

CITY OF LACONIA



**REQUEST FOR PROPOSALS
RFP No. 20-10-01**

**WEIRS FIRE DEPARTMENT
BATHROOM AND KITCHEN RENOVATIONS**

DUE 2:00PM – OCTOBER 9, 2020

City of Laconia
Purchasing Office
45 Beacon Street East
Laconia, NH 03246

Date: 09/23/20
RFP#: 20-10-01
RFP Due Date: 10/09/20
RFP Due By: 2:00PM

Please direct and questions regarding this Bid/Proposal to: Jonathan Gardner at 603-524-3877 or by Email to jgardner@laconianh.gov

REQUEST FOR PROPOSAL FOR: WEIRS FIRE DEPARTMENT BATHROOM & KITCHEN RENOVATIONS

Unless specifically amended or deleted, by the Purchasing Office, the following General Terms and Conditions apply to this RFP and any resulting Purchase Order or Contract.

GENERAL TERMS AND CONITIONS:

RFP'S. Proposals must be received at the Purchasing Office before the date and time specified. Proposals are to be made less Federal Excise Tax and no charge for handling unless required by law. Proposals will be made available to the public after the time of contract. Results will be given by mail only if requested in writing and accompanied by a self addressed, stamped business size envelope.

SPECIFICATIONS. Vendors must submit on items as specified. Any changes in specifications must be noted on the "Specifications Exception Form". Vendors shall be notified in writing if any changes to the specifications are made.

AWARD. The award will be made to the responsible vendor submitting a conforming proposal meeting specifications at the lowest cost unless other criteria are noted in the Request for Proposals. Unless otherwise noted, the award may be made by individual items. If there is a discrepancy between the unit price and the extension, the unit price will prevail. Discounts will not be considered in making award but may be offered on the invoice for earlier payment and will be applicable on the date of completion of delivery or receipt of invoice, whichever is later.

ASSIGNMENT PROVISION. The responding vendor hereby agrees to assign all causes of action that it may acquire under the antitrust laws of New Hampshire and the United States as the result of conspiracies, combinations, or contracts in restraint of trade which materially affect the price of goods or services obtained by the city under this contract if so requested by the City of Laconia.

CITY'S OPTIONS. The City of Laconia reserves the right to reject or accept all or any part of any proposal, to determine what constitutes a conforming proposal, to award solely as it deems to be in the best interest of the City, and to waive irregularities that it considers not material to the process.

PUBLIC INFORMATION. The responding vendor hereby acknowledges that all information relating to this proposal and any resulting order (including but not limited to fees, contracts, agreements and prices) are subject to the laws of the State of New Hampshire regarding public information.

PERSONAL LIABILITY. The responding vendor agrees that in the preparation of this proposal or the execution of any resulting contract

or order, representatives of the City of Laconia shall incur no liability of any kind.

PROOF OF COMPLIANCE. The responding vendor may be required to supply proof of compliance with bid/proposal specifications. When requested, the responding vendor must immediately supply the Purchasing Office with certified test results or certificates of compliance. Where none are available, the City of Laconia may require independent laboratory testing. All costs for such testing, certified test results or certificates of compliance shall be the responsibility of the responding vendor.

FORM OF CONTRACT. The terms and conditions set forth in any additional Terms and Conditions by the Purchasing Office are part of the proposal and will apply to any contract awarded the responding vendor unless specific exceptions are taken and accepted and will prevail over any contrary provisions in Terms and Conditions submitted by the responding vendor.

OFFER. The undersigned hereby offers to sell to the City of Laconia the commodities or services indicated in the following page(s) of this RFP at the price(s) quoted in complete accordance with all conditions of this RFP.

Company Name: _____

Address: _____

Phone#: _____ Fax#: _____

Authorized Signature: _____

Printed Name: _____

This document must be signed by a person who is authorized to legally obligate the responding vendor. A signature on this document indicates that all City of Laconia terms and conditions are accepted by the responding vendor and that any and all other terms and conditions submitted by the responding vendor are null and void, even if such terms and conditions have terminology to the contrary. The responding vendor shall also be subject to City of Laconia contract and purchase order terms and conditions.

