

SECTION 00 11 16 CITY OF ROCHESTER, NH
31 Wakefield St. Rochester, NH 03867
INVITATION TO BID

City of Rochester, NH is soliciting a competitive bid;

1. **Bid: _RFP 24-18_ Historic Building Conditions Assessment Report for the Methodist Church Clock and Steeple located at 34 S. Main St.**

2. **Bid Submission Options-Hardcopy, or Electronically:**
 - a) Submit Hardcopy via USPS, FEDEX, or UPS: City of Rochester, NH, Purchasing Agent 31 Wakefield St. Rochester, NH 03867. Reference **RFP 24-18** on package.
In person drop offs are to go to the Finance Office at City Hall, 31 Wakefield Street, Rochester, NH 03867

 - b) Submit Electronically via Email: RFP24-18@rochesternhnet.onmicrosoft.com Include in Email subject line: **RFP 24-18**. An automated email confirmation will be generated to bidder once bid has been received. It is bidder's responsibility to ensure proper email submission of bid, and to monitor for the confirmation email.

3. **RFP Receipt Date & Time:** No later than **November 1, 2023 at 5:00pm.**

4. **RFP Opening Date & Time:** **November 2, 2023 at 2:45** Opening will be conducted in person in Council Chambers, 31 Wakefield Street, Rochester, NH 03867.

5. **RFP Specifications, Questions & Addendums (Q&A):** Can be obtained by visiting <https://rochesternh.gov/bids> see **OPEN BIDS** section. Or contact City of Rochester, NH Purchasing Agent 31 Wakefield St. Rochester, NH 03867, purchasing@rochesternh.gov, 603-335-7602. Note Q&A updates will end one week prior to bid opening.

6. **RFP Results:** Results can be obtained at <https://rochesternh.gov/bids>, in **CLOSED BIDS** section. Select the specific bid to see all results, or contact Purchasing Agent.

Historic Building Conditions Assessment Report for the Methodist Church Clock and Steeple located at 34 S. Main St.

RFP 24-18

The City of Rochester, New Hampshire on behalf of the Historic District Commission and the Planning Department (hereafter referred to as the City) is seeking a qualified Professional Consultant (hereafter referred to as the Consultant) to submit their qualifications and a proposal to complete a Historic Building Conditions Assessment Report for the First United Methodist Church in Rochester. The report must be in conformance with the provisions of a NH Preservation Alliance Grant and future LCHIP grant application. Specific tasks required include:

- a. Coordination with the Church Congregation, the Rochester Historic District Commission and the NH Preservation Alliance,
- b. Assessment of the current conditions of the church with focus on the steeple and the clock,
- c. Prioritized list of recommended treatments, rehabilitation or renovation strategies,
- d. Cost estimates for the recommendations,
- e. Outline a phased approach (if appropriate) for carrying out the recommended
- f. work

Following the receipt of the Request for Proposals (RFP), the Commission will evaluate the submissions and select the Consultant that meets the Commission's objectives and price. Emphasis will be placed on the Consultant's familiarity with Rochester, experience and successful completion of similar work.

