

*Town of Epsom New Hampshire  
Request for Proposals*

RFP – Proposal to design/construct the new Town Office Building

**Introduction**

The Town of Epsom invites all interested parties to respond to this “Request For Proposal” (RFP) for the design and construction of the new Town Office Building at 980 Suncook Valley Highway. The property consists of vacant land and is a shared lot with the current Police Station.

The Epsom Town Office currently has rented space within the Plaza at 940 Suncook Valley Highway which is insufficient to accommodate the growing needs of the residents, events and future public functions.

The Board of Selectmen chartered The Epsom Town Office Committee 2014 to address the issues we face as a community in regards to our Town Offices. The committee has developed a conceptual design to be used by potential Contractors as a suggested guideline. An approved proposal selected by the Town of Epsom Selectmen, assisted by the Epsom Town Office Committee 2014, will be brought to a vote in the spring of 2016 (Town Meeting).

**Purpose**

The Board of Selectmen is issuing the RFP to select a Construction Company who can design and construct a new turn-key Town Office consistent with the Town’s needs and the specifications herein.

**Site and Building Profile**

The property chosen for the location of the new Town Office is 980 Suncook Valley Highway, located on the same lot as the Police Station. The conceptual building plan (gross) area is roughly 5300-5600 square feet and is a two-story building. Due to the requirements of our current rental agreement the new Town owned office building must be a minimum of 4500 square feet. Proposed buildings may deviate from the conceptual design provided. It is desired that the architectural style, trim, and finishes remain consistent with the police station currently located on the property.

**Building Use**

The Town of Epsom is interested in utilizing this new office space for employee and public functions; such as meetings, voting and emergency shelter. The proposal shall include parking provisions, well and septic.

**Proposal Requirements**

All construction, plans and site work must meet current standards and codes for State, Federal and Local requirements.

All design and construction plans will be subject to review by Board of Selectmen and with the assistance of the Epsom Town Office Committee 2014 members.

## **Submission Requirements**

To evaluate the capability of each respondent, the Board of Selectmen requires the information described below:

### ***Proposed Development, Qualifications, Experience and Financial Feasibility***

This solicitation seeks qualified construction companies with the following information:

- Name, address, phone numbers, email addresses, list of sub-contractors and all other professional firms identified with the proposal,
- Proposed time line for project with completion date,
- Narrative description of the construction proposal,
- Relevant projects history with letters of recommendations,
- Certificate of Liability Insurance in the amount of \$1,000,000.00 (one million) or higher and a performance Bond (or capability of receiving such bond), against failure to complete and potential accidental property damage, payment bond, and
- Contractor and subcontractors shall be Lead-Safe Certified.

## **Proposal Process**

- a. Proposal process shall be submitted no later than October 23, 2015. The Board of Selectmen will meet on October 26, 2015 to open the proposals.
- b. Proposal shall be placed in a separate sealed envelope indicating the detailed / itemized price you are proposing to construct the turn-key building.
- c. Responders may also submit additional information that they believe will assist in evaluating the ability of the contractor.
- d. The floor plan of office spaces and scope of work proposed may be re-designed in order to meet all State, Federal and Local codes and to accommodate the needs of the Office Staff.
- e. The plans and scope of work submitted as part of the RFP may be altered for options of design. The final approval will be subject to review by the Board of Selectmen with assistance from the Epsom Town Office Committee 2014.
- f. Should the Town need additional information, it will request the authorized representative to submit the necessary material.
- g. The Town of Epsom has many components and materials that may be suitable for use on this building project. All materials that the Town has on hand are open to any potential proposers use, free of charge. All materials on hand need to be reviewed and inspected to be considered for use of the new construction. Any building materials used must be considered warranted as part of the building as if it were sourced independently.
- h. The Town of Epsom is open to all options related to energy efficiency, green building and recycled materials to include the use of (certified clean) fill.
- i. A solar energy system will be considered outside of this contract; therefore the electrical plan should consider a solar system option in the proposal process.
- j. The requirements to construct the “vital records room” can be found on the web site at “New Hampshire Department of State Best Practice guidelines for vital records preservation”.

