



# TOWN OF HUDSON

## FIRE DEPARTMENT

39 FERRY STREET, HUDSON, NEW HAMPSHIRE 03051



Emergency 911  
Business 603-886-6021  
Fax 603-594-1164

Robert M. Buxton  
Chief of Department

### Public Notice – Invitation for Bids

The Town of Hudson invites contractors to bid on the Leonard Smith Central Fire Station Renovation at 15 Library Street, Hudson, NH. Bids are due Thursday, June 2, 2016 no later than 10:00 AM. All Bid Proposals received will be opened and read at the bid opening at the Town of Hudson Town Hall located at 12 School Street, specifically in the Board of Selectmen's meeting room located in the lower level of Town Hall on Thursday, June 2, 2016 at 10:00 AM. Bids received after this date and time will not be accepted. Faxed and/or emailed bids will not be accepted.

#### Project Description:

The Town of Hudson desires to have the Leonard Smith Central Fire Station renovated. The building was constructed in 1952 and had a facility study completed on it in 2008. This assessment provided feedback on such items as the structure, Life Safety Elements, ADA compliance and Mechanical, Electrical and Plumbing (MEP). This facility is an integral part of the Hudson Fire Department's operation. The Town of Hudson has authorized the Hudson Fire Department to develop this request for proposal that shall be awarded no later than 90 days after opening of the bids.

As of this advertisement, contractors may obtain plans, specifications and facility studies which will be made a part of the contract from Hudson Fire Department Administration, 39 Ferry Street, Hudson, NH 03051. Please call (603) 886-6021 to arrange a time to pick up your documents. Walk ins will not be accommodated. Receiving documents through the mail will be at the bidder's cost and will need to be paid in full in advance.

#### Instruction to Bidder:

##### General

##### 1. Insurance:

- a. Insurance will be provided by the Contractor, in the amount of \$1,000,000 and will include:
  - i. Worker's Compensation Insurance
  - ii. Fire and Extended Coverage Insurance
  - iii. Comprehensive Liability Insurance
  - iv. Automotive Liability Insurance
  - v. All other as specified
- b. The contractor will indemnify the Town against all suits, claims, judgments, awards, loss, cost of expense (including without limitation attorney fees) arising

in any way out of the contractor's performance or non-performance of its obligations under this Contract. The contractor will defend all such actions with counsel satisfactory to the Town at its own expense, including attorney's fees and will satisfy any judgment rendered against the Town in such action.

- c. As evidence of insurance coverage the Town may, in lieu of actual policies, accept official written statements from the insurance companies certifying that all the insurance policies specified are in force for the specific period. The contractor shall submit evidence of insurance to the Town at the time of execution of the agreement. Written notice shall be given to the Town of Hudson, NH at least 30 days prior to the cancellation or renewal of such coverage.

## **2. Scope of Project:**

- a. Contractor should recognize that this is a design build project. Final approvals shall be coordinated between the successful bidder and the Hudson Fire Department.
- b. All work shall comply with the appropriate codes and standards.
- c. The installation of an NFPA approved sprinkler and Fire Alarm system shall be reviewed and approved by the Hudson Fire Department Inspectional Services Division prior to installation.

## **3. Substitutions:**

- a. To obtain approval to use unspecified products, bidder shall submit written requests at least seven (7) days before the bid date and hour. Requests received after this time will not be considered. Requests shall clearly describe the product for which approval is asked, including samples and all data necessary to demonstrate acceptability. If the product is acceptable, the Town of Hudson will so indicate in an addendum issued to all prime bidders on record. Substitution will not be accepted after construction contract is executed.
- b. Any material substitutions (of products which deviate from specified criteria, if approved) made after the bid opening will be done by contract change order.

## **4. Examination of Contract Documents:**

- a. Each bidder shall visit the site of the proposed work and fully acquaint themselves with the conditions as they exist and shall also thoroughly examine all documents. Failure of any bidder to visit the site and acquaint himself with the documents shall in no way relieve themselves from any obligation with respects to his bid. The bidder shall be conclusively deemed to have known and seen all facts and circumstances reasonably observed by an experienced contractor visiting the site for the purpose of preparing and submitting a bid.
- b. By submitting a bid, the bidder agrees that the documents are adequate and that the required results can be produced. The successful bidder shall furnish any and all extras and make any changes needed to produce the required result to the satisfaction of the Town of Hudson. The successful bidder will be reimbursed for extra work as provided under "Changes in the Work" in the General Conditions of the Contract.
- c. Should the bidder find, during examination of the documents or after visiting the site, any discrepancies, omissions, ambiguities or conflicts in or among the documents or be in doubt as to their meaning, they shall so notify the Town of Hudson and request interpretation prior to submitting a bid.

## **5. Interpretation and Addenda:**

- a. No interpretation of the meaning of the drawings, specifications or other documents will be made to a bidder orally. Every request for such interpretation shall be in writing addressed to the Town of Hudson and to be given consideration, must be received at least six (6) days, Saturdays, Sundays and legal

holidays excluded, prior to the date fixed for the opening of bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda.

- b. Addenda will be sent by certified mail or facsimile to all prospective bidders not later than four (4) days, Saturdays, Sundays and legal holidays excluded, prior to the date fixed for the opening of bids. Failure of any bidder to receive any such addendum or interpretation shall not relieve him from any obligation under his bid as submitted. All addenda so issued shall become part of the documents.

