

# Town of Goffstown, New Hampshire

## Request for Proposals

### *Re-Roof Goffstown Town Hall*

#### **I. INTRODUCTION**

The Town of Goffstown, New Hampshire wishes to engage the services of a qualified contractor to provide the Town with roof repair services for its Town Hall at 16 Main Street. The firm must be lawfully engaged in the service of providing commercial roof repair and or replacement services in the State of New Hampshire.

#### **II. ITEMS TO BE PROVIDED BY THE TOWN**

Items to be provided by the Town are as follows:

- A. Site information and condition.
- B. Visual inspections
- C. Electrical power

#### **III. SCOPE OF SERVICES**

The Town of Goffstown is requesting proposals for work to be done as outlined below:

##### **A. DESCRIPTION OF WORK:**

1. The town has determined that vent and chimney flashing, and felt paper underlayment have tested positive for asbestos. The successful contractor will be required to complete and submit to the State of NH Department of Environment Services – Air Quality Division an Asbestos Demolition/Renovation Notification Form 10 days prior to the scheduled start of roofing removal. The contractor (or subcontractor) must provide proof of training in the proper removal methods for asbestos materials and be a licensed asbestos abatement contractor. A waste shipment record must be supplied to the town and DES once the roofing materials have been disposed.
2. The Contractor will remove the existing roof shingles (single layer), drip edges, pipe flashing and any underlayment to the deck surface and dispose of same. The contractor will clean, prepare, and re-nail roof deck as needed. The roof is 120' x 34' each side.
3. The Contractor will remove the existing 3' x 3' brick chimney that is 4' above the roof line and 9' from the base to the top. All costs associated with the removal and disposal of the bricks will be the responsibility of the contractor and/or his/her subcontractor. The removed bricks will not be considered property of the town once removed. The brick will become the property of the contractor. All bracing and blocking must meet the International Building Codes. The Contractor must submit details and connections on the wood truss work, in addition to show the location of member splices. All trusses shall be as per the American Institute of Timber Construction Standards.
4. The Contractor will place a cap of .018 gauge sheet metal, placed to fit, over the remaining chimney.

5. The Contractor will replace any damaged or deteriorated plywood sheathing material. The replacement materials and labor will be charged to the town on a time and material basis. The agent representing the town shall be notified in writing with an explanation of damages and costs for such replacement within 48 hours of the discovery. Decking will be replaced in whole sheets only in accordance with recommendations by both the National Roofing Contractors Association (NRCA) and the American Plywood Association (APA). New decking shall be APA rated for structural use. Deck fastening will meet or exceed local building code requirements and H-clips will be used between all rafters.
6. The Contractor will replace the following flashing materials: step flashings, collars, pipe flashings, and perimeter drip edge material. All materials are to meet or exceed manufacturer's requirements and to be installed "hidden nail" fashion so that no "shiners" are present.
7. The Contractor will install new .018 premium 8" aluminum edge flashing on complete perimeter.
8. The Contractor will install three (3) courses of ice and water shield on all eaves for approximately 9' of ice damming protection. The Contractor will install ice and water shield around all roof penetrations. Ice and water shield materials shall meet or exceed ASTM D1970 requirements.
9. The Contractor will replace all pipe boots with rubber neoprene gaskets and nine (9) aluminum roof line louvers. The Contractor will re-step flash along all exhaust and wall angles, ensuring all flashing to be properly seated and sealed.
10. The Contractor will use new IKO Cambridge 50 year architectural-style algae-resistant asphalt shingles in color charcoal grey. Shingles will be installed in strict accordance with the manufacturer's specifications and the 2009 international building codes.
11. The Contractor will provide protection to any exposed roofing area during any working hours or before any encumbered weather as to protect the interior of the building.
12. The Contractor will furnish all labor, materials, tools, equipment, and supervision necessary to remove old roof and re-roof the Goffstown Town Hall at 16 Main Street.
13. The Contractor will provide a ten (10) year installation/labor warranty and a fifty (50) year manufacturer's warranty for shingles.
14. All bushes, shrubs, flowers, outdoor furnishings, and equipment shall be protected. All safety related concerns expressed by the town will be addressed.
15. All grounds are to be cleaned up on a daily basis.
16. Work is to be conducted from Monday through Friday between the hours of 7:30am and 5:30pm only.

**B. EXPLANATION TO PROPOSERS**

Any explanation regarding the meaning or interpretation of specifications or other documents must be made to the agent representing the Town.

**C. PROPOSERS UNDERSTANDING**

Proposers may visit the work site (16 Main Street) to familiarize themselves with pertinent local conditions such as location, character, and accessibility of the site, availability of facilities, location and character of existing work within or adjacent thereto, labor conditions, etc. A submitted proposal shall be considered as evidence that the proposer has done so. The Town of Goffstown shall make available to all perspective proposers, previous to the receipt of proposals, information that it may have as to the extraordinary site conditions at the work site. Such information shall be given, however, as the best factual information available without the assumption of responsibility for its accuracy or for any conclusions that the contractor might draw there from. The Contractor shall provide and insure that all safety and life regulation standards are enforced according to all OSHA regulations subpart scaffolds, ladders, support line, asbestos removal, and personal safety equipment. The Contractor shall provide any and all OSHA certificates for work site safety training as they pertain to this project.

**D. PROPOSAL BOND AND RETAINAGE REQUIREMENTS**

1. NH RSA 447:16 requires a Performance Bond for construction contracts greater than \$35,000 in value. The Performance Bond shall be submitted with the signed contract once the bid award has been made. Failure to submit same may be cause for rejection. The proposer, at his option, shall furnish a certified check, cash, check drawn on a New Hampshire bank, or a proposal bond as security in the amount required. The Proposal Bond required for this project shall be 100% of the proposed price.
2. The Town of Goffstown will require the retainage of 10% of the project cost for a period of 6 months following the completion of the project. Said retainage will be held in an interest bearing account. After the 6 month retainage period has passed, the full amount plus interest will be paid to the Contractor. If during the six month period there are problems with the workmanship or materials used on the job, the Contractor will be notified and given the opportunity to make timely and satisfactory repairs. If the Contractor fails to respond (based on the nature of the defect) in a manner that will prevent or minimize damages to the facility, the Town reserves the right to use the retainage funds to fix and address the workmanship and/or material failures.

**E. TECHNICAL SPECIFICATIONS**

**1. MANUFACTURER QUALIFICATIONS:**

Provide primary products, including asphalt shingle roof system using a flashing material, polyester mesh, by a manufacturer, which has produced that type of product successfully for not less than ten (10) years. Provide secondary products only as approved by manufacturer of primary products for use with the specified roofing system.

**2. INSTALLER QUALIFICATIONS:**

A single installer (roofer) firm shall perform the work of this section and shall be a firm which is licensed by manufacturer of a primary roofing system for installation of their system.

**3. FM/UL LISTING:**

Provide asphalt shingle roofing system or UL component materials that have been evaluated by Factory Mutual System for flame spread and damage. Flame spread must be in accordance with ASTM E-108. Provide roof covering materials bearing FM and UL approval marking on package or container, indicating that material has been subjected to FM's and UL's examination, test procedures, and follow-up inspection service.

**4. WARRANTIES:**

Submit with your proposal a copy of the manufacturer's system warranty (50 year shingle material) per contract agreement.

**5. SUBMITTALS:**

Product Data: Submit with your proposal manufacturer's technical product data installation instructions and recommendations for each type of roofing product required. Include data substantiating that materials comply with requirements.

**6. JOB CONDITIONS:**

Weather Condition Limitations: Proceed with roofing work only when existing and forecasted weather conditions permit work to be performed in accordance with manufacturer's recommendations and warranty requirements. Town Hall operations cannot be compromised at any time during the project. Contractor contact information should be left with Facility Manager David Roberge during the project.

**7. PRODUCT HANDLING:**

Store and handle roofing materials in a manner that will ensure that there is no possibility of contamination. Store in a dry, well ventilated, weather-tight place, at a temperature between 50 degrees and 85 degrees Fahrenheit. Do not stack pallets more than two (2) high. Do not subject existing roofing to unnecessary loading. Note: All air compressors are to remain on the ground for the duration of the job.

**8. MATERIALS INSURANCE AND CODE REQUIREMENTS:**

Provide materials complying with government regulations and which can be installed to comply with the following: Factory Mutual requirements for "Class 1" or "Non-Combustible" or UL equal.

**9. OTHER REQUIREMENTS:**

Prior to the commencement of work the CONTRACTOR shall submit to the TOWN for review and approval, the following:

- a. Proposed schedule, including the number of working days required to complete each task as specified.
- b. Proposed roofing materials including membranes, insulation, adhesives, sealants, recovery board, flashing, and connection system specifications and installation requirements by the manufacturer.
- c. Proposed material samples as required herein these specifications.
- d. Sample of warranty as required herein these specifications.

#### IV. SUBMISSION REQUIREMENTS

To assist in simplifying the proposal review process, all proposals must follow the format described below:

- A. Letter of Transmittal
- B. Introduction: Statement of general understanding of the project including statement related to warranty period for workmanship and materials
- C. Scope of Work:
  - 1. Approach and Methods related to Scope of Work
  - 2. Samples as required
- D. Project Organization and Staffing:
  - 1. Description of Project Team
  - 2. Listing of Key Project Members including sub-contractors (if any)
  - 3. Related Resumes / Project Portfolios
- E. Qualifications and Related Experience:
  - 1. Brief Company Profile
  - 2. Project related Capabilities
  - 3. Professional Qualifications
  - 4. Related Project Experience including References
- F. Additional Information:
  - 1. Company / Firm Employer ID Number
  - 2. Proof of Commercial Liability Insurance (2 million minimum)
  - 3. Proof of Workers Compensation Insurance (if applicable)
  - 4. OSHA Certificates for work site safety training
  - 5. Any additional information that the vendor wishes to provide.
- G. Cost Proposal: Vendor must complete Attachment A and may attach additional documentation if desired.

#### Contact and Submittal Information

##### Questions Related to the RFP:

Janice O’Connell, Asst. Town Admin.  
Goffstown Town Hall  
16 Main Street  
Goffstown, NH 03045  
603-497- 8990 x105  
joconnell@Goffstownnh.gov

##### Proposals Shall Be Submitted To:

Selectmen’s Office  
Town of Goffstown  
16 Main Street  
Goffstown, NH 03045

All proposals in response to this RFP must be received in a sealed envelope and clearly marked “**GOFFSTOWN – Re-Roof Goffstown Town Hall**” by 2:00 pm Wednesday, June 9, 2010 at the Selectmen’s Office. RFPs will be opened publicly by the Finance Director and Town Administrator (or their designees). Bid award is anticipated by within two weeks of bid opening. The Town requests that a total of 3 copies of the proposal be submitted. The Town of Goffstown assumes no responsibility or liability for costs incurred by vendors in responding to this RFP or in responding to any further request for interviews, additional data, etc. 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 Town reserves the right to reject any or all proposals as it may determine, to waive any non-material irregularities, defects in form or information in any RFP, and to accept or reject any item or combination of items, where the best interest of the Town is served.



# Town of Goffstown, New Hampshire

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## Request for Proposals

### Attachment A

**Town of Goffstown, New Hampshire  
Re-Roof Goffstown Town Hall**

#### Cost Proposal

1) Furnish all labor, materials, tools, equipment and supervision necessary to remove the existing roofing materials and re-roof the town hall located at 16 Main Street in accordance with the instructions, terms, conditions and specifications of the RFP for the following not to exceed price:

Amount \$ \_\_\_\_\_

Price quoted valid for ninety (90) days from bid submission.

**The undersigned certifies under penalties of perjury that this bid is in all respects, bonafide and fair, and made without collusion or fraud with any other person. As used in this section, the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity.**

\_\_\_\_\_/\_\_\_\_\_  
**(Signature of Person Responsible for Bid Submittal) (Print Name)**

\_\_\_\_\_/\_\_\_\_\_  
**(Date) (Company / Firm)**