*Please note the Town of Epsom holds the right to reject any and all proposals without reason or written notification.*

### **Timetable submittal**

- ✓ **All responders are encouraged to visit the site during a scheduled site visit with the Board of Selectmen and Committee members on October 6, 2015 at 9:00am.**
- ✓ **Site visits will be available from September 22, 2015 through October 16, 2015 by individual appointment.**
- ✓ **All proposals must be submitted to Town of Epsom, PO Box 10 (or physical address of 940 Suncook Valley Highway), Epsom, NH 03234, by 3:00 p.m. Friday, on or before October 23, 2015.**
- ✓ **Envelopes must be clearly marked “Town Office Building Proposal”.**
- ✓ **The selection process is projected to take up to 30 days from opening of all proposals.**

### **Proposed scope of work and notes for the Town Office Building**

**Note: all work is subject to State and/or Local inspections.**

Preliminary plan shows a floor plan of approximately 40x70 / 2800 square foot first floor and 2800 square foot basement floor.

Site Work – Must meet with all State, Federal and Local codes, (including, but not limited to; OSHA and Dig Safe). Design and construct driveways, parking lots and walkways. Design and install State approved septic system. Dig necessary trenches for generator main and water line. Drill well and install pump with associated plumbing. Excavate area for proposed site. Backfill as necessary and complete finish grading of affected area and loam and seed lawn area.

Note: The Town is not opposed to obtaining recycled fill for some of the backfill area. Substantial discounts are available through companies such as Environmental Soil Management Inc., of Loudon, NH. It is highly recommended that proposers research the appropriate use of these soils.

Concrete – Must meet with all State, Federal and Local codes, (including, but not limited to; ACI). Pour and finish concrete footings, walls, roof and floors as required for the proposed building. Asphalt damp proofing as required. Install perforated PVC drain in stone bed around perimeter of building. Form and pour concrete base for emergency power generator.

Insulation – Must meet with all State, Federal and Local codes, (including, but not limited to; State of NH PUC.) Determine and install the required insulation throughout building.

Mechanical and HVAC – Must meet with all State, Federal and Local codes, (including, but not limited to; Department of Safety Mechanical Code). Determine the size and needs of the hot air heating and cooling systems. Install HVAC system with all required controls, registers, duct work, venting and fuel storage. **Note:** Care should be taken to ensure the required temperature and humidity levels within the Vital Records Rooms. (see” New Hampshire Department of State Best Practice guidelines for vital records preservation”.)

Plumbing – There is no water supply and no sewer system on the immediate site for this proposal. Must meet with all State, Federal and Local codes, (including, but not limited to; Department of Safety Plumbing Code). Supply and install all rough plumbing for restrooms and break area with interior connection to the sanitary sewer system. Supply and install all ADA approved restrooms, fixtures and finished plumbing. Supply and install a hot water system that will meet and maintain the building needs.

Electrical - Must meet with all State, Federal and Local codes, (including, but not limited to; NEC & Department of Safety Electrical Code). Perform an electrical needs study to determine service. Supply and install all rough and finished electrical, generator back-up, security system, exterior lighting with motion detectors, communications and internet wiring as deemed necessary for Town Office staff and for future expansion.

Drywall – Must meet with all State, Federal and Local codes, (including, but not limited to; State Building Code). Supply, install and finish 5/8” fire rated drywall with staggered joints on all interior walls. Seal around walls and ceiling in Vital Records Rooms to achieve two-hour fire rated barrier. (see “New Hampshire Department of State Best Practice guidelines for vital records preservation”.)

Ceilings – Must meet with all State, Federal and Local codes, (including, but not limited to; State Building Code). Supply and install 2’x2’ grid suspended ceilings in all areas except the Vital Records Rooms. Recessed lighting in all rooms.

Flooring – Must meet with all State, Federal and Local codes, (including, but not limited to; State Building Code). Supply and install sub floor and vinyl Composite tile flooring on both floors of the building.

Doors – Must meet with all State, Federal and Local codes, (including, but not limited to; State Building Code). Supply and install insulated exterior doors with locks, handles and crash bars. Supply and install required interior vinyl clad doors with locking handles according to window/door schedule. Insulated fire rated doors on Mechanical and Vital Records Rooms.

