiring
- Rough electric for future fire alarm
- Walls and Ceiling
- Exterior entrance doors
- Fire Protection System under separate RFP

System construction details will vary from floor to floor. Plans and specifications are available for viewing at the Town Hall during regular business hours. Copies of the plans are available from the Town for a fee of \$20.

2.01 SPECIFICATIONS

Part A

Electrical: 1999 Plan by A&K Engineering

Doors:

Center Entrance to Upstairs Hall

(2) Paired mahogany doors to match existing in design and profile. Doors to be glazed with ¼" clear laminated safety glass at center light. Small colored decorative lites to be from original doors and required replacements to match as close as possible in color and texture.

Hardware to include (8) solid brass ball bearing hinges, (2) surface mount panic exit device with pull handle exterior trim. (one door to receive key cylinder), (2) surface mount door closers, surface mount perimeter door weather-stripping and door bottom sweeps.

Left Entrance (Merri-Loo) & Right Entrance (Knights of Columbus)

Five panel mahogany doors to match existing (K of C) in design and profile. Replacement exterior casing and sill for left entrance to match existing (K of C).

Hardware for each door to include (3) solid brass ball bearing hinges, surface mount panic device with pull handle exterior trim and key cylinder, surface mount door closer, surface mount perimeter door weather-stripping and door bottom sweeps.

All doors to be stained and clear top coated. Doorsills to be mahogany with clear Euro topcoat.

Part B

Electrical & Plumbing: 1999 Plan by A&K Engineering

2.10 MEETINGS, SERVICES & WARRANTY PERIOD

The contractor(s) shall attend at a minimum one meeting with the Town after the selection has been made. See Section 1.24 of this RFP for a draft schedule of some, but not necessarily all of these meetings.

The contractor(s) shall provide a minimum of a one-year warranty on the system covering parts, materials and workmanship. This will be provided in writing to the Town. All warranty repair work is to be provided at no charge to the Town of Goffstown.

2.11 EXISTING CONDITIONS

The building is occupied by a kindergarten / preschool on the first floor, which will remain in operation. The adjoining space on the first floor is used for meetings and will also remain available for use throughout the project. While working in the school area, workers are to protect school property from dust, water and the accumulation of construction debris. In unoccupied areas workers are to clean-up upon completing the particular area and as needed to prevent damage to the building. Products such as cutting oil, pipe dope and gasket lubricants shall not be stored for any length of time on finished wood floors or carpets to prevent permanent staining.

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6/5/2009 ADDENDUM

The purpose of this addendum is to provide clarification and modifications to the Architectural (A-1 & A-2), Electrical (E-1 through E-4), Plumbing (M/P-1 & M/P-2): 1999 Plan by A&K Engineering referenced in 2.01 Specifications of the original RFP.

The proposal submission time and date have not been changed. All proposals in response to this RFP must be received in a sealed envelope and clearly marked "RFP 2009 Grasmere Town Hall", no later than 3:00 o'clock PM, prevailing time Wednesday, March June 10, 2009, as stated in the original RFP.

2.01 SPECIFICATIONS

Part A

- The hardware (solid brass ball bearing hinges, surface mount panic devices, key cylinders, and surface mount door closers) for the (2) paired mahogany doors in the center entrance and the five panel mahogany doors in the left entrance (Merri-Loo) & right entrance (Knights of Columbus) shall have matched brass finish.

Part B

Architectural Plans (A-1 & A-2): 1999 Plan by A&K Engineering

- It is not the intention of the Town to install blown-in insulation in the walls as noted on the plan at this stage of construction.
- The Town has already documented the existing stenciling on the wall and will be responsible for duplicating the stencil after the walls have been repainted.
- The Town does not want to remove, varnish, and refinish the wood wainscot, base, and chair rail molding on the second floor as noted on the plan at this stage of construction. The Town does not want to remove, varnish, and refinish any of the doors, door casings, or windows on the second floor at this stage of construction.
- The Town does not want to recondition and rebuild windows as noted on the plan at this stage of construction. An estimate for completion of all windows is not sought as part of this RFP. The Town does not want to remove the window in the storage room and the new insulated wood window w/ fixed sash in the H.C. bathroom shown on the A-1 plan is not to be included at this stage on construction.

- The Town wants to set nails and sand existing wooden floor and refinish the existing wooden floor as noted on the plan at this stage of construction. This includes the wooden floor in the grange hall (room no. 200), storage (room no. 202), stage (room no. 203), ticket booth (room no. 204), closet (room no. 205), and stairs (room no. 206) as shown on the A-1 plan.
- The wooden storage container at the top of the stairs (room no. 206) is to be removed and patch repair surrounding finishes as noted on the plan.
- The Town does not want to install the 3' x 6' door shown in the entrance to the H.C. Bathroom during this stage of construction. The 4-panel grained door shown on the enlarged demo plan for the bathroom (A-1) was set aside during the previous construction phase and needs to be installed into the existing door jamb of the bathroom.

Electrical Plans (E-1 through E-4): 1999 Plan by A&K Engineering

- It is the intention of the Town to complete the electrical installation (power & lighting) as shown on the plans for the first and second floors only. It is not the intention of the Town to complete the third floor power plan as noted on the plan at this stage of construction. The rough wiring for the fire alarm on the second floor was started during the first phase of construction and may not be completed; some work may be required to complete the rough wiring on the second floor. Rough wiring in the stairway and entrance to the second floor was not started and needs to be completed.
- The contractor shall provide material cost for the fixtures listed in the lighting fixture schedule. In the case of outdated catalog numbers the contractor shall provided material costs replacement fixtures, using the following catalog numbers.

Updated Lighting Fixture Schedule		
Type	Catalog No. Listed on 1999 A&K Plan A-1	Updated Catalog No.
A	VISA #CM 1002-IN 150	
B	REJUVINATION LAMP & FIXTURE CO. # W 4 4 4 WITH 2 - # 1 0 4 C E S H A D E S	Lamp #AB6934 Shade #BA5125
C	PRESCOLITE #H4T47	
D	VISA #CB4050-2N60	#CB4050-2N60T10
E	PRESCOLITE #EDC1 RENW	Similar Replacement Dual Lite Sempra SE Series Exit Sign
F	PRESCOLITE #ERC2	ESC2
G	PRESCOLITE #EWP0606	Similar Replacement SRHSW0607
H	PRESCOLITE #ELH-N0607W	Dual Lite OMS Series 0607
I	COLUMBIA #CS8259EB8	
J	COLUMBIA #CS4232EB8	
K	PRESCOLITE #1015HS-3	LFL19HSQ
L	REJUVINATION LAMP & FIXTURE CO. # W 7 0 7 WITH # 1 0 4 C E S H A D E	Lamp #AB4724 Shade #BA5125
M	NOT USED	
N	COLE #2302-G-R	

Mechanical Plans (M/P-1 & M/P-2): 1999 Plan by A&K Engineering

- The Town does not wish to install the instantaneous hot water heater in the storage room as depicted on the plan. The hot and cold water supplies have already been installed in the H.C. Bathroom and just need to be connected to P-2 shown on the M/P-1 plan.
- The contractor does not need to include the material costs for plumbing fixtures only, as the Town already owns these fixtures and will provide the fixtures only upon award of contract.