

Request for Proposal

Project Name:

Library Roof Replacement

Project Location:

Plaistow Public Library
85 Main Street
Plaistow, NH 03865

Date:

March 11, 2025

1. Project Summary

The Town of Plaistow, NH (“Owner”) is seeking proposals to remove and dispose of the existing shingle roof of the Plaistow Public Library (approx. 20,000 sq. ft.) and replace with architectural roof shingles, along with related materials to ensure a watertight roof. Proposal add-on/ alternate includes minor repairs to rubber/ EPDM roofing on two turrets.

Mandatory Meeting & Tour:	None
RFP Website:	https://www.plaistowlibrary.com/work-us
Question Submission Deadline:	Friday, March 21 at 4 PM
Proposal Deadline:	Monday, March 31 at 4 PM
Owner’s Representative:	Cab Vinton, Library Director 85 Main St., Plaistow, NH 03865 Phone: 603-382-6011 Email: director@plaistowlibrary.com

2. Project Schedule

Project may begin as soon as can be conveniently scheduled by mutual agreement.

3. Proposal Forms

All Proposals shall be submitted on, or in conformity with, the attached Appendices. All pages of the Proposal forms must be completed in full. Failure to complete the Proposal will render the Submitter non-responsive and the Proposal will not be read. The Owner may waive any informalities or minor defects or reject any or all Proposals.

4. Pre-Proposal Meeting/ Site Visit

Submitters are welcome to coordinate a pre-proposal site visit with the Owner’s Representative listed above to inspect the conditions and confirm measurements and supplies/ materials required to perform the work.

5. Question and Answer Period

All inquiries must be submitted by email to the Owner's Representative noted above by Friday, March 21 at 4 PM. Answers to the questions submitted by the deadline will be emailed to all Submitters by Wednesday, March 26 at 5 PM in the form of an Addendum and also posted to the RFP website above.

6. Proposal Submission Deadline & Delivery

Proposals including all information requested in Appendices A, B, and C will be received until 4 PM on Monday, March 31, 2024 at the Plaistow Public Library, in hard copy or via email to the following addresses:

Physical Location/ Mailing Address: Plaistow Public Library, Attn: Director, 85 Main St., Plaistow, NH 03865

Email: director@plaistowlibrary.com

Proposals will be opened privately following the submittal deadline. Submitters may include any additional materials in support of their Proposal.

By submitting a Proposal, Contractor agrees to an understanding of and compliance with the specifications and requirements described in this RFP.

7. Scope of Work/ Project Requirements

The following is indicative, but is not intended to describe every detail of asphalt roofing and flashing. Contractor shall ensure that all items and details of the project assure a complete watertight roofing installation in compliance with industry standards and the manufacturers' written instructions.

- Strip existing roofing down to the deck (shingles, underlayment, metal flashings, and eave, valley, and ridge protection – ice and water shield excepted).
- Protect existing gutters to the maximum extent possible.
- Dispose of all materials in accordance with relevant state and federal requirements.
- Inspect, clean/ prepare, and secure all deck boards, replacing damaged boards as needed (allowance of 8 deck boards).
- Install F8 aluminum drip edge along entire length of all eave and rake edges.
- Install ice and water shield leak barrier along all eaves (6 ft.) and valleys, and at least 2 ft. up cheek walls and roof penetrations.
- Install synthetic underlayment on remainder of the roof.
- Replace all flashing, including end-wall flashing.
- Install starter strip shingles along all eave and gable/ rake edges.
- Install architectural shingles (Owens Corning TruDefinition Duration, GAF Timberline HdZ, or comparable, using non-premium colors)
- Install ridge vents on all ridges.
- Install hip and ridge shingles along all ridges and hips to match shingle color.
- Inspect and conduct minor repairs to EPDM/ rubber roof on two turrets.

All products of same kinds shall be new and from a single source. If specifying non-matching components from different manufacturers, provide an explanation.

8. General Information

- 8.1. Workmanship:** All construction methods and materials will conform to all applicable New Hampshire building codes (IBC 2021, IEBC 2021, etc.) and shall comply with the manufacturers' written instructions, including with respect to shingle storage, fasteners and fastening patterns, and cold weather installation (< 40° F or as recommended by the manufacturer).
- 8.2. Workmanship Warranty:** Contractor shall provide a full warranty to cover replacement of defective materials and installation for a minimum of twenty (20) years.
- 8.3. Safety Precautions:** Contractor shall be responsible for maintaining and supervising all safety precautions necessary to ensure the safety of employees on the site, other persons who may be affected thereby, and other property at the site. Contractor shall

provide and maintain all necessary barricades and/or signage for the protection of the work and of their employees and other persons. Contractor shall protect the building from water intrusion during the project and handle roofing materials in a manner to avoid significant damage to the roof deck or structural supporting members. Contractor shall minimize traffic over finished roof surfaces.

