

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR



Town of Moultonborough
6 Holland Street - PO Box 139
Moultonborough, NH 03254
(603) 476-2347 * Fax (603) 476-5835
e-mail: cterenzini@moultonboroughnh.gov



TO: All Interested Parties

FROM: Carter Terenzini, Interim Town Administrator *Carter*

RE: ADA Unisex Bathroom @ Town's Function Hall

DATE: November 18, 2024

CC: C. Theriault; J. Blackwell; File

Town of Moultonborough, NH Request for Design/Build Proposals

The Town of Moultonborough is seeking proposals from qualified construction firms teamed with a qualified design professional to provide design and construction services for the development of a Unisex bathroom that is fully ADA compliant. The new bathroom is to be developed within the frame of an existing building known as Function Hall located at 139 Old Route 109 in Moultonborough by demolishing certain portions of existing bath framing, reframing as required and modifying associated interior plumbing and a connection to the existing waste line. The Scope of Services may be obtained from the Office of the Select Board 6 Holland Drive, PO Box 139, Moultonborough, NH 03254 during normal business hours or on the Town's web site at www.moultonboroughnh.gov (click on Bids & Employment). A pre-submission walkthrough will be available to all interested parties at the subject location at 9 a.m. on Tuesday November 26th and Tuesday December 3rd. Proposals must be received in the Office of said Select Board no later than 12 Noon on Monday December 16, 2024, in a sealed envelope plainly marked on the outside as "Moultonborough Function Hall: ADA Compliant Bathroom". If mailed, please submit this envelope inside of a separate sealed envelope for protection against being opened in error. The Town of Moultonborough reserves the right to reject any and/or all proposals and waive any minor informalities as it determines to be in the Town's best interest.

/s/ Carter Terenzini
Interim Town Administrator

Advertise	11/18
Tour Dates	11/26 & 12/03
Questions Due	12/05
Addendums Out	12/10
Bids Due	12/16

GENERAL INFORMATION & SCHEDULE

The purpose of this RFP is to seek a qualified engineering firm or individual to (1) supply the town with plans and cost estimates to create an ADAP compliant unisex bathroom within the Function Hall located at 139 Old Route 109. Cost estimates should include all activities and subcontractors necessary to complete the project.

Pre-response site visit: November 26, 2024 at 9:00 am
December 3, 2024 at 9:00 am

Prospective applicants are encouraged to attend the optional pre-bid site visit to view site and ask any questions about scope of work.

Questions Due: December 5, 2024 at Noon

Any and all questions on the project must be received by the Town no later than 12 Noon, via email or in writing, at cterenzini@moultonboroughnh.gov or the Office of the Select Board at 6 Holland Street, Moultonborough, NH 03254.

Answers Posted: December 10, 2024 at Noon

All Addenda will be posted to the Town's website of <https://www.moultonboroughnh.gov> (click on Bids & Employment). It is the responsibility of proposers to check the site and account for any addenda posted thereon on their bid sheet and in their price proposal.

Project Description: There are currently two bathrooms separated by a common hallway (See Exhibit A). It is believed that the existing layout (See Exhibit B) can be modified by demolishing certain portions of existing bath framing, reframing as required, relocating the hot water heater, modifying associated interior plumbing (See Exhibit C) and providing a connection to the existing waste line (See Exhibit D). The Town is open to alternative cost-effective suggestions.

Project Timeline: It is the intent of the Town to award a contract on or about January 16, 2025 and proceed to execute the same and issue a Notice to Proceed shortly thereafter.

Time for Work: This is an active facility used as an on-premises meal site and the site of preparation for the Meals on Wheels program. You may work from Noon on Thursday thru Sunday Midnight. If you wish to work at other times you may propose to do so subject to the obvious clean-up needs and the approval of the Town.

Insurance Requirements: Prior to commencing work, and throughout the term of this contract, the Contractor shall obtain, and maintain, in the limits and under the conditions set forth below, insurance coverage naming the Town, its officers, employees and assigns, as Certificate Holder and additionally Named Insured, for the following types and levels of coverage:

- Workers Compensation	Statutory
- Automobile and Equipment	\$1 Million/\$2 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 Contractor will provide to the Town a similar certificate, in similar amounts and under similar conditions, from the Subcontractor.

