

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

The Town of Goffstown invites qualified contractor(s) 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. Work will encompass the, wiring, walls, wood floors and other woodwork, some ceiling work, rough electric for future fire alarm, and completing a toilet room as part of an interim plan. Portions of this proposal may need to be interfaced with fire sprinkler system work.

All proposals must be submitted in a sealed envelope, clearly marked "RFP 2011 GRASMERE TOWN HALL PHASE II RESTORATION" to the Town of Goffstown, at 16 Main St., Goffstown, NH 03045 by 3:00 PM on Friday February 11, 2011 at which time they will be publicly opened and read. A bid award recommendation will be made to the Board of Selectmen on Monday, February 28, 2011. A Notice of Award will be mailed to the successful bidder. In accordance with NH R.S.A 447:16, if the contract award is \$35,000 or more, the successful contractor(s) shall furnish a 100% **PERFORMANCE BOND**. The successful contractor(s) shall be required to execute the contract agreement within ten (10) days following notification of the acceptance of his proposal. The Town of Goffstown reserves the right to reject any and all proposals or to waive any informality in the proposals, or to omit and/or alter any proposal item if it appears to be 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 2011  
GRASMERE TOWN HALL PHASE II**

**1.00 GENERAL PROVISIONS FOR PROPOSAL**

**1.10 REQUEST FOR PROPOSAL**

The Town of Goffstown invites qualified contractor(s) to submit sealed proposals for the restoration of the Grasmere Town Hall, at 87 Center Street, Goffstown, New Hampshire 03045. 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 shall submit proposals for an entire task or multiple tasks. Partial task proposals will not be entertained by the Town.

Project plans are available at the 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. Interested contractors must have prior experience and/or background in Historic Preservation. Emphasis in selecting a qualified contractor(s) 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:

Brian K. Rose, AICP, Town Planner  
Goffstown Town Hall  
16 Main Street  
Goffstown, New Hampshire 03045  
(603) 497-8990

**1.12 PRE-PROPOSAL SITE VISIT**

A pre-proposal site visit and walk-through is recommended and will be provided at 10:00 a.m. on January 28, 2011. If you would like to attend the pre-proposal site visit, please contact Brian Rose, Town Planner at Town Hall at 497-8990 ext. 118.

**1.13 PROPOSAL SUBMISSION**

- Funding for this project is being partially funded through an LCHIP grant through the NH Division of Historical Resources.
- This project work must be completed by August 12, 2011.

- All proposals in response to this RFP must be **received** in a **sealed envelope** and **clearly marked "RFP 2011 Grasmere Town Hall Phase II Restoration"**, at Town Hall, 16 Main St., Goffstown, NH 03045 no later than **3:00 o'clock PM**, prevailing time on **Friday, February 11, 2011**, at which time they will be publicly opened and read.
- Four (4) 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 QUALIFICATIONS**

The Town of Goffstown requires the following minimum qualifications as the Grasmere Town Hall is listed on the National Register of Historic Places.

- (1) Previous related work experience and qualification of personnel assigned.
- (2) Demonstrates a clear knowledge of historic preservation standards including the Secretary of the Interior's Standards.
- (3) Demonstrates a clear understanding of scope of work and other technical issues related to this project.
- (4) History and performance of firm/project team on similar projects.

#### **1.17 PROPOSAL PREPARATION**

In order to facilitate evaluation of the proposals, the contractor(s) is instructed to be concise and to follow the outline in Section 1.18 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.

### **1.18 FORMAT FOR PROPOSALS**

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

- (1) Letter of transmittal;
- (2) Brief organization profile, including background and experience of the contractor;
- (3) Proposed fees for Tasks and sub-tasks under Scope of Service;
- (4) Proof of Insurance Certificate (\$1,000,000 minimum);
- (5) Proposed schedule for the project construction
- (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.
- (7) Signature Page (See Section 1.19);

### **1.19 SIGNATURE PAGE**

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 signature page 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.

### **1.20 RIGHT TO REJECT PROPOSALS AND WAIVE 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 if it appears to be in the Town's best interest.

### **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 prior specialized experience and/or background in historic preservation projects 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;
- (6) Proposed fees (as noted earlier, considerable weight will be placed here).

### **1.22 TECHNICAL EVALUATION**

In the evaluation of proposals, the Town, at its discretion, may obtain technical support from outside sources. The contractor(s) 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**

All contractors shall propose a project schedule for construction broken down by Task with their project proposal. Final scheduling to be decided during contractual phase. It is desired that the project be substantially completed by May 31, 2011, but all work must be completed no later than August 12, 2011. Contractors shall be required to coordinate their work with the Historic Stenciler for this project (contracted separately).

### **1.25 PRICING & INVOICING**

Progress payments will be made for Tasks and sub-tasks.

The Town of Goffstown will make payment on a monthly basis for work 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(s) will not be entitled to any interest, which may have accrued on said monies.

#### **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 referenced in Section 1.27 shall, at the option of the Town, become its property. If the Town as provided herein terminates the contract, the selected contractor(s) 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.

### **1.31 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.

## **1.32 SCOPE OF SERVICE**

### **TASK 1 - TOILET ROOM**

Contractor to complete new toilet room construction as provided for on the detailed A&K Engineering plans dated 04-09-1999.

