

REQUEST FOR PROPOSAL

The Town of Pelham, NH

SCOPE OF SERVICES: TOWN HALL/MUNICIPAL BUILDING PROJECT

Proposal Submittal Deadline: **3PM EST, Friday August 19, 2016**

Town of Pelham, NH

1. INTENT

The TOWN OF PELHAM, hereinafter referred to as the "Town", is soliciting proposals from qualified vendors to perform a building renovation project at the Town Hall/Municipal building.

2. AUTHORIZATION

The proposal must be signed by an authorized signer and contain the printed names, titles and business address.

3. INSURANCE REQUIREMENT

Applicants shall procure and maintain insurance for the duration of the contract against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Applicant, its agents, representatives, or employees.

Types of Insurance Required: As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, the Applicant in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance. If the existing policies do not meet the Insurance Requirements set forth herein, Applicant agrees to amend, supplement, or endorse the policies to do so.

- (a) General Liability: \$1,000,000.00 combined single limit per occurrence for comprehensive coverage including bodily injury, personal injury, and property damage for premises/operations, products/completed operations, contractual liability, independent contractors, broad-from property damage, and underground, explosion, and collapse hazard. Defense costs shall be paid in addition to the limits.
- (b) Automobile Liability Insurance: \$1,000,000.00 combined single limit per accident for bodily injury and property damage including owned, hired, and non-owned.
- (c) Workers' Compensation and Employers' Liability: Workers' Compensation limits as required by the NH Department of Labor.

4. KNOWLEDGE OF CONDITIONS

As the Town reviews the proposals, each proposer will be presumed to have inspected the properties and to have read or have been made thoroughly familiar with this RFP regarding the requested services. Further, the proposer has had the opportunity to ask questions regarding any aspect of this project that is related to this proposal. No consideration will be granted for any alleged misunderstanding of the services to be furnished, it should be understood that the submission of a proposal is an agreement with all the items and conditions referred to herein.

5. MINIMUM CRITERIA USED TO DETERMINE RESPONSIBILITY AND RESPONSIVENESS OF PROPOSALS

- Does the applicant demonstrate an understanding of the Town's needs?
- Does the applicant possess the ability, capacity, skill, and financial resources to provide the requested services?
- Can the applicant take on this assignment within existing workload and still produce the best outcomes for the Town?

- Has the applicant performed satisfactorily in other services of similar size and scope?
- Does the applicant have all necessary licenses, certifications, and permits to perform stated work?
- Is the proposed applicant's compensation competitive and appropriate with the services provided?

6. PAYMENT/PROJECT SCHEDULE

The awarded contractor will provide a project schedule and payment schedule for all equipment, materials and services. **The project shall be completed no later than Friday October 30, 2016.**

7. QUALIFICATIONS OF INFORMATION

The successful applicant shall submit evidence to demonstrate appropriate licensure within the State of New Hampshire and show that they have had experience in work of the same nature, including work with other governmental agencies (Federal, State, County, City), and supply the Town with a list of at least three references, along with contact information, who may be contacted, concerning the results of similar work performed.

8. RIGHT OF REJECTION

The Town reserves the right to reject any and all bids, waive formalities, negotiate with the most responsible applicant, and select the proposal determined in their judgment to be most advantageous to the Town, taking into consideration the evaluation factors set forth in the Request for Proposal.

9. SCOPE OF SERVICES

This renovation project will consist of remodeling of five (5) office spaces located in the Town Hall/Municipal building. They are as follows:

- Selectmen's office
- Town Clerks office
- Assessor's office
- Planning Department
- Parks and Recreation Department
- Employee entrance/hallway

Services shall include, but not be limited to, the following:

Selectmen's Office-Entrance area;

- Install new (98"Hx40"W) partition wall;
- Install new (36"Hx48"W) Lexan glass counter mounted panel;
- 5/8 sheet rock, mud, tape, insulation (for sound);
- Install new electrical outlets as needed per code;
- Prime and paint to finish;
- Verify in field all dimensions of field installed Lexan glass;
- Remove and dispose old materials off site.
- SEE DIAGRAM #1.

Selectmen's Inner Office-Administrative area;

- Supply and install new (98"Hx120"W) partition wall;
- Supply and install new (100'Hx150'W) partition wall;
- Remove 30x70 fire rated/steel frame/solid birch door and hardware door & door frame from existing wall;
- 5/8 sheetrock, mud, tape, insulation (for sound);
- Prime and paint to finish;
- Install one (1) 30x70 fire rated/steel frame/solid birch doors to include hardware;
- Install new/relocate electrical outlets as needed per code;
- Dismantle existing main bench from the mail room and install in the administrative area hallway (See TA for instructions);
- Remove and dispose old materials off site.
- SEE DIAGRAM #2.

Town Clerks office area

- Breakdown existing 164" counter and prep for relocation;
- Dismantle and reuse existing counter;
- Build new partition wall (95"Hx96"W), frame with 5/8 sheetrock to meet window side, mud, tape, insulation (for sound),
- Prime and paint to finish;
- Install three (3) Lexan viewports (32"Hx48"W) for customer service area;
- Install new Fire rated door, metal frame, birch with all hardware;
- Install one (1) Lexan view port (32"Hx48"W) for adjacent tax office;
- Install one (1) 30x70 fire rated/Steel frame/solid birch doors to include hardware;
- Install new flooring in the office and the public area to match existing flooring; (Mannington SafeWalks (803 Jute)" non-skid 12x12 tile)
- Reinstall counter in new framed wall;
- Provide all needed electrical to include relocation and installation of new outlets to meet Town Clerk needs;
- Supply and install four (4) new 2x2 LED lights;

- Supply temporary wiring to maintain full operations during office hours;
- Relocation of Town Clerk equipment as needed;
- Verify in field all dimensions of field installed Lexan glass;
- Remove and dispose old materials off site.
- SEE DIAGRAM #3, 4 &5.

New Assessors office (Formerly the Mail room)

- Dismantle existing kitchen cabinets, counter and sink for reuse at PVMP;
- Dismantle existing rear counter;
- Supply and install new (101"Hx120"W) partition wall;
- Install one (1) (36"Hx48"W) Lexan viewports;
- Install one (1) 30x70 fire rated/Steel frame/solid birch doors to include hardware;
- 5/8 sheet rock, mud, tape, insulation (for sound);
- Install new electrical outlets as needed per code;
- Prime and paint to finish;
- Reinstall rear counter on the new wall (Public area);
- Verify in field all dimensions of field installed Lexan glass;
- Remove and dispose old materials off site.
- SEE DIAGRAM #6 & 7.

Planning Department Office area;

- Wall #1: Install six (6) Lexan glass windows (50"Hx28"W) with one (1) to two (2) inch spacing between the glass panels;
- Wall #2: Install two (2) Lexan glass main windows (34"Hx40"W);
Install two (2) Lexan glass side panels (10"Wx34"H);
Install one (1) Lexan glass middle panel (35"Wx34"H);
Lexan glass panels should have one (1) inch spacing between each other;
- Wall#3; Install four (4) Lexan glass windows (50"Hx33"W) with one (1) to two (2) inch spacing between the glass panels;
Install one (1) 30x70 fire rated/Steel frame/solid birch doors to include hardware;
- Install one (1) 30x70 fire rated/Steel frame/solid birch doors to include hardware on the north wall of the office under the stairwell;
- Verify in field all dimensions of field installed Lexan glass;
- Remove and dispose old materials off site.
- SEE DIAGRAM #8, 9, 10 & 11.

Parks and Recreation Department Office Area

Old office space area

- Dismantle existing counter in Parks and Recreation;

New office space area

- Remove existing flooring in the new office area and replace with "Mannington SafeWalks (803 Jute)" non-skid 12x12 tile in the public area (22'Wx8'L), carpet in the staff area (22'Wx18'L);
- Dismantle existing closet on the south wall of the office;
- Build new partition wall (#1) (101"Hx264"W) thirty-nine (39) inches off of the south wall of the office;
- Frame with 5/8 sheetrock to meet window side, mud, tape, insulation (for sound);
- Install one (1) (30x70) fire rated/Steel frame/solid birch doors to include hardware;
- Prime and paint to finish;
- Build new partition wall (#2) (101"Hx74"W) 140" off of the south wall, frame with 5/8 sheetrock to meet window side, mud, tape, insulation (for sound);
- Prime and paint to finish;
- Reinstall counter in new framed wall;
- Build new partition wall (#3) (101"Hx48"W), frame with 5/8 sheetrock to meet window counter side, mud, tape, insulation (for sound);
- Prime and paint to finish;
- Install one (1) (30x70) fire rated/Steel frame/solid birch doors to include hardware and attach to reinstalled counter;
- Replace suspended ceiling and supply and install eight (10) new 2x2 LED lights (two for closet area);
- Provide all needed electrical to include relocation and installation of new outlets to meet Parks and Recreation needs;
- Supply and install a wall mounted 36,000 BTU heat pump mini split;
- Provide all needed electrical to install unit;
- Install one (1) 30x70 fire rated/Steel frame/solid birch doors to include hardware on the north wall of the office;
- Verify in field all dimensions of field installed Lexan glass;
- All electrical work is to be done per code and all required permits shall be obtained;
- Remove and dispose old materials off site.
- SEE DIAGRAM #12, 13 & 14.

