

## **CITY OF ROCHESTER, NEW HAMPSHIRE**

**BID: The History of Rochester, NH**

The City of Rochester, New Hampshire, will accept qualifications and sealed price proposals for “The History of Rochester, NH”. Submissions must be submitted in a sealed envelope plainly marked:

***Bid Request for Statement of Qualifications AND Price Proposals for  
“The History of Rochester, NH”***

***Bid # “10-32”***

***City of Rochester, New Hampshire, Purchasing Office  
31 Wakefield St.  
Rochester, NH 03867  
Attn: Purchasing Agent***

All Qualifications and Price Proposals must be received no later than 2:15 pm EST April 15, 2010. Statement of Qualifications opening will be at 2:30 pm EST. **Price Proposals will be opened at a later date.** Bid specifications may be obtained by visiting [www.rochesternh.net](http://www.rochesternh.net) or by emailing the Purchasing Agent at [purchasing@rochesternh.net](mailto:purchasing@rochesternh.net) or by contacting the Purchasing Agent at City Hall, 31 Wakefield Street, Rochester, NH 03867, (603) 335-7602. All bid questions must be submitted in writing (email preferred) to the Purchasing Agent. All bid submittals must be made on the forms supplied and must be fully completed when submitted.

## ROCHESTER, NEW HAMPSHIRE

### I) BID SPECIFICATIONS

The City of Rochester is requesting bids on the History of Rochester, NH. The specifications below are written to outline our proposal.

#### **General Purpose**

The City of Rochester intends to procure the services of a qualified individual or individuals to write an illustrated history of Rochester, New Hampshire. The product will be expected to cover the entire history of Rochester from 1890 to the present, and may complement and supplement the History of the Town of Rochester, written by Franklin McDuffee and published in 1892.

It is expected that the final product will include a discussion of pre-history and Native Americans, exploration and early settlement, colonial development, early industries, the growth of local government, transportation and public utilities, social and cultural life, immigration and ethnic groups, commerce, the growth of neighborhoods and industrial centers, and current issues facing the City, among others.

Prospective authors should make use of local resources, including knowledgeable people, and should consult with social studies teachers in the City schools to help them prepare classroom material based upon the completed book.

### II) SCOPE OF SERVICES

#### **Research**

Prospective authors should not only consult published secondary accounts of Rochester's history, and particularly Franklin McDuffee's History of the Town of Rochester, but authors are expected to do original research, to include newspapers, manuscripts, maps and prints, photographs, business accounts, and oral history where applicable.

Prospective authors are also expected to consult with members of the Rochester Historical Society, and with any other individuals who might have a unique knowledge of Rochester history.

Prospective authors will not only have to perform research within the City limits of Rochester, but will be expected to travel to county repositories in Dover and State repositories in Concord.

#### **Publicity/Community Awareness**

Since this is a public project sponsored by the City of Rochester prospective authors are expected to assist the City in publicizing the project, including being available for interviews, presentations to local organizations, and book signings.

In addition, prospective authors should work with area teachers to assist them in preparing “spin-off” and supplemental material to be used in the classroom.

### **Preparation of the Text and Illustrations**

Prospective authors are responsible for the preparation of an accurate and readable text, one suitable for a general audience. Authors will also make revisions to early drafts as recommended by the publisher and staff. Authors may choose to place some material in appendices at the end of the text.

Finally, authors will identify illustrations – prints, maps, graphs, photographs; etc, that would best supplement the text, and prepare accurate and informative captions for these illustrations as needed.

### **Reports and Presentations**

At the commencement of the contract, the author or authors shall meet with the City Council to give an overview of the project. The author or authors shall also make one presentation of the draft product to staff and one formal presentation of the final product to the full Council.

## *Qualifications*

Prospective authors must include with their proposal:

- A.     A current resume for all personnel conducting research or writing text.
- B.     At least one sample of published work by the author or authors
- C.     Names and phone numbers of three (3) references

## *Length of Manuscript*

Proposals should include an estimate of the length of the proposed text, to include front and end matter and number of illustrations.

## *Time Frame*

Proposals should include an estimate of time needed to:

- A.     Conduct research
- B.     Write a first draft
- C.     Identify illustrations and write captions
- D.     Meet with City teachers and organizations
- E.     Make revision in consultation with the publisher and staff

## *Alternatives*

Prospective authors may suggest and describe alternative options to the proposed Scope of Work, Length of Manuscript, and Time Frame that he or she believes will improve the quality of the final product or reduce the project cost. Staff and the Rochester Trustees of the Trust Funds will make final decisions.

