



Request for Proposal

Pelham Public Library

Scope of Services: Library Interior Renovations 2022

Proposal Submittal Deadline: 2PM on Thursday, December 1, 2022.

1. INTENT

The PELHAM PUBLIC LIBRARY, hereinafter referred to as the “Library”, is soliciting proposals from qualified vendor applicants to execute interior renovation of the Library.

2. AUTHORIZATION

The proposal must be signed by an authorized signer and contain the printed names, titles, and business address of the applicant.

3. INSURANCE REQUIREMENTS

Applicants shall procure and maintain insurance for the duration of the contract against claims for injuries to persons or damages to property. Which may arise from or in connection with the performance of the work hereunder by the Applicant, its agents, representatives, or employees.

Types of Insurance Required: As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, the Applicant in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance. If the existing policies do not meet the Insurance Requirements set forth herein, Applicant agrees to amend, supplement, or endorse the policies to do so.

- A. General Liability: \$1,000,000.00 combined single limit per occurrence for comprehensive coverage including bodily injury, personal injury, and property damage for premises/operations, products/completed operations, contractual liability, independent contractors, broad-form property damage, and underground, explosion, and collapse hazard.

- B. Automotive Liability: \$1,000,000.00 combined single limit per accident for bodily injury and property damage including owned, hired, or non-owned.
- C. Worker's Compensation and Employers' Liability: Worker's Compensation limits as required by the NH department of Labor and Federal law.

4. KNOWLEDGE OF CONDITIONS

As the Library reviews the proposals, each applicant will be presumed to have inspected the properties and to have read or have been made thoroughly familiar with this RFP regarding the requested services. Further, the applicant has had the opportunity to ask questions regarding any aspect of this project that is related to this proposal. No consideration will be granted for any alleged misunderstanding of the services to be furnished; it should be understood that the submission of a proposal is an agreement with all the items and conditions referred to herein.

5. MINIMUM CRITERIA USED TO DETERMINE RESPONSIBILITY AND RESPONSIVENESS OF PROPOSALS

- Does the applicant demonstrate an understanding of the Library's needs?
- Does the applicant possess the ability, capacity, skill, and financial resources to provide the requested services?
- Can the applicant take on this assignment with the applicant's existing workload and still produce the best outcomes for the Library within the schedule indicated?
- Has the applicant performed satisfactorily in other services of similar size and scope?
- Does the applicant have all the necessary licenses, certifications, and permits to perform stated work?
- Is the applicant's compensation competitive and appropriate with the services provided?

6. PAYMENT/PROJECT SCHEDULE

The awarded contractor will provide a project schedule and payment schedule for all equipment, materials, and services. The project shall be completed 3 months after mutually agreed upon start date.

7. QUALIFICATIONS OF INFORMATION

The successful applicant shall submit evidence to demonstrate appropriate licensure within the State of New Hampshire and show that they have had experience in work of the same nature, including work with government agencies (Federal, State, County, City, Town), and supply the Town with a list of at least three references, along with contact information, who may be contacted, concerning the results of similar work performed.

8. RIGHT OF REJECTION

The Library reserves the right, in its sole discretion, to reject any and all bids, waive formalities, negotiate with the most responsible applicant, and select the proposal determined in their judgment to be most advantageous to the Library, taking into consideration the evaluation factors set forth in the Request for Proposal. The Library shall not be liable for any claims, bids, or applicants not selected.

9. SCOPE OF SERVICES

This renovation project will consist of filling in the open ceiling of the Ernest Law Reading Room with structural flooring sufficient to support the significant weight of shelving for books and other library materials. The project also includes adding a wall between two open offices.

Services shall include, but not be limited to, the following:

Filling Ceiling of Reading Room:

- Confirm existence of beam in Reading Room ceiling
- Build protective box around grandfather clock
- Removal of balcony half wall/rails
- Remove Reading Room ceiling edges
- Remove Reading Room flooring
- Remove Young Adult flooring
- Demo existing counter tops in main desk area downstairs
- Replace countertops with new laminate
- Paint walls around counter tops
- Infill Reading Room ceiling – confirming that it will support weight of 35,721 lbs.
- Relocate, add or remove sprinkler heads in affected areas
- Shutdown/Drain/Fill/Activation
- Miscellaneous caulking and sealants
- Install light fixtures in Reading Room with dimmable switches
- Install recessed can light fixture in Young Adult Room
- Install 2 double gang floor outlets in Young Adult Room
- Install 3 single gang wall outlets with USB ports in Young Adult Room under each window
- Lighting modifications to other affected areas
- Add to existing panel replaced and feed modifications, intercept feeders, if necessary
- Security cameras to tie into existing security system (box device and wiring)