Employee entrance/hallway

- Relocate existing Hallway employee exit/classroom storage area door, security camera and key fob door lock system nine feet five inches (9' 5") rearward;
- 5/8 sheetrock, mud, tape, insulation (for sound);
- Prime and paint all walls to finish;
- Provide all needed electrical to complete the relocation of the new wall to meet code;
- Replace suspended ceiling and install lighting to match existing hallway ceiling and lighting prior to the relocated wall/door location;
- Install new flooring in the hallway to match existing flooring prior to the relocated wall/door location;
- Replace suspended ceiling to match existing hallway ceiling and after the relocated wall/door location;
- Prime and paint hallways walls to finish;
- Install new flooring (carpet) in the employee entrance hallway to match existing flooring in the main lobby hallway (82'Lx10"W).
- SEE DIAGRAM #15.

10. SITE INSPECTION

A mandatory site visit must be scheduled prior to the Town receiving the RFP. Contact: Brian McCarthy, Town administrator, by telephone at 603-508-3074.

Prospective bidders shall not enter the site without receiving prior permission.

11. Verify in Field (VIF)

All final dimensions of this project shall be verified in field by the Town.

12. SUBMITTAL REQUIREMENTS/FORMAT

Proposals should be presented in a straight-forward and concise manner, and contain a description of the applicants ability to meet the requirements of this RFP. All services to be performed shall be carried out by licensed, certified, and experienced personnel. Qualified submittals shall include the following: **A PDF copy of the proposal shall be delivered electronically by e-mail to:** pelhamrfp@pelhamweb.com or sealed submission to:

Town of Pelham, NH
Selectmen's Office
Attn: Town Hall/Municipal Building Renovation Project
6 Village Green
Pelham, NH 03076

The submission shall be delivered no later than **3:00 PM on August 19, 2016**. Each response should have in the subject line:

"TOWN HALL MUNICIPAL BUILDING PROJECT PROPOSAL"

Contents: Proposal shall contain the following information

- The attached Proposal Cover Sheet completed and signed by an individual authorized to bind the proposing entity.
- A listing of at least three New Hampshire clients (preferably Town or City governments) where the bidder has completed services similar in size and scope to this RFP. Bidders shall provide the names, addresses, and phone number of clients.
- A clear and succinct narrative description of the services being offered, including the planned approach and a description of the plan of services appropriate for the requested services. Indicate how the resources of your firm (e.g. number and type of personnel) will be allocated for this position.

13. TOWN'S POINT OF CONTACT

Any questions regarding this RFP are to be directed to:

Brian McCarthy, Town Administrator at 603-508-3074 or
PelhamRFP@pelhamweb.com

Questions must be received by: **3 p.m. Friday August 19, 2016**.

Any questions received and the answers thereto will be posted on the Town website under the topic:

"TOWN HALL/MUNICIPAL BUILDING PROJECT REQUEST FOR PROPOSALS".

14. WARRANTY

The contractor shall submit with its proposal a copy of a proposed warranty for the benefit of the Town for the workmanship and materials to be used in this project.

15. WITHDRAWAL OF PROPOSAL

A proposal will be permitted to be withdrawn unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

TOWN HALL/MUNICIPAL BUILDING PROJECT PROPOSAL COVER SHEET

Firm Name:

Firm Address:

Firm Telephone Number:

Number of years in existence: _____

Management Contact (person responsible for direct contact with Town):

Name: _____ Title: _____

Telephone Number: _____ Email: _____

Cell Number: _____ Email: _____

The undersigned hereby submits the accompanying proposal and, by doing so, agrees that:

1. The firm has carefully reviewed its proposal and understands and agrees that the Town is not responsible for any errors or omissions on the part of the proposer.
2. It is understood and agreed that the Town reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the Town.
3. The proposal includes all of the terms, conditions, figures, and data required by the proposer to enter into a binding agreement for the services proposed.
4. The proposal shall be valid for 12 months from the date of submission.

Name of Firm: _____

By: _____
(Authorized Signature)