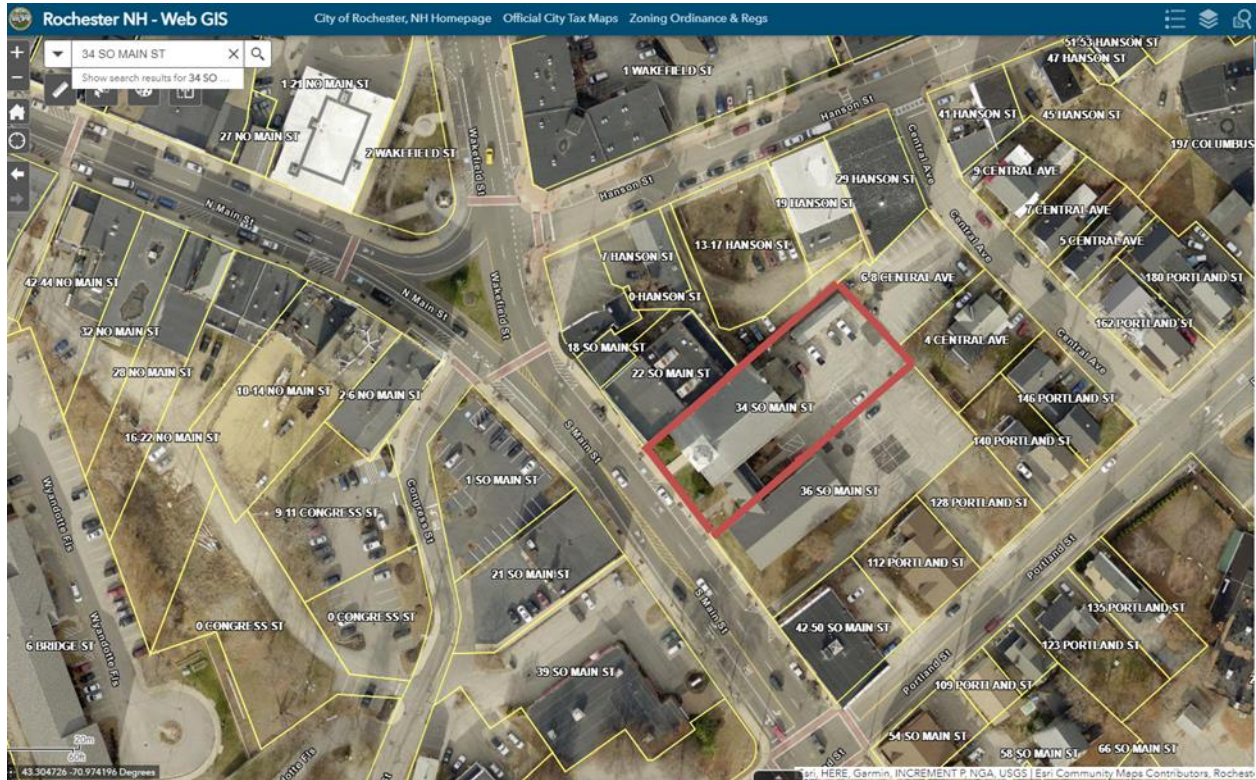
See the Submittal Requirements section at the end of this RFP for submittal details. Replies marked 'Sealed Bid, Historic Building Conditions Assessment', will be accepted until November 1, at 5pm at the Rochester Town Hall, 31 Wakefield St, Rochester NH 03867. The City reserves the right to reject any and all proposals.

Introduction

The City of Rochester has a total area of 45.44 square miles (29,082 acres) much of which within the Great Bay Watershed. Rochester contains a high percentage of Wetlands (31.4%) with a significant amount of undeveloped area and dense drainage network of freshwater rivers, streams, and brooks. Rochester obtains its drinking water from a surface source and wells in Farmington and has an Aquifer Overly District associated with the source

The First United Methodist church is a privately owned structure with a very unique relationship with the City of Rochester. Since 1878 the City has owned the clock within the steeple. Since 1980 there have been several attempts by the City to allocate funds toward repair of the clock and steeple and each time the City has hit a road block. The City has either failed at convincing the public that taxpayer funds should be used or failed at managing the repair process effectively.

The Church is located at 34 South Main Street in Rochester just a few yards from the statue of Parson. The Church is within the City’s Historic District which was nationally recognized on the National Register by the US Dept. Of the Interior in 1983.



The cornerstone for present building was laid Aug 1, 1867 and finished in March of 1867. It was made from bricks produced locally at the Gonic Brickyard. In 1877 the city of Rochester purchased and installed the clock in the Methodist steeple. Records were not searched between the early 1900 and 1980, but in 1980 The City Council labelled the Steeple a City landmark and attempted to drum up support for a large scale civic project to repair it. Unfortunately, the call to action was weak and based on the lack of public support a very small allocation was made for clock repairs only. In 2013 it appears the City allocated a limited number of funds for repair work and three faces of the clock were repaired. In 2016 again it appears funds were allocated but this time coordination between the church, the repairman and now the new cell phone infrastructure installed in the steeple failed and the repairs were never completed.

Scope of Work

The City’s plan is to apply for an LCHIP Historic Preservation Grant in the Spring of 2023. We have already discussed with LCHIP the eligibility requirement and feel confident that we meet it.

In order to complete this grant as successfully as possible, we need to complete the Historic Building Assessment.

Communication and collaboration between the Commission, the Church, the NH Preservation Alliance and the chosen consultant are expected throughout the term of the project. Activities will include one or more visits to inspect the building, a draft report, review and discussion of the draft by all parties, agreement about recommendations, and a revised final report.

The Building Assessment Report must include current conditions, assessment information and recommendations for treatment, and contain photographs, drawings, maps and other supporting materials. It must explain how each recommended treatment will meet the Secretary of the Interior's Standards for the Treatment of Historic Properties.

In addition to providing appropriate rehabilitation or renovation strategies, the Assessment will also generally include costs estimates and outline a phased approach (if appropriate) for carrying out the recommended work. The report is intended to be the basis for carrying out a successful preservation project, and may be shared when applying for additional grants, seeking private gifts, or launching capital campaigns.

