

REQUEST FOR PROPOSALS

Enfield Center Town House Stabilization & Structural Repairs

DATE OF ISSUE: **OCTOBER 31, 2019**
PROPOSAL DEADLINE: **NOVEMBER 27, 2019 (12 PM/NOON EST)**

OVERVIEW

The Town of Enfield, New Hampshire is seeking a qualified and experienced contractor to stabilize and perform structural repairs to the historic Enfield Center Town House, which is located in the village of Enfield Center on NH Route 4A.

BACKGROUND

The Enfield Center Town House is located within a well-preserved rural village of residential, civic, commercial, and religious buildings in Enfield Center.

The Enfield Center Town House sits in the middle of a small grassy lot. A dirt driveway to a mobile home, situated northwest of the Town House, marks the northern property boundary. The southern boundary is defined by Knox Stream, a tributary to the Knox River, and the eastern boundary is defined by the street.



The town house is a timber framed, rectangular, symmetrical, and front-gabled building measuring 40' wide by 60' long. A shed roofed addition, measuring 20' wide by 6' wide, extends from the center of the rear elevation dates to 1909. The original structure was built in 1845-6, with a 15' central bent added in 1859 upon the building's relocation to its current site. A concrete block foundation replaced one of granite in c.1970. The exterior is finished with clapboards and a metal roof.

PROJECT AREA

The work will be completed on the Enfield Center Town House property located at 1044 NH Route 4A (Map 39, Lot 1 | 43.590958, -72.110621) (see map below).

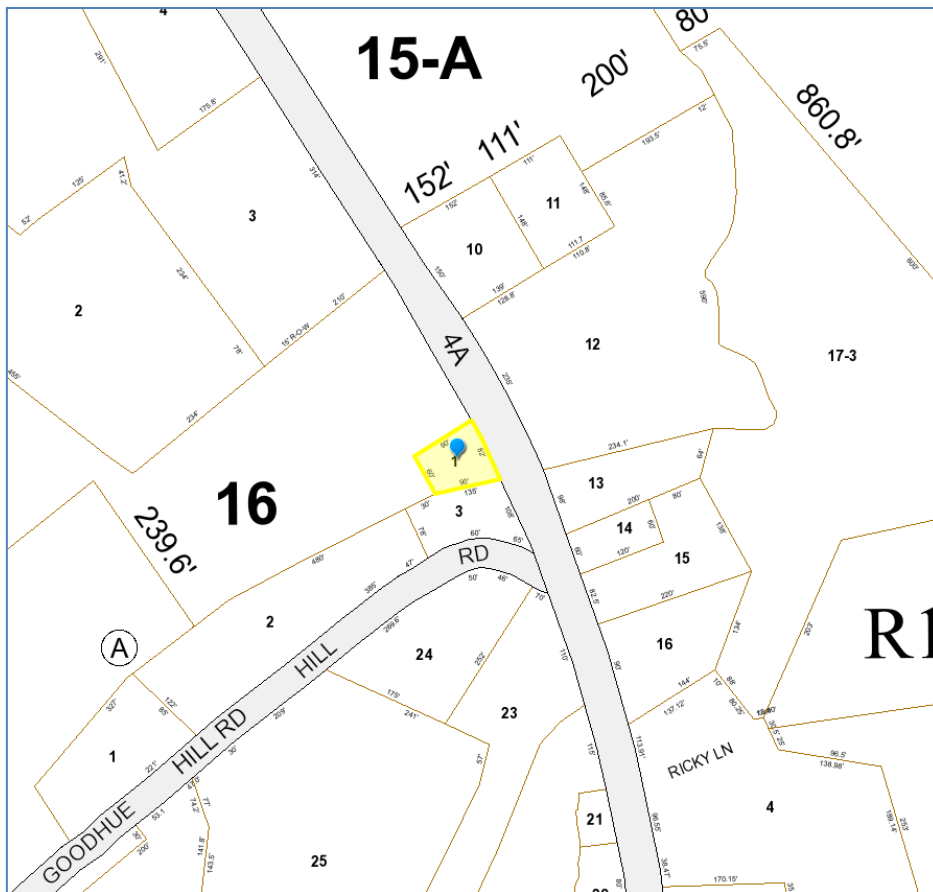
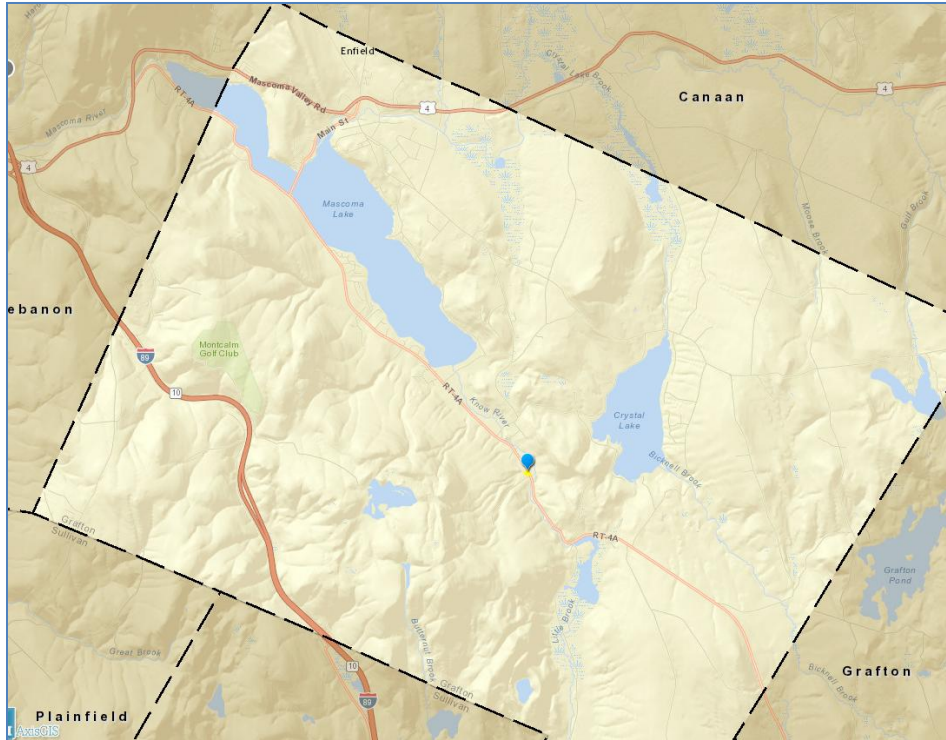