- 8.4. Insurance Requirements:** Within (5) business days of selection, the chosen Contractor shall demonstrate that it meets the following a general liability policy with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, as well as completed operations coverage, with the Town of Plaistow named as an Additional Insured:
- Comprehensive General Liability: minimum \$1,000,000 per occurrence and \$2,000,000 aggregate (Bodily Injury or Property Damage)
 - Automobile and Truck Liability: minimum \$1,000,000 per occurrence and \$2,000,000 aggregate (Bodily Injury or Property Damage)
 - Completed Operations Coverage
- 8.5. Subcontractors:** Contractor shall not assign or subcontract the performance of this project or any portion thereof to any other contractor without the prior written approval of the Owner.
- 8.6. Library Access/ Construction Hours:** Contractor to consult and cooperate with the Owner's Representative on a regular basis to minimize disruptions to regular business operations, including public access to the building. Contractors will be expected to conform to the Town's Zoning Ordinance §220-11 (construction hours from 7:00 AM to 7:00 PM).
- 8.7. Vehicle Access:** Contractor shall request prior authorization from the Owner's Representative before driving any vehicles on unpaved surfaces, including walkways. The driveways, parking lots, and building entrances shall be protected from debris during construction.
- 8.8. Staging:** Contractor can store materials, trailers, and dumpsters on Library grounds, subject to prior approval from the Owner's Representative with respect to location and in accordance with the manufacturers' recommendations.
- 8.9. Cleanup:** Contractor shall clean work areas at the end of each workday to minimize disruptions to Library staff and users and to ensure that no hazards are left at the building site.
- 8.10. Restoration of Grounds:** On project completion, Contractor shall at their own cost restore all landscaping/ lawn areas to their pre-construction condition and replace or repair damaged plants, irrigation equipment, walkways, etc.
- 8.11. Progress Meetings:** Contractor shall conduct progress meetings with the Owner's Representative as requested.
- 8.12. Closeout Procedures:** Prior to the final completion inspection, Contractor shall submit all manufacturers' warranties and similar documents to the Owner's Representative; remove all excess materials and equipment stored on site; and complete a final cleaning to restore all work areas to their original or better condition.

10. Permits

Contractor shall obtain all permits required for the project; Owner's Representative will assist with waiver of fees with the Board of Selectmen. Contractor shall not proceed until copies of necessary permits have been provided to the Owner's Representative.

11. Proposal Selection Criteria

The contract, if awarded, will be awarded to the least costly, best qualified, and most responsible Submitter. The Town is not obligated to award the project to the lowest proposal based on cost alone. In determining the "least costly, best qualified, and most responsible Submitter," in addition to price, the following may be considered:

- 1.) The substantial performance of the Submitter in meeting the specifications and other terms and conditions of the solicitation;
- 2.) The ability, capacity, and skill of the Submitter to provide the services required, and to do so within the time specified;
- 3.) The character, integrity, reputation, experience, financial resources, and performance of the Submitter under previous contracts with the Town of Plaistow (if applicable) and elsewhere.

12. Reservation of Rights

The Owner reserves the right to:

- 1.) Accept or reject any or all Proposals in whole or in part and to accept other than the lowest price proposal;
- 2.) Amend, modify, or withdraw this Request for Proposals;
- 3.) Require supplemental statements or information from Submitters;
- 4.) Waive or correct any irregularities in Proposals received, after prior notice to the Submitters; and,
- 5.) Negotiate with any Submitter.

APPENDIX A - QUALIFICATIONS & REFERENCES

Provide information requested below on separate attachment.

1. Business Name:

CEO/ Owner:

Address:

Telephone Number:

2. Number of Full-Time Employees:

3. Number of Part-Time Employees:

4. Year Organized:

Length of time CEO/ Owner has been in business providing this type of service:

5. Firm History: If formerly in business under another name, supply details.

6. Firm Expertise: List the categories of work your firm specializes in and any special training or certifications obtained by your current employees, including any affiliations with specific shingle manufacturers.

7. Subcontractors: Provide a list of subcontractors for this project, if any, including firm name, town, contact person, and type of work to be performed.

8. Scheduling: List the earliest project start date and estimate work days to complete:

9. Similar Work: Attach a list of projects most similar to this one completed within the past four (4) years, including for each the client name, contact person, phone number, project description, completion date, and contract amount.

10. Legal History: Has this firm ever defaulted on a contract or been debarred by any public agency (municipal, county, state, or federal)?

11. Client Relations: Identify any pending or completed litigation, arbitration, or mediation with any client within the past five (5) years.

List any project(s) under contract this firm has failed to complete within the past five (5) years, with a description of the circumstances.

APPENDIX B - COST PROPOSAL & STANDARD CONTRACT

1. Provide a structured chart illustrating the proposed fee structure using the following format, for each item listed below:

Description	Manufacturer	Product	Unit Price	Quantity	Line Total
Architectural shingles					
Starter shingles					
Hip & ridge shingles					
Ridge vents					
Drip edge					
Ice & water shield					
Synthetic underlayment					
Roofing nails					
Other supplies					
Disposal bin					
Labor					
EPDM/ turret repairs					
Premium warranty					
Other:					
				TOTAL COST	

2. Provide separate details on any additional cost items (roofing plywood, etc.)
3. Attach a template of your firm’s standard contract. Terms and conditions are subject to approval of the Town’s general counsel and may be altered by mutual agreement.

APPENDIX C – SIGNATURE SHEET

The undersigned Submitter does hereby declare and stipulate that their proposal is made in good faith, without collusion or connection with any other person or persons submitting for the same Work, and that it is made in pursuance of and subject to all the terms and conditions of the Notice and Instructions pertaining to the Work to be done, all of which have been examined by the undersigned.

Respectfully submitted:

Signature

Title

Printed Name

Date