After carrying out the assessment or other work covered under the agreed-upon scope, consultant(s) must send an electronic copy of their draft report to the Commission and the NH Preservation Alliance for review. The NH Preservation Alliance grant review committee will meet to discuss the draft report within three weeks. Their questions and recommended changes or edits will be communicated to the Commission and consultant(s). The Consultant is responsible for assuring that the final report reflects the review committee's comments and questions, and that the Preservation Alliance receives a final draft to review. The Preservation Alliance will review the final draft, and notifies applicant when final draft has been approved.

Acknowledgment of the source of the grant must be cited in the Report utilizing the following language: "This report was funded, in part, by a grant from the New Hampshire Preservation Alliance, which receives support for its grants program from the N.H. Land and Community Heritage Investment Program (LCHIP)."

Minimum Qualifications

The Consultant must meet the following minimum qualifications:

- i. Expertise with Historic Districts and Historic Buildings
- ii. Familiarity with the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- iii. Experience with assessing current conditions, recommendations for treatment and cost estimates for clocks

- iv. Physical capability to complete the assessment with stairs and ladders and scaffolding.
- v. Prior work with NH Preservation Alliance or NH Division of Historical Resources a plus

Submittal Requirements

The respondents should provide:

- vi. A brief scope of work with any modifications to the tasks described above.
- vii. Proposed deliverables.
- viii. Proposed schedule by task.
- ix. Proposed budget by task, and total budget.
- x. Three relevant references and a succinct qualifications statement.

The Commission and/or City Staff may conduct interviews of short-listed consultants

ADDITIONAL RESOURCES

- 1) NH State Register Application/Inventory Form:
https://www.nh.gov/nhdhr/programs/state_register.html
- 2) List of current State Register-listed properties:
https://www.nh.gov/nhdhr/programs/state_register_listinged_prop.htm
- 3) Search database of National Register-listed properties:
https://www.nh.gov/nhdhr/programs/nr_eligibility.htm
- 4) The Secretary of the Interior's Standards for the Treatment of Historic Properties:
www.nps.gov/tps/standards.htm
- 5) NH Land and Community Heritage Investment Program: www.lchip.org

INSTRUCTION TO BIDDERS

- I. PREPARATION OF BID PROPOSAL**
- II. IRREGULAR PROPOSALS**
- III. DELIVERY OF PROPOSALS**
- IV. ELECTRONIC BID FORMAT**
- V. WITHDRAWAL OF BID PROPOSAL**
- VI. PUBLIC OPENING OF BID PROPOSAL**
- VII. DISQUALIFICATION OF BIDDERS**
- VIII. CONSIDERATION OF PROPOSALS**
- IX. AWARD OF CONTRACT**
- X. CANCELLATION OF AWARD**
- XI. BID EVALUTAION**
- XII. LAWS, PERMITS & REGULATIONS**
- XIII. INSURANCE & LEGAL BUSINESS ENTITY**
- XIV. DEFAULT & TERMINATION OF CONTRACT**
- XV. OPENING BID RESULTS**
- XVI. BID FORM**

I. PREPARATION OF BID PROPOSAL

1. The Bidder shall submit her/his proposal upon the form(s) furnished by the City (attached). The bidder shall specify a unit price for each pay item. All figures shall be in ink or typed.
2. If a unit price or lump sum bid already entered by the bidder on the proposal form is to be altered it should be crossed out with ink, the new unit price or lump sum bid entered above or below it, and initialed by the bidder, also with ink. In case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.
3. The bidder's proposal must be signed with ink by an individual authorized by company to execute the proposal. Required information shall be name of authorized individual, title of individual, legal business name, address, email, and telephone number.
4. All questions shall be submitted in writing to and received by the Purchasing Agent at the above address, a minimum of 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 known prospective bidders.

II. IRREGULAR PROPOSALS

Bid proposals will be considered irregular and may be rejected for any of the following reasons:

1. If the proposal is on a form other than that furnished by the Owner or if the form is altered or any part thereof is detached.
2. If there are unauthorized additions, conditional or alternate bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
3. 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.
4. If the proposal does not contain a unit price for each pay item listed, except in the case of authorized alternate pay items.

III. DELIVERY OF BID PROPOSALS

When sent by mail, the sealed proposal shall be addressed to the City of Rochester, Purchasing Agent, 31 Wakefield Street, Rochester, NH 03867. All proposals shall be filed prior to the time and at the place specified in the invitation for bids. Proposals received after the time for opening of the bids will be returned to the bidder, unopened. Emailed or faxed bid proposals are not acceptable.

IV. ELECTRONIC BIDS: Due to Covid-19 the City of Rochester has incorporated an electronic bid process. If an electronic format is to be utilized specific submission instructions will be identified in the bid cover page.

V. WITHDRAWAL OF BID PROPOSALS

A bidder will be permitted to withdraw his proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

VI. PUBLIC OPENING OF BID PROPOSALS

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present.

