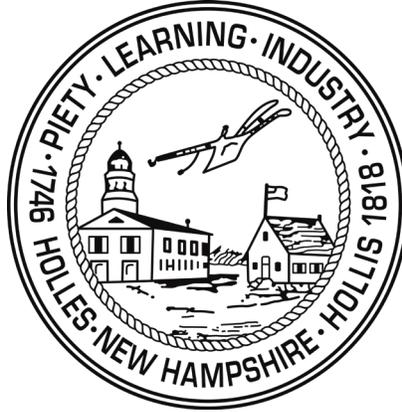


TOWN OF HOLLIS, NH



INVITATION FOR BID

BID 01-2024

Architectural Services for Historic Rehabilitation of the Farley Building Community Center

CONTAINING:

- NOTICE OF BID
- SPECIFICATIONS
- BID FORM
- REFERENCES

Town of Hollis
7 Monument Square
Hollis, NH 03049

TOWN OF HOLLIS, NH

INVITATION FOR BID

BID 01-2024

Architectural Services for Historic Rehabilitation of the Farley Building Community Center

The Town of Hollis, New Hampshire (the Town) is seeking a Request for Proposal from architecture firms to complete final design documents and prepare construction and bidding documents for the historic rehabilitation of the Farley Building Community Center, located at 23 Main Street in Hollis, New Hampshire.

Sealed bids will be received at 7 Monument Square, Hollis, NH 03049, until 10:00 a.m. on Thursday, May 23, and will be publicly opened at 11:00 a.m.

The Bid shall be submitted in a sealed envelope, addressed to the Town of Hollis, Town Hall, 7 Monument Square, Hollis NH, 03049, and marked in the lower left-hand corner “TOH BID 01-2024, *Architectural Services for Historic Rehabilitation of the Farley Building Community Center.*”

The proposed fee must be submitted in a separate sealed envelope, marked on the outside as “FEE.” The fee proposal will only be opened after technical proposals have been reviewed and ranked. The selected consultant shall enter into an agreement with the Town for the proposed services stipulated as a “Not to Exceed” fee. Final payment for services will be calculated on a time and material basis at rates agreed to by the Town with an upper not-to-exceed amount. If the Town cannot reach an agreement on a scope and fee with the selected firm, the Town will begin negotiations with the second-rated firm, and so on, until an agreement is reached.

The *Architectural Services for Historic Rehabilitation of the Farley Building Community Center* Invitation to Bid will be available at the above address and online at www.hollisnh.org beginning on Monday, April 29, 2024.

All questions or requests for clarification regarding the Bid must be received in writing, via email, to administration@hollisnh.org by Tuesday, May 21, 2024. Answers to all questions received will be published in an addendum no later than Wednesday, May 22, 2024.

The Town of Hollis reserves the right to accept or reject any or all Bids or any part thereof and to waive any minor informalities as it deems to be in the Town’s best interest. The Town reserves the right to negotiate reasonably with low and sole bidders. The Town also reserves the right to cancel the award because of non-performance by the winning bidder related to any of the terms, conditions, and specifications identified in the Bid. Failure to submit all information may declare a Bid as non-responsive and subject to disqualification.

REQUIRED PRE-BID CONFERENCE

A pre-proposal conference has been scheduled for Monday, May 13, 2024, at 9:00 am at the Farley Building, 23 Main Street, Hollis. All interested parties will attend this meeting. Any additional available information will be provided, and bidder questions will be answered at that time. Any corrections or

changes to the original RFP as a result of this conference shall be issued to all firms in attendance and posted on the Town website as soon thereafter as possible. Any questions from bidders after this conference will be in writing by email and responded to by all bidders. RSVP for conference and email post-conference questions to:

Lori Radke, Town Administrator
603-465-2209 ext. 101
administration@hollisnh.org

BACKGROUND

In 2021, the Hollis Board of Selectmen presented a warrant article to the legislative body to conduct a “Farley Building Engineering Assessment.” The article aimed to implement a full engineering assessment and cost analysis to restore and renovate the Farley Building. In October 2023, the town contracted with Misiasek Turpin Architects to conduct the assessment.