Figure 1 - Plan view of structure and adjacent site. Ref. Google Earth.

SCOPE OF WORK (PRIMARY)

The Enfield Center Town House has suffered from moisture and improper drainage in the basement area of the building. As a result of flooding from the nearby Knox Brook during Hurricane Irene, several supporting posts under the building were knocked over and no longer support some of the floor joists. The solicited work on the building is the first phase of what is hoped to be a complete restoration of the building to bring it up to 21st Century standards and once again put the building back in public use.

The Town of Enfield invites proposals for performing needed structural repairs to the foundation to provide much needed structural stability. We anticipate that this will require the selected contractor to complete the following tasks (note: exact methods may differ):

- Removing all existing flooring and subflooring of the building (approximately 2,400 sq. ft.)
- Removing the floor supports underneath the existing flooring
- Performing any needed grading in the crawl space in the area where the floor is removed
- Installing a 40' wide X 60' section of stabilization cloth
- Installing a 3" – 4" base of $\frac{3}{4}$ ledge stone over the stabilization cloth

- Installing concrete forms for pads (exact quantity will be on an “as needed” basis)
- Installing wire mesh and a rebar grid
- Pouring a concrete pad of sufficient depth to withstand frost impact
- Installing new floor support post on the concrete pad to support the new floor system
- Installing a 10 mil vapor barrier over the ground under the building to hold the moisture down
- Installing an Advantech sub floor to match where the existing subfloor was removed (Advantech is a moisture resistant subfloor material)
- Clean-up of work area and disposal of waste

We wish to emphasize that installing new hardwood flooring is not presently a part of core scope of work for this project. As such, if contractors responding to this RFP wish to include an estimated cost for replacing the flooring, this estimate must be clearly separated from the other project costs.

