

Town of Rye, NH

REQUEST FOR QUALIFICATIONS AND PROPOSALS TOWN HALL ANNEX RENOVATIONS

I. BACKGROUND:

In February 2021, the Town of Rye, with substantial participation from the Rye Conservation Commission and the Library Board of Trustees, acquired the former TD Bank building located at 500 Washington Road, Rye, NH. The acquisition attempts to solve the decades long space needs issue of the Rye Town Hall. The intention behind the acquisition is to renovate the building at 500 Washington Road and transition certain offices, including the Town Clerk/Tax Collector from the existing Town Hall into what will now be considered the Town Hall Annex. Among the benefits will be the ability of Rye residents to use the existing drive through window at the Annex to complete transactions with the Town Clerk/Tax Collector offices.

The project will be awarded and under contract by March 14, 2022, with construction to be substantially completed and accepted by August 31, 2022. There will be a mandatory pre-bid site meeting on Thursday, February 3, 2022, at 2:00 p.m. at 500 Washington Road, Rye, NH 03870 for all Contractors that will be submitting. Failure to attend this pre-bid meeting may result in disqualification from consideration.

II. SCOPE OF WORK:

The successful bidder will be responsible for permitting and constructing for Phase I of the Town Hall Annex in accordance with Project Plans and all subsequently prepared designs, as well as providing construction estimates for Phase II in accordance with the attached stamped plans. Scope of work shall include, but shall not be limited to, the following tasks:

- Perform all work included in all contract documents in strict accordance with all plans, designs, drawings, permits, licenses, and approvals, and in accordance with all state, federal and local laws, rules, regulations, and statutes that apply to this project.
- Perform all work in a neat and workmanlike manner, using the reasonable care and skill expected for the industry/trade in which the work is being performed and in accordance with industry standards.
- Apply for and obtain all necessary permits, which shall be the responsibility of the contractor and shall be coordinated with phasing and with the local building inspector.
- Inform Project Manager of any discrepancies in any Plans immediately.
- Field verify all measurements and conditions and notify the Owner of any discrepancies or circumstances that affect the work.

- Review all mechanical, electrical, plumbing and fire protection drawings and specification for locations of all block outs, inserts, openings, curbs, bases, and pads that are not dimensioned or shown on architectural or structural drawings.
- Mechanical, electrical, plumbing, and sprinkler system work shall be performed by licensed and insured trades people.
- Prepare or subcontract the preparation of structural, mechanical, electrical, plumbing, and fire protection drawings and specifications to the satisfaction of the Project Manager.
- Ensure the location of door openings not dimensioned are 6” from adjacent wall (face of framing to rough opening).
- Construct rated wall systems to have continuous sealant at base and top of wall.
- Provide 5/8” type ‘X’ gypsum board at rated wall partitions.
- Provide 5/8” moisture resistant (MR) gypsum board in toilet rooms.
- Provide firestopping at penetrations in fire rated walls and floors. Provide firestopping where fire rated assemblies abut other construction.
- Protecting all penetrations in fire resistance rated assemblies with approved penetration firestop system installed as tested in accordance with ASTM E814 or UL 1479.
- Ensure the proper alignment of all new and existing wall and floor assemblies.
- Install handrails in compliance with IBC 2015 dimensional standards are required on both sides of stairs.
- Design and construct sprinkler room layout and access that shall comply with ADA clear space requirements in bathroom.
- Install and construct vault, using design basis of standard for fire- resistive vaults and safes (for reference, see the Connecticut State Agencies State Library).
- Dispose of all rubbish and leave the premises “broom clean.”
- The building heating and cooling should be provided either by an air-to-air heat pump system or a high efficiency propane furnace and air conditioning system. The air-to-air heat pump shall meet or exceed the efficiency specifications in the attached Eversource 2021 HVA incentive application. If the air-to-air heat pump is recommended and backup heat is recommended, it shall be provided by a propane unit.

The successor bidder will be required to guarantee that the work will be free of defects in materials and workmanship for a period of eighteen months after completion, except for the roof, which shall be required to have a guarantee for a period of 10 years, the terms of which shall be as specified in the Contract Documents.

III. SUBMITTAL PACKAGE:

1. In total, four (4) copies and one (1) electronic copy of the Submittal, including attachments, are required.
2. Pages shall be no larger than letter-size (8 ½ x 11 inches) or, if folded to that dimension, twice letter size (11 x 17 inches). It is acceptable to produce the Submittal on both sides of the paper.
3. The Submittal must be in a sealed envelope plainly marked on the outside with the Contractor's name and project identification as follows: " Town Hall Annex Renovations ", Town of Rye Selectmen's Office, 10 Central Road, Rye, NH 03870.
4. Submittals must be received at The Selectmen's Office, 10 Central Road, Rye, NH 03870 no later than 3:30 p.m., Monday, February 28, 2022.
5. Bidders are responsible for all of their costs in preparing and submitting bids hereunder.
6. Upon selection, the successful bidder shall be required to enter into a written contract with the Town within seven (7) days from notification of selection.
7. Each bid submitted shall include a signed statement from an authorized representative certifying as follows: "The undersigned certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person, corporation, company, or other entity."

IV. SUBMITTAL FORMAT FOR COST PROPOSAL:

1. Bidders should provide a cost proposal that provides an itemization of proposed costs, broken down by labor and materials for various work tasks associated with Phase I.
2. Bidders should separately identify and provide a breakdown for the costs of any identified optional work and shall provide an allowance for the sprinkler system.
3. Bidders should separately identify and provide a breakdown for the costs for the work associated with Phase II
4. Cost proposals should identify the hourly rate for personnel associated with the Work that may be considered with regard to any Change Orders related to the Contract Sum.

V. SUBMITTAL FORMAT FOR STATEMENT OF QUALIFICATIONS:

Outside cover and first page shall contain:

1. The Title: " Proposal for Phase I Interior Renovations and Construction Pricing Estimate for Phase II expansion"

The Transmittal Letter will include:

1. A Summary of the Contractor's qualifications, including, but not limited to, (a) the number of employees employed by the Contractor; (b) the employees available for the work; (c) the estimated date for 10%, 50%, and substantial completion; (d) the number of years the Contractor has been in operation; and (e) a list of five prior jobs similar to the subject project with the location, client, year of work, and client contact address and phone number).
2. A statement indicating that to the best of the Contractor's abilities, all information contained in the Submittal is complete and accurate.
3. A statement granting the Town of Rye, NH, and its representatives' authorization to contact any existing or previous client of the Contractor (or a Contractor's Team Member} for

purposes of obtaining an independent evaluation of the Contractor's or a Contractor's Team member's performance.

4. At least one copy of the transmittal letter must have the original signature of an officer of each principal firm that comprises the Contractor (not a sub-consultant).
5. Provide the contact information of the person who the Contractor will designate to be the key contact with the Town of Rye, NH.

VI. DESCRIPTION OF THE SELECTION PROCESS:

The Statement of Qualifications and Cost Proposals ("Submittal") will be evaluated by the Select Board. The Select Board may request and consider additional information of Contractors beyond that sought in Sections III-V as the Board, in its sole discretion, deems useful. In evaluating Submittals, the Select Board may, but shall not be required to, conduct interviews with bidders.

The Select Board shall review compliant proposals and shall determine the Contractor that the Board, in its sole discretion, deems best suited to perform the Work. The Select Board may reject any or all bids for any reason.

In evaluating bids, the Select Board may waive any of the requirements or formalities set forth in this Request for Proposals as the Select Board deems appropriate in its sole discretion.

VII. SELECTION CRITERIA:

Qualifications will be reviewed and evaluated by the Select Board based on the following criteria:

1. Contractor's experience and approach to similar projects.
2. The proposed contract price for each phase, both individually and in total, and all optional work.
3. References from previous design and construction projects.
4. Professional qualifications of individuals assigned to the project.
5. Current work schedule availability.
6. Contractors understanding of budget available and ability to meet project budget.
7. Contractor's ability to reduce project costs and manage schedule.

VIII. CONTRACT DOCUMENT:

Upon final selection, the successful Contractor will be sent a contract for execution. Contractor shall be required to sign said written contract with the Town within seven (7) days from notification of selection. Included with this request for proposals is a draft contract, which may be modified by the Town prior to execution.

When the contract is executed by both parties, the Contractor will be instructed to commence providing the work as outlined in the contract. All information, plans, documents, photos, and other materials of any kind acquired or developed by the Contractor pursuant to this project shall be the property of the Town of Rye, NH. The contract shall include the following insurance and indemnification language.

IX. INSURANCE:

The successful bidder will be required to purchase and maintain, for the duration of the work, insurance of the limits and types specified in the enclosed draft Contract from an insurance company approved by the Town of Rye, NH.

X. INDEMNIFICATION:

The successful bidder will be required to provide indemnification and hold harmless covenants in the scope set forth in the draft Contract enclosed herewith.

XI. PERFORMANCE AND PAYMENT BOND:

The successive bidder will be required to provide a performance bond and a payment bond in the amounts of the Contract Sum prior to being provided with a notice to proceed with the Work. Such bonds shall be in a form and substance satisfactory to the Town's legal counsel.

XII. ENCLOSURES:

1. Architecture's stamped construction plans for Phase I, II and III.
2. Draft Contract
3. HVAC Incentive Application
4. Lepage Window and Door Schedule