- Construct 5/8" drywall ceiling and soffits in Reading Room, insulated with sound proofing insulation
- Patch existing drywall as needed where new ceiling meets current walls
- Young Adult ½ " or ¾ " subfloor and floor prep
- Carpet tiles in Young Adult Room and Reading Room
- Prep and paint walls (2 coats) in Young Adult Room and Reading Room
- Prep and paint window woodwork in Young Adult Room and Reading Room
- Refinish (paint or stain) windowsills in Reading Room
- Paint touch miscellaneous affected areas
- Install and paint wooden baseboard in Reading Room to match other woodwork in building
- Install vinyl baseboard in Young Adult Room to match other vinyl baseboard in building
- Wipe clean all surfaces and vacuum new carpet

Altering layout of 2 offices:

- Demo wall and install new 3/7 frame door to match existing
- Frame GWB walls 16"OC 3 5/8 20Ga 9'6LF
- Install phone outlet (box device and wiring)
- Install data outlet (box device and wiring)
- Install 2 single gang outlets (box device and wiring)
- All walls insulated with sound proofing insulation
- All walls type x 5/8" drywall finished level 4
- All walls sealed with acoustic sealant
- Prime and paint 2 coats all new walls
- Prime and paint all new door frames
- Remove office light and reinstall one light, add new switch
- Relocated any wires in wall for new door location
- Install new switch and entry light at existing office entrance
- Install 4: recessed light in entry and in office closets
- Wipe clean all surfaces and vacuum new carpet
- Any changes in scope either by the Library or recommended by the contractor, will require a formal document and written estimate of work/cost, authorized by the Board of Trustees

10.SITE INSPECTION

Applicant must make a mandatory site visit which shall be scheduled prior to the Library receiving the RFP. Contact Jennifer Greene, Library Director, by phone at 603-635-7581 to schedule a site visit. Prospective applicants shall not enter the site without receiving prior permission.

11. VERIFY IN FIELD (V.I.F)

All final dimensions of this project shall be verified in field by applicant at the library.

12. SUBMITTAL REQUIREMENTS/FORMAT

Proposals should be presented in a straight-forward and concise manner and contain a description of the applicant's ability to meet the requirements of this RFP. All services to be performed shall be carried out by licensed, certified in a manner consistent with industry standards, insured, bonded, and experienced personnel. Qualified submittals shall be delivered electronically as a PDF to jgreene@pelhamweb.com or a sealed submission shall be delivered or mailed to:

Jennifer Greene
Pelham Public Library
ATTN: Library Interior Renovations 2022 Proposal
24 Village Green
Pelham, NH 03076

The submission shall be delivered no later than 2PM on Thursday, December 1, 2022. Each submission should be sealed and plainly marked 'Library Interior Renovations Proposal'

The contents of the proposal shall contain the following information:

- The attached Proposal Cover Sheet completed and signed by an individual authorized to bind the proposing entity.
- A listing of at least three New Hampshire clients (preferably Town or City governments) where the applicant has completed services similar in size and scope to this RFP. Applicants shall provide names, addresses, and phone numbers of the references.
- A clear and succinct narrative description of the services being offered, including the planned approach and a description of the plan of services appropriate for the requested services. Indicate how the resources of your firm (e.g. number and type of personnel) will be allocated for this position.

13. LIBRARY'S POINTS OF CONTACT

Any questions regarding this RFP should be directed to the following:

Jennifer Greene, Library Director

jgreene@pelhamweb.com

603-635-7581

Any questions received and answered thereto will be posted on the Library's website under the topic: "Library Interior Renovation Proposals".

14. WARRANTY

The Applicant shall submit with its proposal a copy of a proposed warranty for the benefit of the Library for the workmanship and materials to be used in this project.

15. WITHDRAWAL OF PROPOSAL

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

16. DECISION

A decision will be made within 30 days following the deadline for submission. Applicants will be notified by the Library as to the final decision.

Pelham Public Library Interior Renovations Proposal Cover Sheet

Firm Name: _____

Firm Address: _____

Firm Telephone Number: _____

Number of years in existence: _____

Management Contact (person responsible for direct contact with Library):

Name: _____

Title: _____

Telephone Number: _____

Cell Number: _____

Email: _____

The undersigned hereby submits the accompanying proposal, and, by doing so, agrees that:

1. The firm has carefully reviewed its proposal and understands and agrees that the Library is not responsible for any errors or omissions on the part of the proposer/
2. It is understood and agreed that the Library reserves the right to accept or reject any and all proposals and waive any informality or irregularity in any proposal received by the Library.
3. The proposal includes all the terms, conditions, figures, and data required by the proposer to enter into a binding agreement for the services provided.
4. The proposal shall be valid for 12 months from the date of submission.

Firm Name: _____

Date: _____

Authorized Signature: _____

Print Name: _____

Title: _____