Significant studies, evaluations, and concept drawings provided by Misiasek Turpin Architects have been completed and are available for review through file share. [CLICK HERE](#)

Page 1	PART I: Farley Building History
Page 5	PART II: Character Defining Features
Page 6	PART III: Existing Condition Assessment 6–15 Existing Condition Assessment 16–75 Photographs of the Farley Building 76–93 Existing Condition Architectural Drawings 95–117 RFS Engineering Assessment (Concept Narrative Report)
Page 118	PART IV: Building Code and Zoning Review
Page 126	PART V: RPF Environmental Hazardous Material Assessment
Page 155	PART VI: Recommendations for Rehabilitation 155–163 Recommendations for Rehabilitation 164–183 Proposed Conceptual Architectural Drawings
Page 184	PART VII: Opinions of Probable Construction Cost 184–185 Turnstone Corporation Opinions of Probable Cost Assumptions 186 Turnstone Corporation Opinions of Probable Cost Spreadsheet
Page 187	PART VIII: Supplemental Information

PROPOSED PURPOSE

This Request for Proposal aims to obtain complete construction drawings, specifications, bidding documents, and accurate construction costs for rehabilitating the Farley Building into the Farley Building Community Center. At certain milestones, an estimate of construction cost will be provided to the Town committee for review and reassessment of the project. The goal of this request is to have a complete package with estimated construction costs that will be used to present to the Town Residents as a warrant article for the 2025 annual Town meeting.

SUBMISSION REQUIREMENTS

Interested firms are required to provide a qualifications package, which should include a Proposal and Scope of Work, as outlined below:

Proposal Content

1. Cover Letter: A brief cover letter including the firm name, address, primary contact person, and contact's phone number and email.
2. Introduction:
 - Summary of the firm's background and history, including experience working on historic buildings
 - Types of services provided (including areas of expertise)
 - Statement indicating the firm's understanding of the project's objectives, scope, and requirements
3. Project Approach and Schedule: Provide a description of the methodology, techniques, and procedures used to complete the components of the Scope of Work described below. Note any suggested additions or deletions to the requested format.
4. Project Team and Qualifications: Provide the name, role, and qualifications of each team member assigned to work on this project, including any sub-consultants.
5. Project Schedule: Identify the level of effort anticipated for each task and the time required to complete the task. The Project Schedule should include anticipated required meetings with the Farley Building Community Center Design Sub-committee.
6. Client Responsibilities and Assumptions: List items the Town will be responsible for and have to complete during the project
7. References: Provide the client name, contact person, telephone number, and email for at least three clients for whom you have completed similar projects. Prior experience with LCHIP grant projects is preferred.
8. Fee Summary: Provide a fee table listing the total number of hours proposed for each task, the hourly rate, and the total cost basis for the project. The fee summary must be submitted in a separate sealed envelope, marked on the outside as "FEE."

SCOPE OF WORK

In preparing a response to this RFP, the firm should propose and describe the detailed Scope of Work for this project based on the list below. All work should meet the requirements of the Secretary of the Interior's Standards for the Treatment of Historic Properties.

A. Schematic Design

1. Using programming information developed in the conceptual design phase, develop a schematic design package including plans, equipment schedules, elevations, sections, details, and renderings as required to describe the design intent adequately.
2. Include site assessment, circulation, parking and septic.
3. Propose options for sustainable design.
4. Provide a construction estimate for the rehabilitation of the Farley Building Community Center.

B. Regulatory Approvals

1. Provide documentation required to secure all regulatory approvals.
2. Attend local meetings and present materials in a lead role as required.

C. Design Development

1. Refine the design to include the selection of materials, including finishes and products, such as windows, doors, fixtures, and equipment.
2. Engineering will commence on the structure, plumbing, electrical, heating/ventilation systems, fire protection, energy analysis, and other project systems.
3. Provide an updated construction estimate for the rehabilitation of the Farley Building Community Center.

D. Construction Documents

1. Develop a complete design package to include floor plans, elevations, sections, and details, finish and equipment schedules, and material specifications covering the entire building, the addition, and the rehabilitated structure. Drawings include architectural, structural, mechanical, electrical, plumbing, civil, landscape, interior design, and other specialties.
2. Provide a final construction estimate for the Farley Building Community Center.

E. Bidding Documents

1. Documents to include informational instructions for bidders, bid forms and specific invitations to general building contractors.

SELECTION PROCESS

Upon receipt and review of all qualifications, the Town may then choose to interview firms or make a selection based solely on qualifications submittals. Selection criteria shall include, but not be limited to the following:

- Pre-Conference Attendance
- Qualifications
- Experience
- Project Team
- Technical Ability
- Project Understanding
- Availability
- Quality of Proposal
- References

GENERAL REQUIREMENTS

THE BIDS

When identical low Bids are received, with respect to price, delivery, and quality, the award may be made that is deemed to be in the best interest of the Town. When a tie Bid exists between a local and out-of-town bidder, preference will be given to the local bidder. Any bidder having a local agent who is a bona fide resident of the Town is considered a local bidder.