Type Name: _____ Title: _____

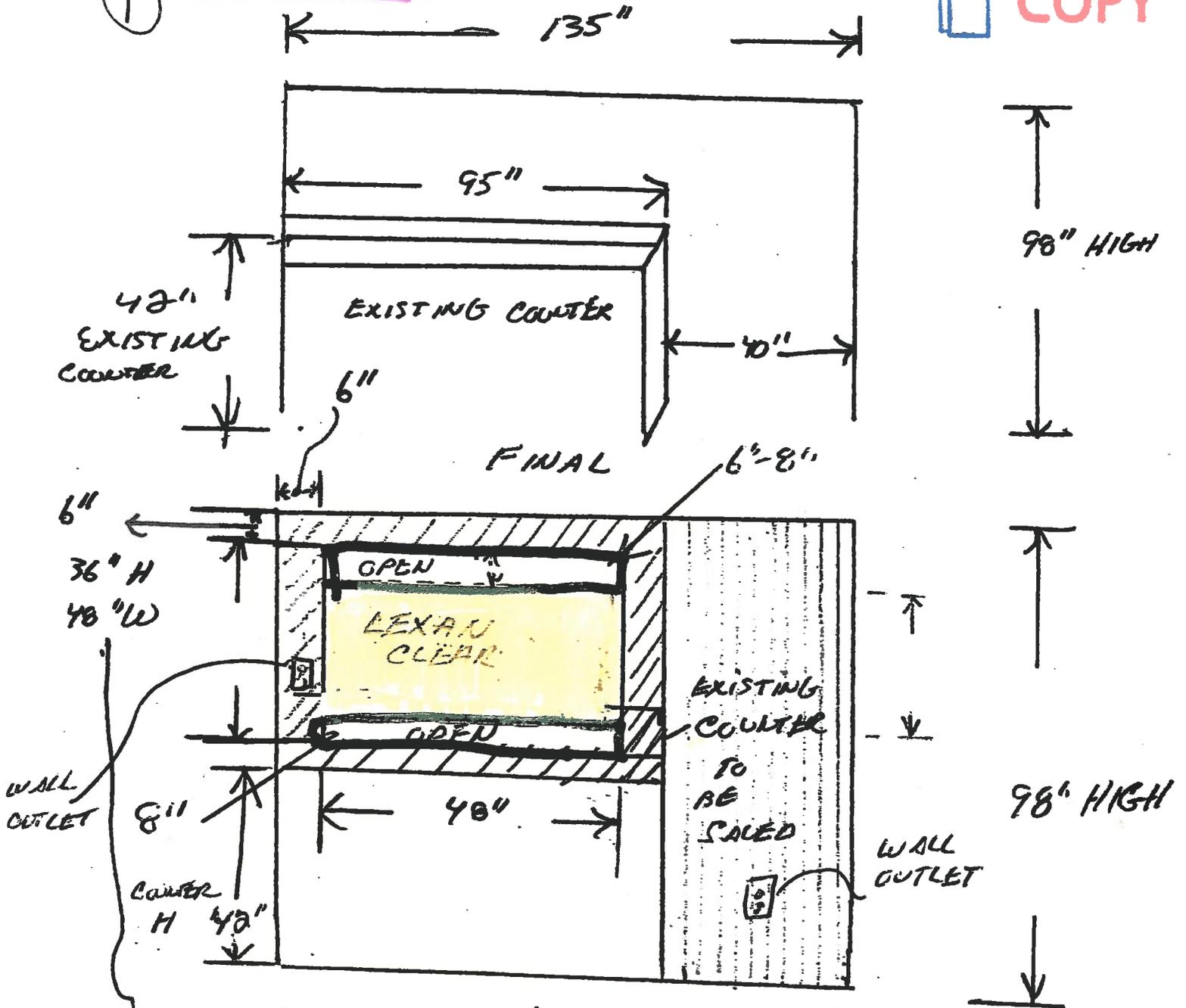
Date: _____

SELECTMEN'S OFFICE AREA

ORIGINAL OPENING

COPY

1



APPROX:- 30" X 48" SOLID PANEL

/// /// 5/8 SHEET ROCK

PRIMED + PAINTED



PASSTHROUGH

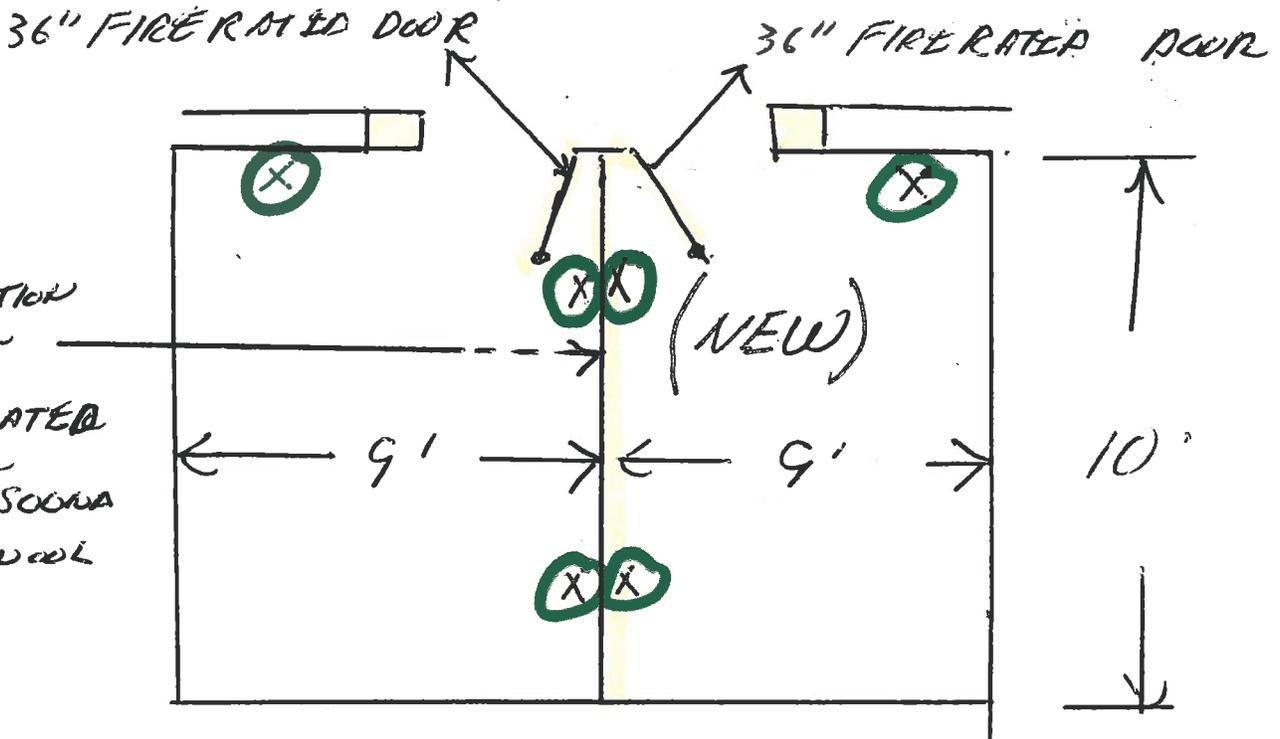
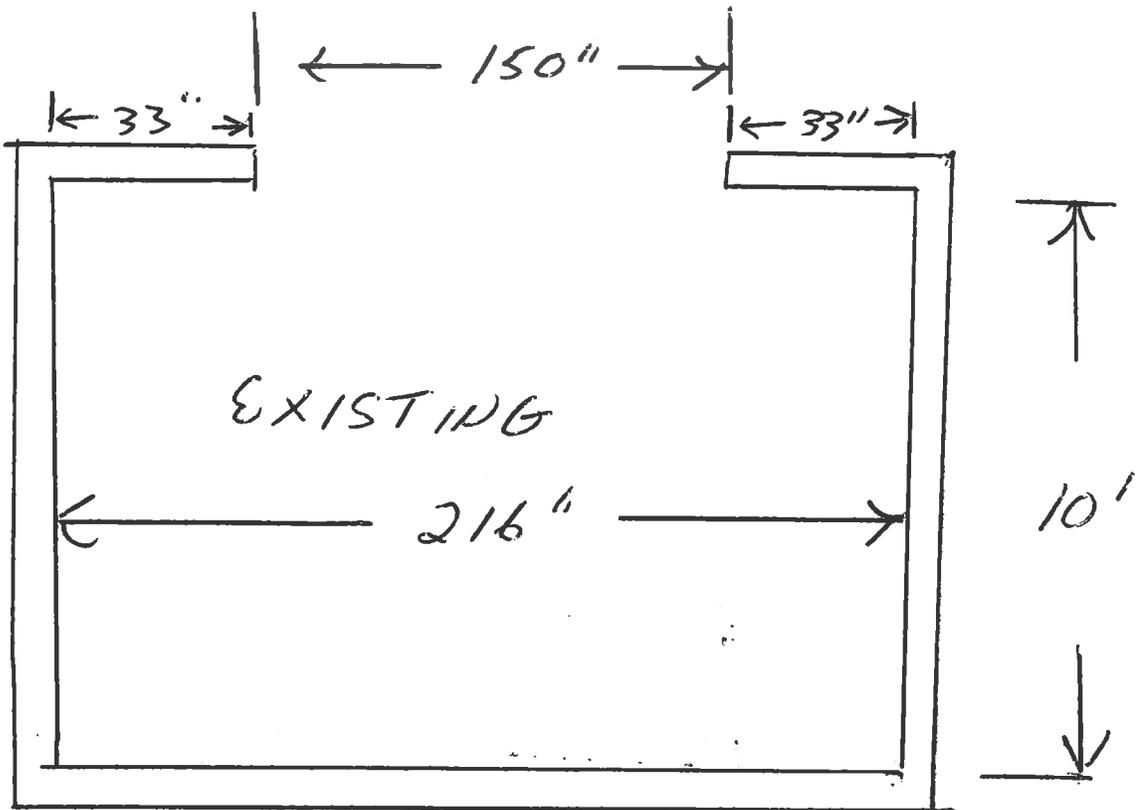


OPEN 8" BOTTOM + TOP FRAMED

~~XXX~~ NOT TO SCALE ~~XXX~~

SLEETMANS INNER OFFICE

②



⊗ OUTLETS (NEW)

NEW PARTITION WALLS/DOORS/

FRONT OF BUILDING
GLASS

TOWN CLERK AREA
NEW LAYOUT

3

← 4' →

172"

← 164" →
EXISTING COUNTER

26'4"

PASSTHROUGH DOOR

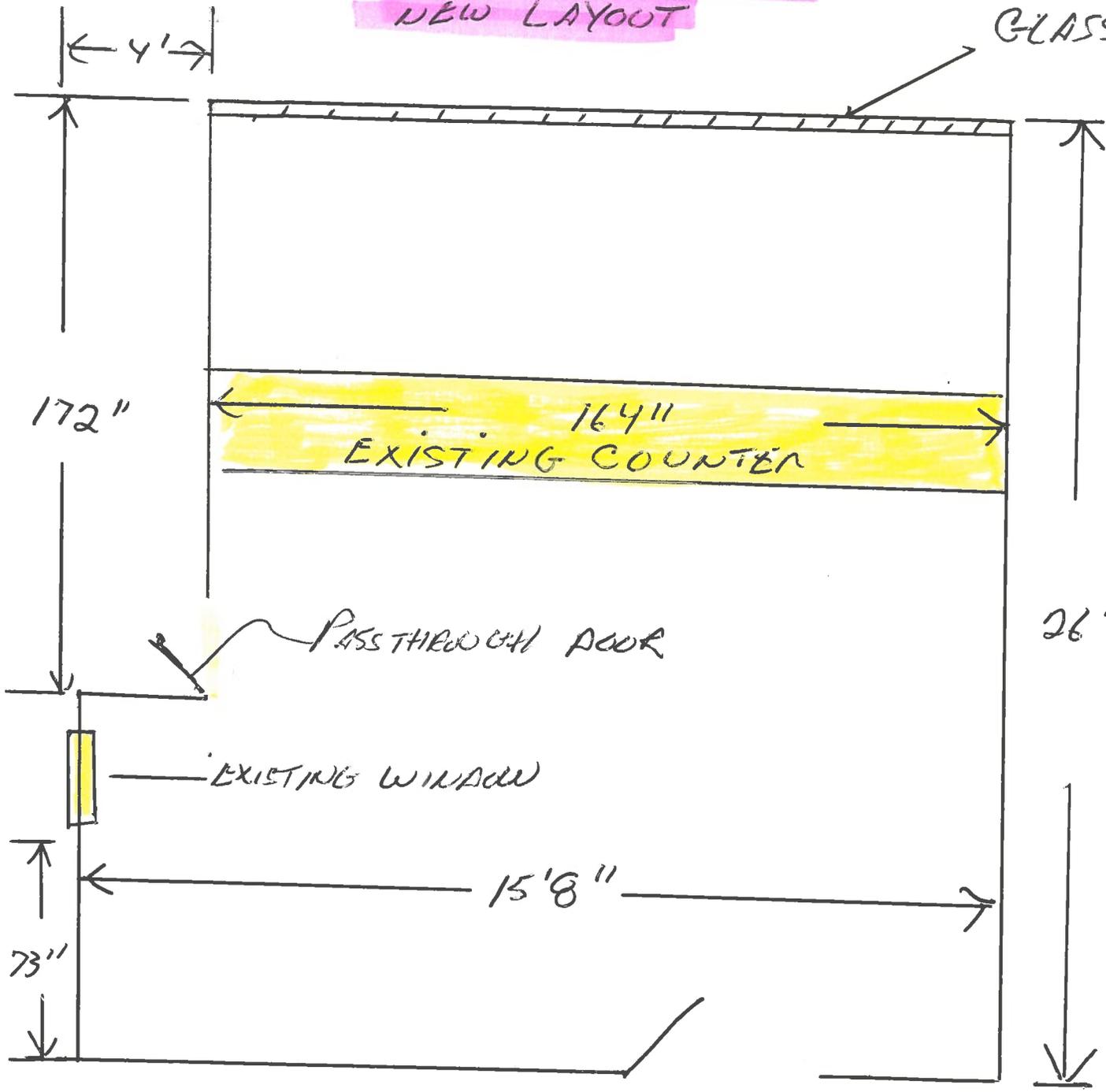
EXISTING WINDOW

73"

