

Town of Atkinson

REQUEST FOR PROPOSALS FOR DESIGN SERVICES

Fire Station Repairs

Project Understanding

The Town of Atkinson is seeking proposals from qualified architects for design services through construction administration to repair exterior deficiencies at the Atkinson Fire Station. There is the need for a set of biddable construction drawings to include proper flashing details; address structural deficiencies; identify appropriate products; and, define a biddable scope. Understanding that the exterior cladding will be removed, this poses a unique opportunity to consider aesthetic changes to the facility to prevent similar problems from occurring, and as such the Town would also like recommendations for exterior cosmetic improvements.

Scope of Services

Schematic Design: Meet with Town representatives on **Wed. May 23rd at 1:00PM** to determine goals for the future aesthetic of the facility, then to generate schematic design drawings including exterior elevations illustrating the proposed exterior modifications to the Fire Station. There will be up to three meetings between the designer and the Town to present and discuss the schematic design solution. The design drawings shall be approved by the Town prior to proceeding to the next phase.

Contract Drawings: Prepare three sets of stamped drawings, plus an electronic PDF print, to include on-drawing specifications for construction details and materials. Envelope consultants and a structural engineer may be consulted as needed.

Structural Engineering: Provide structural damage assessments and general repair details for damaged sheathing and underlying framing restoration details based on what has been discovered to date, until the siding and suspect sheathing sections are removed. Repairs will need to be performed appropriately to assure the structural integrity of all shear walls is maintained. Damaged studs will have to have their strength restored. Decayed wall plates will need to be sectioned back in and any decayed headers will also need to be replaced. Damaged blocking between studs and at sheathing panel edges will also need to be replaced.

Structural Engineering scope includes additional exploratory work, assistance formulating a biddable set of Contract Documents, and provides construction-phase observation to assure the repairs are performed accurately.

Bidding: Assist in the evaluation of project bids and the selection of the awarded contractor.

Construction Administration: Construction Administration will include, but not limited to, the following:

- Periodic site visits (up to 3 per week throughout construction);
- Up to 1 Field Observation Report per week;
- Respond to Contractor requests for information;
- Review of shop drawings, product data and samples;
- Evaluate contractor requests for change orders;
- Architectural Punch List (documentation of visual deficiencies);
- Substantial Completion Certification/Final Affidavit.

Structural Engineering must include up to eight site visits during the construction phase. A site visit will be required for each exterior wall elevation once the damaged sheathing has been removed. An initial visit will determine what needs to be repaired and one follow-up visit for each exterior wall elevation will confirm repairs have been completed acceptably, prior to concealment.

Additional Information

Proposals are due in the Selectmen's Office, 21 Academy Avenue, Atkinson, NH 03811, on or before 3:00PM on Friday June 8, 2018, clearly labeled "**Fire Station Repair Proposals**". E-mail will not be accepted. For additional information, please contact Facilities' Coordinator Dave Weymouth at (603) 234-0664, or maintenance@atkinson-nh.gov, or Town Administrator, Alan Phair at (603) 362-1060, or townadmin@atkinson-nh.gov. Also available on Town of Atkinson Web Site at www.town-atkinsonnh.com

The Town reserves the right to discuss further work in addition to the original proposal selected.

Town of Atkinson

Bid Response Form

To: The Town of Atkinson

The undersigned proposes to furnish all labor, materials and services required for **Design Services to Repair the Atkinson Fire Station** located at **1 Academy Avenue** in the Town of Atkinson in accordance with the Contract Documents and/or RFP for the Contract price below:

This bid includes addenda numbers _____, _____, and _____.

The proposed Contract Price for the _____ is: \$ _____.
_____ dollars and _____ Cents.

Unit prices for the **Architectural Services** are as follows:

- 1) Schematic Design \$ _____
- 2) Contract Drawings \$ _____
- 3) Structural Engineering \$ _____
- 4) Bidding \$ _____
- 5) Construction Administration \$ _____
- 6) Other \$ _____

Add Alternates (if any) are as follows:

- 1) _____ \$ _____
- 2) _____ \$ _____

The undersigned agrees that if, his is selected as the accepted proposal, he will within five (5) business days excluding weekends and legal holidays after presentation thereof by the Town of Atkinson, execute a contract in accordance with the terms and conditions of this proposal.