Submission Instructions: Responses to this RFP must include the following:

- 1) **Proposed Project Team Members:** of (a) firm principal, (b) construction supervisor, (c) subcontractors to be used, (c) firm(s) history and expertise and (d) copies of license(s) for team members to show they are licensed in the State of New Hampshire.
- 2) **Project Experience:** Description detailing no less than five similar contracts within the past three years including (a) the name and contact information for the client project manager, (b) the original contract amount, and (c) the final contract amount.
- 3) **Technical Proposal:** A description of (a) the approach to be taken toward completion of the project, (b) an explanation of any variances to the proposed scope of work, (c) a scope of work that includes steps to be taken, and responsible team member, including sub-contractors, if applicable, (d) a proposed schedule that indicates phasing and overall time for completion.
- 4) **Cost Proposal:** Cost Proposal consisting of (a) a maximum budget amount inclusive of all fees and expenses (b) a schedule of expenses per trade of subcontractor to be employed and (c) an outline of material and (d) fixtures to be used by product name and identification

Selection Criteria: The award of a contract will be made upon the basis of:

- (a) Responsive and responsible to proposal requirements;
- (b) Demonstrated organizational capacity to complete the project;
- (c) Demonstrated successful prior experience; and
- (d) Acceptable project costs and timeline.

Proposal Due Date: December 16, 2024, at Noon in the Office of said Select Board, 6 Holland Street, Moultonborough, NH 03254, in a sealed envelope plainly marked on the outside as “Moultonborough Function Hall; ADA Compliant Bathroom”, at which time they will be publicly read aloud. If mailed, please submit this envelope inside of a separate sealed envelope for protection against being opened in error. Proposals submitted in any other format or received after the deadline WILL NOT be considered.

The Town of Moultonborough reserves the right to reject any and/or all proposals and waive any minor informalities as it determines to be in the Town's best interest.

Exhibit A:



Exhibit B:

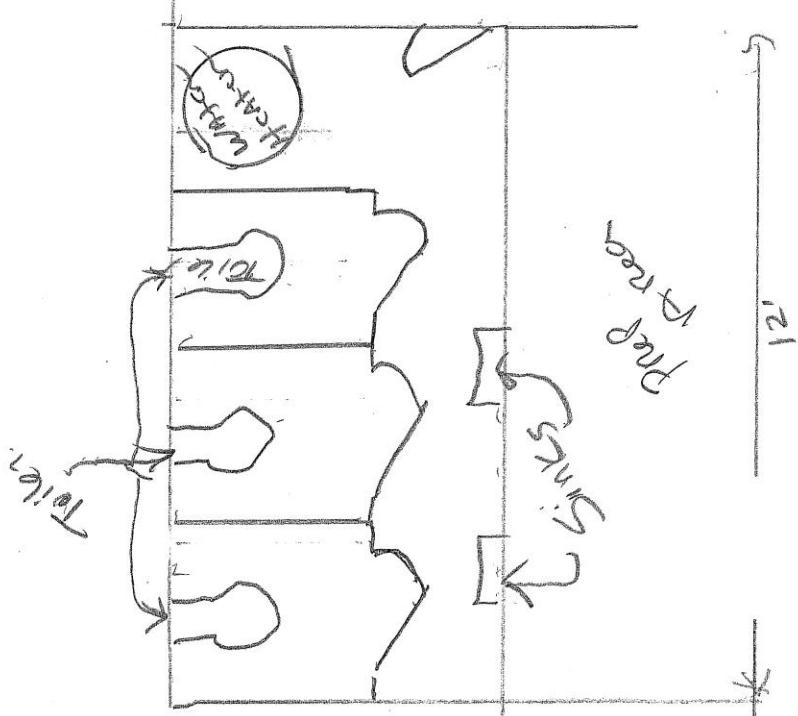
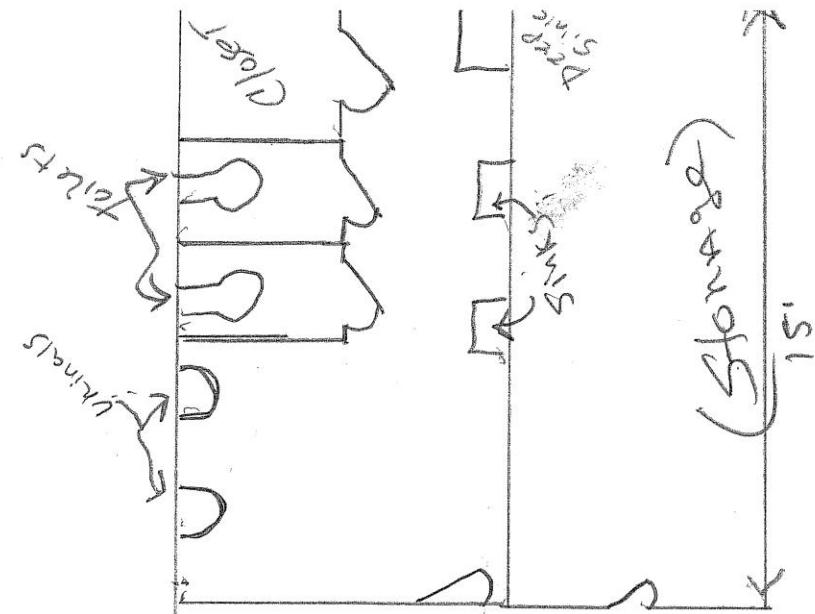