### **III) INSTRUCTIONS TO BIDDERS**

#### A) Preparation of Bids

- 1) The bidder shall submit his/her price proposal, qualifications and length of manuscript upon the forms (attached) furnished by the City. The bidder shall specify the unit price or price proposal base amount, and/or price proposal alternate amount, as is applicable both in words and figures for each pay item listed. All words and figures shall be in ink or typed.
- 2) If an amount entered by the bidder on the Price Proposal Form is to be altered it should be crossed out with ink, the new unit price or price proposal amount entered above or below it, and initialed by the bidder, also with ink.
- 3) The bid must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture, by one or more officers of a corporation, or by an agent of the consultant legally qualified and acceptable to the owner. If the bid is made by an individual, his name and post office address must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business address of the President, Secretary and Treasurer.
- 4) All questions shall be submitted in writing to and received by the Purchasing Agent at [purchasing@rochesternh.net](mailto:purchasing@rochesternh.net) a minimum of seven (7) days prior to the scheduled bid opening. The Purchasing Agent will then forward both the question and the City's response to the question to all prospective bidders and post it on the City's website.
- 5) All materials submitted in response to this invitation will become the property of the City of Rochester. All expenses incurred by responding to this invitation shall be the responsibility of the bidder.

#### B) Irregular Bids

- 1) Bids will be considered irregular and may be rejected for any of the following reasons:
  - (a) If the bid is on a form other than furnished by the City, or otherwise specified, or if the form is altered or any part thereof is detached.
  - (b) If there are unauthorized additions, conditional or altered bids, or irregularities of any kind which may tend to make the bids incomplete, indefinite, or ambiguous as to its meaning.
  - (c) If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.

(d) If the price proposal does not contain a unit price for each pay item listed except in the case of altered authorized pay items.

C) Interpretations

- 1) No oral interpretations will be made to any bidder as to the meaning of the specifications or terms and conditions of this sealed bid invitation.

D) Delivery of Bids

- 1) When sent by mail, the sealed qualifications and price proposals shall be addressed to the owner at the address and in the care of the official whose office the bids are to be received. All qualifications and price proposals shall be filed prior to the time and at the place specified in the invitation for bids. Qualifications and price proposals received after the time for the opening of the bids will be returned to the bidder unopened. Faxed or emailed bids are NOT acceptable.

E) Withdrawal of Bids

- 1) A bidder shall be permitted to withdraw his/her bid unopened after it has been deposited if such request is received in writing prior to the time specified for opening the bids.
- 2) No bid may be withdrawn, for a period of sixty (60) days subsequent to the opening of bids, without express written consent of the City of Rochester, NH.

F) Public Opening of Bids

- 1) Statement of Qualifications submittals will be opened and read publicly at the time and place indicated in the invitation. Bidders, their authorized agents and other interested parties are invited to be present.
- 2) Opening of the sealed Price Proposal Forms will NOT occur at the same time as the opening of Statement of Qualifications. Price Proposals will be opened once a review of the qualifications, through examination of submittals and / or interviews, has been conducted.

G) Disqualification of Bidders

- 1) Any of the following reasons may be considered as being sufficient for the disqualification of a bidder and the rejection of his/her submittal:
  - (a) More than one bid for the same work from an individual, firm, or corporation under the same or different name.
  - (b) Evidence of collusion among bidders.
  - (c) Failure to supply complete information as requested by bid specifications.

**IV) BID EVALUATION**

- A) The following factors shall be considered as an integral part of the bid evaluation process to include, but are not limited to:

- 1) Bidder's ability, capacity and skill to perform within specified time limits.
- 2) Bidder's experience, reputation, efficiency, judgment and integrity.
- 3) Bidder's last performance.
- 4) Sufficiency of bidder's resources to fulfill the contract.
- 5) Bidder's ability to provide future professional services.
- 6) Other applicable factors as the City determines necessary or appropriate.
- 7) 40% based upon qualifications and past work performance
- 8) 30% based upon interview
- 9) 30% based upon City discretion

**V)     AWARD AND EXECUTION OF CONTRACT**

A) Consideration of Bids

- 1) Bids will be made public at the time of opening and may be reviewed only after they have been properly recorded. In the case of discrepancy between the prices written in words and those written figures, the written in words shall govern. In case of discrepancy between the total shown in the bid and that obtained by adding the products of the quantities of items and bid prices, the latter shall govern.
- 2) The right is reserved to reject any or all bids, to waive technicalities or to advertise for new bids, if in the judgment of the City, the best interest of the City of Rochester will be promoted thereby.

