

**Request for Qualifications  
Town Hall Roof Project  
Moultonborough, NH  
August 6, 2009**



**Karel A. Crawford, Chairman  
Board of Selectmen**

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**PLEASE POST**  
**CONTRACT OPPORTUNITY**  
**TOWN OF MOULTONBOROUGH**

**Request for Qualifications**

**Town Hall Roof Repairs**

The Town is accepting Statements of Qualifications (SOQs) from firms interested in becoming pre-qualified to submit bids on the reroofing of Town Hall located at 6 Holland Street in Moultonborough. The reroofing includes: stripping all shingles to the base sheathing; furnishing and installing new metal flashing and trim; furnishing and installing new asphalt shingles; and minor carpentry and painting. The overall contract is estimated at \$120,000.00+/- . Bid Documents will be available on or about September 1 with a contract awarded on or about October 1 and a thirty (30) day completion schedule.

In order to be pre-qualified to bid on this work firms must have been in business for at least five years and show a positive history of (a) similar work, (b) similar sized projects, (c) performance bonding, (d) insurance coverage, and (e) proper staffing and training. Submissions must be made on the specific forms and in the specific format as required by the Town.

Bid documents will be available on or about September 3 and bids will be due on or about September 20 with a construction start on or about October 1. The construction schedule is not expected to exceed 30 days.

Detailed information may be found at [www.moultonboroughnh.gov](http://www.moultonboroughnh.gov) (click on Paid, Volunteer, and Contract Openings). SOQs will be evaluated on a predetermined scoring system available to all parties with the SOQ documents. Four copies of the SOQs must be submitted to Mr. Carter Terenzini, Town Administrator, 6 Holland Street, PO Box 139, Moultonborough, NH 03254 by the close of business(4 p.m.) on Wednesday, August 25, 2009.

The Town reserves the right to waive any minor or non-material informalities and reject any and all submissions and re-advertise the request for qualifications if deemed to be in its best interests. The Town reserves the right to reject any and all bids solicited under this Request for Qualifications, and waive any minor or non-material informalities, if deemed to be in its best interests.

Posted: Town Bulletin Boards (7)  
SAU  
Advertised: Meredith News & Carroll County Independent 08/06/09 & 08/13/09  
Dodge Reports & Reed Construction Data 08/06/09  
Mailed: Town Engineer & CEO Mailing List  
Web: Craigslist; [winnipesaukee.com](http://winnipesaukee.com);



## REQUEST FOR QUALIFICATIONS

### Town Hall Roof Repairs

### Moultonborough, NH

August 6, 2009

#### 1. GENERAL INFORMATION

The Town of Moultonborough, New Hampshire is soliciting qualifications from general and/or roofing contractors to furnish all labor, equipment and materials to complete the re-roofing of the Moultonborough Town Hall and, as an add alternate, the Community Center located at 6 Holland Street in Moultonborough. Only pre-qualified firms will be allowed to bid on this project.

#### 2. PROJECT DESCRIPTION

This project includes: stripping all shingles to the base sheathing; furnishing and installing new metal flashing and trim; furnishing and installing new asphalt shingles; and minor carpentry and painting.

#### 3. PROJECT DATES

The following date outline an anticipated time line for the progression on the contract:

August 6, 2009	Issue RFQ
August 24, 2009	Responses to RFQ Due to Town
August 25, 2009	SOQs Out to Review Town Team
August 31, 2009	Review team Scoring Matrix Due Back
September 2, 2009	Pre-Qualified List Announced
September 3, 2009	Bid Documents Available to Pre-Qualified firms
<b>September 14, 2009</b>	<b>Pre-Bid Site Visit @ 10 a.m. (Mandatory)</b>
September 16, 2009	Bid Document Addenda Issued
September 23, 2009	Bids Opened
September 24, 2009	Review Memo and Recommendation Memo
September 28, 2009	Contract Award by Board of Selectmen
October 5, 2009	Construction Start
November 6, 2009	Construction Completion

#### 4. PREQUALIFICATION OF CONTRACTORS

Contractors shall complete the enclosed Statement of Qualifications (SOQ) and submit (4) four copies to Mr. Carter Terenzini, Town Administrator, 6 Holland Street, PO Box 139, Moultonborough, NH 03254 by the close of business on Wednesday, August 25, 2009. Statements received after this time shall not be accepted. Your Statement of Qualifications shall be fully executed and signed by a representative of the company duly

authorized to enter into a contract with the Town of Moultonborough. Failure to submit any of the requested information may result in disqualification of the submission.

