Londonderry Town Hall

Town Hall Addition & Renovation

Londonderry, NH 03053

Bid Package (Revision: 03/23/2020)
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Revisions:
I. **General Conditions** – Revision: 3/23/2020

1. The Town of Londonderry is accepting design/build BIDs for:
   a. The construction of a new single story approximately 50’ x 56’ structure consisting of one conference room, two ADA compliant restrooms, mechanical room, video recording room, and one storage room in the new addition. The location of the new addition will be where the former SAU building existed, next to our existing Town Hall location at 268B Mammoth Road.
   b. Renovation of our existing Moose Hill Conference Room into two offices, two storage areas, and convert an existing Video Recording room into a storage area.

2. BID packages will be available in the Town Manager’s Department or www.londonderrynh.org on or after 3/18/2020. There will be a mandatory pre-bid conference at the site on 4/02/2020 at 8:00AM at 268B Mammoth Road. Sealed BIDs must be received in the Londonderry Finance Department by Tuesday, 5/5/2020 no later than 2:00 pm. BIDs submitted after this time will not be accepted. If forwarded by mail, the sealed envelope containing the proposal and marked as directed below, must be enclosed in another envelope addressed to the Town of Londonderry, Attn: Finance Department Purchasing Agent, 268B Mammoth Road, Londonderry, NH 03053, preferably by registered mail.

   All BIDs will be received in sealed envelope marked “**Town Hall Addition**” and addressed to:

   Town of Londonderry
   Town Hall
   268B Mammoth Road
   Londonderry, NH 03053
   Attention: Finance Department Purchasing Agent

   **Sealed BIDs must be received no later than 2:00 pm on Tuesday, 5/5/2020.**

   Received BIDs will be publicly open and read aloud at the Londonderry Town Hall, in the Moose Hill Conference Room, on Tuesday, 5/5/2020 at 2:15PM. BIDs received after this time and date will not be opened and will be returned to the Bidder.

3. The Administrative Support Coordinator and the Town Manager will review all bids and make a recommendation or rejection of the BIDs received to the Londonderry Town Council.

4. The Town of Londonderry reserves the right to reject any and all BIDs. The Town may select a BID which, in its sole discretion, represents the best interest of the Town.

5. All Bidding Contractors **will be required to fill out and include with their BID:**
   a. AIA Document A305 – 1986 Contractor’s Qualification Statement
   b. AIA Document D401 – 2003 Certification of Document’s Authenticity
I. **General Conditions** – Revision: 3/10/2020 (cont.)

6. **Awarded Bidding Contractor will be required to:**

   a. AIA Document A101 – 2007 *Standard Form of Agreement between Owner and Contractor* where the basis of payment is a Stipulated Sum.
   
   b. AIA Document A201 – 2007 *General Conditions of the Contract for Construction* will be used as the binding agreements between Owner and Contractor.
   
   c. Time of Completion, Owner is requesting by 10/14/2020 to have a weather tight structure, followed by a 11/16/2020 completion of the project (Interior & Exterior, including any punch list items).
   
   d. Supply Owner with Proof of Performance Bond equal to the amount of the Lump Sum price.
   
   e. Supply Owner Proof of Insurance
   
   f. Supply Owner Proof of Workers Compensation Coverage
   
   g. W-9
   
   h. Contractor to obtain necessary building/fire/utility permits and schedule required inspections for the duration of the project. Permits obtained from the Londonderry Building/Fire Department are at NO Charge.

**End Of General Conditions**
II. BID PROPOSAL FORM – Revision: 3/23/2020
Londonderry Town Hall
Town Hall Addition & Renovation
Londonderry, NH 03053

Pursuant to, and in compliance with, your “Invitation to Bid” relating thereto, the undersigned,

______________________________________________
Name of Company

Having visited the site at 268B Mammoth Road, Londonderry, NH 03053, participated in the mandatory pre-bid conference at the site on 4/2/2020, carefully examined the drawings dated 3/10/2020, specifications document dated 3/10/2020, together with all Addenda issues and received prior to the scheduled closing time for receipt of BIDs as prepared by the Town of Londonderry, 268B Mammoth Road, Londonderry, NH, hereby offers and agrees as follows:

To provide all labor, materials, general conditions, supervision and coordination required to erect and properly finish all work in connection with the construction of the new Town Hall addition (exclusive of any Alternates identified separately below), Londonderry, NH, to the satisfaction of the Owner for the Lump Sum price of:

______________________________________________
Dollar Amount

To provide all labor, materials, general conditions, supervision and coordination required to erect and properly finish all work in connection with the renovation of the existing Moose Hill Conference Room at the existing Town Hall (exclusive of any Alternates identified separately below), Londonderry, NH, to the satisfaction of the Owner for the Lump Sum price of:

______________________________________________
Dollar Amount

ALTERNATES:

The Undersigned Bidder further proposes and agrees that should the following Alternates be accepted and included in the Contract, the amount of the Lump Sum Bid, as heretofore stated, shall be adjusted by the amount shown below for the alternates(s). All materials and workmanship shall be as required for a complete and proper job, in strict accordance with the Contract Documents.

Alternate No. One:

Add: ___________________________  Deduct: ___________________________

CONTRACT TIME:

The Undersigned Bidder hereby certifies that this Bid Proposal is valid and unchanged for Ninety Days (90 days) from the bid due date of 5/5/2020 at 2:00 pm.

The undersigned hereby certifies that he/she is able to furnish labor that work in harmony with all other elements of labor employed, or to be employed, for the execution of this project. The Bid includes Addenda listed below, and they are hereby acknowledged:
II.  BID PROPOSAL FORM – Revision: 3/10/2020 (cont.)

