

Town of Goffstown, NH

REQUEST FOR PROPOSAL

ADMIN-2015-05

GRASMERE TOWN HALL EXTERIOR RESTORATION PROJECT

The Town of Goffstown is requesting proposals from qualified contractors with experience in renovation of Historic Structures to paint three sides of the Grasmere Town Hall building at 87 Center Street in Goffstown; the front face is not included because it was resided and painted in 2007. All work shall be done in accordance with the *Secretary of Interior's Standards for Rehabilitation* and best practices for abatement of lead based paint. Work is planned to occur during the summer months of 2016 and any award by the Town will be contingent upon sufficient appropriations being made by the Legislative Body at Town Meeting March 8, 2016.

All proposals must be submitted in a sealed envelope, clearly marked "**ADMIN-2015-05 Grasmere Town Hall**" to the Selectmen's Office at 16 Main Street by Tuesday, October 20 at 2:00 pm which time they will be publicly opened and read. 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. 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 through April 30, 2016.

The RFP is available on the Town's website at www.goffstown.com (under RFP/BIDS Information) or may be obtained at the Selectmen's Office at Town Hall, 16 Main Street during normal business hours 8:00 AM-4:00 PM, Monday through Friday. Any questions, please call Derek Horne, Assistant Town Administrator, at Town Hall at (603) 497-8990 ext 119.

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I. INTRODUCTION

The Town of Goffstown is requesting proposals from qualified contractors with experience in renovation of Historic Structures to paint three sides of the Grasmere Town Hall building at 87 Center Street in Goffstown; the front face is not included because it was resided and painted in 2007. All work shall be done in accordance with the *Secretary of Interior's Standards for Rehabilitation* and best practices for abatement of lead based paint. Work is planned to occur during the summer months of 2016 and any award by the Town will be contingent upon sufficient appropriations being made by the Legislative Body at Town Meeting March 8, 2016.

The Grasmere Town Hall, a 126-year old building, is a two-and-a-half story wood-framed building which stands on a foundation of local field stone and split granite. Due to the state and local significance of the Grasmere Town Hall, and it's listing on the National Register of Historic Places, *The Secretary of the Interior's Standards for Rehabilitation* will guide the work. In particular, three of these standards are pertinent to this project:

- A. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- B. Deteriorated historic features shall be repaired rather than replaced. Where the severity of the deterioration requires replacement of distinctive features, the new feature shall match the old in design, color, texture, and where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.
- C. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.

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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.
- D. Associated fees for local Building & Demolition Permits will be waived. All other fees are the responsibility of the contractor.
- E. Photos to verify trim placement, etc., paint swatches with Sherman Williams colors and material codes to identify appropriate type and make of paint.
- F. Architect's plans for proposed ADA compliant addition for reference viewing.
- G. Access to building during project, to include restroom facilities.

III. SCOPE OF SERVICES

PAINT REAR & SIDE EXTERIORS

The Town of Goffstown is requesting proposals to paint the rear and side exteriors of Grasmere Town Hall in accordance with the following steps.

A. Preparation for Inspection:

1. Arrange for scaffolding and coordinate with utilities to wrap electrical connections and relocate propane tanks, if necessary.
2. Inspect all areas to determine level of damage, photograph sections requiring extensive repair or replacement. Wash all exterior wood and metal surfaces to be painted using appropriate measures to collect all paint debris (including lead paint debris) and dispose in receptacles appropriate for hazardous waste disposal.
3. Review inspection notes and photographs with the Goffstown Building Supervisor and/or Goffstown Town Administrator's delegate, who will identify those areas of wood surface that require replacement due to rot and deterioration and would not be suitable to paint.
4. Repair/replace all deteriorated roof soffits, wood trim, panels and clapboard siding etc., identified and in accordance with best historic preservation recommendations.
5. Dispose of project related material and debris in accordance with best practices.

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B. Priming Preparation & Painting:

1. Clean and remove all peeling, scaling and old failing coatings and old caulking in a safe manner from wood surfaces.
2. Safely dispose of the removed material following best practices for disposal of such debris.
3. “Feather” sand all remaining paint surfaces to prepare surface for new coatings and to minimize edges of existing coating and create a smooth surface transition to adjacent bare wood surfaces.
4. Prepare surfaces following manufacturers recommendations (attached as Appendix B).
5. Fill any nail or other holes, cracks, joints or other penetrations on exterior surfaces with Sherwin Williams WL001360A - Caulk - Sher-MAX Ultra Urethanized Elastomeric Sealant. Use an appropriate backer rod behind the caulking if the joints and cracks are larger than recommended depth and width of the caulking compound.
6. Caulking between all masonry and metal and wood, i e., Caulk to Finish* – apply Sherwin Williams WL001360A - Caulk - Sher-MAX Ultra Urethanized Elastomeric Sealant after old caulking is removed and substrates have been cleaned. Use appropriate backer rod behind caulking as recommended.
7. **All bare wood surfaces and areas will receive one coat primed with Sherwin Williams Y24W08020 - Exterior Oil-Based Wood Primer.
8. All “alligatoring” and tightly adhered paint surfaces will be coated with X-I-M Peel Bond Adhesion Promoting Primer.
9. All exterior prepared wood surfaces on the building will receive two (2) coats of Sherwin Williams K33W00251 - Duration® Coating Exterior Latex.