Exhibit C:

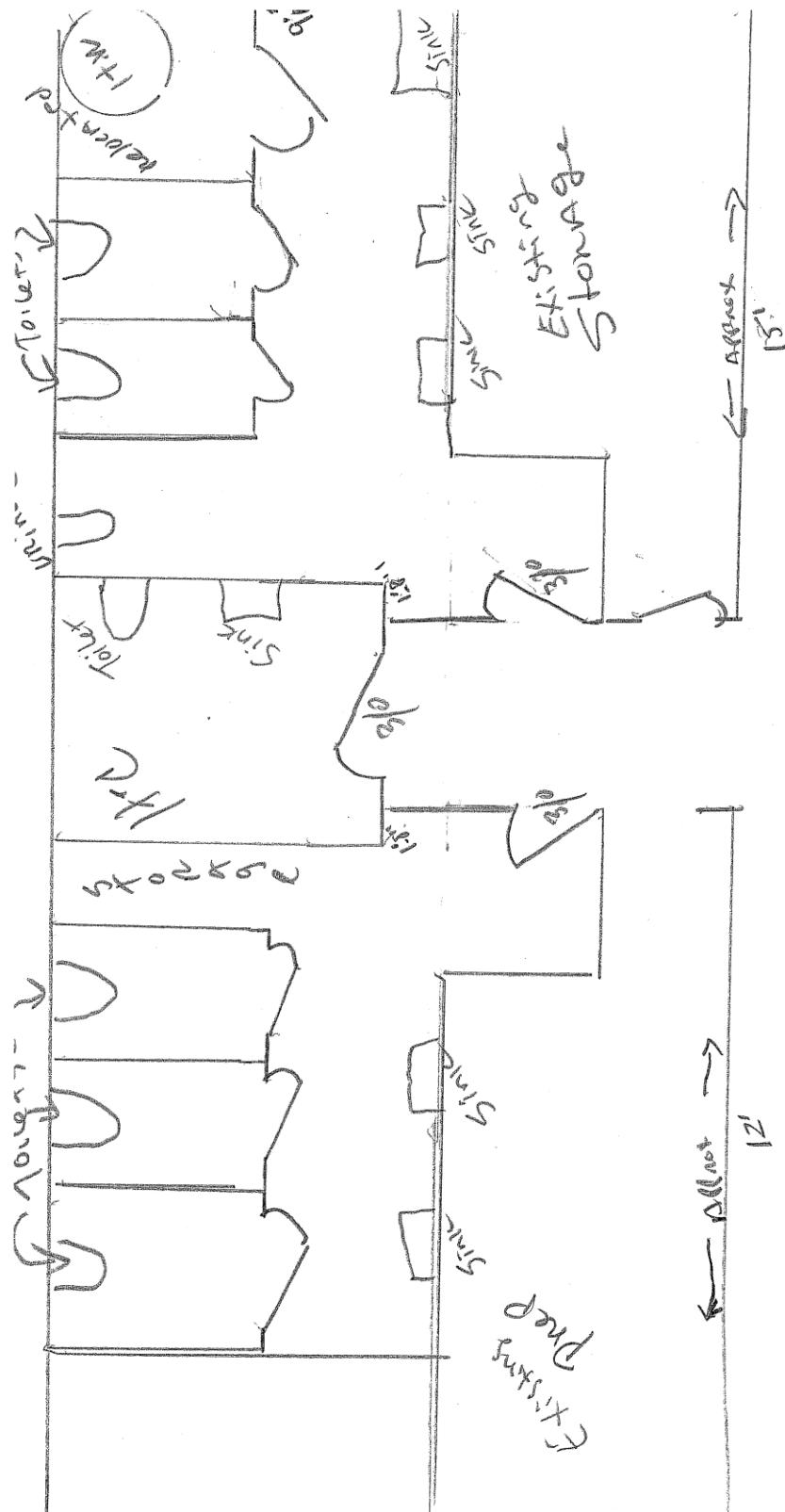


Exhibit D:

