



Town of Enfield

Office of the Town Manager
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“PRE” REQUEST FOR PROPOSALS (LETTER OF INTEREST) - CONSTRUCTION OF PARK PAVILION, MASCOMA LAKESIDE PARK

DATE OF ISSUE: FEBRUARY 14, 2020
PROPOSAL DEADLINE: MARCH 6, 2020

The Town of Enfield, NH, seeks professional services for the design and construction of a pavilion at the Mascoma Lakeside Park (Enfield Tax Map 32, Lot 44) in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a letter of interest.

Interested parties are strongly encouraged to review the proposed site at Lakeside Park, which is located 197 Main Street between the old railroad underpass and Shaker Bridge. Questions should be directed to Ryan Aylesworth, Town Manager - 603-632-5026 or raylesworth@enfield.nh.us.



Letters of interest will be received at the Enfield Town Offices, 23 Main Street, Enfield NH 03748, until **12:00 PM, March 6, 2020**.

The Town of Enfield reserves the right to accept or reject any letter of interest, to waive minor informalities and to make an award, if any, as it deems to be in the best interest of the Town.

I. INTRODUCTION

The Town of Enfield is requesting letters of interest for the construction of a timber frame, octagonal-shaped, open-air pavilion. The precise dimensions and specifications for the pavilion are included in a set of architectural design plans that the Town will make available to interested contractors.

The Town has received a grant from the Northern Border Regional Commission to help fund this project.

It is not the intent of this document to provide all details, specifications, etc. or to specify exact methodology. The Town will, however, provide a variety of pertinent plans and other materials (see Appendix B) at the request of any prospective contractor. It is required that all workmanship be the best available, conform to all relevant codes and regulations, and meet or exceed typical industry standards.

SCOPE OF WORK

The work to be completed consists of constructing a 1200 s.f. +/- octagonal open-air pavilion located as shown on plans the Town will make available. Design-build services will encompass the management and construction of all elements of the work, including: site work, installation of an "Alaskan" slab on grade and wood-framed structure above.

Pricing of the work will be established on the basis of architectural drawings and associated specifications provided by the Town. In the event that guaranteed maximum price proposals exceed the budgeted amount for the project, the Town will negotiate a lower project price by reducing project scope and, substituting lower cost materials, and/or using volunteers and/or Town employees to perform some of the work and to use Town-owned or donated materials to bring the project within budget. If this process fails to reduce the negotiated price to an amount within project budget, the Town reserves the right to terminate negotiations with the Contractor chosen and then proceed to negotiate price and terms with the next qualified contractor under consideration. This process will continue until a price is reached within budget or all submitters are eliminated.

A. Site work: Site work, as indicated on the drawings, will involve cutting into an existing bank and the creation of a level building site of sufficient size to accommodate the pavilion and to the final grades as shown on site plans furnished by the Town. Site work will include erosion control and drainage, backfilling and compaction, and finish grading the building site.

B. Concrete work: Concrete work will consist of installing a reinforced “Alaskan slab” over closed cell insulation set on a bed of compacted gravel fill.

C. Pavilion Construction: The pavilion shall be constructed in accordance with the plans prepared by the Town’s architect. General building elements are described below:

1. Construction shall comply with all applicable federal, state and local building codes. Design features and minimum performance standards are described below.
2. The Pavilion structure will be assembled from pre-engineered and prefabricated components and/or conventional wood frame components. Columns will be square and assembled from a combination of natural and synthetic building materials. Columns will be set on a stone base. Roofing will be comprised of either Class A, three-tab, 25+ year asphalt shingles or metal roofing and of a color selected by the owner. All exposed trim will be painted white.
3. Surface drainage will direct runoff in a manner that will minimize issues associated with erosion /sedimentation in the lake.
4. Perforated sub-surface perforated drainage, wrapped in landscape fabric, will be installed and directed to daylight as shown.
5. The pavilion will be used for open-air assembly and dining. Heating and cooling will not be required. The only thermal insulation required by the project will be that associated with the construction of the ‘Alaskan slab.’
6. The pavilion will not require sprinklers,
7. Underground electrical service will be provided from the power pole indicated on the site plan. An electrical allowance will be carried for the provision of all electrical work, including lighting and outlets and including the provision of spare conduits for future telecommunication and internet service needs.
8. A fire pit will be constructed near the Pavilion as shown in the plans.

D. Completion deadline: The project (inclusive of all construction and site work) must achieve final completion by **September 1, 2020.**

PROPOSAL SUBMISSION REQUIREMENTS

Letters of interest will be received until **12:00 PM, March 6, 2020**, by email (raylesworth@enfield.nh.us) or at the following address:

Office of the Town Manager
Town of Enfield
PO Box 373
Enfield, NH 03748

Each envelope must be clearly marked with the phrase “Mascoma Lakeside Park Pavilion Construction Letter of Interest” and the proposing firm’s name and address. All technical proposals shall include as a minimum the following information:

GENERAL INFORMATION

1. Name of firm.
2. Address of firm.
3. Name of contact person.
4. Contact person phone number and email address
5. Names and addresses of all partners, officers, and directors and any other person with an ownership interest greater than 5%.
6. Names of any Town officials or employees who are related to any of the partners, officials or directors of the firm or have any ownership interest in the firm.
7. Names and resumes of personnel who may be assigned to work on the project including any registrations and certifications.
8. A list of recent projects including names, location, cost for services, date, name of owner, name and phone number of owner’s representative for which services were provided during the last five years. Identify projects as completed or underway and note if any were in New Hampshire and/or New England.
9. If a joint venture proposal, provide the information for all parties to the joint venture.
10. Insurance Certificates.
11. A brief description of the general skills of the firm, and any specific skills to be brought to this proposal.

ADDITIONAL INFORMATION

Upon receiving letters of interest, the Town of Enfield will review the qualifications of responding contractors and select three to five firms to invite to submit full proposals.

Questions about the project should be directed to Ryan Aylesworth, Town Manager, at:
Telephone: (603) 632-5026
E-mail: raylesworth@enfield.nh.us

Firms wishing to visit the site prior to furnishing a letter of interest should make an appointment to meet with the Building Inspector during the week of February 24, 2020.

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.