Please note that these are anticipated/suggested methods only, and the Town is open to alternative methods of structural reinforcement (as may be proposed by the selected contractor) that accomplish the desired objectives of building stabilization and moisture mitigation while at the same time staying true to the historic character of the Town House.

It is important to note that this is a public building, and therefore falls under the jurisdiction and oversight of the New Hampshire Building Code. The building is also a place of assembly. As such, the work to repair / replace the floor and associated supports will need to be professionally designed and adhere to the New Hampshire Building Code.



Figure 2 - Mold on joists and wood decking.



Figure 3 - Mold on girder. Note variation in/improvised nature of foundation support for floor system.



Figure 4 - Structural support post no longer in contact with underside of girder due to foundation settling.

ADDITIONAL REQUIREMENTS

Proposals must present evidence of the firm's qualifications and experience with stabilizing and repairing similar structures. Strong preference will be given to firms with experience stabilizing and/or repairing historic homes and buildings.

As the Enfield Center Town House has been added to the National Register of Historic Places by the National Park Service, structural stabilization and repairs must be completed in accordance with the Secretary of the Interior's Standards for Rehabilitation, which are outlined here:

<https://www.nps.gov/tps/standards/rehabilitation/sustainability-guidelines.pdf>

Photos of the Enfield Center Town House are included with this RFP, but **interested firms are required to complete a site visit** before submitting a written proposal for the Town's consideration. The Town will make appropriate staff available to accompany interested firms on the site visit.

RESPONSE FORMAT

Responses to this RFP should contain the following in separate, sealed envelopes:

1) A *Technical Proposal* consisting of:

- A cover letter expressing the firm's interest in working with the Town including identification of the principal individual(s) that will provide the requested services;
- A scope of work that includes steps to be taken, specifications for materials to be used, and any noteworthy deviations from general scope outlined above and why;
- A proposed schedule that indicates project milestones and overall time for completion;
- A list of individuals that will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list;
- Demonstration of success on similar projects, including a brief project description, project address, and contact information for references.

2) A *Cost Proposal* consisting of:

- An estimated price for the work outlined in the contractor portion of the scope of work.
- Cost proposals must further reasonably itemize/breakdown the costs associated with stabilizing and structurally repairing the foundation of the building.
- A proposed payment schedule listing project milestones and percentage of above number requested at each of those points.

CONTRACT PERIOD

All work on the project must be completed by **September 1, 2020**.

CONTRACTOR SELECTION

The Town of Enfield's project selection committee will review and evaluate all proposals based on the following criteria:

- Qualifications and experience of the firm and the personnel to be assigned to this project;
- Demonstration of overall project understanding and demonstrated insight into local conditions and potential issues;
- Clarity of the proposal and creativity/thoroughness in addressing the scope of work, and submission of a complete proposal with all elements required by the RFP;
- Demonstrated ability to consistently complete projects of similar scope/complexity on time and on budget;
- Cost

SUBMISSIONS

Firms interested in this project may submit their proposals either by email (raylesworth@enfield.nh.us) or in hard copy to:

*Ryan Aylesworth, Town Manager
Town of Enfield
23 Main Street
Enfield, NH 03748*

Proposals submitted in hard copy must be contained in sealed envelopes or packages with **“Enfield Center Town House Stabilization and Structural Repairs”** clearly marked on the outside

Proposals submitted electronically must contain **“Enfield Center Town House Stabilization and Structural Repairs”** in the subject line of the email.

Questions about the project should be directed to the Town Manager at:

Telephone: (603) 632-5026

E-mail: raylesworth@enfield.nh.us

Contractors wishing to visit the site should make an appointment with Phil Neily, the Town’s Building Inspector (pneily@enfield.nh.us or 603-632-4343), during the weeks of November 4, November 11, or November 18, 2019.

All proposals must be received no later than **12:00 PM on November 27, 2019**. Proposals and/or modifications received after this time will not be accepted or reviewed. No facsimile-produced proposals will be accepted.

All proposals upon submission become the property of the Town of Enfield. The expense of preparing and submitting a proposal is the sole responsibility of the applicant. The Town of Enfield reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of the Town of Enfield. This solicitation in no way obligates the Town of Enfield to award a contract.

The Town of Enfield is an equal opportunity provider and employer.