**CITY OF LACONIA
REQUEST FOR PROPOSAL
No. 20-10-01**

**WEIRS FIRE DEPARTMENT
BATHROOM & KITCHEN RENOVATIONS**

Introduction

The City of Laconia Fire Department is seeking proposals from qualified firms capable of providing services related to the design/build renovation of bathroom and kitchen facilities at the Weirs Fire Department. The Scope of Work includes, but is not limited to, the renovation of one existing bathroom into two bathrooms, the supply and installation of new kitchen cabinetry and sheet vinyl flooring, related demo work, and associated plumbing and electrical work as required.

Proposals clearly marked “**RFP No. 20-10-01 WFD Facility Renovations Proposal**” will be received until **2:00PM on Friday, October 9, 2020** at the City of Laconia Purchasing Office, 45 Beacon Street East, Laconia, NH 03246.

For Contractors who have not already toured the site for this specific project, a **Mandatory Pre-Proposal Meeting** to view the facilities and review the Scope of Work will start at the Weirs Fire Department located at 11 Lucerne Avenue on **Friday, October 2, 2020 at 1:00PM**. Interested Contractors unable to make this meeting should contact the City’s Purchasing Specialist (contact info below) prior to this meeting to make other walkthrough arrangements.

The City of Laconia reserves the right to accept or reject any and/or all proposals or any part thereof, to waive any formality in the proposal process, and to accept the proposal considered to be in the best interest of the City. The City may cancel this Request for Proposals at any time for any reason. Failure to submit all information called for may be sufficient grounds for disqualification.

Scope of Work

The Scope of Work is intended to give a basic description of the work to be performed, the materials to be supplied, and the tasks to be completed by the contractor. It is intended to give the contractor a general overview of the project requirements. This Scope of Work is not an all-inclusive description of every detail and is not intended, and should not be used, to establish contract limits.

Bathroom Project (one bathroom to become two):

- Prepare a temporary shower to be used by WFD personnel during renovations.
- Demo – Remove existing bathroom cabinets, shower, toilets, closet walls, window, drywall, etc. and dispose of debris.
- New construction – Repair exterior wall where window was. Build wall to split room into two equal parts. Insulate walls. Install new MR drywall. Prep and paint ceilings and walls

of bathrooms, hallways, and common area. Install tile flooring and grout. Build framing to support new vanity countertops. Supply and install two 4' solid surface countertops with undermount sinks and faucets. Repair exterior siding where window was. Supply and install two (2) new doors.

Bathroom Countertops (2) To Be Supplied and Installed:

- Corian countertops
 - Color – Everest
 - Pencil edge detail
 - Standard loose backsplash
 - Apron pieces at 8" high
 - White oval integrated bowls
 - Template, fabricate and install
-
- Plumbing work, including but not limited to: The removal and disposal of plumbing fixtures and associated piping from existing bathroom. Complete rough in for new bathrooms. New PVC drains and venting from existing sewer main in lower utility room to each fixture location and connections to main stack. New hot and cold domestic water lines from lower utility room to each fixture. Installation of two 5' multi piece shower units with 3" threshold and bench. Installation of chrome shower valves. Finish installation and testing of toilets, sinks, and shower units. Fixtures to be supplied. Removal of existing baseboard heat and installation of new hi-capacity baseboard radiation in each room.
 - Electrical work, including but not limited to: Electrical demo. Installation of one dedicated GFI circuit, two GFI duplex outlets, six single pole switches, two vanity lights, two 4" recessed shower LED lights and two bath fans.
 - Teardown of temporary shower once new bathrooms are complete.

Kitchen Project:

- Demo existing kitchen cabinetry and dispose of debris.
- New construction – Supply and install new cabinets and hardware, countertop, stainless steel kitchen sink and faucets.

Cabinetry:

- Shiloh Cabinetry
- Hanover door style ½" overlay with slab drawer head
- Sterling finish on poplar

Kitchen Countertops Option 1:

- Corian countertop
- Color – Everest
- Pencil edge detail
- Standard loose backsplash
- Template, fabricate and install

Kitchen Countertops Option 2:

- Square edge laminate

- Install vinyl sheet flooring in kitchen area only.
- Installation of Owner supplied microwave/vent hood combo unit and required duct work.
- Drywall patching/painting, as required.
- Electrical work, including but not limited to: Supply and installation of one microwave circuit, three LED recessed 4" lights, a 12 circuit subpanel 60 amp (if required) and upgrade the existing four 2x2 florescent lights to 12" round LED lights.

