

REQUEST FOR PROPOSAL (RFP)
TOWN HALL ANNEX PROJECT

TOWN OF CHESTERFIELD
490 ROUTE 63
CHESTERFIELD, NH 03443

JUNE 28, 2018

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1. SUMMARY AND BACKGROUND

The Town of Chesterfield is currently accepting proposals for the purpose of Demolishing the existing Annex buildings, designing and constructing a new Annex to include but not limited to a full commercial Kitchen, fully ADA accessible facility, new heating system for both the new annex and existing Town hall. Prospective applicants may use the attached Exhibit A to help understand the Town's Vision. The Town will review the proposal provided, including the impact to the existing Town hall.

The purpose of this RFP is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the best value for the town of Chesterfield.

The Town of Chesterfield is a small Town that was incorporated in 1752. The Town Hall was built in 1851. The Town Annex Building was built over a period from the early to mid 1900's.

The Town Hall and Annex building is used for many functions. The uses range from town government, residents, non-residents and multiple agencies that serve the public. The annex building is used as a meeting place, the small central room, a place to cook, warm or serve food and refreshments to the main town hall. The Annex contains the only two restrooms for both buildings.

An energy Audit was performed in 2010 in the Town Hall and Annex building. This audit is available on the town web site. (<http://nhchesterfield.com/wp-content/uploads/2014/05/TownHallEnergyAudit.pdf>)

2. PROPOSAL GUIDELINES

This RFP represents the requirements for a competitive process. Proposals will be accepted until noon EST September 12, 2018. Any proposals received after this date and time will be not be included for consideration. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the Applicant must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, the proposal shall include a cost of development and projected construction cost exclusive of furnishings (listed in the scope and Exhibit A). The proposal must include any outsourced or contracted work.

All additional costs must be shown in an itemized list to include an explanation of all fees and costs.

The Applicant shall include Three (3) like projects they have been involved with of this type of building. Include the level of involvement your organization was called on for each

project. Also, list the most **recent** Five (5) projects your organization is or has been involved with.

Contract terms and conditions will be negotiated upon selection of the winning proposal for this RFP. All contractual terms and conditions will be through the AIA contract A141-2014 and subject to review by Town of Chesterfield's Attorney and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

The Town of Chesterfield is proposing to demolish the existing Annex buildings and Construct a new Town Hall Annex Building. The building must comply with current ADA regulations, construct using current energy standards including the mechanical and electrical services of the building and increase the usability of the building

Project Description:

The Town of Chesterfield is seeking out an organization to design and build a new Annex building to provide best utilization of space, services and utilities. The goal of the Town of Chesterfield is to construct a usable and cost-efficient annex building while keeping with in the character and beauty and charm of our town center.

The exterior layout and finish of the building must fit the period of the original building. The mechanical and electrical service will inclusive of both the Town hall and the annex building. The existing boiler and tanks will be removed and replaced.

Additionally, the layout should take into consideration the floor plan and elevations provided in Exhibit "B"

4. PROJECT SCOPE

The scope of this project includes demolition of the existing Annex buildings, all design development, code compliance and aesthetic compliance, and construction of a new building. Project should include all local, state and federal permits and fees. The Town of Chesterfield will waive any Town permit or inspection fees for this project.

The selected Applicant will be responsible for planning and conducting a thorough Construction plan, Schedule of work and values, and construction cost.

The project sits adjacent to the Library and attached to the Town Hall. The front or west access to the Library must be open and maintained during all phases of construction.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than noon eastern standard time September 12, 2018 submitted to the Selectmen's office.

Project Timeline:

- Site visit by prospective firms- August 9 2018 @ 9:00 AM
- Dead line for proposals September 12, 2018
- Proposal review and selection of final three candidates and check references September 26, 2018
- Candidate interviews October 11, 2018
- Candidate selection October 17 ,2018
- Initial design plans November 20, 2018
- Selected design plan, building specifications, budget costs for review- December 18, 2018
- Final architectural design plans, Building specifications and budget costs January 23, 2018

6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Additional cost should be listed for each of the following items in accordance with the format below;

Additional Services-

Labor rates for:

Laborers

Carpenters

Drywall

Concrete Carpenters and finishers

Electricians

Plumbers

Site laborer

Operator

Equipment

Draftsman

Travel time- mileage and hourly cost

NOTE: All costs and fees must be clearly described in the proposal.

7. BIDDER QUALIFICATIONS

Proposal shall provide the following items as part of their proposal for consideration:

- Description of experience in planning, building, and design of this building type
- List of how many full time, part time, and contractor staff in your organization
- Examples of 3 or more buildings designed of this period and building type.
- Testimonials from past clients on building design work

- Anticipated resources you will assign to this project (total number, role, title, experience)
- Timeframe for completion of the project
- Bidder must carry bond in amount of contract amount.
- Completed bid form

8. PROPOSAL EVALUATION CRITERIA

To ensure consideration for this Request for Proposal, your proposal shall be complete and include all of the following criteria:

- Overall proposal suitability: Proposal must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Organizations will be evaluated on their experience as it pertains to the scope of this project in respect to design build.
- Previous work: Organizations will be evaluated on examples of their work pertaining to period design and user friendliness of space as well as client testimonials and references
- Value and cost: Organizations will be evaluated on the cost of their Proposal based on the work to be performed in accordance with the scope of this project. **Final selection will not be based solely on lowest proposed cost.**
- The use of local resources will be valued in the selection process.
- Technical expertise and experience: Organizations must provide descriptions and documentation of staff technical expertise and experience.

