

Town of Goffstown, New Hampshire

Request for Proposals

#ADMIN-2012-04

Design, execute, and deliver minuteman statue

The Town of Goffstown invites artists to submit proposals to design, execute, and deliver a life-like and approximately life-size minuteman statute to be installed outdoors in the center of the Grasmere roundabout at the intersection of Center Street and Henry Bridge Road. The Town will install a granite base in the center of the roundabout for the statue to sit upon and the Town will install the statue upon delivery.

Background

The Grasmere roundabout is all that is left of the original muster ground, since this area was the original center of town and the primary village. Residents gathered here on the morning of April 20, 1775, when rumors circulated about the battles of Lexington and Concord, which had happened the day before. Six men from Goffstown left from this spot to join a militia company from the Merrimack Valley to go down and help. By the time they got there the battle was over, but they joined with the other colonials who were keeping the British holed up in Boston. A few days later, another group formed on this muster ground, when 37 local men joined with others from the region and marched down to the Boston area to provide additional support. These troops all later fought in the Battle of Bunker Hill.

Design Theme

The statue should clearly be a life-like and approximately life-size statue. The minuteman portion of the statue will be no taller than 5 feet without the granite base. It must be constructed of a durable material to withstand the elements and also require a minimum amount of maintenance. The design should include provision of, or suggestion for, displaying the names of project donors.

Budget

A maximum of \$13,000 is available for the project. This fixed amount must cover all design, fabrication, transportation, and documentation expenses. Calculate expenses for materials, artist(s) fees, studio rental, electricity, telephone, travel costs, a small contingency percentage, and liability

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insurance while work is under construction and during transportation and delivery. See "Insurance Requirements" below. The successful bidder will receive 33 1/3% of the full contract amount within two weeks of the effective date of the signed contract; 33 1/3% when the project is two-thirds completed; and the final 33 1/3% upon installation of the sculpture.

Questions

Questions shall be directed to:

Derek M. Horne, Assistant Town Administrator
Goffstown Town Hall
16 Main Street
Goffstown, NH 03045
603-497-8990 ext. 119
DHorne@GoffstownNH.Gov

No pre-proposal meeting will be held. All submitting artists are encouraged to call or email with questions.

If it becomes necessary to revise any part of the RFP, an addendum will be posted on the Town's website, www.Goffstown.com.

Schedule

Deadline for submission of the proposal is 2:00 PM on Tuesday, May 22, 2012. The HDC will review the submissions at their regularly scheduled meeting on Wednesday, May 23, 2012 and make a recommendation to the Board of Selectmen on Monday, June 4, 2012. A Notice of Award will be mailed to the successful bidder.

The successful bidder shall be required to execute the contract agreement within fourteen (14) days following notification of the acceptance of the proposal. The successful bidder shall deliver to the HDC no later than July 2, 2012 a sample, model, and/or an engineered drawing to the HDC for approval.

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Submission of Proposal

Proposals shall be submitted to:

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

All proposals must be submitted in a sealed envelope, clearly marked "RFP #ADMIN-2012-04 Grasmere Minuteman Statue". Sealed bids will be received by the Selectmen's Office until 2:00 p.m. on Tuesday, May 22, 2012 at which time they will be publicly opened and read.

Format of Proposal

All proposals shall use the bid form on Attachment A of this RFP. 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.

Proposals may include to the following optional information:

1. A preliminary sketch of the proposal;
2. A written statement, not to exceed one page, that addresses the artist's/team's concept and project timeline;
3. Up to five images of your work (may be submitted on CD); and/or
4. A reference to the artist's website.

Do not submit models, samples, or fully engineered drawings at this time.

All proposals must included TWO copies of the entire proposal.

Selection Process

The Goffstown Historic District / Heritage Commission (HDC) will serve as the selection panel for this project and will use evaluation criteria as listed below. Do not submit models, samples, or fully engineered drawings at this time. Depending on the proposal, the HDC may request models, samples, and/or a fully engineered drawing to evaluate the bid submission. The HDC will make a bid award recommendation to the Goffstown Board of Selectmen, which will have final approval.

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A Notice of Award will be mailed to the successful bidder.

Submitting artists will receive notice of the successful bidder.

Evaluation Criteria

Proposals will be evaluated according to the following:

- Responsiveness to submission requirements.
- Proposal price.
- Ability to complete the project.
- Scheduled completion date.
- Understanding of project goals and issues.
- Qualifications of artist or team of artists.
- Previous related work.

Insurance Requirements for Selected Winning Artist(s)

Insurance shall be in such form as will protect the artist(s) from claims and liabilities for damages of bodily injury, including accidental death, and for property damage, which may arise from work under the contract with the Town, whether such work is performed by the artist(s) or by anyone directly or indirectly employed by artist(s).

Amount of Insurance: (A) Comprehensive General Liability: Bodily Injury or Property Damage: \$1,000,000; combined single limit, per occurrence; (B) Bodily Injury or Property Damage: \$1,000,000; Workers Compensation as may be required under NH law. Contract will include a provision requiring the artist(s) to indemnify and hold harmless the Town of Goffstown for all claims arising in whole or in part from artist's(s') work on behalf of the Town.