**6. Subcontractors:**

- a. Each bidder must supply the names of all major subcontractors and their bids. Listing of subcontractors with the amounts of their contracts as noted on said attachment is confidential information for the use of the Town of Hudson and Architect and shall not be made public.
- b. No subcontractor other than those listed on the said list of subcontractors will be employed by the bidder if awarded the contract without written approval of the Town of Hudson.
- c. All subcontractors shall meet the following;
  - i. Knowledge of the project as demonstrated in the proposal
  - ii. Experience with respect to this type of project
  - iii. Proposed schedule for completing the work
  - iv. Will provide a list of references
  - v. Will provide a list of personnel responsible for the contracted work
- d. Subcontractors receiving a partial set of plans and specifications are responsible for checking their work with the completed plans and specification. Failure to do so will not reduce their obligation for doing all work required to fully complete the work of their trade.

**7. Working Conditions:**

- a. The successful bidder shall recognize this is a public building. This facility will remain operational throughout the project. The Town of Hudson recognizes that this means the project will need to be scheduled in phases.
- b. The successful bidder shall keep the worksite in a neat and orderly fashion. At the end of each day the work zone shall be secured to keep the public and the employees out of the hazard area.
- c. Areas in the facility that need to be shut down for longer than an eight hour period shall be coordinated with the Hudson Fire Chief or his designee.
- d. The successful bidder shall supply a portable bathroom to be utilized by construction personnel each day. This facility shall be removed no later than seven days after the conclusion of the project.
- e. The stock for this project will be located in an area agreed upon with the Hudson Fire Department.
- f. All work will be done in a workmanlike manor in accordance with standard practices.
- g. Contractors shall utilize assigned parking areas. In the event that there is an overflow of this parking area, vendors will coordinate to allow each trade to have the ability to load and unload in the area. An overflow area will be established by the Hudson Fire Department. Parking will not impede the emergency operation of the Hudson Fire Department.
- h. The successful bidder shall make sure that all subcontractors work within the requirements of the Town of Hudson Noise Ordinance. The following working hours are being established for this project;
  - i. Monday thru Friday - 08:00 to 18:00

- ii. Saturday - 08:00 to 13:00
- iii. Sunday - No construction activities

**8. Waste Disposal:**

- a. The work areas shall be kept neat and clean on a daily basis
- b. Contractor to provide an onsite container for disposal of debris
- c. The container shall be set on planks to prevent damage
- d. The container shall be set in a location agreed upon with the Hudson Fire Department
- e. The container shall be removed from the site upon completion of the project

**9. Form of Response:**

- a. Your proposal should be as concise as possible while providing us with the required information and fee that will allow us to evaluate your proposed services and their cost on absolute and relative bases with other firms. The following items must be included with your proposal:

Cover Letter

- Introduce the Company and summarize the company's qualifications. The cover letter should provide the name, address, telephone number, fax number and email address for the company's designated contact person.

Project Understanding and Approach

- Describe your understanding and your vision for this project and/or facilities.
- Describe your proposed design approach for successfully completing this project.
- Key to this project is communication with the Hudson Fire Department. Describe in detail your approach to communicating and working with the Hudson Fire Department representatives.
- Based on your experience, discuss any challenges that may be encountered during this process as well as any concerns you see that may need to be addressed.
- Describe your time commitment estimate to develop and deliver this project.

**10. Cost for Services:**

- a. The fee should be quoted as a lump sum for the specified work. The cost should be based on your effort required to complete the services requested and not based on a percentage of construction.
- b. Indicate the upset amount for reimbursable expenses as related to basic services and provide a full list of expense categories considered as reimbursable.
- c. Any assumptions, constraints and/or additional consultant or sub-consultant costs must be explained.

**11. Evaluation of Proposals:**

The Town of Hudson invites qualified companies to offer proposals. Proposals will be evaluated with respect to the following:

- Company's qualifications and experience conducting work
- Consultant qualifications and experience in addition to experience working together as a team
- Completeness, technical competence and clarity of the proposal as well as understanding of project scope and proposed project approach and methodology
- Clarity of team organization and communications and assurance that team members assigned will in fact be available for this project
- Contractor shall provide a list of three (3) references for similar types of projects
- The stated fee matched to the quality, thoroughness and quantity of the work product

proposed

**12. Timeline/Schedule:**

The Town of Hudson has designated the following activities and dates as key to the project schedule:

<b>Bid Issued:</b>	<b>April 25, 2016</b>
<b>Proposals Due:</b>	<b>June 2, 2016</b>
<b>Town of Hudson Approval:</b>	<b>June 14, 2016</b>
<b>Work to Begin:</b>	<b>Successful Completion of Construction Contract</b>

The Contractor is encouraged to include a timeline of major milestone events as they relate to this project.

**13. Submission of Proposal**

*Please furnish one (1) original and three (3) copies of your proposal to the Hudson Town Clerk's Office, 12 School Street marked "Sealed bid - Lenny Smith Central Fire Station Renovation" by June 2, 2016 no later than 10 AM. Any proposal received after such date and time will not be accepted. Facsimile or electronic versions are not acceptable.*

**14. Terms and Conditions**

- The Company must show proof of professional liability insurance in the amount of \$1.0 million.
- Proposals shall remain valid for ninety (90) days.
- The Town of Hudson reserves the right to select the firm it feels is most qualified based on the information submitted, waive any informalities or irregularities and to choose a contractor determined to be able to perform in the best interests of the Town of Hudson.
- Each bid shall be accompanied buy a Bid Bond using AIA form A310, made payable to the Town of Hudson, in an amount of 5% of the Bidder's Bid price and shall be in the form of a certified check or a surety meeting the requirements included in the General Conditions of the contract. The selected Bidder shall be required to provide Performance and Payment bonds using AIA form A312 for 100% of the project price.