Contractors shall meet the following minimum requirements:

1. Experience: Five years minimum experience in general contract construction or roofing with no less than five rehabilitation projects similar in size and scope to this project.
2. Project Management and Supervision: Contractor shall have a superintendent on site at all times. The superintendent shall have a minimum of ten years experience in similar general contract or roofing construction with no less than five rehabilitation projects similar in size and scope to this project.
3. Registration: Contractor must be registered with the New Hampshire Secretary of State's Office and be eligible to conduct business in the state of New Hampshire at the date and time of prequalification submittal. Company must attest that no complaint has been filed against the company for violation of wage, tax, consumer protection or safety laws or regulations within the last five years. If the company cannot so attest it must provide the details of the matter and the conclusion.
4. Insurance and Bonding: Capable of meeting the following bonding and insurance requirements:
  - a. Bid Bond: 5% of Bid Amount
  - b. Performance: 100% of Contract Price
  - c. Payment Bond: 100% of Contract Price
  - d. Insurance: Prior to commencing work, and throughout the term of the contract, contractor shall obtain, and maintain, in the limits and under the conditions set forth below, insurance coverage for the following types and levels of coverage:

- Workers Compensation	Statutory
- Automobile and Equipment	\$1 Million/\$1 Million
- Property Damage	\$1 Million/\$2 Million
- General Liability	\$1 Million/\$2 Million

If a sub-contractor is used for any portion of the work, the sub-contractor will maintain insurance in similar amounts and under similar conditions.

## **5. SELECTION CRITERIA**

The Town shall pre-qualify a minimum of three contractors. Each contractor will be ranked based on the following selection criteria. Selected contractors will be issued request for proposals for the purpose of bidding the work. The selection criteria are as follows:

<b>Criteria</b>	<b>Weighting</b>
Completeness of Submission	5 Points
Experience	30 Points
Project Management and Supervision	25 Points
References	40 Points
Financial	Pass/Fail
Insurance and Bonding	Pass/Fail

The Town reserves the right to limit reference checks to the highest scoring contractors as determined by the first three selection criteria noted above.

The Town reserves the right to waive any minor or non-material informalities and reject any and all submissions and re-advertise the request for qualifications if deemed to be in its best interests. The Town reserves the right to reject any and all bids solicited under this Request for Qualifications, and waive any minor or non-material informalities, if deemed to be in its best interests.

## **6. DESIGN TEAM**

KV Partners LLC (KVP) OF Gilford, NH has been retained by the Town of Moultonborough to be the prime consultant for all engineering, architectural, and other professional services for this project. KVP will provide general administration and project management. Misiaszek Turpin pllc Architects and Planners (MT) of Laconia, NH is their subconsultant to provide architectural services.

## **7. QUESTIONS AND ADDENDA**

**General questions** about this RFQ must be submitted in writing to Mr. Carter Terenzini, Town Administrator by mail at PO Box 139, Moultonborough, NH 03254, by fax to 1.603.476.5835, or by email to [cterenzini@moultonboroughnh.gov](mailto:cterenzini@moultonboroughnh.gov) no later than 4:00 p.m. on August 20, 2009.

**The answers, and any other changes or supplements to this document, will be posted on the Town web site as an Addendum no later than 4:00 p.m. on Monday, August 24, 2009. It is the submitter's responsibility to check and verify any such changes in order to account for them in their submission.**

**A pre-bid conference will be held at Town Hall, 6 Holland Street, Moultonborough, NH on September 14, 2009 at 10:00 a.m.** Attendance will be mandatory for pre-qualified firms who wish to submit bids.

