

REQUEST FOR PROPOSAL (RFP)
FRIEDSAM BUILDING
(HISTORICAL SOCIETY)
EXTERIOR MAINTENANCE

TOWN OF CHESTERFIELD
490 ROUTE 63
CHESTERFIELD, NH 03443

SEPTEMBER 6, 2018

TABLE OF CONTENTS

1.	SUMMARY AND BACKGROUND	2
2.	PROPOSAL GUIDELINES.....	2
3.	PROJECT PURPOSE.....	2
4.	PROJECT SCOPE.....	2
5.	REQUEST FOR PROPOSAL AND PROJECT TIMELINE.....	3
6.	BUDGET	3
7.	PROPOSAL EVALUATION CRITERIA	3
8.	Exhibit A.....	4
9.	Exhibit B.....	6

1. SUMMARY AND BACKGROUND

The Town of Chesterfield is currently accepting proposals for the purpose of exterior maintenance of the Friedsam building. Prospective applicants may use the attached Exhibit A in assessing work scope extent. The Town will review the proposal provided for completeness and acceptance.

The purpose of this RFP is to solicit proposals from various contractors, 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.

2. PROPOSAL GUIDELINES

This RFP represents the requirements for a competitive process. Proposals will be accepted until noon EST on September 26, 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.

Please see Exhibit “B” for specifications.

3. PROJECT PURPOSE

The purpose of this project is as follows:

The Town of Chesterfield is proposing exterior maintenance to the Friedsam building. This work includes but not limited to; painting, misc. carpentry, repointing of masonry and roof slate.

4. PROJECT SCOPE

The scope of this project includes exterior maintenance of the Friedsam building, control of the work site and cleanup of the work area and grounds. 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 Town Hall. The front of the Town Hall 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 26, 2018 submitted to the Selectmen's office.

Project Timeline:

- optional site visit by prospective firms- September 14 @ 3:00 PM
- Dead line for proposals September 26
- Contractor selection September 29, 2018
- Project completion November 1, 2018

6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Contractor to carry minimum \$1,000,000.00 in liability insurance.

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

7. PROPOSAL EVALUATION CRITERIA

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

- Complete cost for work outline in scope of work and Exhibit "A"

Each bidder must submit 5 copies of their proposal to the address below by September 26, 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

Exhibit A

- **Scrape, prepare and paint all wood on exterior of building (primer (if bare wood) and 2 coats finish)**
- **Main door- replace sill, replace Kick plate**
- **Main Door replace missing trim on column**
- **Scrape, prepare (infill glazing and putty where needed) and paint all wood windows**
- **Repoint Stone on S.W. chimney**
- **Repoint exterior stone where mortar is loose or missing.**
- **Replace 4 basement window frames and infill glazing and putty where needed**
- **Inspect roof slate. Repair replace as needed**
- **S.W. end replace framing at small windows as needed.**
- **Calk all intersections of windows, trim, frames, etc.**
- **Clean up site**