AWARD OF CONTRACT

The Contract may be awarded to the lowest responsible bidder (net total amount) as soon as the Select Board approves and awards it after the Bid opening. The Town of Hollis reserves the right to waive any formality in Bids submitted, to reject any or all Bids at its discretion, and to accept the bid that is in the Town's best interest. **The proposed project completion date is essential to the project bid award.**

In case of an error in the extension of prices, the unit prices Bid shall govern, and the unit prices in writing shall take precedence over the unit prices in figures. Also, in the event of a discrepancy between the total of the items and the lump sum total stated, the total of the items shall govern.

PAYMENT

Payment for services will be made after 30 days of receipt of an approved invoice.

TAX

The Town is exempt from all sales and Federal Excise Taxes. Exemption certificates will be furnished upon request, covering taxable items. Please bill less these taxes.

SEVERABILITY

If any of the GENERAL CONDITIONS is held to be invalid or unenforceable, it will be construed to have the broadest interpretation that would make it valid and enforceable under such holding. The invalidity or unenforceability of a term or condition will not affect any of the other GENERAL CONDITIONS.

DEFINITIONS

Bid shall also mean proposal, offer, qualification/experience statements, and services.
Bidders shall also mean vendors, offerers, or any person or firm responding to a bid request.

GOVERNING LAW

All contracts entered into by the Town of Hollis shall be governed by the Laws of the State of New Hampshire.

APPROPRIATE CLAUSE

This Contract is subject to the annual appropriation of sufficient funds at the Town Meeting to cover the said annual payment(s) when due. Should the annual appropriation not be approved by vote at the Town Meeting, this Contract shall become null and void.

REFERENCES

Bidders must submit a list of references along with a list of equipment and personnel planned for this contract. References shall be included with the submitted Bid. The Town is seeking Bids from firms with experience in design and construction. The Town reserves the right to reject any Bid with insufficient experience as the Town deems appropriate.

BID FORM

The format of the proposal for architectural/engineering services should address the following:

Schematic and Design Development Phase

Discipline	Architectural Cost	Engineering Cost	Total
Architectural Design			
Civil Engineering			
MEP/FP			
Structural			
Total Fees			

Construction Documents

Discipline	Architectural Cost	Engineering Cost	Total
Architectural Design			
Civil Engineering			
MEP/FP			
Structural			
Total Fees			

Reimbursable Expenses

Describe all reimbursable expenses and provide a line item of all expenses.

Project Schedule

Task	Total Duration (weeks)
Schematic Design	
Regulatory Approvals	
Design Development	

Task	Total Duration (weeks)
Construction and Bidding Documents	
Total Duration	

The Total will be used to compare Bids; however, it is expressly understood that the actual cost will depend on the work completed. The Owner reserves the right to accept or reject any or all Bids and waive minor informalities as it deems in the Town's best interest.

Proposed completion date: _____ *(No later than November 1, 2024)*

Date: _____ seal (if corporation)

Signature: _____
 (owner/proprietor/authorized representative)

Name & Title (print): _____

Business Name (print): _____

Business Address (print): _____

Contact Phone #: _____

REFERENCES

The Bidder must fill out the following form to enable the Town to make inquiries and judgments about the Bidder's experience, skill, and business standing. The completed reference sheet will be included when submitting the bid form.

A. Number of years the Bidder has been in business: _____

B. List three (3) projects similar to the project described herein that the Bidder has completed, along with the approximate annual cost. Include the name, address, and telephone number of a reference for each project.

1. Project/Location: _____ Annual Cost: _____

Contact Person and Title: _____

Address: _____ Phone: _____

2. Project/Location: _____ Annual Cost: _____

Contact Person and Title: _____

Address: _____ Phone: _____

3. Project/Location: _____ Annual Cost: _____

Contact Person and Title: _____

Address: _____ Phone: _____

NON-COLLUSION STATEMENT

The Undersigned certifies, under penalties of perjury, that this bid is bonafide, fair, and made without collusion or fraud with any other person. As used in this paragraph, "PERSON" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

Title _____

Signature _____

Company _____

INDEMNIFICATION AGREEMENT

The successful vendor agrees to indemnify, investigate, protect, defend, and save harmless the Town of Hollis, NH, its officials, officers, agents, and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials, equipment or supplies in connection with the performance of this contract and from any and all claims and losses accruing or resulting to any person, firm or corporation which may be injured or damaged by the vendor in the performance of this contract. In any case, the forgoing provisions concerning indemnification shall not be construed to indemnify the Town for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Town or its employees. This indemnification shall survive the expiration or early termination of this contract.

Company _____

Taxpayer ID Number _____

Authorized Signature and Date _____

Address _____

Telephone _____

E-Mail _____

How did you learn about this bid? _____