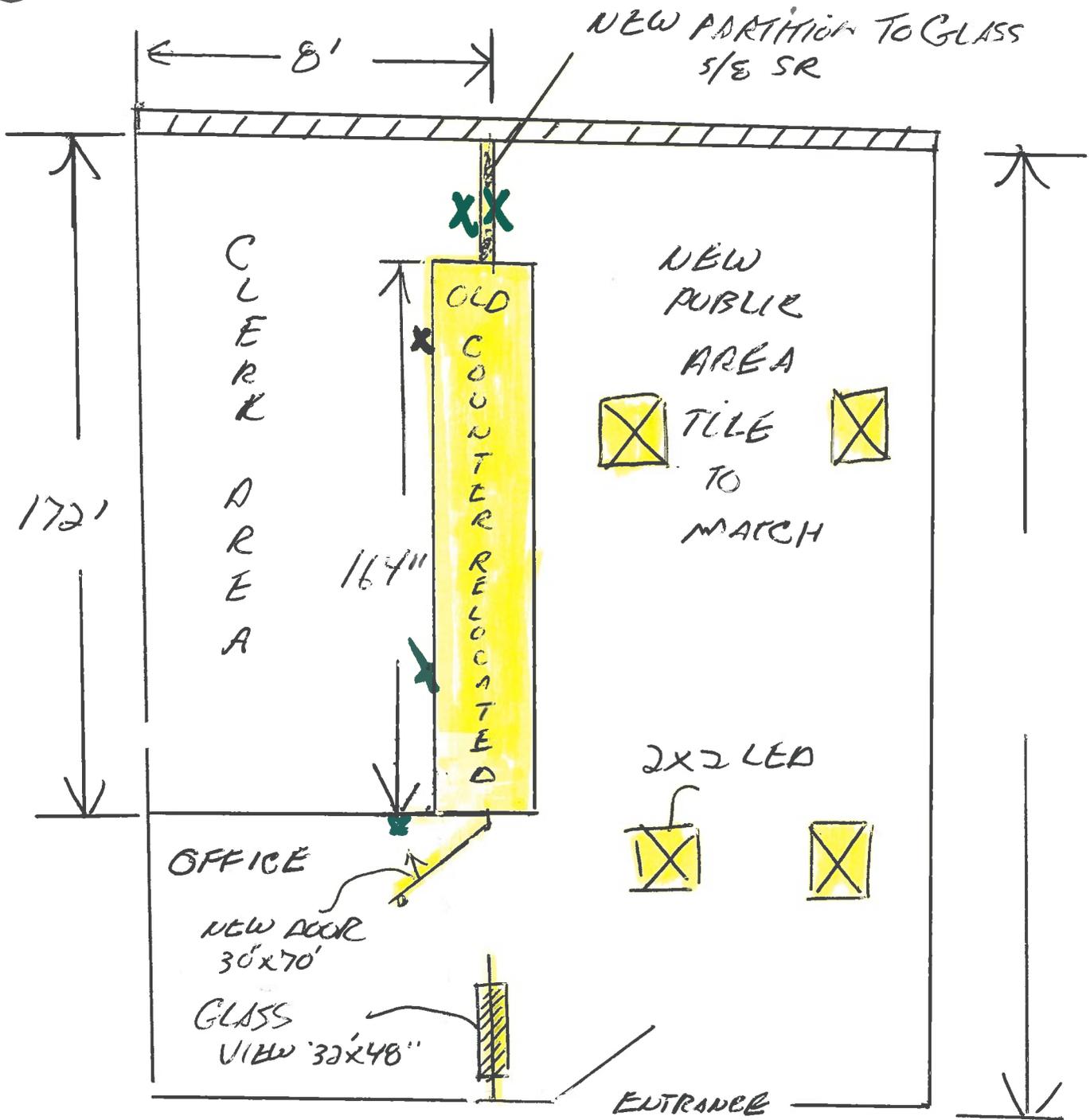
← 15'8" →

MAIN ENTRANCE

NOT TO SCALE



4



NEW



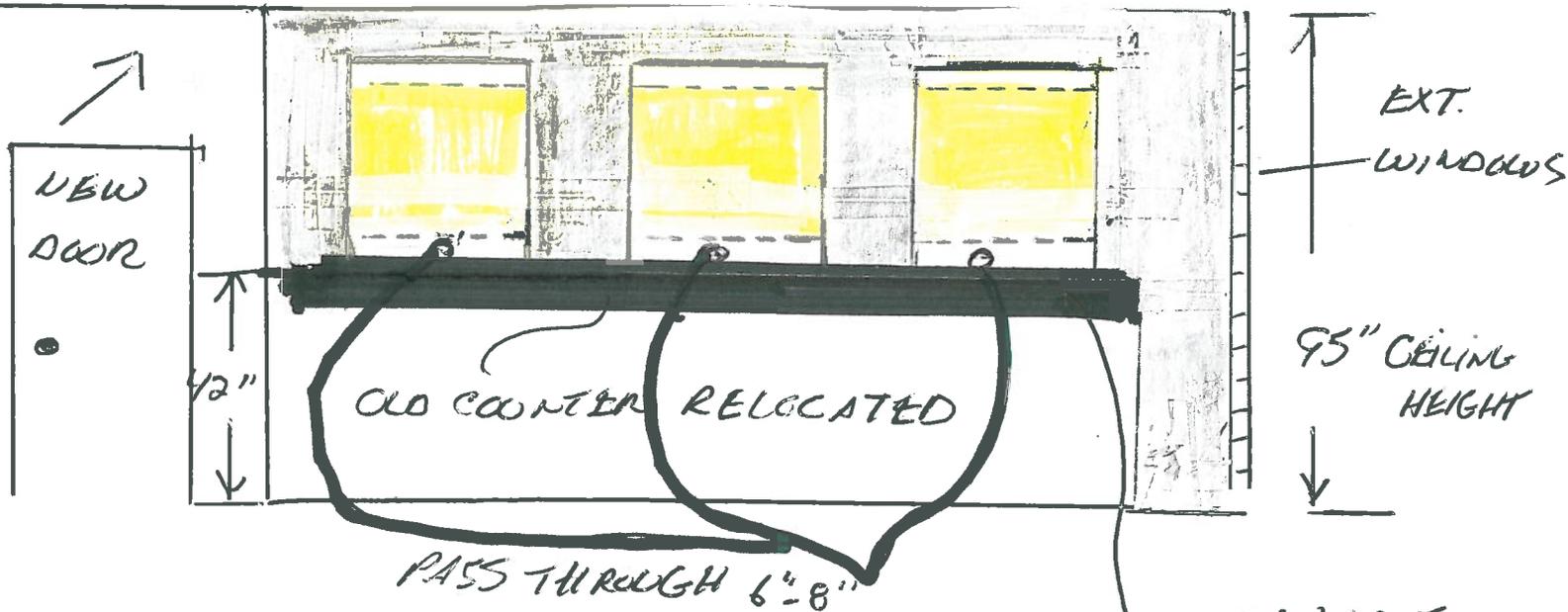
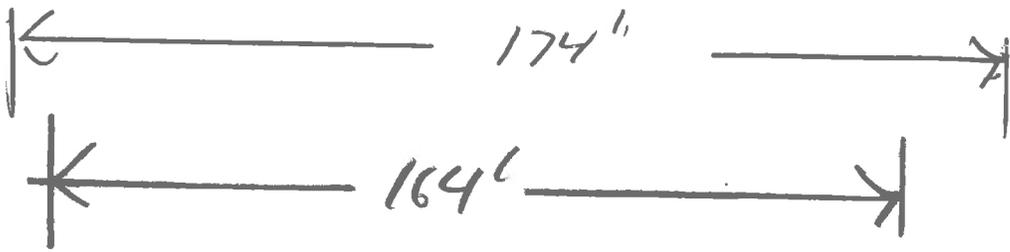
NEW 5'x5'
LED LIGHTS



NEW OUTLETS

NOT TO SCALE

5



NEW LEXAN VIEW PORTS
APPROX 30" x 48"
3 - STATIONS



NEW SHEET ROCK 5/8"

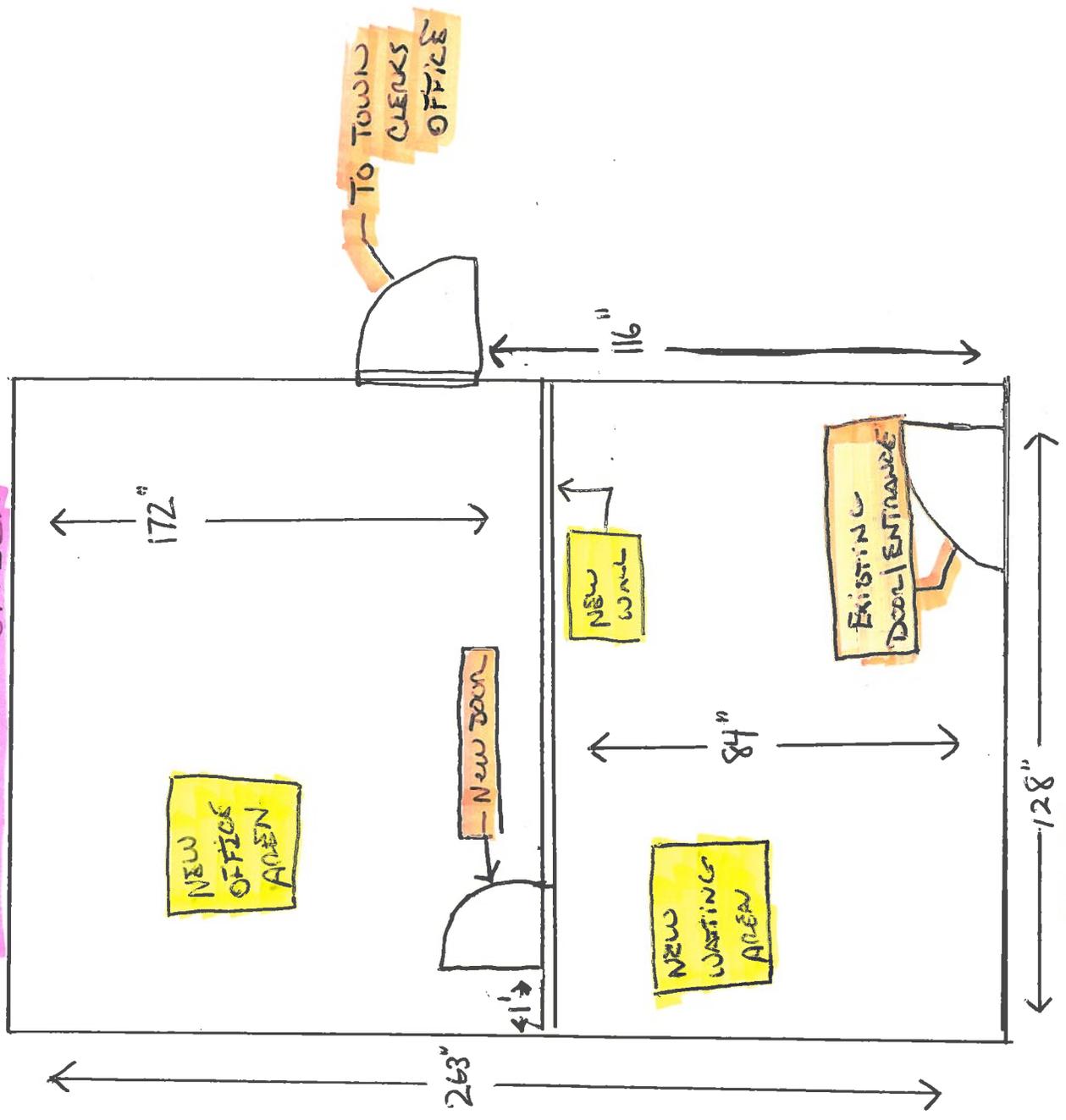


NEW FIRE RATED DOOR

NOT TO SCALE

6

NEW ASSESSORS OFFICE

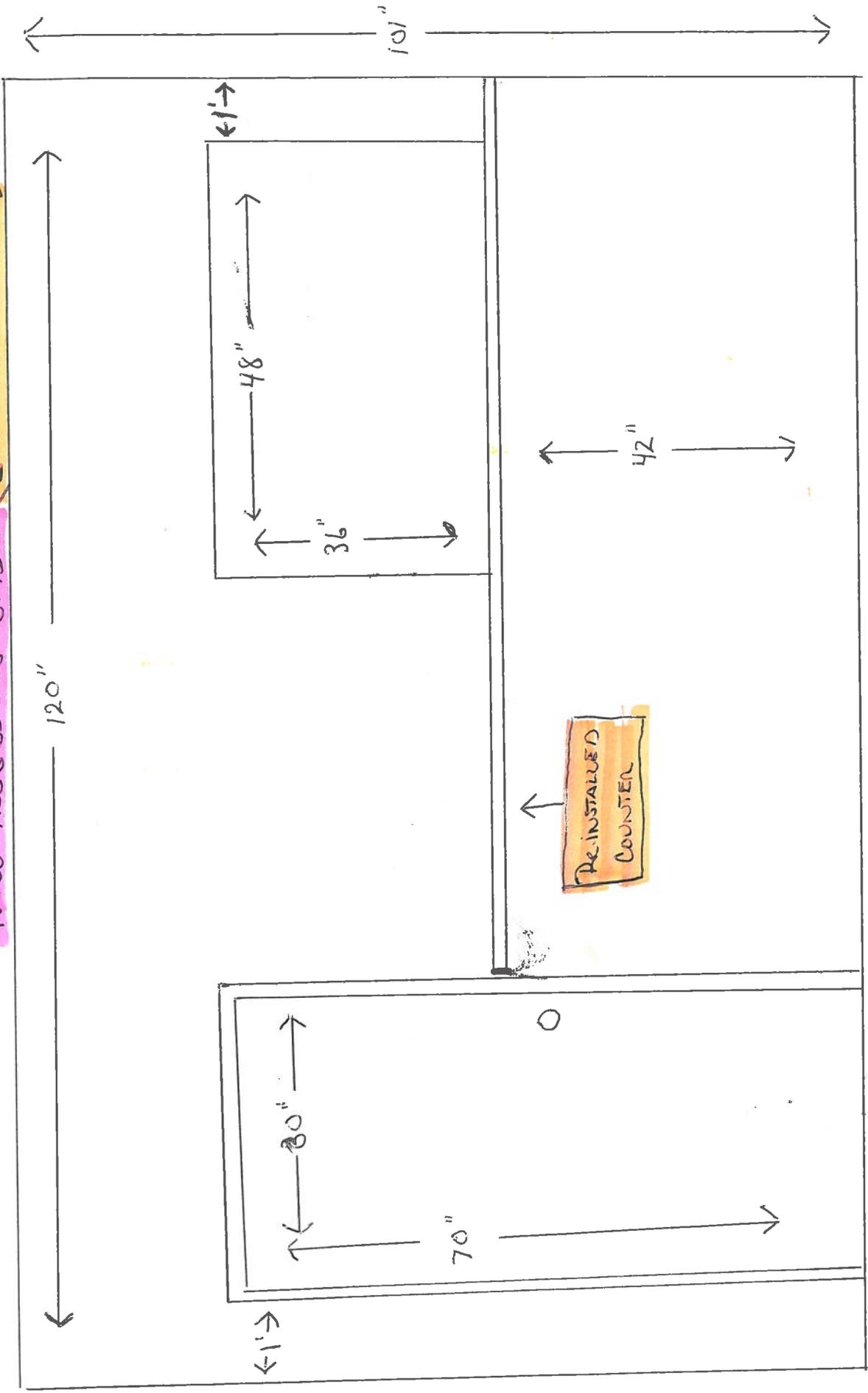


LOBBY AREA

(NOT TO SCALE)

7

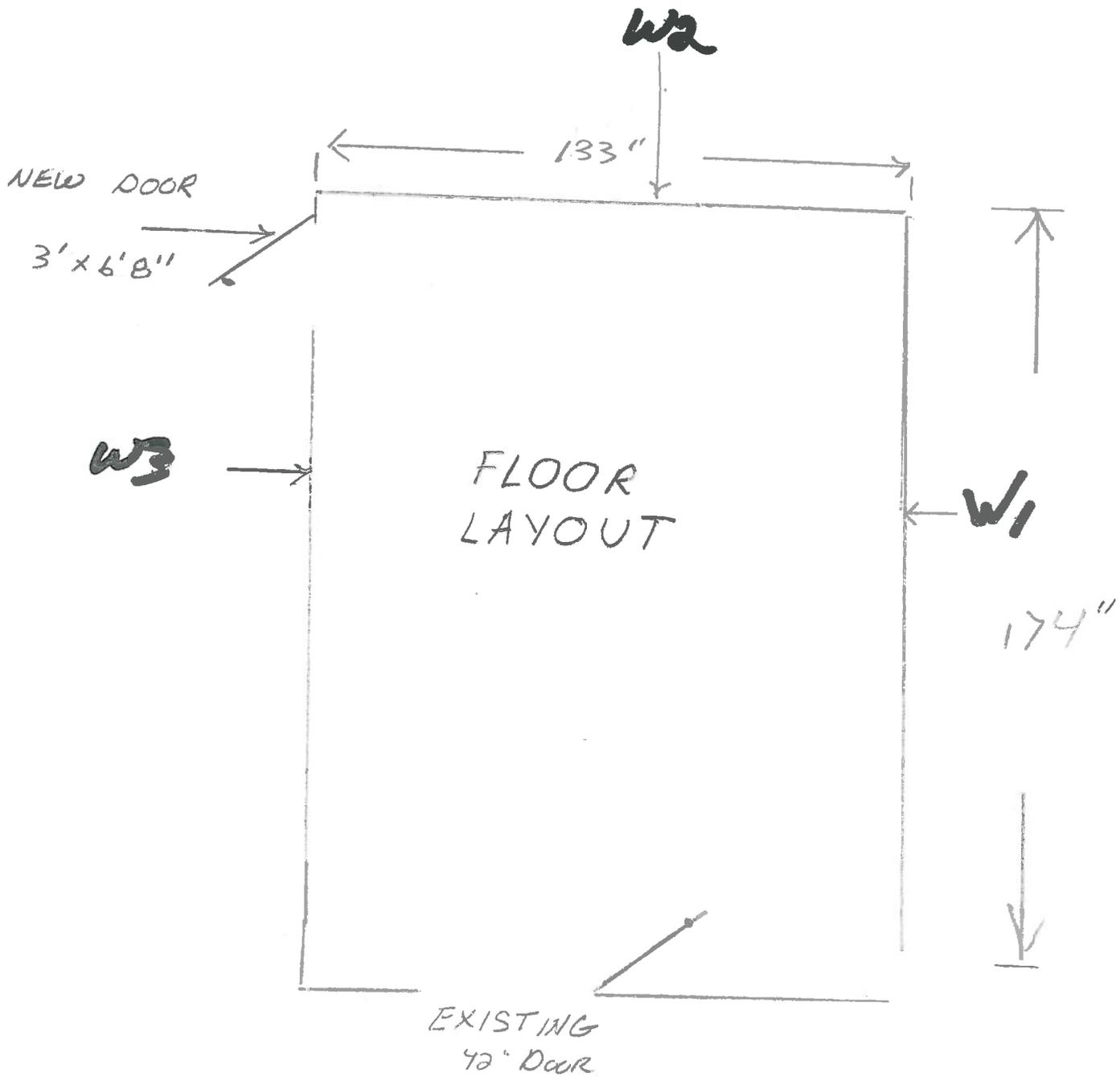
NEW ASSESSORS OFFICE (INSIDE OFFICE AREA)