Each bidder must submit 5 copies of their proposal to the address below by September 12, 2018 at Noon EST:

Town of Chesterfield
Att: Selectmen's Office
490 Route 63
Chesterfield, NH 03443

Contact info:

Email questions to : Selectman-A@nhchesterfield.com

Phone inquiries to Town Administrator, Alissa Fox 603-363-4527 Ext. 13

Additional exhibits: A and B attached

Exhibit A

Remove Existing Annex Building Completely, Including Foundation

**Replacement Building is Approximately 30'x40' with Entry Roof, Single Story,
Attached to Original Town Hall Building**

- **8" Frost Wall and Footing, 4'-6" Below Grade**
- **4" Slab on Grade**
- **Concrete ADA Entrance Ramp with Steel Pipe Railing**
- **Repair Cemetery Stone Wall where Disturbed**
- **2"x6" Exterior Wall Framing, 2"x4" Interior Walls, 16" OC**
- **Engineered Truss Roof System with Over Framing to Existing Roof of Town Hall**
- **½" AvanTech Wall Sheathing, 5/8" Advantech Roof Sheathing**
- **White Composite Exterior Trim (Azek or Cleer)**
- **Factory Painted Concrete Lap Siding (Nitchia or James Hardi)**
- **White Vinyl Double Hung Windows (Marvin, Anderson or Jeld-Wen or equal)**
- **Architectural Asphalt Shingled Roof (100% ice and water underlayment, 30 year-GAF-Timberline, IKO- Cool Colors or equal)**
- **Roof Slate on Existing Building is Reworked for Over Framing**
- **R-21 Fiberglass Exterior Wall Insulation**
- **Acoustical Fiberglass Interior Wall Insulation**
- **Loose Blown Cellulose Attic Insulation R-40**
- **5/8" Drywall, Taped Smooth & Painted**
- **Fiberglass Reinforced Panels on Kitchen Walls**
- **Insulated Fiberglass Exterior Doors with Egress Hardware**
- **Solid Core Flush Birch Interior Doors**
- **1"x4" Square Wood Interior Trim, Composite in Kitchen**
- **Vinyl Composite Tile Flooring with 4" Vinyl Baseboard**
- **Two ADA Compliant Toilets and Lavatories with Commercial Grade Accessories (town to supply soap, toilet paper and hand towel dispensers)**
- **L.P. fired Forced Hot Water Boiler (Budarus or equal), Sized to Service Both Buildings**
- **L.P. fired Hot Water Heater**
- **Plumbing Service for Commercial Kitchen**
- **Connection to Existing Well & Septic Systems**
- **New addressable Fire Alarm in Annex & Town Hall Buildings**
- **Surfaced Mounted LED High Efficiency Lighting**

- **Time Controlled Bathroom Exhaust Fans**
- **Exterior Entrance Lighting**
- **Electrical Connections for Kitchen Equipment**
- **Foundation Excavation, Backfill & Compaction**
- **Excavation & Backfill for Propane Tank (Tank by LP Provider)**
- **Cut and Patch Asphalt Parking Area**
- **New Parking Lot Striping**
- **Grade, Loam & Seed Around Building**

LIST OF KITCHEN EQUIPMENT:

1. **Blodgett convection oven ZEPH 200 GSGLLP 39wx37dpx65 high**
2. **Vulcan 8 burner stove 48C-8BP 48w 34dp 58 high**
3. **Turbo Air Refrigerator reach in 55w 31dp 84high**
4. **Regency 3 bay sink 60w 23dp 45high**
5. **Regency hand wash sink 17w 15dp 13high**
6. **Eagle prep sink T3048SEB-BS-E23 48w 30dp 40high**
7. **Prep tables stainless with drawers 30x72 (2), 30x60 (2), 30x48(1)**
8. **Larkin oven hood with makeup air and suppression system 356-016 10ftx2ft**
9. **Noble Warewashing HT-180 High Temperature Dishwasher, 208/230V, 1 Phase**

Optional Material and installation Pricing

- A. **Flooring- Marmoleum for all areas excluding mechanical and Storage rooms (square foot price)**
- B. **Gypsum wallboard ceiling and Paint in all areas excluding the kitchen (square foot price)**
- C. **Ceiling in Kitchen- vinyl faced ACT (square foot price)**
- D. **Security system – monitoring of doors, windows and access card entry of exterior doors. Ability to set access card to date and time.**
- E. **New underground electrical service to the Building**

EXHIBIT B



