

Town of Exeter, New Hampshire

Request for Proposal (RFP)

**The Town of Exeter is seeking proposals for
Renovations and Improvements to 10 Hampton Road, Exeter, NH.**

**Proposal should be mailed or delivered in a sealed envelope plainly marked:
“Proposal for 10 Hampton Road Renovations and Improvements”
and addressed as follows:**

**Town of Exeter
Attn: Greg Bisson, Director
32 Court Street
Exeter, NH 03833**

Telephone, facsimile, or e-mail proposals will not be accepted.

Proposals will be accepted through Friday, March 3, 2023 at 4:00 PM.

A site walk will be available upon request.

The Town of Exeter reserves the right to reject any or all proposals, or accept any proposal determined to be in the best interest of the Town. The Town may cancel this Request for Proposal at any time for any reason.

Overview

The Town of Exeter is seeking a qualified and experienced contractor to perform renovations and improvements to the property located at 10 Hampton Road, Exeter, NH.

Background

The Town of Exeter purchased 10 Hampton Road in 2022 to relocate the Parks and Recreation Department. 10 Hampton Road abuts the Town’s largest recreation facility, the Recreation Park at 4 Hampton Road. The former commercial property will be converted into a public community center with multiple programming spaces and offices for the Parks and Recreation Department, and to provide space for enrichment programs for all demographics.

Minor renovations and improvements are needed to relocate the Parks and Recreation Department. Further renovations will be completed at a later date, yet to be determined.

The budget for this project is \$35,000. Proposals in excess of that amount must include justification for increase.

Project Area

Work will be completed within the building located at 10 Hampton Road, Exeter, NH.

Scope of Work (Primary)

The Town of Exeter invites proposals for completion of the following repairs and improvements:

Exterior

ADA Access Ramp Construction

- Construct an 8'x8' Platform and 5' wide by 12' long ramp to the parking lot located on the north end of the structure facing the athletic fields. Material used should be pressure treated wood. Installation of an ADA railing on the ramp should be installed.
- The Town will be responsible for pavement needed to connect to parking lot.

Interior (Lower Level Only)

Entry Way

- Remove and replace broken tiles in entry way main entrance.

Programming Space

- Demo walls between office(s) creating 2 programming spaces
- Remove 1 of the 2 doors in each newly created program space. All doors removed will remain the property of Town of Exeter.
- Dry wall voids created by demolition of the walls and removal of doors
- Frame and drywall opening
- Remove and dispose of carpet from offices
- Install vinyl flooring, baseboard and transition into new programming spaces
- All debris will be the responsibility of the contractor to remove.
- Town will be responsible to finish (tape, mud and sand) newly installed dry wall.
- Town will be responsible to paint programming spaces.

Bathroom

- Remove old window in bathroom
- Frame in and install new smaller window
- Drywall new framing
- Replace vanity with new ADA wall hung vanity selected by the Town
- Install ADA compliant handrails

- Install support blocking and dry wall bathroom wall for future installation of an ADA adult changing station.
- Replace siding to match current siding where window was located.
- Town will be responsible to finish (tape, mud and sand) newly installed dry wall.
- Town will be responsible to paint bathroom

Offices

- Box in and dry wall around the plumbing stack located in the far-right office, referred to as the orange office.

Additional Requirements

Proposals must present evidence of the firm's qualifications and experience repairing and improving similar renovations.

Evaluation Criteria & Submission Requirements

Selection Requirements:

1. The selected firm must be a responsible contractor (or company) with the necessary breadth of knowledge, experience, and resources to undertake and successfully complete the project.
2. Professional Standards:
 - a. This project should be based on the following standard and recommended approaches: The Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation.

Project Approach and Schedule:

All proposals must include a detailed description of materials and procedures to be used in carrying out the components of the Scope of Work. All proposals must include a timeline with key milestones and specifies the renovations completion date (currently May 1, 2023 - if more time is anticipated, please indicate in your proposal).

Submittal Requirements:

1. Technical Proposal consisting of:
 - a. A cover letter expressing the firm's interest in working with the Town, including identification of the principle individual(s) that will provide the requested services;
 - b. A scope of work that includes steps to be taken, specifications for materials to be used,

- c. A proposed schedule that indicates project milestones and overall time for completion (taking note of review timeframes mentioned previously);
 - d. A list of individuals that will be committed to this project and their professional qualifications. Names and qualifications of any sub-consultants shall be included on the list;
 - e. Demonstration of success on similar projects, including a brief project description, project address, and contact information for references.
2. Cost Proposal consisting of:
 - a. An estimated price for the work outlined in the contractor portion of the scope of work.
 - b. Cost proposals must further reasonably itemize/breakdown the costs associated with each item listed,
 - c. A proposed payment schedule listing project milestones and percentage of total cost requested at each of those points. Note: this should coordinate with the payment disbursement schedule outlined in the Project Agreement between the Town of Exeter and the contractor.
3. Copyright Release: Firms responding to the RFP shall supply a copyright release in order for staff to make copies of any copyrighted materials submitted. In addition, the Town will share the completed documents/contracts with others, as necessary, to complete the repair/renovation project or further the Town of Exeter business and procedures.
4. Selected firm will be required to provide proof of adequate insurance including liability coverage.

Fee for Services:

Work will be performed on a fixed fee basis. The Town will consider the fee(s) in its overall evaluation of the proposal. Please provide a not-to-exceed cost for all services including all fees and expenses.

The Town will consider fees in the overall evaluation of proposals, but lowest cost is not necessarily the sole final criterion. Submittals will be evaluated and scored based upon the above selection criteria for those firms that have complied with the minimum requirements. The Town solely, at its own discretion, may, or may not, choose to invite firms for an interview before making a final selection. The Town retains the unfettered right to award the project contract to a consultant of its choice.

Questions - Site Inspections

Contact for questions and/or site inspection arrangements.

Greg Bisson,
Director of Parks and Recreation
32 Court Street
Exeter, NH 03833
603-773-6151 phone
gbisson@exeternh.gov

Answers to questions received will be posted on the Town website Bids/RFPs page that can be found at: <https://www.exeternh.gov/rfps>.