



GENERAL RENOVATION CONTRACTING SERVICES
Sullivan County

SULLIVAN COUNTY
14 MAIN STREET
NEWPORT, NH 03773

ISSUE DATE: Sept 2, 2021

REQUEST FOR PROPOSAL

General Renovation (RRP)
CONTRACTING SERVICES
PROPOSALS WILL BE RECEIVED UNTIL
Friday, September 17, 2021 at 2:00 P.M.

Project Description: The Sullivan County, Lead Hazard Control and Healthy Homes Program is seeking proposals from interested Renovation Contractors to provide services at a multi family residence located at 22-24 Trinity St in Claremont, NH. The scope of work will include repair or replace leaking pipes in the basement, clean up wet flooring, remove debris, replace, or reinforce supports under a 1st floor bathroom, Painting doors in all units and replacing some hardware; clean up and remove debris from exterior porches, add up to 4 new storm doors. Any plumbing or electrical work must be completed by licensed electricians and/or plumbers, and bidder is responsible for employment or contracting of licensed renovators and obtaining applicable permits. All renovators must have EPA/HUD RRP (renovate repair and paint) certification required to work in a house built before 1978. (This training and certification is available with scholarships at this time, if the firm or supervisor is not yet certified – for more information call 603-781-4304 or email kate@kkirkwood.com)

Proposal Submission Requirements: Proposals may be submitted by email, in person or by mail in a sealed envelope clearly labeled “Trinity St Renovation”. Proposals shall be submitted to:

County Manager
Sullivan County
14 Main Street
Newport, NH 03773

Or by email to manager@sullivancountynh.gov

Proposals must be submitted to the above address no later than 2:00 pm on Friday, September 17, 2021, to be eligible for consideration. If qualifications and proposals are being sent via USPS, FedEx, UPS, or other mail carrier, please ensure that the mailing envelope is clearly marked. Envelopes/packages not marked with the name of the proposal may be misidentified and will be rejected. Proposals submitted after the deadline will be rejected. All proposals submitted are governmental records subject to disclosure under the Right-to-Know Law.

Proposal Opening:

The deadline to submit a Proposal is 2:00 p.m. on Friday, September 17, 2021, at which time all submissions will be opened in the Commissioners’ Office and then distributed to the program manager of the Lead Hazard Control and Healthy Homes Program. No awards will be made at the time of opening.

Proposal Award:

After a detailed review of all the proposals, the program manager, in consultation with the project director and Sullivan County Manager will decide on award, based on the quality of the proposal, price, and start and end dates. Contractors not already prequalified by the program will be asked to provide references and proof of RRP certification (or enrollment in certification program) as well as certificate of workers compensation and general liability insurance.

Proposal Prices:

Proposals are to remain in effect for a period of thirty (30) days from opening date of the proposals and are to remain firm once proposal is awarded to the successful Proposer(s).

Proposal Questions and Addenda:

Questions during the bidding period must be submitted to program manager, Kate Kirkwood at kate@kkirkwood.com. Information about the Lead Hazard Control and Healthy Homes Program is available at <https://www.sullivancountynh.gov/1236/Lead-Paint-Abatement-Healthy-Homes-Progr> The deadline for submitting questions will be Wednesday, September 8, 2021, at noon. Such questions and any addenda that may be issued will be posted timely to the Sullivan County RFP Web Page located at http://www.sullivancountynh.gov/index.php?n=requests_for_proposals during the proposal period with all questions answered by 5pm on Friday, September 10, 2021.

Failure of any Proposer to receive any such Addendum or interpretation shall not relieve such Proposer from any obligation under its Proposal as submitted. All issued Addenda shall become part of the Contract Documents.

There will be a one-hour walkthrough at the property: 22-24 Trinity St, Claremont, NH on Tuesday Sept 7 at 9:00 am where interested contractors can meet with a representative of the owner, and the Risk Assessor who developed the work scope (Mickey Laskey). This walkthrough is not mandatory for contractors to bid, but is recommended for any contractor who is not familiar with the property.

Project Scope of Work / Summary of Services:

1. Basement: This area has leaking pipes, wet floors, debris from abandoned equipment, poorly functioning supports under Unit #3-bathroom, furniture left behind and some chemical storage. Scope of work is to make repairs, remove debris and clean area
2. As part of a previous scope of work, lead safe, intact old doors were re-hung with new casings/jambes. These doors will now be painted, and some new doorknobs and potentially other hardware added
3. Exterior Porches Clean-up & debris removal
4. New Storm Doors added as needed (up to 4)

Items for Inclusion in Proposal

All submitted proposals shall address the following items in the order listed below and shall be numbered 1 through 7 in the proposal document: If your firm is already prequalified as a contractor with the Sullivan County lead hazard control and healthy homes program you can omit items 2 and 3. The Manager, owner or authorized agent of the contracting firm shall sign the proposal

1. Interest Statement – Briefly describe the particular interest your firm has in the project, and whether you can complete the entire project.
2. Description of Firm – Provide information regarding the size, location, nature of work performed, years in business.

3. Relative Experience – Provide at least three references in general and/or RRP renovation including: project address, owner name and contact info, start and end dates of the projects, and total project costs, including change orders
4. Costs for Services as described in the Scope of Work/Summary of Services for this project
5. List of the personnel that will work on this project and applicable licenses or certifications if any. Supervisor must have RRP certification and firm RRP certification
6. Project Plan and Methodology – Briefly describe the process the firm would use to ensure that the County and property owner and tenant needs will be satisfied, and that renovation will be completed in a cost effective and timely manner. Provide estimated start and end dates and use this section to address the ability of the firm to undertake the construction project keeping in mind the other workload of the firm.
7. Litigation – Please describe whether your firm is presently involved in, or has been involved in, any litigation, arbitration, mediation, disciplinary actions, or administrative proceedings.

Contractual Obligations:

Failure to execute a contract within 21 days of written notification from the County may constitute cause for cancellation of the proposal acceptance and award

Insurance Requirements:

Prior to commencing work, the contractor shall demonstrate that it and its subcontractors or consultants, if any, carry:

Comprehensive General Liability:

Contractor carries a general liability policy with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.

Workers' Compensation:

Contractor shall provide proof of workers' compensation insurance that meets State of New Hampshire required limits. The contractor's workers' compensation coverage must waive subrogation against the County and its officials, agents, volunteers, and employees.

The contractor will furnish to the County a Certificate of Insurance *and an endorsement* prior to executing the Contract or commencing work, demonstrating that the County and its officials, agents, volunteers, and employees are named as an additional insured on the general liability insurance coverage.

The County shall not be required to insure the contractor, any subcontractor, or any professional service provider. A 30-day notice is required for cancellation and/or material change of coverage sent directly to the County at the contract address.

Special Considerations:

- Sullivan County reserves the right to accept or reject any or all submissions, wholly or in part, to negotiate with any or all responsible submitters, and to waive any formality or irregularity in the Request for Proposal, to call for new submissions, to negotiate with any company providing a submission, to enter into an agreement with the contractor, and to accept the proposal determined to be in the best interests of the County.
- Any omissions or errors in this RFP are not binding on Sullivan County.
- The selection of a candidate does not obligate County to enter into a contract provided however that any contract entered into between each entity and a selected candidate shall be in a form entirely satisfactory to each entity or its authorized agents.
- The County reserves the right to request additional information from any candidate at its sole discretion.
- The Proposer shall sign the proposal correctly and proposals may be rejected if they show conditional proposals or any irregularities of any kind.

- Proposers are expected to be thoroughly familiar and comply with applicable laws, rules and regulations pertaining to the work required as part of this project, including but not limited to federal and state laws regarding worker safety, life safety, building codes, and licensing requirements.
- Proposers shall assume all costs and expenses associated with the preparation and submission of a proposal.
- No provider of services under this RFP shall discriminate against any employee, applicant for employment, or recipient of services on the basis of veteran status, race, religion, color, gender, sexual orientation, age, disability, or national origin.

Thank you for your interest in working on this project. We are aware of the time and effort required to prepare proposals and invite Proposers to let us know of any proposal requirements that are unclear and/or create difficulty in responding.

Sincerely,

A handwritten signature in black ink that reads "Kate Kirkwood". The signature is written in a cursive, flowing style.

Kate Kirkwood, Program Manager

Sullivan County Lead Hazard Control and Healthy Homes Program

kate@kkirkwood.com

603-78104304