HISTORICAL SOCIETY

8/11/18
NWV

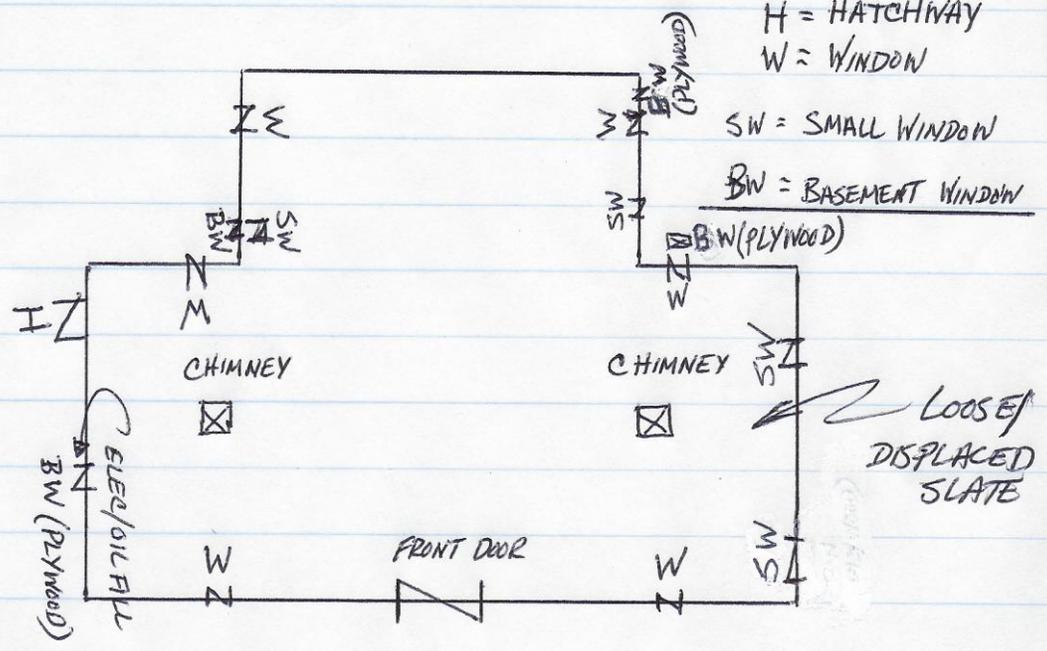
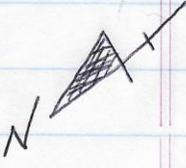


EXHIBIT B

PAINTING AND CARPENTRY SERVICES

A. GENERAL

1. Delivering and Staging of Equipment and Materials:

- A) Materials and equipment, needed for the project, may be stored on-site at contractor's sole risk. Materials and equipment shall not be stored in the house. Public health and safety related to delivered and stored materials is the sole responsibility of the contractor.
- B) Remove, from Town facilities, all materials, tools, and equipment immediately after completion of the project.

2. Protecting Areas

- A) Ensure that all appropriate measures are taken to fully protect all surfaces, persons, and adjacent areas before, during, and after work including but not limited to: walls, floors, and ceilings, articles, persons, property that are in, near, or within possible sphere that could be affected by the work; weather elements such as sun, wind, rain, humidity; and outside forces.
- B) Remove the protective materials immediately after the final painting has been completed in a given project area.
- C) Cost to protect areas are at the Contractor's sole expense.

3. Removing and Disposing of Existing Materials

- A) Note that the paint is known to contain lead levels in excess of 5,000 ppm and is considered lead-based paint. Removal and disposal of lead based paint shall be performed by a certified lead paint abatement contractor.
- B) Remove and dispose of the to-be-replaced materials according to all legal requirements.
- C) Coordinate with the Town representative regarding location of any disposal containers that may be required; any related costs are at the Contractor's sole expense.
- D) Do not reuse any removed material unless Town representative so authorizes.
- E) cost of disposal of items not deemed acceptable at the Recycling/ transfer station of the town of Chesterfield, will be borne by the contractor.

4. Final Inspection

- A) Conduct a final inspection with Town representative and develop a punch list of items that may need correction or completion.
- B) Effect repairs for any defective work or finish any incomplete work within five business days after final inspection.

5. Scope of work- see exhibit "A"

B. PAINTING SERVICES: EXTERIOR ONLY

1. PREPARING SURFACES

A) GENERAL:

- 1) Examine surfaces thoroughly to determine suitability for primer and or paint.
- 2) Notify, immediately, the Town representative, upon discovery of any suspect condition that could potentially cause a faulty work. Do not proceed with work unless the Town representative has granted written permission to proceed regarding the suspect conditions. Ensure that all applicable manufacturer's preparation requirements, including the ambient temperature and relative humidity, are adhered to strictly.

