

Town of Whitefield NH  
REQUEST FOR PROPOSAL (RFP)  
Demolition Of 86 Union St Whitefield NH

86 UNION ST  
Town of Whitefield NH  
56 Littleton Rd  
Whitefield, New Hampshire 03598  
Phone: 603 837 9871 | Fax: 603 837 3148  
[dpwdirector@whitefieldnh.org](mailto:dpwdirector@whitefieldnh.org)

**RFP ID: 20191**  
**Prepared By: Robert Larson**  
**Date: March 29, 2019**

REQUEST FOR PROPOSAL  
86 UNION ST  
Whitefield - New Hampshire

**RFP ID:** 20191

**QUESTION SUBMISSION DEADLINE:** April 12, 2019

**FINAL SUBMISSION DEADLINE:** April 19, 2019, 3pm

Questions may be submitted in written form no later than April 12, 2019 to:

**RFP Contact Name:** Robert Larson  
**Contact Address:** Dept Public Works  
Whitefield, New Hampshire 03598  
**Telephone Number:** 603 631 4006  
**Email Address:** dpwdirector@whitefieldnh.org

**INTRODUCTION**

Town of Whitefield NH invites and welcomes proposals for their 86 Union St project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "FINAL SUBMISSION DEADLINE."

*INTERESTED PARTIES SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE PROPOSAL SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

**PROJECT AND LOCATION**

The Request for Proposal is being requested for **86 Union St Whitefield NH** which is or shall be located at 86 Union St, Whitefield, New Hampshire 03598.

**PROJECT MANAGER CONTACT INFORMATION**

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Project Details, contact:

**Name:** Robert Larson  
**Title:** Director of Public Works  
**Phone:** 603 631 4006  
**Fax:** 603 837 3148  
**Email:** dpwdirector@whitefieldnh.org

**PROJECT OBJECTIVE**

The objective and goal for this project is demolition of structure and disposal of debris completed with backfill using clean sand.

## **PROJECT SCOPE AND SPECIFICATIONS**

The Project Scope and Specification are:

Contractor will coordain off the site to insure public safety. Contractor will separate building debris from metals to the best of their ability, contain said debris, dispose of said debris and backfill foundation with clean fresh sand. A complete description of work required will be available at the Town Office or by email from the Department of Public Works.

## **SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

### **MILESTONE**

### **DATE**

**Hazardous material assessment to be done by the Town of Whitefield:** April 12, 2019

**Abatement to be completed by the Town of Whitefield:** May 6, 2019

**Demo to be completed by Assignee:** May 24, 2019

## **PROPOSAL BIDDING REQUIREMENTS**

### **PROJECT PROPOSAL EXPECTATIONS**

Town of Whitefield NH shall award the contract to the Interested Party that best accommodates the various project requirements. Town of Whitefield NH reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Interested Party, and refuse any proposal or contract without obligation to either Town of Whitefield NH or to any Interested Party offering or submitting a proposal.

### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by Town of Whitefield NH no later than 3pm on April 19, 2019 for consideration in the project proposal selection process.

### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format.
- Interested Party alleged performance effectiveness of their proposal's solution regarding the Project Objective of Town Of Whitefield NH.
- Interested Party performance history and alleged ability to timely deliver proposed services.

- Interested Party ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

Town of Whitefield NH shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing Interested Party /contractor.

## **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Interested Party should include in their proposal submission:

### **Summary of Interested Party Background**

- Name(s)
- Address
- Contact Information (and preferred method of communication)
- Legal Form of business (e.g. sole proprietor, partnership, corporation)
- Date Company Formed
- Description of company in terms of size, range and types of services offered and clientele.
- Principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
- Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in New Hampshire (e.g. business license number).
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
- Organization chart showing key personnel that would provide services to Town of Whitefield NH

### **Financial Information**

- State whether the Interested Party or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
- State whether the Interested Party or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

### **Proposed Outcome**

- Safe and complete demolition of structure, foundation filled with clean fresh sand. All debris is to be vacated to an authorized land fill or transfer station. Proof of proper disposal is required.

### **Equipment or Service**

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from Town of Whitefield NH, along with a brief explanation.

### **Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

### **Licensing and Bonding**

- Provide details of licenses and bonds (if any) for any proposed services that the Interested Party /contractor may plan on providing for this project.

**Insurance**

- Details of any liability or other insurance naming the Town of Whitefield as co-insured.

**References**

- Provide 3 references

Interested Party agrees that Town of Whitefield NH may contact all submitted references to obtain any and all information regarding Interested Party performance.