*Note: “Caulk to Finish” is used between substrates that do not typically expand when used up against surfaces that do exhibit joint movement such as brick to wood.

** Bare wood surfaces should not be left exposed longer than 96 hours before receiving oil based prime coat, weather pending. Any bare wood surfaces exposed longer than 96 hours will need to be re-sanded to remove any decomposed wood fiber from UV radiation.

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C. Paint Specifications:

1. Contractor will use the brand and quality type of paint and primer stated above in their bids.
2. Contractors will follow printed manufacturer's instructions for applying paint, primer, epoxy fillers and solvents used in this project.
3. Copies of all manufacturers' safety data sheets for any potentially toxic materials used are to be available and retained at the site by the contractor until project completion. Proper safety precautions are to be followed.

IV. ALTERNATIVE SCOPE OF SERVICES

RESIDE AND PAINT REAR & SIDE EXTERIORS

As an alternative to the Painting Scope of Services (Section III, above) the Town of Goffstown is requesting proposals to reside and paint the rear and side exteriors of Grasmere Town Hall in accordance with the following steps:

A. Residing:

1. Remove and dispose of the existing clapboard siding in accordance with Federal & State regulations for disposing of construction material containing lead based paint.
2. Remove and label for re-installation all corner trim boards, edging, door trim
3. Window exterior trim should not be removed if doing so would compromise the window casement integrity.
4. Assess structural walls to identify any structural damage and estimate repair costs as required - please include an allowance for structural repairs in your quote.
5. Install air infiltration barrier wrap to exterior walls, replace with all sides primed clapboard siding, like kind in material and cut/style.
6. Repair / replace all deteriorated roof soffits.
7. Install ventilation ducts in the soffits to improve air flow and reduce build up of moisture.
8. Dispose of project related material and debris.

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B. Painting & Preparation:

1. Plane, sand and strip all salvageable trim pieces using best practices for lead paint abatement.
2. Replace any trim pieces that could not be salvaged with new pieces, like kind in material and style.
3. Prepare surfaces following manufacturers recommendations (attached as Appendix B).
4. Prime all trim according to manufacturer's instructions and re-install removed pieces to building with Sherwin Williams Y24W08020 - Exterior Oil-Based Wood Primer.
5. Prime all replacement clapboard siding according to manufacturer's instructions using Sherwin Williams Primer: Y24W00700 - SuperPaint® Machine Finish Alkyd Primer (Applied by machine only). Apply a first coat of Sherwin Williams A89W00751 - SuperPaint® Machine Finish Latex Satin (Applied by machine only). Reinstall on the building.
6. Fill any nail or other holes, cracks, or other penetrations on exterior surfaces with Sherwin Williams WL001360A - Caulk - Sher-MAX Ultra Urethanized Elastomeric Sealant. Use an appropriate backer rod behind the caulking if the joints and cracks are larger than recommended depth and width of the caulking compound
7. Paint all exterior trim to according to manufacturer's instructions with two (2) coats of Sherwin Williams K33W00251 - Duration® Coating Exterior Latex.
8. Apply final coat of paint on installed replacement clapboard siding according to manufacturer's instructions using Sherwin Williams K33W00251 - Duration® Coating Exterior Latex.

C. Paint Specifications:

4. Contractor will use the brand and quality type of paint and primer stated above in their bids.
5. Contractors will follow printed manufacturer's instructions for applying paint, primer, epoxy fillers and solvents used in this project.
6. Copies of all manufacturers' safety data sheets for any potentially toxic materials used are to be available and retained at the site by the contractor until project completion. Proper safety precautions are to be followed.