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

The Town of Goffstown NH reserves the right to negotiate, accept or reject any and all bids, as well as 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.

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Attachment A – Bid Sheet

Name of Artist/Firm: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone Number: _____ **Fax:** _____

Cell Phone: _____ **E-Mail:** _____

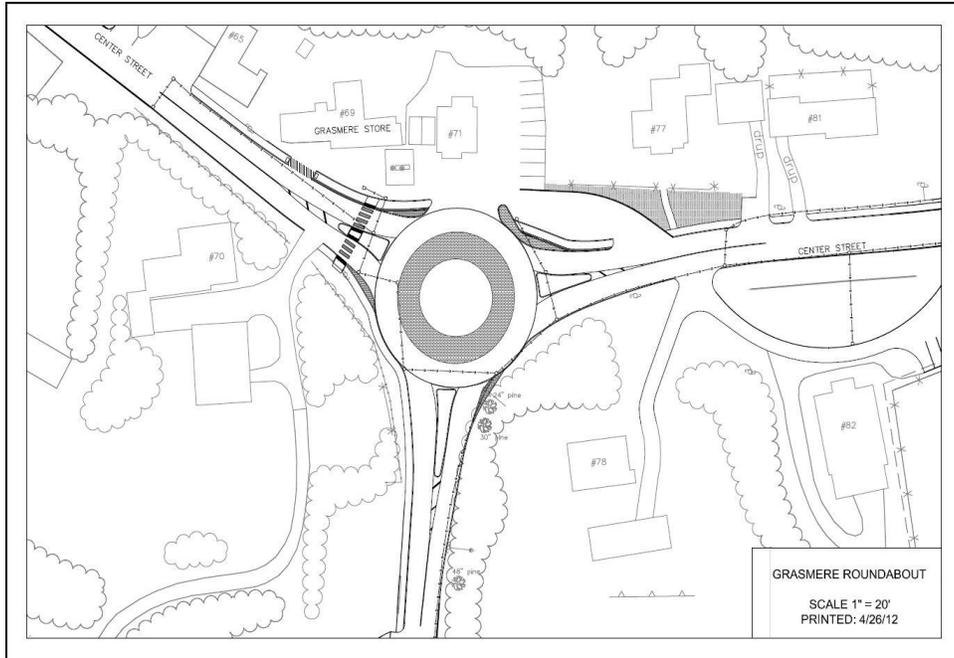
Total Price to design, construct, & deliver statue: \$ _____

Price includes services as specified in RFP

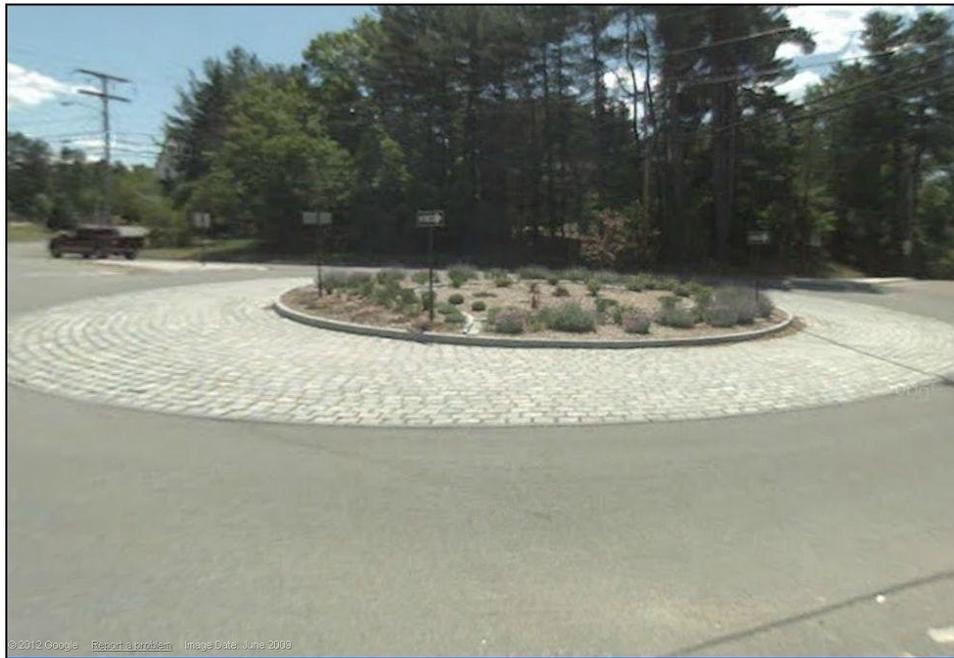
Signature of Artist/Official: _____

Printed Name: _____

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Attachment B – Statue Location



Grasmere roundabout layout.



Site view.

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Attachment C – Minuteman Appropriate Attire

