



# TOWN OF AUBURN

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## **PUBLIC NOTICE REQUEST FOR PROPOSALS**

The Town of Auburn is soliciting proposals for a building renovation of the Auburn Town Hall located at 47 Chester Road (NH Route 121). The renovation work includes the removal of the existing covered front porch and associated stairs, structure and foundation, to be replaced with a new covered front porch and associated stairs, structure and foundation as designed by Alternative Designs, Inc. of Manchester and Team Engineering, Inc. of Bedford.

Due to the Town Hall being a customer service facility, access to the building will have to be shifted to the rear of the building during construction, while contractor will need to provide appropriate barricades during construction to provide for public safety.

Sealed bids marked "TOWN HALL RENOVATION" will be accepted at the Selectmen's Office until 2:00 PM on Thursday, August 24, 2017. All proposals will be provided to the Board of Selectmen for consideration at the next meeting, which would be held on Monday, August 28, 2017.

Specifications for the project are available at the Town Hall or online at the Town of Auburn web site ([www.auburnnh.us](http://www.auburnnh.us)) under "Requests for Proposals" found under "Board of Selectmen".

The Board of Selectmen reserves the right to accept or reject any or all proposals in the best interest of the Town of Auburn.

**TOWN OF AUBURN  
BOARD OF SELECTMEN**

August 3, 2017

# **TOWN OF AUBURN**

## **SPECIFICATIONS FOR FRONT ENTRANCE RENOVATION**

### **OF THE AUBURN TOWN HALL**

The Town of Auburn is soliciting proposals for the renovation of the front entrance of the Auburn Town Hall located at 47 Chester Road (NH Route 121).

The work includes the removal of the existing covered front porch and associated stairs, structure and foundation, to be replaced with new covered front porch and associated stairs, structure and foundation as designed by Alternative Designs, Inc. of Manchester and Team Engineering, Inc. of Bedford.

### **SCOPE OF WORK**

Work that is anticipated to be done as part of this project has been detailed in plans dated May 3, 2017 prepared by Alternative Designs, Inc. of Manchester with Team Engineering of Bedford as the Engineer of Record. In general, the project includes:

- ✓ Demo and remove completely the existing covered porch and associated stairs, structure and foundation that serve as the front entry to the Auburn Town Hall.
- ✓ Construct new covered porch and associated stairs, structure and foundation as designed by Alternative Designs, Inc., which includes details of:
  - ✓ Codes, Design Loads, Foundations, Concrete, Reinforcing Steel, and Wood, and provides specifics for:
  - ✓ Deck Plan @ Main Level
  - ✓ Deck Plan @ Ground Level
  - ✓ Landscaping Plan
  - ✓ Foundation Plan
  - ✓ Front Elevation
  - ✓ Side Elevation
  - ✓ Door Detail (Exterior and Interior Face)
  - ✓ Stair Section

- ✓ Stair Code
- ✓ Stair Detail
- ✓ Soffit Detail (Low Eve)
  
- ✓ Repair and replace existing siding of Town Hall as affected by removing existing porch and stairs.
- ✓ Provide barricades during construction process to prevent people from falling or being hurt.
- ✓ Provide signage to direct individual to rear entry of building during construction process.
- ✓ Power wash and paint entire front to Town Hall to match the existing color.

**Copies of the plans prepared by Alternative Design, Inc., are available for review and inspection at the Auburn Town Hall or appear on the Town's website site ([www.auburnnh.us](http://www.auburnnh.us)) under "Requests for Proposals" on the Board of Selectmen's page.**

**A copy of the plan may be purchased through Alternative Design by contacting Scott Boren, Alternative Design, Inc., 94 Old Granite Street, Manchester, NH. Telephone (603) 645-4388.**

The successful contractor shall pull a permit from the Town of Auburn Building Inspector for this project, but there shall be no charge for the permit.

The successful contractor shall clean-up all materials on a daily basis, and will be allowed to maintain a disposal container on site for this purpose.

As part of the proposal, contractors are encouraged to estimate the total time frame that is anticipated to be need for the completion of the project.

Interested contractors wishing to view the job site are welcome to do so during business hours of Monday through Friday 8:00 AM to 4:30 PM. Individuals shall advice personnel in the Selectmen's Office of their presence on site before commencing their inspection and estimating activity.

If subcontractors or contracted services are anticipated to be used by a contractor for this project, if at all possible, utilization of local Auburn vendors, services or contractors is urged.

## **PAYMENT**

Payment can be made as work progresses and percentage of completion is documented by the Contractor. Final payment will be made within two weeks once all work is satisfactory completed and all surrounding grounds are clear of all debris. Specific payment terms will be worked out between the chosen contractor and the Town.

## **PROFESSIONAL AND GENERAL LIABILITY INSURANCE**

Contractor shall file with the Town of Auburn evidence of professional liability and general liability insurance certifying coverage contained therein or, in the alternative, provide documentation of a self-insured program. Such insurance shall provide protection against professional and personal injury liability. The Certificate of Insurance shall identify the insurer and the Contractor, the type and amount of insurance, the location and operations to which the insurance applies, and the effective and expiration dates of the policies of insurance. Further, the contractor shall advise the Town of Auburn of any changes of insurance company, coverage, limits of liability and notices of cancellation of insurance. Limits of liability shall be not less than: General Liability \$500,000 combined single limit and Worker's Compensation \$100,000 statutory insurance. Such insurance shall be maintained throughout the term of this contract and may not be canceled without providing at least thirty (30) days advance notice of such cancellation to the Town of Auburn.

## **INDEMNIFICATION**

The Contractor agrees to hold harmless and indemnify the Town of Auburn against any and all claims, suits, damages, costs, or legal expense as a result of bodily injury or property damage resulting from the negligence of the Contractor.

## **PRE-AWARD CONSIDERATIONS**

The Town of Auburn shall consider the capabilities and resources of the potential vendor, and will review references of clients having similar requirements as set forth in this specification. Reference checks shall be an integral part of the final analysis of an award of contract. NOTE: Negative reference feedback may cause the bidder to be judged non-responsible and may result in rejection of the apparent low bid.

## **AWARD**

The Town of Auburn reserves the right to award this contract in the best interests of the Town of Auburn. Proposals will be received by the Selectmen's Office until 2:00 P.M. on August 24, 2017.

Proposals will initially be shared with the Board of Selectmen. They will be included on the agenda of the Board of Selectmen meeting at their next regularly scheduled meeting, which be on Monday, August 28, 2017. The awarding of the project contract shall follow a decision by the Board of Selectmen.

General questions concerning the project may be directed to William G. Herman, Town Administrator, Town of Auburn, P.O. Box 309, Auburn, NH 03032, telephone (603) 483-5052 between the hours of 8:00 A.M. and 4:30 P.M.

Questions concerning the specifics of the plan should be directed to Scott Boren, Alternative Design, Inc., 94 Old Granite Street, Manchester, NH 03101, telephone (603) 645-4388.

The Town reserves the right to reject any or all proposals, or any part thereof; to waive any information in the bidding and to accept the proposal; considered to be in the best interest of the Town.