B) Award of Contract

- 1) If a contract is to be awarded, the award will be made to the qualified bidder whose bid complies with all the requirements prescribed in the bid specifications page(s) and bid evaluation section of this document, and at the sole discretion of the City, demonstrates that selection of said bidder is in the best interest of the City, as soon as practical after the bid opening. The successful bidder will be notified at the address listed that the bid has been accepted and contract negotiations shall follow.
- 2) The Master Plan Committee will rank firms or consultants based upon bid evaluations. The City will negotiate final compensation with the highest ranked firm or consultant. If an agreement cannot be reached, the City will then negotiate with the next highest ranked firm or consultant.
- 3) The final scope of services agreed upon may not be identical to the scope of work set forth in the "Scope of Work" section in the invitation.

C) Cancellation of Award

- 1) The City reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the City.

**VI)     EXTRAS**

- A) Except as otherwise herein provided, no charge for any extra work or material will be allowed unless the same has been ordered, in writing, by the City of Rochester.

**VII) DEFAULT AND TERMINATION OF CONTRACT**

- A) Cause - Any of the following reasons, but not limited to, may be cause for termination of the contract or agreement entered into between the City and Consultant.
  - 1) Fails to begin work under Contract within the time specified in the notice to proceed.
  - 2) Fails to perform the work in such a manner as to assume prompt completion of said work.
  - 3) Performs the work unsuitably or neglects or refuses to redo the work.
  - 4) Discontinues the execution of work.
  - 5) Fails to resume work, which has been discontinued, within a reasonable time after notice to do so.
  - 6) Becomes insolvent or has declared bankruptcy, or commits any act of bankruptcy or insolvency.
  - 7) Makes an assignment for the benefit of creditors.
  - 8) For any other causes whatsoever, fails to carry on the work in an acceptable manner the City of Rochester will give notice, in writing to the Consultant for such delay, neglect and default.
    - (a) If the Consultant does not proceed in accordance with the notice, then the City of Rochester will have the full power and authority without violating the Contract to take the prosecution of the work out of the hands of the Consultant. The City of Rochester may enter into an agreement for the completion of said Contract according to the terms and conditions thereof, or use such other methods as in the City's opinion will be required for the completion of said Contract in an acceptable manner.
    - (b) All extra costs and charges incurred by the City of Rochester as a result of such delay, neglect or default, together with the cost of completing the work under the Contract will be deducted from any monies due or which may become due to said Consultant. If such expenses exceed the sum which would have been payable under the Contract, then the Consultant shall be liable and shall pay to the City of Rochester the amount of such excess.

**VIII) OBTAINING BID RESULTS**

- 1) Bid results for the Statement of Qualifications will be posted 48 hours after opening on the City website at [www.rochesternh.net](http://www.rochesternh.net) or will be available by request via email at [purchasing@rochesternh.net](mailto:purchasing@rochesternh.net).

**CITY OF ROCHESTER, NEW HAMPSHIRE**  
**STATEMENT OF QUALIFICATIONS FORM**

**“The History of Rochester, NH”**

**Bid # 10-32**

*(To be filled out completely and attached to qualifications packet)*

Legal Business Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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

**Qualifications:**

A: \_\_\_\_\_

B: \_\_\_\_\_

C: \_\_\_\_\_

**Length of Manuscript:** \_\_\_\_\_

**Time Frame:**

A: \_\_\_\_\_

B: \_\_\_\_\_

C: \_\_\_\_\_

D: \_\_\_\_\_

E: \_\_\_\_\_

**CITY OF ROCHESTER, NEW HAMPSHIRE**

**PRICE PROPOSAL BID FORM**

**“The History of Rochester, NH”**

**Bid # 10-32**

*(To be filled out completely and sealed separately from qualifications)*

Legal Business Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**PRICE PROPOSAL BASE AMOUNT (based on Scope of Work)**

**Time Frame:**

A. Base Fee for Research \_\_\_\_\_

B. Base Fee for Written First Draft \_\_\_\_\_

C. Base Fee Written Captions and Identification of Illustrations \_\_\_\_\_

D. Base Fee Meeting with City Teachers & Organizations \_\_\_\_\_

E. Base Fee for Revision in Consultation with the Publisher & Staff \_\_\_\_\_

Print name and title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed).