



Request for Proposal
Old South Meeting House – Restoration of Exterior
B2015-OSMH-02

Town of Seabrook, New Hampshire

Historical Society of Seabrook



Old South Meeting House

Restoration of Exterior

REQUEST FOR PROPOSAL # B2015-OSMH-02

You are cordially invited to submit a Proposal for the Old South Meeting House Restoration in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

Five (5) copies of the Technical/Qualifications Proposal must be submitted in a sealed envelope, plainly marked:

*RFP # B2015-OSMH-02
Town Managers Office
Town of Seabrook
c/o Shaylia Marquis
99 Lafayette Rd
Seabrook, NH 03874*

All proposals/bids must be received by Thursday, June 25th at 2:00pm EST

A pre-proposal meeting will be held on Wednesday, June 10th 2015 at 11:00am on Location



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I. INTRODUCTION

The Historical Society of Seabrook, New Hampshire desires to contract with a qualified General Contractor for timely restoration and preservation of the Old South Meeting House located on the corner of Route 107 & Route 1 in Seabrook. The project will require work to start no later than August 2015.

II. GENERAL REQUIREMENTS

Contractors are requested to submit a complete qualification package for review by the Owner that demonstrates successful performance on similar projects. Contractors making proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements. The Bidders must include at least three references that may be contacted by the Historical Society and the Town of Seabrook with regard to past performance.

All proposals must be received no later than 2:00pm on June 25, 2015 by the office of the Town Manager and must be plainly marked

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The submittal package shall include five (5) copies of the proposal. No telephone, email or facsimile proposals will be accepted. All proposals received after the deadline will be returned unopened.

Proposals must be signed by an official authorized to bind the contractor to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.



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“The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, 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.”

(Authorized Signature)

(Date)

(Company)

Costs incurred for the preparation of a proposal in response to this RFP shall be the sole responsibility of the firm submitting the proposal. The Seabrook Historical Society and the Town of Seabrook reserve the right to select or reject any contractor firm as it deems to be in the best interest to accomplish the project specified. The Historical Society and the Town of Seabrook reserve the right to accept the proposal on one or any combination of items of a proposal. The Historical Society and the Town also reserve the right to discontinue the selection process at any time prior to the awarding of a contract. There will be no reimbursement to any candidate firm if the selection process is terminated. The Historical Society reserves the right to waive defects and informalities of the proposals.

III. SELECTION OF FINAL BIDDERS

The successful Contractor must demonstrate and guarantee its ability to comply with the restoration schedule as a priority for consideration. In addition to schedule, the successful Contractor will provide: a high quality proposal response; demonstrate the most advantageous combination of experience, cost, approach, and provide recommendations for reducing project cost and managing schedule. To ensure as nearly as possible that purchases are made so as to obtain maximum value to the Seabrook residents and recognizing the town’s intent to consider quality product and standardization as well as cost in making final decision on which contract to choose, the following is considered:



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1. Value/Pricing Structure and Price Levels – The price is commensurate with the value offered by the proposer
2. Suitability of the Proposal – The proposed solution meets the needs and criteria set forth in the RFP
3. Candidate Experience – Candidate has successfully completed similar projects and has the qualifications necessary to undertake this project
4. Proposal Presentation – The information is presented in a clear, logical manner and is well organized

Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations. After examination of the above, a decision will be made and an award given to the applicable vendor.

*The Town of Seabrook is a Tax Exempt Organization.

Performance Bond May Be required

A pre-proposal meeting will be held on Wednesday, June 10, 2015. Attendees should meet at the Old South Meeting House, on the corner of Routes 107 and Route 1 at 11am.

Questions should be directed to Eric Small, Seabrook Historical Society, at (603) 498-2182 or email to enswalton@comcast.net.

IV. CONTRACT TERMS

The Town of Seabrook will negotiate contract terms upon selection. All contracts are subject to review by Town of Seabrook legal counsel, and will be awarded upon signing of a commitment or contract, which outlines terms, scope, budget and other necessary items. The Town of Seabrook reserves the right to accept or reject any or all bids, to waive technical or legal deficiencies and to accept any bid that it may deem to be in the best interest of the town.

V. SCOPE OF WORK

Repair and restore windows

Re-point chimneys

Repair and reside bell tower

Scrape and paint

Scaffold perimeter and steeple are for demolition and re-siding

Includes staging and fall protection

Provide poly containment perimeter to mitigate lead paint contamination

Cleanup and lawful disposal of all construction debris

See Details below



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Details (See attached picture)

1. Below Roof Line

a. Scrape and paint

Scrape and paint all doors, window casings and trim "Arctic White" and the half moon shutter Black

b. Windows

Restore existing windows
Make all windows operable for air circulation

2. Above the Roof

a. Base of Bell Tower

Removal of clapboards and corner boards - leaving existing trim
Supply and install Tyvek or equal
Nail off miscellaneous sheathing to ensure all sheathing is secure
Supply and install pre-primed cement board siding

b. Bell Tower and Spire

Scrape and Paint all wood surfaces "Arctic White" and the four shutters around bell tower Black

c. Chimneys

Re-point

3. Other

a. Includes rough carpentry for repairs and patches

VI. TIMELINE

June 10th, 2015	Pre-proposal Meeting at 11am on location
June 25th, 2015	Proposals due at Seabrook Town Hall; 2:00pm
July 2nd, 2015	Proposals will be evaluated immediately thereafter. During this time we may require interviews at our office with our evaluation team on or before July 2nd, 2015. You will be notified if this is requested.
July 16th, 2015	Negotiations will begin immediately with the successful candidate and should conclude no later than July 16th, 2015.



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VII. QUALIFICATIONS

- Describe your experience in historical restorations
- Provide current reference information for three former or current clients
- Provide a company profile, length of time in business and core competencies
- What type of team will be assigned to this project? What will each person's role be? Please include a brief background summary for each key staff member assigned to this project
- Time frame for completion. The time frame for completion of the project will be evaluated. In addition, time frames will be part of the contractual agreement; therefore, a realistic time frame for completion is requested

VIII. EVALUATION CRITERIA

The following criteria will form the basis upon which the Town of Seabrook will evaluate proposals. The mandatory criteria must be met and include:

Five (5) copies of your proposal must be received no later than 2:00pm eastern time, Thursday, June 25th, 2015. Your proposal must include a cost proposal as described above. All costs associated with the delivery of the project should be presented in a flat rate, fee for service format.

Approved By

William M. Manzi III,
Town Manager

Date



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