**Technical questions** about the bid documents must be submitted in writing to Ms. Sonya L. Misiaszek, AIA, Project Architect by mail at Misiaszek Turpin pllc, One Mill Plaza, Laconia, New Hampshire 03246, by fax to 1.603.527.1618 or by email to [sonya@misiaszekturpin.com](mailto:sonya@misiaszekturpin.com) no later than 4:00 p.m. on the date established in the bid documents.

# REQUEST FOR QUALIFICATIONS

TOWN OF MOULTONBOROUGH, NEW HAMPSHIRE  
TOWN HALL ROOF REPAIRS

## STATEMENT OF BIDDERS QUALIFICATIONS

### 1.1 GENERAL INFORMATION

A. Name: \_\_\_\_\_

Principal Office Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

B. If a Corporation, answer the following:

When incorporated: \_\_\_\_\_

In what State: \_\_\_\_\_

Director's names (s) \_\_\_\_\_

\_\_\_\_\_

President's Name: \_\_\_\_\_

Vice President's Name: \_\_\_\_\_

Secretary's Name: \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_

C. If a partnership, answer the following:

Date of Organization: \_\_\_\_\_

State whether partnership is general or limited: \_\_\_\_\_

Name and Address of Partners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**1.2 EXPERIENCE**

A. How many years has your organization been in business as contractor under your present business name? \_\_\_\_\_

B. What are the prior names of your organization? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. How many years of experience does your organization have as a prime contractor in the type of work specified in the Contract Documents? \_\_\_\_\_ As a sub-contractor? \_\_\_\_\_

D. List below projects your organization has completed that are half to twice the size of the proposed work.

	<u>Contract Amount</u>	<u>Project Title</u>	<u>Owner</u>	<u>When Completed</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

Name and address of references for respective projects listed above:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

E. List other references: \_\_\_\_\_  
\_\_\_\_\_

F. List below two (2) completed projects which agree most similar to the proposed work.

	<u>Contract Amount</u>	<u>Project Title</u>	<u>Owner</u>	<u>When Completed</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

G. List below two (2) completed projects in which the Owner occupied the site during construction.

	<u>Contract Amount</u>	<u>Project Title</u>	<u>Owner</u>	<u>When Completed</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

H. Have you ever failed to complete any work awarded to you? \_\_\_\_\_  
If yes, give name of Owner, name of Bonding Company and circumstances: \_\_\_\_\_  
\_\_\_\_\_

I. State the largest dollar volume of work your organization has completed in any one year and the year that it was completed in: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 1.3 FINANCIAL REFERENCES

A. Name one (1) banking institution reference:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

B. Name two (2) credit references other than the bank listed above.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

C. Provide a letter from your financial institution indicating your general financial status (ability to fund the requirements of the project, years at the financial institution, etc.).

D. Attach documentation of appropriate bonding capacity (letter from Surety Company, etc.).

#### 1.4 PROJECT MANAGEMENT

Identify the project manager or superintendent who will be assigned to this project. Provide his/her resume and a summary of their past project experience; first while in your employ, and second while in the employ of others.

Name: \_\_\_\_\_

Note: Pre-qualified contractors will be required to name their project manager/superintendent with their bid proposal. Any change in personnel identified herein and in the bid proposal will require approval by the Town of Moultonborough prior to executing the construction contract. The Town reserves the right to reject the bid proposal if, in the sole opinion of the Town, personnel changes do not meet Town requirements.

#### 1.5 CERTIFICATION

I certify, under the penalties of perjury, that I am (a) fully authorized to make this submission, (b) have not engaged in discussions, negotiations, or collusion with any person to determine what my submission, (c) that I, to the best of my knowledge and belief, have paid all taxes, fees, assessments, betterments or other municipal charges that I owe to the Town of Moultonborough or have a payment agreement in place or have filed an appeal over the same and (d) the information submitted herewith, including any attachment, is true to the best of my knowledge and belief.

\_\_\_\_\_  
Firm Name

By: \_\_\_\_\_  
Signature

Title: \_\_\_\_\_

Date: \_\_\_\_\_