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V. SCHEDULE

Estimated start date: June 13, 2016

Project to be completed by: August 12, 2016

VI. SUBMISSION REQUIREMENTS

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

1. Letter of Transmittal
2. Introduction: Statement of general understanding of the project including specific information about the Lift to be installed and a statement related to warranty period for workmanship and materials.
3. Scope of Work:
 - a. Approach and Methods related to Scope of Work.
 - b. Samples as required.
4. Project Organization and Staffing:
 - a. Description of Project Team.
 - b. Listing of Key Project Members including sub-contractors (if any).
 - c. Related Resumes / Project Portfolios.
5. Qualifications and Related Experience:
 - a. Brief Company Profile.
 - b. Project related Capabilities.
 - c. Professional Qualifications.
 - d. Related Project Experience including References.
 - e. Proof of Licensed Lead Abatement Contractor

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6. Additional Information:
 - a. Company / Firm Employer ID Number.
 - b. Proof of Commercial Liability Insurance (2 million minimum).
 - c. Proof of Workers Compensation Insurance (if applicable).
 - d. OSHA Certificates for work site safety training (if applicable).
 - e. Any additional information that the vendor wishes to provide.
7. Cost Proposal: Vendor must complete Attachment A and may attach additional documentation if desired.

VII. CONTACT AND SUBMITTAL INFORMATION

Questions Related to the RFP:

Derek Horne, Assist. Town Admin.
Goffstown Town Hall
16 Main Street
Goffstown, NH 03045
603-497- 8990 ext 119
DHorne@GoffstownNH.gov

Proposals Shall Be Submitted To:

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

All proposals must be submitted in a sealed envelope, clearly marked "**ADMIN-2015-05 Grasmere Town Hall**" to the Selectmen's Office at 16 Main Street by Tuesday, October 20 at 2:00 pm which time they will be publicly opened and read. 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. 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 through April 30, 2016.

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VIII. BID AWARD

A bid award recommendation is anticipated to be made to the Board of Selectmen on October 26, 2015. A Notice of Award will be mailed to the successful bidder and will be contingent upon sufficient appropriations being made by the Legislative Body at Town Meeting **March 8, 2016**.

In accordance with NH RSA 447:16, the successful contractor shall furnish a 100% PERFORMANCE BOND and shall be required to execute the contract agreement within 30 days following notice of sufficient appropriation at Town Meeting, March 8, 2016.

IX. PERFORMANCE 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 and sufficient appropriation approved at Town Meeting, March 8, 2016. 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 Performance 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 1 year following the completion of the project. Said retainage will be held in an interest bearing account. After the 1 year retainage period has passed, the full amount plus interest will be paid to the Contractor. If during the 1 year 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.

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X. TECHNICAL SPECIFICATIONS

1. Contractor's Responsibilities:

The contractor shall be responsible for:

- a. All labor and materials necessary for the completion of the work intended and described.
- b. All subcontractors to be appropriately licensed, certified, or qualified to provide work and services required of them.

2. Paint Specifications:

- a. Contractor will use the brand and quality type of paint and primer stated above in their bids.
- b. Contractors will follow printed manufacturer's instructions for applying paint, primer, epoxy fillers and solvents used in this project.
- c. Copies of all manufacturers' safety data sheets for any potentially toxic materials used are to be available and retained at the site by the contractor until project completion. Proper safety precautions are to be followed.

3. Warranties:

- a. The contractor shall warrant the workmanship for a minimum period of 1 full year after completion of the project.
- b. The contractor shall provide a written warranty and instruction as to how to obtain warrantee related service/repairs.

4. Submittals:

Product Data: Submit with your proposal manufacturer's technical product data and installation instructions.

5. Job Conditions:

Grasmere Town Hall is used in the day during the school year by the Merri-Loo Community Preschool and by various community groups during the afternoons and evenings. Access to the meeting rooms for afternoon and evening community group meetings cannot be compromised at any time during the project. Submissions will include proposed schedule for completion of the project

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and at least two options for scheduling the project in the bid.

6. Other Requirements:

Prior to the commencement of work the Contractor shall submit to the Town for review and approval, the following:

- a. Proposed schedule.
- b. Sample of warranty as required herein these specifications.

* **Note:** Exterior of the building was abated for lead based paint to four feet from the exterior baseboards when the building was painted in 1997. Contractors will follow printed instructions of all manufacturers of paint, primer, epoxy fillers and solvents used in this project. Copies of all manufacturers' safety data sheets for any potentially toxic materials used are to be available and retained at the site by the contractor until project completion. Proper safety precautions are to be followed.



Town of Goffstown, New Hampshire

Request for Proposals

Attachment A

Cost Proposal

III SCOPE OF SERVICES:

PAINT REAR & SIDE EXTERIORS

Repair and Replacement of rotted and/or deteriorated wood as identified by the Town's Building Supervisor or Town Administrator designee \$ _____

Preparation & Painting \$ _____

IV ALTERNATIVE SCOPE OF SERVICES:

RESIDE AND PAINT REAR & SIDE EXTERIORS

Section III – A & B Residing, Painting & Preparation* \$ _____

Allowance for Structural Repairs (Section IV, A, 4) \$ _____

* If sub-contractors are to be utilized, please insure that section VI - 4 is completed.

Price(s) quoted valid until August 31, 2016.

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)