VII. DISQUALIFICATION OF BIDDERS

Either of the following reasons may be considered as being sufficient for the disqualification of a bidder and the rejection of her/his bid proposal(s):

1. Evidence of collusion among bidders.
2. Failure to supply complete information as requested by the bid specifications.

VIII. CONSIDERATION OF PROPOSALS

1. Bids will be made public at the time of opening and may be reviewed only after they have been properly recorded. In case of discrepancy between the prices written in words and those written figures, the prices written in words shall govern. In case of a discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and unit bid prices, the latter shall govern.
2. The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the City, the best interest of the City of Rochester will be promoted thereby.
3. Bid results will be available on the website at www.rochesternh.net within 48 hours of the bid opening.

IX. AWARD OF CONTRACT

The City holds the right, in its judgment, to award the contract to the bidder, which it feels is in the best interest of the City. If a contract is to be awarded, the Contractor/Vendor selection shall be based in part on possession of the necessary experience, organization, technical and professional qualifications, skills and facilities, reference checks, project understanding, approach, ability to comply with proposed or required time to completion or performance, licensing or certification, in good standing with Federal, State and Local agencies, possession of satisfactory record of performance, cost and to a responsible and qualified bidder whose proposal complies with all the requirements prescribed as soon as practical after the bid opening. No bid shall be withdrawn for a period of (60) sixty days subsequent to the opening of bids without the consent of the City of Rochester. The successful bidder will be notified, by the form mailed to the address on his proposal, that his bid has been accepted and that he has been awarded the contract.

X. CANCELLATION OF AWARD

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 or other claim against the City.

XI. BID EVALUATION

In addition to the bid amount, additional factors will be considered as an integral part of the bid evaluation process, including, but not limited to:

1. The bidder's ability, capacity, and skill to perform within the specified time limits.
2. The bidder's experience, reputation, efficiency, judgment, and integrity.
3. The quality, availability and adaptability of the supplies and materials sold.
4. The bidder's past performance.
5. The sufficiency of bidder's financial resources to fulfill the contract.
6. The bidder's ability to provide future maintenance and/or services.
7. Any other applicable factors as the City determines necessary and appropriate (such as compatibility with existing equipment).

XII. LAWS, PERMITS AND REGULATIONS

1. The Contractor shall obtain and pay for all licenses and permits as may be required of him by law, and shall pay for all fees and charges for connection to outside services, and use of property other than the site of the work for storage of materials or other purposes.
2. The Contractor shall comply with all State and Local laws, ordinances, regulations and requirements applicable to work hereunder, including building code requirements. If the Contractor ascertains at any time that any requirement of this Contract is at variance with applicable laws, ordinances, regulations or building code requirements, she/he shall promptly notify the City of Rochester in writing.

XIII. INSURANCE & LEGAL BUSINESS ENTITY

1. Contractor and any related subcontractors will carry appropriate liability insurance, and be a legal business entity authorized to conduct business in the State of New Hampshire.

XIV. DEFAULT AND TERMINATION OF CONTRACT

If the Contractor:

1. Fails to begin work under Contract within the time specified in the notice to proceed; or
2. Fails to perform the work with sufficient workers and equipment, or with sufficient materials to assume prompt completion of said work; or
3. Performs the work unsuitably or neglects or refuses to remove materials or to perform anew such work as may be rejected as unacceptable and unsuitable; or
4. Discontinues the prosecution of the work; or
5. Fails to resume work, which has been discontinued, within the time frames included in specifications; or

6. Becomes insolvent or has declared bankruptcy, or commits any act of bankruptcy or insolvency; or
7. Makes an assignment for the benefit of creditors; or
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 Contractor for such delay, neglect, and default.

If the Contractor does not proceed in accordance with the Notice, then the City of Rochester will have full power and authority without violating the Contract to take the prosecution of the work out of the hands of the Contractor. 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.

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 Contractor. If such expenses exceed the sum which would have been payable under the contract, then the Contractor shall be liable and shall pay to the City of Rochester the amount of such excess.

XV. OBTAINING BID RESULTS

Bid results will be available on the website at www.rochesternh.gov within 48 hours of the bid opening.

BID PROPOSAL FORM
Bid # RFP 24-18

Record total bid lump sum below.

\$ _____
(cost in numbers)

\$ _____
(cost in words)

Legal Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ E-mail: _____

Mobile: _____ Fax: _____

Prices Good through date: _____

Authorization:

Print Name and Title _____

Signature: _____ **Date:** _____

Bid results will be posted after 48 hours on the City of Rochester's web site:
www.rochesternh.gov or will be available by request via e-mail at the following address:
purchasing@rochesternh.gov