

# Town of Goffstown, New Hampshire

## Request for Proposals

### *Re-Roof Goffstown Police Station*

#### **Town of Goffstown Re-Roof Goffstown Police Station**

#### **I. INTRODUCTION**

The Town of Goffstown, New Hampshire wishes to engage the services of a qualified private firm to provide the Town with roof repair services for its Police Department facility at 326 Mast Road. 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

#### **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 removal of the existing ballast and roof membrane and dispose of same.
2. Any insulation requiring replacement would be replaced on a time and material basis and the agent representing the town and site work shall be notified in writing an explanation of damage and cost for such replacement with-in a reasonable time.
3. Install new mechanically attached .045 EPDM rubber roof system, using a ½ inch recovery board as recommended by the manufacture over the existing insulation as to prevent any standing of water and allow for the proper drainage of water from the roof.
4. Install and flash all walls and roof penetrations as per manufacturer's specification, using a .040 bronze aluminum drip edge
5. Furnish all labor, materials, tools, equipment and supervision necessary to re-roof the Police Department at 326 Mast Road.
6. Provide a manufacturer's 15 year labor and 20 year materials warranty.

##### **B. EXPLANATION TO PROPOSERS**

Any explanation regarding the meaning or interpretation of contract drawings, specifications or other contract documents must be requested in writing with sufficient

allowance of time for receipt of reply before the time of the proposal opening. Any such explanations or interpretations shall be made in the form of an addendum to the documents and shall be furnished to all proposers who shall acknowledge all addenda with their proposals. Oral explanations and interpretations made prior to the proposal opening shall not be binding. Requests for explanations should be addressed to: Patrick Sullivan Chief, Goffstown Police Department, 326 Mast Road, Goffstown, NH 03045 (603)497-4858.

#### **C. PROPOSERS UNDERSTANDING**

Proposers should visit the work site by appointment (326 Mast Road, Goffstown, NH) 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 prospective 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.

#### **D. PROPOSAL BOND REQUIREMENTS**

NH RSA 447:16 requires a Performance Bond for construction contracts greater than \$35,000 value. The Performance Bond required shall be submitted with the signed contract once the bid award has been made. 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. Security deposits by unsuccessful proposers will be returned as soon as practicable after the opening. The Proposal Bond Requirement for this project shall be: **100% of the proposed price.**

#### **E. TECHNICAL SPECIFICATIONS**

##### **QUALITY ASSURANCE:**

##### **1. MANUFACTURER QUALIFICATIONS:**

Provide primary products, including Mechanically attached rubber roof system using a .045 reinforced EPDM membrane roofing, flashing material, recovery board, polyester mesh, etc. by a manufacturer, which has produced that type of products successfully for not less than five (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 primary roofing system for installation of their system.

##### **3. INSTALLER CERTIFICATION:**

Written certification from manufacturer of mechanically EPDM applied roofing system, certifying that installer is approved by manufacturer for installation of the specified roofing system.

**4. FM/UL LISTING:**

Provide liquid applied roofing system or UL component materials that have been evaluated by Factory Mutual System for flame spread and hall 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.

**5. WARRANTIES:**

Submit with your proposal two (2) copies of the manufacturer's system warranty (10 year labor and material) per the requirement of the building owner. Contractor awarded the project must be under formal contractual agreement with manufacturer.

**6. 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.

**7. 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. The Police Department operation at the proposed facility cannot be compromised at any time during the project. All unfinished work will be tarped and secured, and contact information for left with the police department during the project.

**8. 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 spray equipment is to remain on the ground for the duration of the job.

**9. 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.

**10. OTHER REQUIREMENTS:**

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

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

Letter of Transmittal

1. Introduction  
Statement of general understanding of the project
2. Scope of Work  
Approach and Methods related to Scope of Work  
Samples as required
3. Project Organization and Staffing  
Description of Project Team  
Listing of Key Project Members including sub-consultant  
Related Resumes / Project Portfolios
4. Qualifications and Related Experience  
Brief Company Profile  
Project related Capabilities  
Professional Qualifications  
Related Project Experience including References
5. Additional Information  
Company / Firm Employer ID Number  
Proof of Commercial Liability Insurance and Workers Compensation Insurance  
Any additional information that the vendor wishes to provide.
6. Cost Proposal  
Vendor must complete Attachment A, and may attach additional documentation if desired.

#### **Contact and Submittal Information:**

##### **Questions Related to the RFP:**

Patrick Sullivan, Police Chief  
Goffstown Police Department  
326 Mast Road  
Goffstown, NH 03045  
603-497-4858  
psullivan@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 Police Station**" by **2:00 pm, Wednesday, June 9, 2010** at the Selectmen's office. RFPs will be opened publicly by the Police Chief and the Town Administrator (or their designees). Bid award is anticipated within two weeks of 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. The Town reserves the right to not award any contract to any bidder if funding for the project is not secured by the Town through public approval.



## Town of Goffstown, New Hampshire Request for Proposals

### Attachment A

#### Town of Goffstown, New Hampshire Re-Roof Goffstown Police Station

#### Cost Proposal

1) Furnish all labor, materials, tools, equipment and supervision necessary to re-roof the Police Station located at 326 Mast Road in accordance with the instructions, terms, conditions and specifications of the RFP for the following not to exceed price:

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

**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)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Company / Firm)