NOT TO SCALE

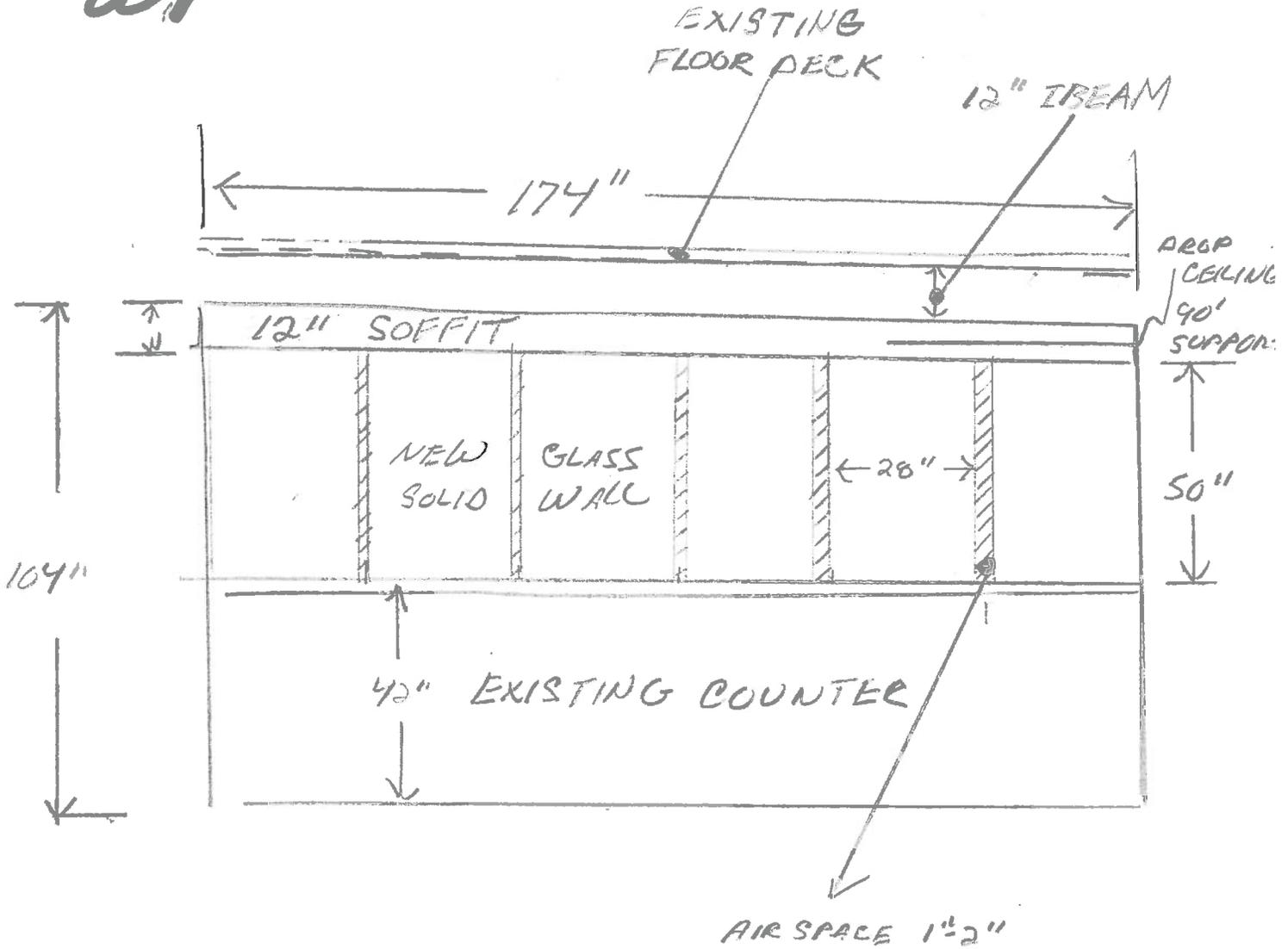
PLANNING DEPT.

8



CEILING.
FLOOR-JOIST 104"

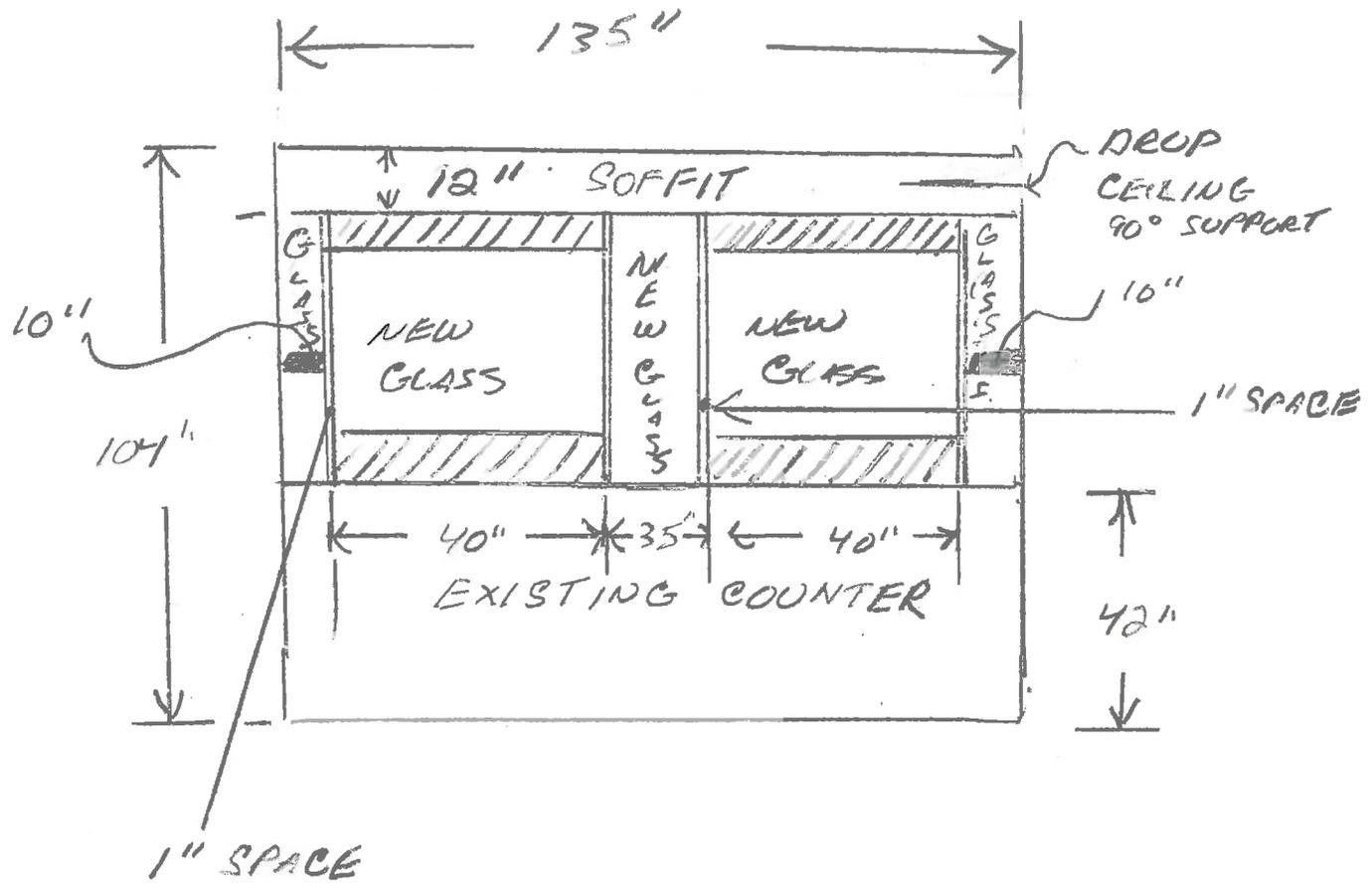
W₁



FINISHED CEILING HEIGHT 98"

