

Town of Atkinson, New Hampshire
INVITATION TO BID
Building Existing Conditions Survey
Issued: November 1, 2019

The Town of Atkinson invites qualified consultants to bid on a **Building Existing Conditions Survey**. Anticipated value is \$18,000. Scope of Work for the bid is included below, available at Atkinson Town Hall and on the Town’s web site - <http://www.town-atkinsonnh.com/>. Sealed bids should be received at the Selectmen’s office, clearly labeled “Town of Atkinson – Building Existing Conditions Survey” at or before 12:00 Noon on November 25, 2019, to be opened and read in public on November 25, 2019 at 12:30 PM. For further information, please contact David Cressman, Town Administrator at 603-362-1060, Bill Innes at 603-362-4750 or Barbara Snicer at 603-362-5266; by e-mail at townadmin@atkinson-nh.gov. All bids will be taken under advisement pending review and recommendation by the Board of Selectmen. The Selectmen reserve the right to reject any or all bids and to negotiate with the successful bidder in the best interest of the Town. Bids shall be in a sealed envelope, plainly marked “**Town of Atkinson – Building Existing Conditions Survey**” and addressed to:

Town of Atkinson Selectmen
19 Academy Avenue
Atkinson, New Hampshire 03811.

SCOPE OF WORK

EXISTING CONDITIONS SURVEY

The Consultant will provide Architectural, Structural, Mechanical, Electrical, Plumbing, Civil, and Cost Estimating Consulting services to provide the following tasks:

1. The scope of the work includes the following town properties and sites:
 - Town Hall ----- 19 Academy Avenue
 - Fire Station ----- 1 Academy Avenue
 - Library ----- 5 Academy Avenue
 - Community Center ---- 4 Main Street
 - Historical Society ----- 3 Academy Avenue
 - Family Mediation ----- 16 Academy Avenue
 - Town Garage ----- 1A Academy Avenue
2. Review the Town-provided information including site plans, surveys, prior studies, existing drawings, etc.
3. Visit the sites to review the existing conditions in the field.
4. Prepare an Existing Facilities Report outlining the findings. The following items shall be included in the Report:
 - Executive Summary
 - Itemized list of findings in table format organized by each building, and by each discipline noted above including color digital images of each item.

- Provide a prioritized list in matrix format of deferred maintenance, code violations, and other improvements as well as estimated costs of construction to implement the work categorized as:
 - ✓ Immediate,
 - ✓ Intermediate 3 – 5 years,
 - ✓ Long term 6 to 10 years.
- 5. Meet with the Town and the Committee to present the findings of the Report. Allow for 2 meetings.
- 6. Provide a digital version of the Report and 4 hard copies.
- 7. Provide a PowerPoint presentation summarizing the report and a proposed path forward to the Select Board.

The Town will provide the selected Consultant with existing documentation for the selected sites and buildings and prior reports and studies.

SCHEDULE: The consultant shall complete the Existing Facilities Report within 3 months of receipt of the Notice-to-Proceed from the Town.

QUALITY ASSURANCE

- Requirements of Regulatory Agencies; Perform work in accordance with applicable rules, regulations, codes, and ordinances of local, state and federal authorities, and in accordance with the requirements of public utility corporations having jurisdiction over the work.

PREPARATION AND PROTECTION

- Atkinson Town buildings will be occupied during this process.

REFERENCES

Please supply three (3) references for similar type work

Proposal Response Form

To: The Town of Atkinson

The undersigns proposes to furnish all labor and materials and or services required for the Building Existing Conditions Survey for the Town Hall, Fire Station, Library, Community Center, Historical Society, Family Mediation and Town Garage in the Town of Atkinson in accordance with the Contract Documents and/or RFP for the Contract price below inclusive of all reimbursable expenses (postage, travel, reproduction, etc.):

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

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

Provide hourly rates valid through 12/31/2020

1) _____ \$ _____

2) _____ \$ _____

Add Alternates (if any) are as follows:

1) _____ \$ _____

2) _____ \$ _____

The undersigned agrees that, if he is selected as the lowest responsible bidder, he will within thirty (30) calendar days begin to provide the service contracted for. Bidder also agrees that all work will be completed (weather permitting) within thirty (30) consecutive business days excluding weekends and legal holidays, after beginning work.

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 agrees that Certificates of Insurance must be filed with Selectmen's Office prior to beginning any work.

The undersigned agrees to supply Current Certificates of Liability and Workers' Compensation Insurances.

The undersigned agrees that, if required, all personnel, technicians, vendors and subcontractors of the contractor who work on this project shall be required to submit to a background check. Only individuals who successfully pass the background check will be permitted access to this project.

Agreed to, Acknowledged and Accepted:

By: _____

Company

Printed Name of Authorized Signer

Signature

Address

City/State

Telephone

e-mail