



Request for Proposal
Old South Meeting House – Restoration of Interior
B2016-OSMH-03

Town of Seabrook, New Hampshire

Historical Society of Seabrook



Old South Meeting House

Restoration of Interior

REQUEST FOR PROPOSAL # B2016-OSMH-03

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 # B2016-OSMH-03
Town Managers Office
Town of Seabrook
c/o Shaylia Marquis
99 Lafayette Rd
Seabrook, NH 03874*

*A pre-proposal meeting will be held on Tuesday, August 16th, 2016 at 11:00am on location
All proposals/bids must be received by Thursday, August 25th, 2016 at 2:00pm EST*



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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 September 2016.

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 August 25th, 2016 by the office of the Town Manager and must be plainly marked:

***RFP # B2016-OSMH-03
 Town Managers Office
 Town of Seabrook
 c/o Shaylia Marquis
 99 Lafayette Rd
 Seabrook, NH 03874***

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.

“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)



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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 Town of Seabrook and the Seabrook Historical Society reserve 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:

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 Tuesday, August 16th, 2016. 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.



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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

Heating System/HVAC

Replace Heating System for building/natural gas system

Provide Air Conditioning for first floor, with potential for expansion to 2nd floor.
Provide ventilation for two bathrooms.

Electrical

Replace electrical service with 200 Amp 1 phase meter/disconnect and 200 amp 42 space main panel
Provide receptacles at all windows for seasonal lighting, with controls/timers adjacent to electric panel. All single pole circuit breakers to be arc-fault type.
Upgrade/add/replace power and lighting outlets/switches as requested.
Provide new outdoor lighting outlets/switches as requested.
Provide new outdoor lighting at exterior doors and parking area.
Provide exit signage and emergency lighting per Fire Department specifications.

Plumbing

Provide plumbing for bathroom with 2 stalls (one of which is ADA compliant)
Provide stubs for future second bathroom with 2 stalls. Bathroom will remain unfinished, except entrance door.
Provide drinking fountain and service sink
Provide new outdoor lighting at exterior doors and parking area
Provide exit signage and emergency lighting per Fire Department specifications

Carpentry/Drywall

Scrape, prime and paint (two finish coats) entire First Floor
Scrape, prime and paint (two finish coats) upstairs where instructed
Scrape, prime and paint (two finish coats) all windows
Remove side door and infill with siding, trim, drywall and paint same.
Provide new accessible rear exit and ramp. Door to be 48" x 84" with crash hardware
Remove existing walls at bath and furnace area.
Provide framing for two bathrooms, janitor's close, and mechanical room



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Provide insulation, drywall, finish, FREP doors, hardware as appropriate.
 Prime and paint (two coats) all new work
 Provide plans as requested by Building and Fire Departments
 Cleanup and lawfully disposal of all construction debris

Add Alternate #1

Provide Air conditioning on second floor

Add Alternate #2

Restore natural wood for beams and columns

Add Alternate #3

Replace the beams at belfry

Add Alternate #4

Restore and paint all second floor windows

Add Alternate #5

Insulate second floor

Add Alternate #6

Insulate west wall

Details (See attached picture)

1. **Bell Tower**

- Remove the spire
- Rebuild the bell tower, including the replacement of all beams.
- Reattach all exterior boards
- Reattach the spire and spot paint where needed

2. **Other**

- a. Includes rough carpentry for repairs and patches

VI. TIMELINE

August 16th, 2016

Pre-proposal Meeting at 11am on location

August 25th, 2016

Proposals due at Seabrook Town Hall; 2:00pm

Proposals will be evaluated immediately thereafter.
 During this time we may require interviews at our office.
 You will be notified if this is requested.



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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, August 25th, 2016. 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

7-26-16

Date



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