Windows – Must meet with all State, Federal and Local codes, (including, but not limited to; State Building Code). Supply and install vinyl clad dual pane double hung windows with built in 6-over-6 grids and full screens, sizes according to the window/door schedule. Supply and install sliding tempered glass transaction windows in the public entrance lobby.

Painting – Must meet with all State, Federal and Local codes. All interior trim primed and painted. Interior walls primed and painted.

Exterior – Must meet with all State, Federal and Local codes. Supply and install vinyl trim and siding that matches the architectural concepts of the adjacent Epsom Police Station building. Complete exterior walls and roof construction as required for the proposed building.

Interior - Construct interior partition walls, perimeter walls and other structural wall framing as required to meet the needs of the Town Office Building.

Fire Safety (Life Safety) – Must meet with all State, Federal and Local codes, (including, but not limited to; State Building Code & NFPA 101 Life Safety Code). The Contractor will ensure that all fire safety requirements are met. Properly located and installed smoke, fire/ CO/ heat detection

devises, alarm pull stations, visual and audio alarms, emergency lighting and lighted exit signs where required.

## **General Requirements**

Conceptual sketches provided.

Contractor "Scope of Work" will supply a complete set of construction drawings to include but not limited to; foundation, floor plans, exterior elevations, electrical and plumbing plans and architectural details as required to effectively communicate with Selectmen, Subcontractors and State Officials. (Conceptual drawings provided to show intent of needs only.)

The provided dimensions are indicative of the conceptual design and proposers are free to manipulate as necessary to meet redesign intent as well as required code conformance. Contractor will supply structural load calculations and analysis as needed.

- ❖ Town Clerk and Tax Collector Office – 21x13 enclosed office space.
- Vital Records Room – 15x11 enclosed concrete area near Town Clerks Office. This room is a secure and safe (fire proof) location for storage of vital records. (see "[New Hampshire Department of State Best Practice guidelines for vital records preservation](#)".)
- ❖ Dark Room – 8x13. Room for light sensitive materials with 3 doors. (one entering the vital records room, one exiting to Town Office space and one leading to Town Clerk' office).
- ❖ Welfare Office – 20x11. Enclosed office space with a waiting room and an interior door and exterior access door. Waiting is room is 5.5x11. Requires handicap access, window between waiting room & office and a door to enter Town Office space.
- ❖ Public Entrance / Lobby - 11x44. To include (4) transaction pass-thru windows, separate secured entrance doors to the Town Office and the Town Clerk's office. Entrance foyer is 5x4 (block weather conditions). 2 Exits to 5' farmers porch with deck and rails spanning the length of the building (70'). One exit to deck.
- ❖ Public restroom – 6x8 (ADA requirements).
- ❖ Town Office area – 15x32.5 adjoined to a 40x13 room. Code enforcement area -6x8, door leading outside to a 16.5x5 deck with rails and covered overhead by a dormer/gable end. ADA door to side deck.
- ❖ Kitchenette area and deck 5 x38 deck with rails at front porch with ADA ramp.
- ❖ Staff area - 6x8 private employee restroom (ADA requirements).
- ❖ Mechanical Room - 14x8
- ❖ Wheelchair lift area – 5x5

### **Basement area – used as a public meeting area**

- ❖ Wheelchair lift area - 5x5
- ❖ 2 Restrooms – ADA requirements
- ❖ Small Meeting Room – 12x37. With 3 doors for safe egress. Partitioned and with small kitchenette.
- ❖ Stairs – to be in accordance with State Building Code
- ❖ Meeting Hall – 68x26. Hall area needs 3 exits outside (one at 6' with side lights). Truss floor system to be designed for a "clear span" / without columns in Meeting Hall.
- ❖ Mechanical Room – 14x8. To include water heater, furnace and electrical box.

- ❖ Communications/Internet/Extra Vitals Records Room – 12x16. Climate controlled. (see” [New Hampshire Department of State Best Practice guidelines for vital records preservation](#)”.)

<b>❖ <i>Square Footage Tally of Building and Decks</i></b>		
❖ Ground Floor	40x70	2800 sq ft
❖ Basement	40x70	2800 sq ft
❖ Front covered deck	5x70	350 sq ft
❖ Rear covered deck	16.5x5	82.5 sq ft
❖ Side deck	38x5	190 sq ft

**Contact Information:**

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