PLANNING DEPT

W-2



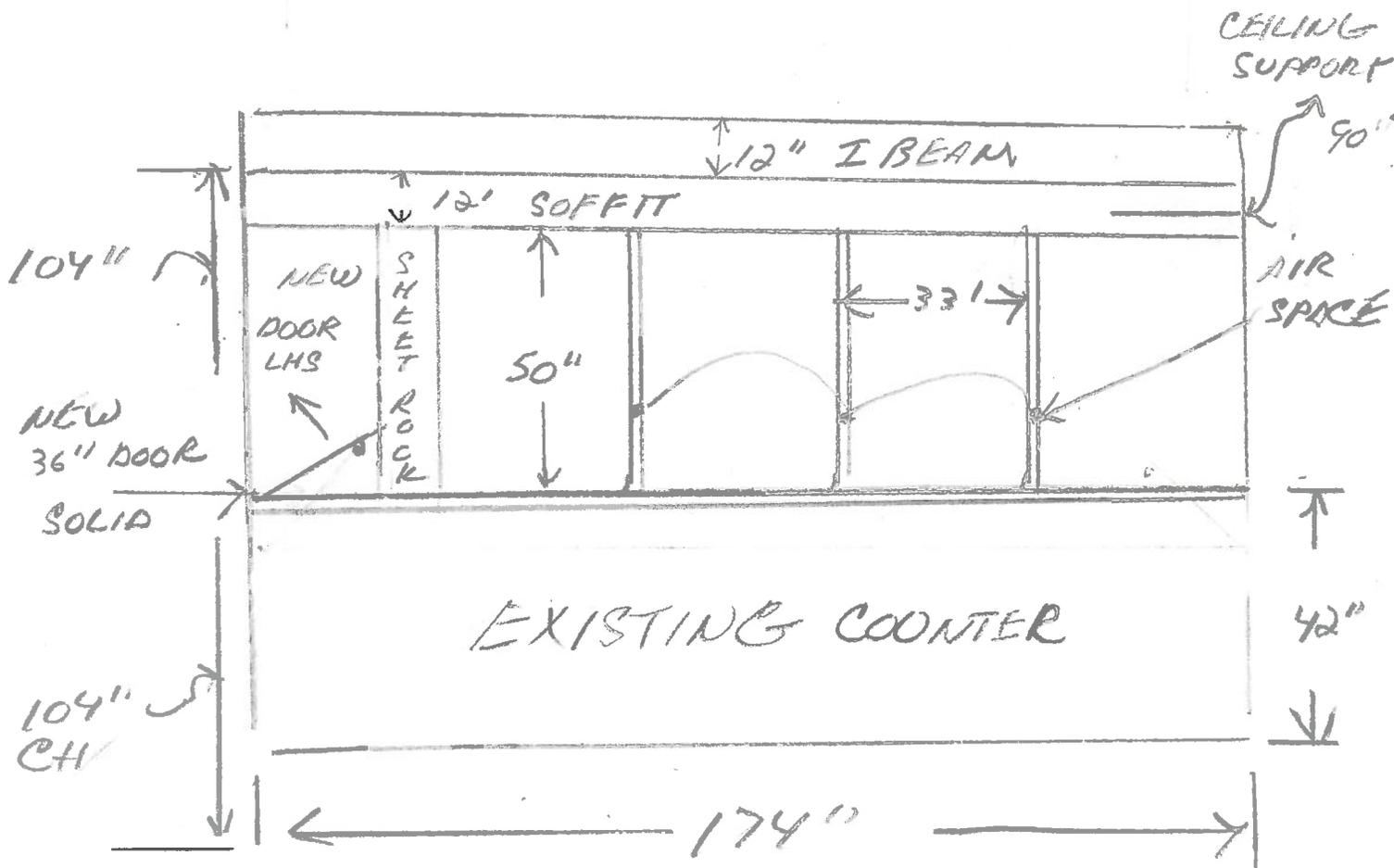
 OPEN AREA 8"

 GLASS 2 @ 34" x 40"

 GLASS 2 @ 10" x 34"

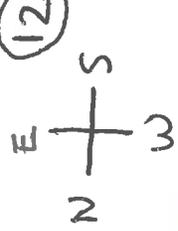
FINISHED CEILING HEIGHT 98"

W-3



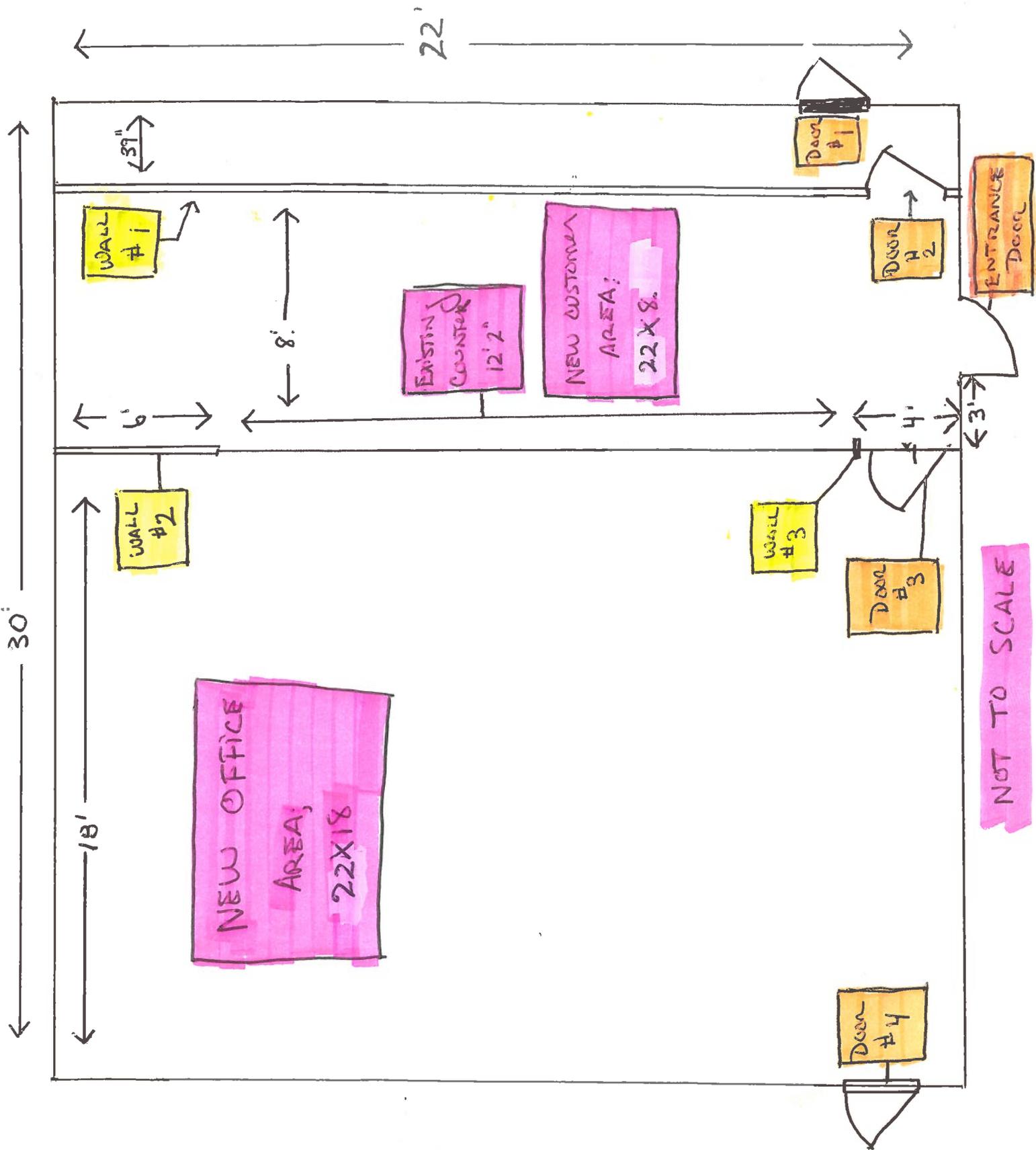
NEW GLASS

4 @ 33" x 50"



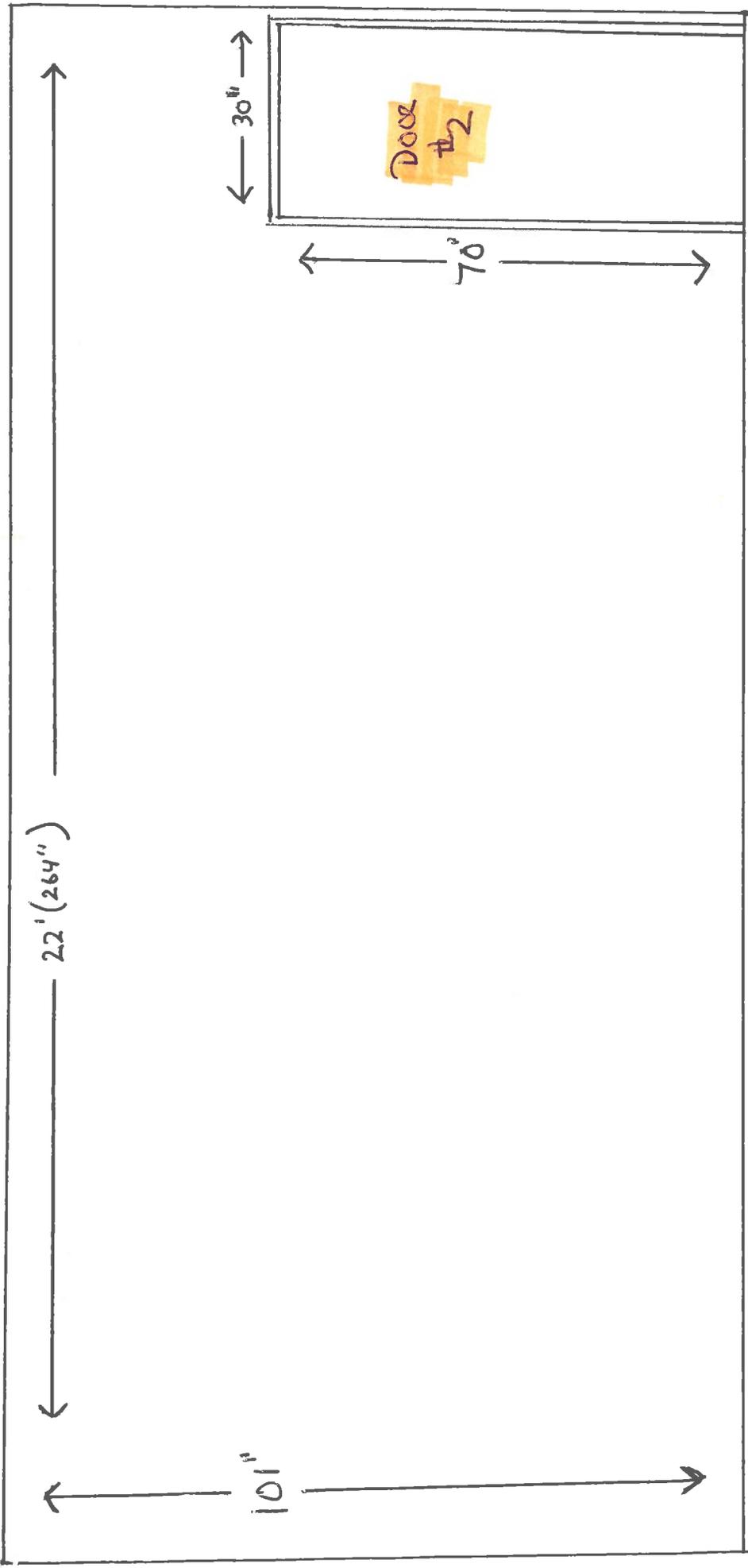
12

NEW
PARKS
&
RECREATION
OFFICE



NEW PARKS & RECREATION OFFICE

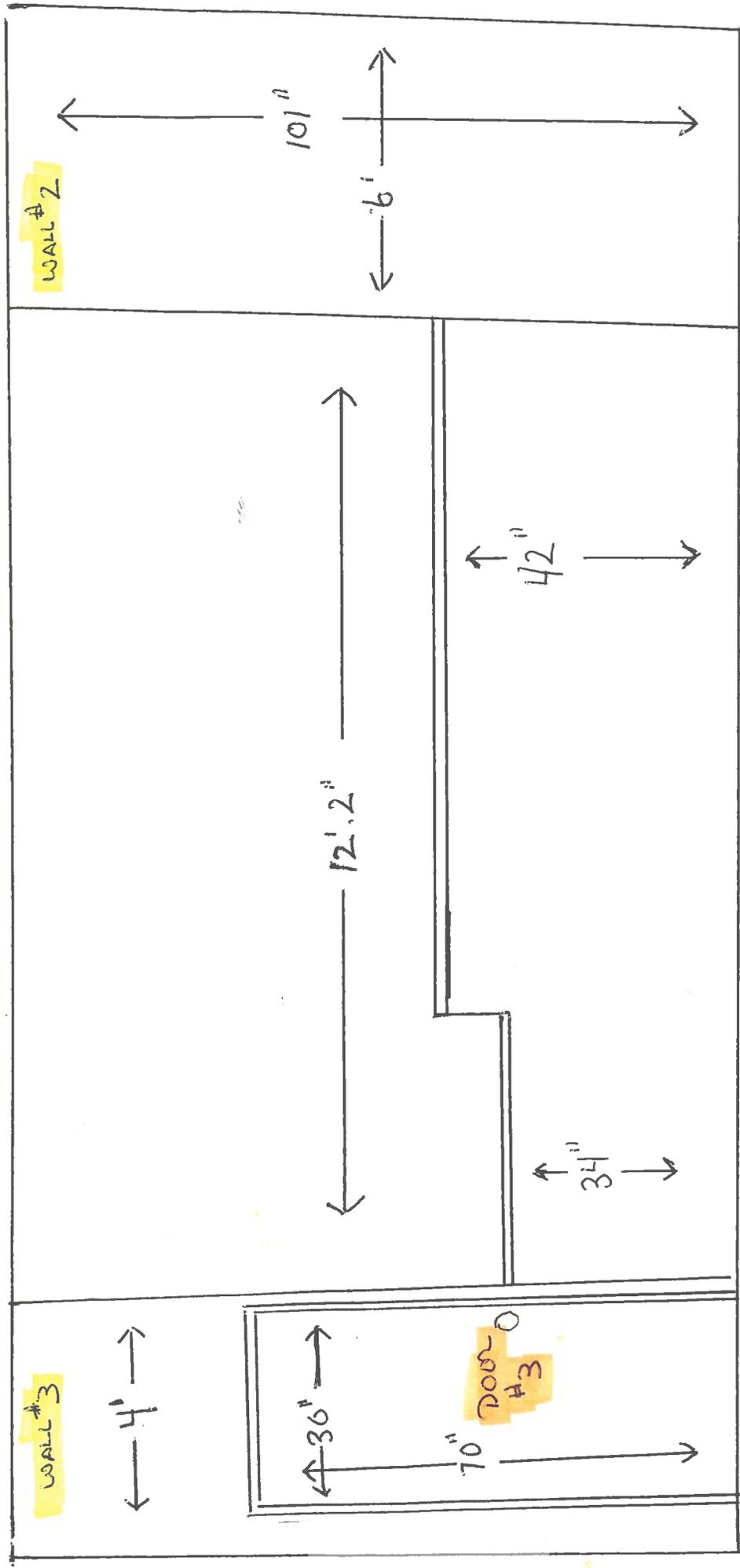
WALL #1



NOT TO SCALE

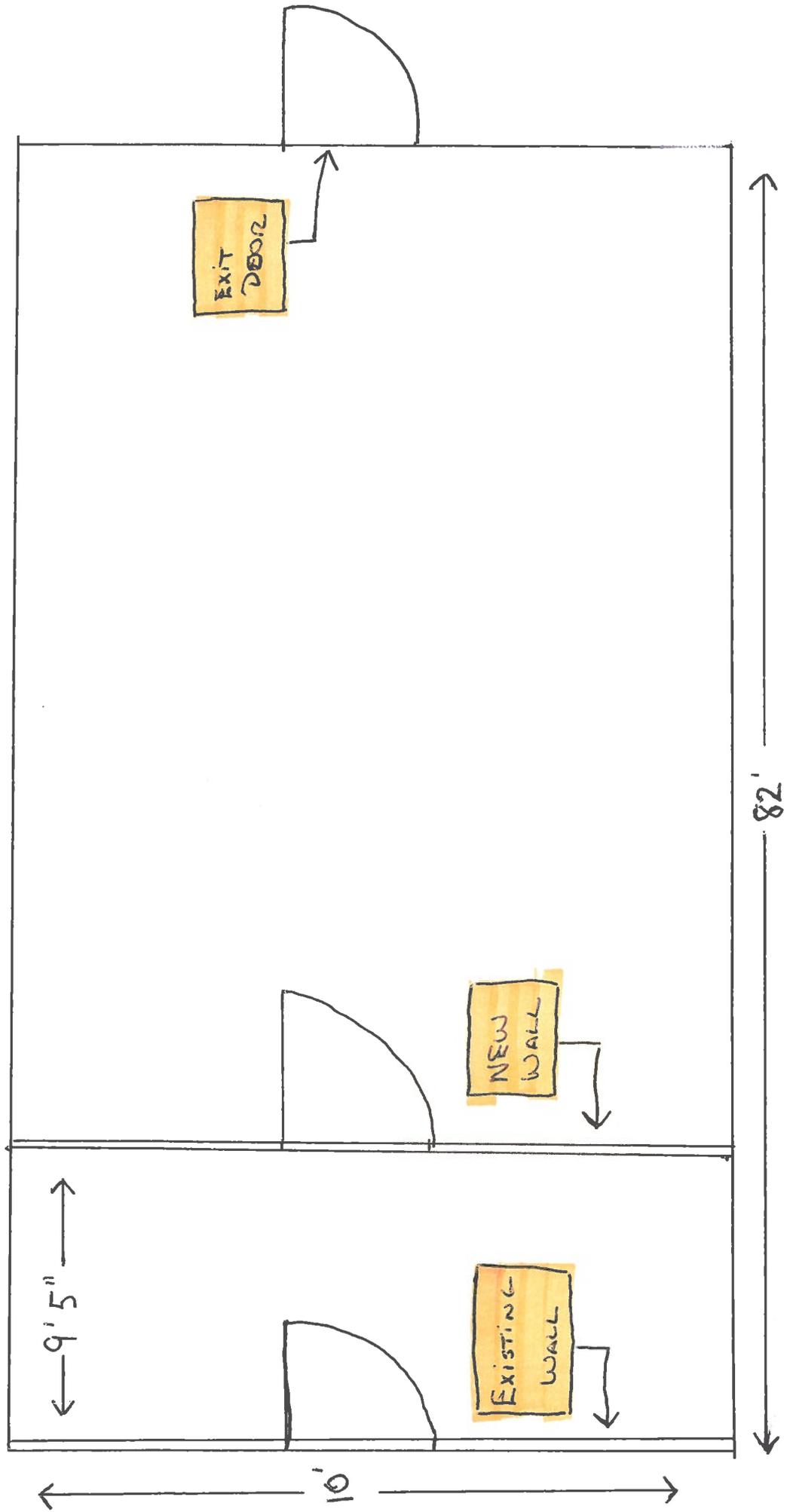
NEW PARKS + RECREATION OFFICE

WALL # 2 AND WALL # 3



NOT TO SCALE

EMPLOYEE ENTRANCE / HALLWAY



NOT TO SCALE