General Conditions

1. The submitting of a proposal by the Contractor is a representation that the Contractor has become familiar with the local conditions under which the Work is to be performed.
2. The term "Work" means the services required to complete the project, and includes all labor, materials, equipment and services provided, or to be provided, to fulfill the Contractor's obligations.
3. All tradesmen shall be thoroughly experienced in the particular class of work upon which employed and the work and finished product shall be of a first class quality. Employees of the contractor shall perform work that conforms to standard, state of the art practices for this class and type of work. Once the project installation begins, by execution of a purchase document, all work by the Contractor shall be completed in the most expedient manner possible.
4. The Contractor shall supervise and direct the work using the Contractor's best skill and attention. The Contractor shall be solely responsible for and have control over means, methods, and techniques for all portions of the work under the contract.
5. The Contractor shall be responsible to protect the worksite from any and all damages resulting from the work.
6. The Contractor shall comply with and give notices required by laws, ordinances, rules, regulations and lawful orders of public authorities bearing on performance of the Work.
7. The Contractor shall comply with all Federal, State and Local safety and OSHA safety regulations.
8. The Contractor bears the sole responsibility for protecting persons and property from injury or damage relating to the performance of this Contract.

Coordination

This project will require significant coordination and communication with the owner. The facility will remain an active fire station and the successful contractor must be willing to work with City representatives as issues arise.

Bonding

Performance and Payment Bonds are required when a construction or service contract is awarded in excess of twenty-five thousand dollars (\$25,000). The following bonds or security shall be delivered to the City and shall become binding on the parties upon the execution of the contract:

- (1) A performance bond satisfactory to the City, executed by a surety company authorized to do business in the State of New Hampshire or otherwise secured in a manner satisfactory to the City, in an amount equal to one hundred percent (100%) of the price specified in the contract for the full term of the contract; and
- (2) A payment bond satisfactory to the City, executed by a surety company authorized to do business in the State of New Hampshire or otherwise secured in a manner satisfactory to the City, for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided in the contract. The bond shall be in an amount equal to one hundred percent (100%) of the price specified in the contract for the full term of the contract.

Insurance

The selected firm must provide a certificate of insurance satisfactory to the City of Laconia (see attached Insurance Requirements form).

Proposal Requirements

Three copies of a proposal for services should be delivered to the City of Laconia Finance Office Attention: Purchasing Specialist, 45 Beacon Street East, Laconia, NH 03246 **by 2:00PM, October 9, 2020**. The proposal should include the following:

1. A brief description of the firm and its related experience in similar projects.
2. A minimum of three (3) references, with contact information, from customers who have contracted similar services.
3. Anticipated Schedule of Work.
4. A comprehensive cost proposal.
5. Applicable warranty information

Selection and Evaluation Criteria

After receipt of proposals, the City will evaluate the proposals and will use the following criteria in its evaluation:

1. Qualifications of the vendors. Considered in this category;
 - a. Relevant experience of the vendor.
 - b. Reputation of the firm based on references.
2. Technical approach of the proposal to meet or exceed the requirements of the RFP.
3. Proposed schedule and warranty.
4. Proposed cost.

Proposal evaluation criteria will be rated on a scale from (1) to (5), with (5) being the best. The firm with the highest proposal ranking (maximum of 20) will be selected to perform the services. If for some reason an agreement with the highest ranked firm cannot be reached, the City will try to reach an agreement with the next highest ranked firm, and so on, until an acceptable agreement is executed or the process is cancelled and/or reposted.