- 1.1** Complete vinyl floor installation (A&K sheets A-1 & A-2)
  - New 3/8" plywood subfloor.
  - 1.2.1 1/8" thick vinyl floor tile in 12" x 12" squares.
  - 1.2.2 Federal specification SST-312B(1) Type IV, Composition I, color in each room to be selected by OWNER.
  - 1.2.3 Standard Excelon Colors as manufactured by Armstrong World Industries. Install as per manufacturers recommendation.
- 1.2** Construct toilet room door (A&K sheets A-1, A-2, M/P-1, & M/P-2).
  - 1.3.1 New 3' x 6' door to match existing door design & material.
  - 1.3.2 Provide lever handle & privacy lockset hardware.
- 1.3** Install woodwork in toilet room to match second floor (A&K sheets A-1 & A-2).
  - 1.4.1 Existing access panel to be reconstructed & relocated.
  - 1.4.2 New wood baseboard to match existing.
  - 1.4.3 New 4'-6" wood wainscot to match existing.
  - 1.4.4 Varnish wood wainscot, base and chair rail molding.
  - 1.4.5 Varnish/Polyurethane for walls to match existing as selected by OWNER.
- 1.4** Install plumbing fixtures (A&K sheets A-1, A-2, M/P-1, & M/P-2).

### **TASK 2 - ELECTRICAL**

Electrical contractor to check rough wiring and prepare for installation of fixtures as provided for on the detailed A&K Engineering plans dated 04-09-1999.

- 2.1** Check rough wiring for fixtures and fire alarm against plans (A&K sheets E-1 thru E-4).
- 2.2** Complete wiring for fire alarm.
- 2.3** Electrical contractor to install fixtures on 2nd floor according to updated fixture schedule (A&K sheets E-1, E-2, and E-4).
- 2.4** Complete installation of electrical fixtures and baseboard heater in toilet room (A&K sheets E1 thru E-4).
  - 2.4.1 Check rough wiring for fixtures and fire alarm against plans (A&K sheets E-1 thru E-4).

2.4.2 Install fixtures in toilet room according to updated fixture schedule (A&K sheets E-1, E-2, and E-4).

2.4.3 Complete wiring for fire alarm.

### **TASK 3 - CEILING**

**3.1** Suspend 5/8" blue-board GWB ceiling with plaster skim coat from structure above (A&K sheets A-1 & A-2).

**3.2** Complete ceiling construction; suspended 5/8" blue-board GWB ceiling w/ plaster skim coat, suspended on metal grid system from structure above (A&K sheets A-1 & A-2) in toilet room.

### **TASK 4 - PAINTING**

**4.1** Prime all wall surfaces above the lower stencil (since distemper paints did not require priming of the plaster, the old plaster as well as repaired plaster will need to be primed before painting).

**4.2** Paint the walls with two coats of matte acrylic paint, color selected by OWNER.

**4.3** Coordination with Historic Stenciller is required.

### **TASK 5 – FLOORING AND WOODWORK**

Contractor to restore floor and existing woodwork as provided for on the detailed A&K Engineering plans dated 04-09-1999.

**5.1** Set nails and sand existing wooden floor (A&K sheets A-1 & A-2).

**5.2** Refinish existing wood flooring (A&K sheets A-1 & A-2).

**5.3** Remove varnish and refinish wood wainscot only if needed, base and chair rail molding (A&K sheets A-1 & A-2).

Please note: In keeping with the requirement of the *Secretary of the Interior's Standards* to use the mildest possible treatments, historic wainscoting should be cleaned gently but not stripped of its existing varnished finish unless the existing finish is disfigured. If the varnish must be removed, removal shall be by the least abrasive methods possible, preferably by appropriate solvents. Replacement varnish on wainscoting and flooring shall be either shellac or oil-resin varnish, to match the original finish.

**5.4** Varnish/Polyurethane for floors and walls to match existing as selected by OWNER (A&K sheets A-1 & A-2).

**5.5** Repair and Reinstall the original crown molding (This has previously been removed).

## **TASK 6 – PLASTER RESTORATION**

Plaster contractor to restore existing plaster and repair where necessary.

Please note: the contractor(s) needs to explain the technique by which he or she plans to adhere to the Secretary of the Interior's Standards to ensure that the method of plaster repair matches the existing in both workmanship and material.

- 6.1** Coordinate with decorative painter/restorer (contracted separately by Town) to determine plaster to be restored and plaster areas to be repaired.
- 6.2** Restore existing plaster and repair plaster areas as needed.

### **1.33 PLANS AND SPECIFICATIONS**

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 **\$5.00 per sheet**. If you would like to obtain copies from the Town, please call in advance to allow time to make the copies.

#### **PLANS AVAILABLE TO CONTRACTORS**

**Electrical Plan:** 1999 Plan by A&K Engineering (2 sheets)

**Plumbing Plan:** 1999 Plan by A&K Engineering (2 sheets)

**Second Floor Plan Details and Outline Specs:** 1999 Plan by A & K Engineering (2 sheets)

### **1.34 MEETINGS, SERVICES & WARRANTY PERIOD**

The contractor(s) and any subcontractors to be used shall attend at a minimum one pre-construction meeting with the Town after the selection has been made.

The contractor(s) shall provide a minimum of a one-year warranty on the work 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.

### **1.35 CODE UPDATES**

The contractor(s) shall work with the Town's Building Inspector to ensure that all current building codes are adhered to (despite the fact that the plans may not show current standards). The plans are approximately 10 years old, hence the contractor(s) should work to find out what (if any) items may be required by the Town's Building Inspector prior to doing the project.