

Town of Exeter, New Hampshire

Request for Proposals Winter Street Cemetery Restoration

The Town of Exeter is requesting proposals from qualified firms/individuals to provide restoration services at the Winter Street Cemetery.

Proposal should be mailed in an envelope plainly marked “Proposal for the gravestone restoration project at Winter Street Cemetery”, and addressed as follows:

**Town of Exeter
Attn: Dave Sharples, Town Planner
10 Front Street
Exeter, NH 03833**

Telephone, facsimile, or e-mail proposals will not be accepted in response to a Request for proposal.

The Town will be accepting proposals until Thursday February 9, 2017 at 4:00PM.

The Town reserves the right to reject any or all proposals, or accept any proposal determined to be in the best interest of the Town.

****IMPORTANT: Vendors may be asked, as part of the evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.***

Background

The Winter Street Cemetery is the fourth public Cemetery established in Exeter and is the oldest that survives in its original boundaries. The Cemetery served as the Town's primary burial ground for approximately 100 years. The last concerted effort at preservation occurred in the 1980's. Four years ago the local chapter of the Daughters of the American Revolution (DAR) was re-invigorated. New members learned about and observed that the Cemetery needs care. The chapter lacked their own funds to undertake a substantial preservation project. They determined that the Cemetery would not be dealt with without civic leadership and funds. The DAR turned to the Exeter Heritage Commission to take an active role in the restoration of the Cemetery. The Heritage Commission received a \$13,000 grant from the NH Land and Community Heritage Investment Program (LCHIP) to fund a portion of the project (\$2,500 of the grant can only be used for archeological investigation if needed). The Heritage Commission is providing \$10,500 in funding to add to the project budget.

Project Goals

The project seeks to accomplish the following goals:

- Bring attention to the Heritage Commission's mission.
- Enhance the reputation and value of this cemetery.
- Provide an opportunity to educate Town staff and volunteers on the appropriate care of cemeteries and our heritage.
- Conserve and repair as many gravestones and monuments as possible with the available funding.

SCOPE OF WORK

List of Work Products:

It is expected that, at a minimum, the chosen bidder shall provide the following:

1. Conservation and repair of gravestones and monuments at the Winter Street Cemetery.
2. All conserved stones shall be treated to remove lichen and moss.
3. Before and after photos for each stone conserved shall be provided.
4. Complete a stewardship plan and baseline documentation report for the cemetery as required by the LCHIP program.
5. As an Add Alternate option, the bidder may conduct the public outreach to satisfy the public relation project goals as stated above.

Project Partners

The Exeter Heritage Commission will be invited to actively participate in the restoration of the Winter Street Cemetery.

PROPOSAL REQUIREMENTS

The following outlines the information required to be submitted as part of the proposal.

- A description of the work to be performed.
- A brief description of your firm.

- A list of the employee(s) that will be assigned to this project including a resume detailing their qualifications and background.
- A list of similar projects completed by your firm in the past five (5) years with the list of employee(s) involved with those projects.
- Names, addresses, telephone numbers, e-mail addresses, and contact persons of clients for which your company has performed similar services during the past five (5) years.
- Estimated work schedule including the estimated date of completion of the project.
- A cost for the proposed work.
- As an Add Alternate, the proposal may include a description of the public outreach that will be performed and a cost for this effort.

GENERAL TERMS AND CONDITIONS

Preparation of Proposals

Proposals shall be submitted in the manner requested in the specifications and must be signed by the firm or the firm's authorized representative. The person signing the proposal shall initial any corrections to entries made on the proposal form.

Acceptance or Rejection of Bids/Proposals

The Town of Exeter reserves the right to reject any or all proposal, to waive technical or legal deficiencies, and to accept any proposal that is determined to be in the best interest of the Town.

Delivery of Proposals

Proposals must be submitted in a sealed envelope, and shall be addressed to the Town at the address and to the attention of the official as outlined in the request for proposals. All proposals must be submitted prior to the specified date and time. Any proposal received after the specified date and time will not be considered and will not be opened. Proposals delivered via facsimile, e-mail, or any format other than within a sealed envelope shall not be considered.

Town's Use of Proposal Material

All material submitted in or with the proposal shall become the property of the Town. All material submitted in response to this RFP shall become public information and shall not be considered proprietary in nature. Selection or rejection of the proposal shall not affect this right.

The Town reserves the right to use any ideas presented in the proposals, without compensation paid to the Firm. Selection or rejection of the proposal shall not affect this right.

Withdrawal of Proposals

A bidder will be permitted to withdraw their proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposal.

Public Opening of Proposals

Proposals will be publicly opened and read aloud in the Nowak Room at the Exeter Town Offices at 10 Front St Exeter, NH at 4:15 pm on Thursday February 9, 2017. Any bidder, authorized agent, or other interested party may be present.

Proposal Ownership and Costs

Upon submission, proposals become the property of the Town of Exeter. The cost of preparing and submitting a proposal is the sole responsibility of the bidder and shall not be chargeable in any manner to the Town. The Town will not reimburse any bidder for any costs associated with the preparation and submission of a proposal.

Examination of Proposed Materials

The submission of a proposal shall be deemed a representation and warranty by the bidder that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No requests for modification in the provisions of the proposal shall be considered after its submission on the grounds that the bidder was not fully informed as to any fact or condition. Statistical information, which is contained within a RFP or any addendum thereto, is for informational purposes only. The Town disclaims any responsibility for this information that may subsequently be determined to be incomplete or inaccurate

Insurance Requirements

The successful bidder shall procure and maintain insurance, in the amounts and coverage determined by the Town at the bidder's sole expense. The successful bidder shall be required to present to the Town of Exeter a certificate of insurance in the amounts required naming the Town of Exeter as an additional insured.

Results

After the proposals are opened and read, the results will be available for the public. Bidders that desire a comprehensive list of the bid results may do so by attending the public opening, or requesting such, in writing, to the Town Planner.

The award of a proposal shall not be considered official until such time that a Purchase Order, fully executed contract, or an award letter has been issued by the Town of Exeter.

No presumption of award shall be made by any bidder until such documents have been executed and are in hand. Verbal notification of award is not considered official. Any action by the bidder to assume otherwise is done so at their own risk and the Town will not be held liable for any expense incurred by a bidder that has not received an official award.