The undersigned agrees that, if his is selected as the accepted proposal, he will within thirty (30) calendar days begin to provide the service contracted for. Contractor also agrees that all work will be completed

(weather permitting) within a time mutually agreed upon excluding weekends and legal holidays, after beginning.

The undersigned agrees that all personnel employed by the Contractor will be paid in accordance with all applicable laws and to comply with all applicable rules and regulations stipulated under any and all such laws.

The undersigned hereby certifies that he is able to furnish any and all such labor, materials and or services required under this proposal.

The undersigned further certifies under the penalties of perjury that this proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

The undersigned is not presently debarred from doing work or supplying any type of services to the Town of Atkinson or the State of New Hampshire.

The undersigned agrees that all areas of Town property shall be properly protected and kept "safe" at all times. The Contractor shall keep the premises clean of debris at all times and shall remove such from site on a daily basis or place in a dumpster to be located on the site at a pre approved location at the Contractors expense.

The undersigned agrees that all payments shall be made to the contractor in progress payments based on the percentage of completion of the Work less 10% retainage provided the Contractor is in complete compliance with all provisions of the contract.

The undersigned agrees that all Applications for payment shall be on a form acceptable to Town, based on a schedule of values for the various portions of the Work approved by Town prior to submission of the first application, and accompanied by such documentation, affidavits, waivers of liens and releases as the Town may require. Contractor shall submit each application for payment no later than the 15th and 30th day of the month unless the Town has specified otherwise.

The undersigned agrees that Certificates of Insurance must be filed with Selectmen's Office prior to any application for payment. No requisitions for change orders will be recognized that have yet to be executed by the Selectmen's office.

The undersigned agrees that the Town shall make payments within ten (10) days after receipt of application for payment for the work. Faxed or emailed applications will be not considered valid for payment. Only original applications will be considered.

The undersigned agrees that in addition to the requirements or any other provisions, final payment shall not become due until the proposal is fully completed and accepted by Town and the Manufacture's warranty is in place and the Contractor has provided all project

documentation including as-built drawings, manuals, warranties, waivers of liens and evidence satisfactory to the Town that all Contractor's bills and indebtedness for the project have been fully satisfied.

The undersigned agrees that no payment, including final, made under or in connection with this project shall be evidence of the performance of such Work, in whole or in part, and no such payment shall be construed to be an acceptance of defective, faulty or improper work or materials nor shall it release Contractor from any of its obligations

The undersigned agrees to supply the following with their proposal:

Current Certificates of Liability and Workers' Compensation Insurances, with umbrella policy in accordance with the Town's requirements; (see attached)

The undersigned agrees that, if required, all personnel shall submit to a background check. Only individuals who successfully pass the background check will be permitted access to this project.

The undersigned agrees that proper Prior to starting Work, Subcontractor shall obtain and maintain insurance from a responsible insurer satisfactory to Contractor. Subcontractor's insurance shall apply to any Work furnished by or through Subcontractor for Contractor at any Project. It shall name Contractor as an additional insured on a primary and non-contributory basis to any other insurance carried by Contractor, under the subcontractor's General Liability, Auto Liability and Umbrella Liability coverages. This additional insured status shall also apply to completed operations coverage, and provide at least the following coverage's and minimum limits:

Insurance Requirements

| <i>Coverages Required</i> | <i>Minimum Limits Required</i> |
|-------------------------------------|--------------------------------|
| <u>Commercial General Liability</u> | |
| 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) | \$ 10,000 |
| Occurrences | |
| Claims Made | |

Workers Compensation

NH Statutory including Employers Liability –
Each Accident/Disease-Policy Limit/Disease-Each Employee \$100,000/\$500,000/\$100,000

Town of Atkinson must be named as Additional Insured

*Town of Atkinson Fire Station
Repair Design Services*

The undersigned further agrees that prior to starting Work, Contractor shall furnish to Town a current Certificate of Insurance, issued directly from the insurer, showing coverage and limits meeting or exceeding the minimum requirements and that Town or anyone else required are named as additional insureds. The Certificate of Insurance shall also specify that no part of such insurance shall be modified, canceled or allowed to expire until at least 60 days after written notice is given to Town.

Agreed to, Acknowledged and Accepted:

By: _____
Company

Printed Name of Authorized Signer

Signature

Address

City/State

Telephone

e-mail

Note: If bidder is a corporation, indicate state of incorporation under signature, and affix corporate seal; if partnership, give full names and residential addresses of all partners, and if individual, give residential address it different from business address.