Correspondence

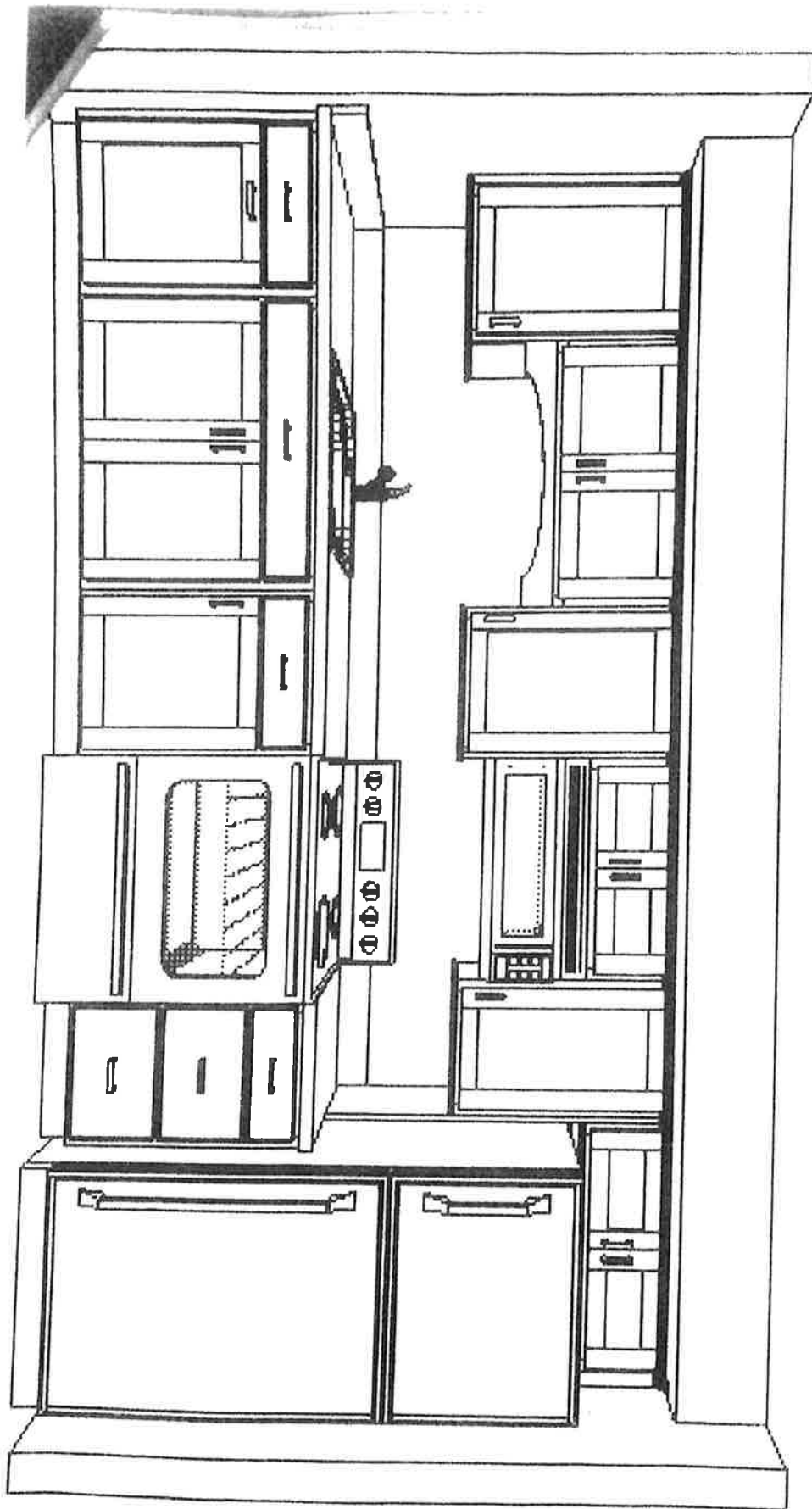
Please direct any questions to:

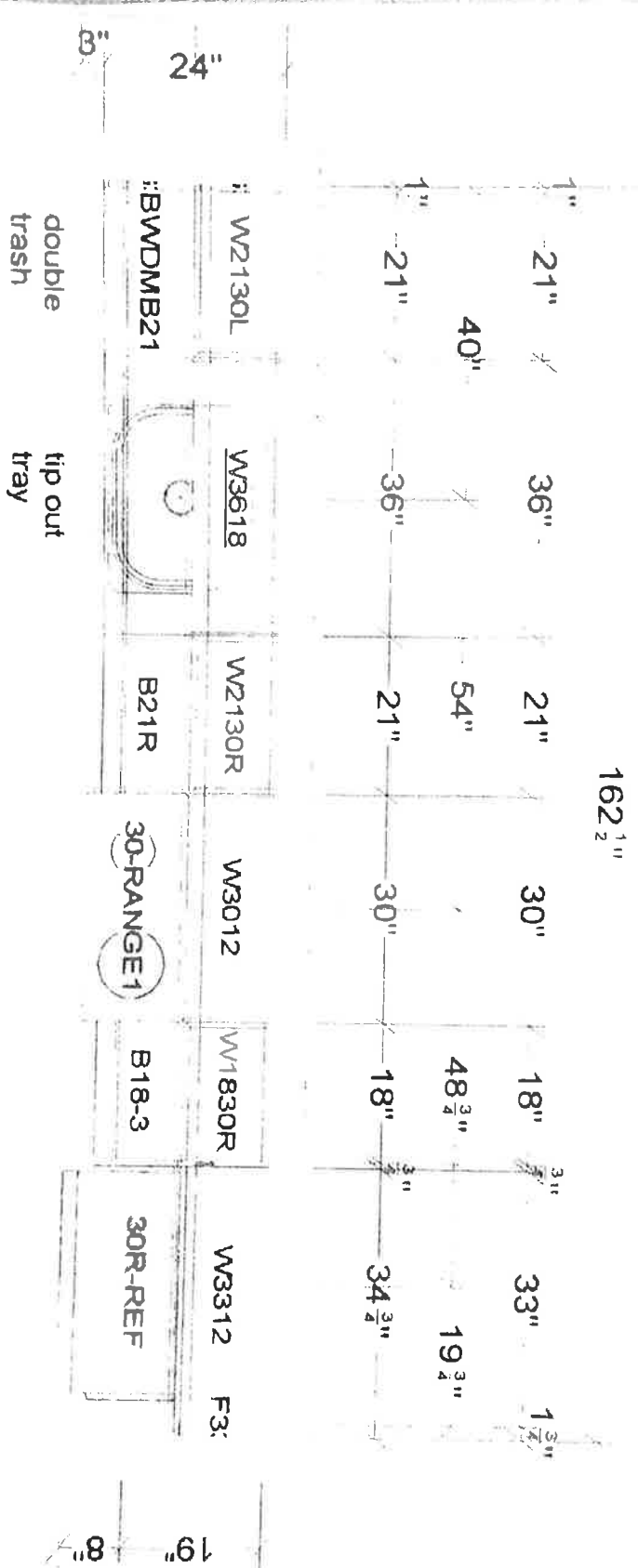
Kirk T. Beattie, MPA
Fire Chief/EMD
Laconia Fire Department
848 North Main Street
Laconia NH 03246
(603) 524-6881
lfchief@laconianh.gov

or

Jonathan Gardner
Purchasing Specialist
City of Laconia
603-524-3877 x222
jgardner@laconianh.gov

The City of Laconia reserves the right to accept or reject any and/or all proposals or any part thereof, to waive any formality in the process, and to accept the proposal considered to be in the best interest of the City. Failure to submit all information called for may be sufficient grounds for disqualification. The City of Laconia reserves the right to cancel this request at any time for any reason.





Insurance Requirements

Additional Coverage is Required if Checked *Minimum Limits Required*

Commercial General Liability

General Aggregate	\$2,000,000
Products-Completed Operations Agg.	\$2,000,000
Personal and Advertising	\$1,000,000
Each Occurrence Injury	\$1,000,000
Fire Damage (Any One Fire)	\$ 50,000
Medical Expense (Any One Person)	\$ 5,000

Occurrence

Claims Made

Additional Coverage to Include

Owners & Contractors' Protective – Limit NA

Underground/Explosion and Collapse

Commercial Automobile Liability

Combined Single Limit \$1,000,000

Any Auto, Symbol 1

Include Employees as Insured

Additional Coverage to include:

Garage Liability NA

Garage Keepers Legal Liability NA

Workers Compensation

NH Statutory including Employers Liability

- Each Accident/Disease-Policy Limit/Disease-Each Employee \$100,000/\$500,000/\$100,000

Commercial Umbrella

May be substituted for higher limits required above \$1,000,000

Follow Form Umbrella on ALL requested Coverage

Other

1. Professional/Errors & Omissions NA

2. Builders Risk – Renovation Form
All Risk completed value form including Collapse NA

Sublimit for Soft Cost Coverage NA

3. Installation Floater (Equipment) NA

4. Riggers Liability NA

5. Environmental – Pollution Liability NA

6. Aviation Liability NA

7. Watercraft – Protection & Indemnity NA

(X) **The City of Laconia, NH must be named as Additional Insured with respect to general, automobile and umbrella liability.**