- 3) Ensure that, prior to application of primer and or paint, the surfaces are: properly prepared; free of inherent defects such as ridges, bumps, rises, dips, low spots, cracks, holes, joints, and the like that could cause a faulty work, be unsightly or unpleasing; sufficiently smooth, flat, clean, dry, well bonded, primed; has moisture content and pH levels that are within manufacturers' tolerances to permit a professional looking and pleasing appearance.
- 4) Utilize the appropriate method to remove friable paint, rust, mildew, dirt, dust, chalk, efflorescence, and foreign material.
- 5) Prepare surfaces as required to provide a faired ("feathered edge"), clean, sound surface for primer and or paint.
- 6) Neutralize all mildew with a solution of one part household bleach to three parts water to leave an uncontaminated clean surface.
- 7) Allow all surfaces to dry completely prior to application of patching materials and application of primer and or paint.
- 8) Paint application must be with in Manufacture's guidelines to Moisture and Temperature limits.

B) CRACK AND HOLE REPAIR:

- 1) Ensure that all surface items including but not limited to lights, plates, switches, receptacles, sconces, etc. are removed from the surfaces to be prepared and replaced, as appropriate, unless existing items are painted. Take pictures and measurements, if necessary, to aid in replacing items to their original positions.
- 2) Clean surfaces, as necessary, from all contaminants to ensure patch material adheres.
- 3) Prime surfaces, as required, with an appropriate primer before applying patch material.
- 4) Apply the appropriate manufacturer's approved patching or caulking material to all ensure adherence to surface being patched and acceptance to primer and or paint without discoloration, cracking, peeling, or other visible defects.
- 5) Ensure that all surfaces are flush and match existing texture with surrounding surfaces.
- 6) Apply sufficient paint to fill all cracks that are smaller than 1/32" with paint.
- 7) Fill all cracks and holes that are equal to or larger than 1/32" with an appropriate caulking compound.

C) METAL SURFACE PREPARATION:

- 1) Remove rust, scale, loose and peeling paint and other foreign matter by wire brushing, scraping and sanding as required.
- 2) Remove the gloss from previously enameled surfaces by sanding or other means prior to priming and painting.
- 3) Sand all remaining paint to a feather edge.
- 4) Remove all foreign matter and contaminants by washing the surface with appropriate metal cleaner/degreaser. Test area shall be prepared to determine the proper dilution ratio of the cleaner/degreaser from full strength to a 40/1 ratio with water.
- 5) Rub with cloth or scrub with a stiff bristle brush and rinse thoroughly with fresh water.

6) Metal shall be free of moisture and water prior to primer or finish being applied.

7) Prime metal not less than 30 minutes or more than 3 hours after preparation.

D) WOOD SURFACE PREPARATION:

1) Surfaces must have less than a 12% moisture content.

2) Remove dust, grit, and foreign matter from all wood surfaces.

3) Existing glossy or slick surfaces to be re-coated shall have gloss thoroughly removed by sanding or other means to provide a clean sound surface for application of the new paint coating system.

4) Fill nail holes, cracks, and imperfections as specified after priming and spot prime repairs when fully cured.

E) Acceptable paint for wood and Metal

1) Benjamin Moore- AURA

2) Sherwin-Williams- Durations

C. CARPENTRY SERVICES: EXTERIOR ONLY

A. Wood condition

1) Examine wood for rot. If wood is found to have rot, remove effect area back to a point where there is no evidence of rot. Replace with new material

2) All new material must be back primed prior to installation and all edges and cuts to be sealed.

3) Use only S/S fasteners

B. Wood Species

1. All replacement wood to be Douglas Fir.

D. Masonry Services: Exterior only

1. Demo/removal

A. Remove all loose, cracked or damaged mortar

2. Repoint/ replacement

A. Repoint using OLD Casted type N Mortar

B. Ensure surface is clean of dust and other material that would be cause on nonbonding. Tuck mortar in place using a weathered joint. Brush to clean surface.

C. When stone replacement is needed, like stone must be used.