ATTACHMENTS:

1. None

If awarded this Bid,

1. See section I. General Conditions section 5 of the BID Package

________________________________________
Authorized Signature

________________________________________
Print Name & Title

________________________________________
Contractor Company

________________________________________
Business Address

________________________________________
City & State

Telephone Number: ______________________  Cell Number: ______________________

Fax Number: ______________________  E-Mail: ______________________

END OF BID PROPOSAL FORM
III. Specifications Londonderry Town Hall Addition/Renovation

**Physical Address**: 268B Mammoth Road, Londonderry, NH 03053

**Billing Address**: Town Hall, 268B Mammoth Road, Londonderry, NH 03053

**Project Description**: The Town of Londonderry is accepting design/build bids for:

a. The construction of a single story approximately 50’ x 56’ structure, consisting of One conference room (Town Council Chambers), two ADA compliant restrooms, mechanical room, video recording room, and one storage room in the new addition. The location of the new addition will be where the former SAU building existed, next to our existing Town Hall location at 268B Mammoth Road.

Summary of the new addition:
- Concrete slab, no basement
- 2 x 6 Wood Framing
- Engineered Truss System
- Asphalt shingles (match existing town hall)
- Brick for exterior walls (match existing town hall)
- Thermal pane Windows (match existing town hall, in color & size),
- Forced Hot Air Heat (natural gas)/AC
- Fire suppression system (wet & dry)
- Fire alarm system
- Electrical
- Plumbing

b. Renovation of our existing Moose Hill Conference Room (Town Council Chambers) into two offices, two storage areas, and convert an existing Video Recording room into a storage area.

Summary of the renovation area:
- Remove existing raised chambers platform, reuse in new addition.
- Remove existing three presentation desks, recuse in new addition.
- Add floor to ceiling walls to construct the new offices and storage areas.
- Modifications and/or additions to existing electrical, fire alarm, possibly sprinkler head(s) to support the new layout.
- No know plumbing modifications.

**Main Contact**:

1. Steve R. Cotton, Administrative Support Coordinator
   a. Email: srcotton@londonderrynh.org
III. Specifications Londonderry Town Hall Addition (cont.)

**Footings/Floor:**

1. 4’ Frost Walls for Foundation
2. 10” Concrete Walls
3. 4” Concrete Floor with reinforcement (smooth finish) and vapor barrier

**Framing:**

1. 2 x 6 Construction for Framing – No. 2 Grade or better
2. Wood-Preservative-Treated Lumber for floor pates over concrete slab and/or ground contract.

**Main Roof:**

1. Truss System with structural engineer stamped set supplied to the Londonderry Building Department.
2. Eves and gable end to match existing town hall
3. ZIP roofing system
4. Asphalt shingles 30 year, color to match existing town hall

**Insulation:**

1. R-21 Walls
2. R-38 Ceilings

**Exterior Walls:**

1. Sheathing - Zip System
2. Brick to match existing town hall
3. Exterior window treatment to match existing town hall

**Electrical:**

1. Electrical to Code
2. Electrical feed (located in ceiling in Moose Hill Conference Room) is from the existing town hall electrical room distribution rack. New electrical service/meter is not required since we will be connecting to the existing town hall electrical panel.
3. 200 AMP Electrical panel to be placed in the utility room in new town hall addition.
4. Data/Voice Outlets installed:
   i. For the raised chambers platform, the three presentation desks, and audio room. At a minimum will need to match what is currently installed in the existing Moose Hill Conference Room.
5. Ceiling mounted quad receptacle required for projector, and future needs.
6. Power and switch needed for retractable projector screen.
III. Specifications Londonderry Town Hall Addition (cont.)

**Electrical:** (cont.)

7. Suspended Ceiling is being installed; install LED (can) light fixtures.  
   i. Lights need to be installed in 3 banks, with each bank being controlled from 3  
      locations, and be able to dim.  
   ii. Timer to be able turn off lights at desired time set by user.
8. Restrooms are to have at least one ceiling fan, vented to the exterior.
9. Outlets, switches, cover plates are to be Ivory.

**Heating/Cooling:**

1. Forced Hot Air with A/C.  
   i. Furnace to be located in new utility room, condensers to be located externally  
      at ground level or wall mounted.  
   ii. Single zone system

**Plumbing:**

1. Plumbing to Code  
2. Men/Women/Handicap Restrooms are to be to the latest ADA requirements.  
   i. Toilets (high) to be Kohler or equivalent, no auto flush.  
   ii. Sinks to be Kohler or equivalent, no auto on/off for faucets.  
   iii. Dispensers (toilet paper, paper towel, soap) are to be included.  
   iv. Handicap rails  
   v. Mirrors to be included, one per restroom.
3. 40 Gallon natural gas Hot Water Heater.

**Fire Protection & Wet/Dry Sprinkler:**

1. To code and goal is to have these systems tied into the existing town hall systems.

**Windows:**

1. To match existing town hall windows  
2. Interior Window Sills & Jams to match existing Moose Hill Conference room.

**Exterior Door:**

1. One fiber glass door for exit door near video room, no glass.  
2. Exterior door will come with closure, exit crash bar, lock set and keying to be similar  
   to exiting town hall.
III. Specifications Londonderry Town Hall Addition (cont.)

Other Items:

1. The existing town council chambers raised platform set up, and the three existing presentation desks are to be reused in the new town hall addition.
   i. Raised town council chambers platform still required.
   ii. Additional outlets to be installed on the bottom face of all units.
   iii. All units are to be newly painted, color to match existing color scheme.

Interior Doors:

1. 6 panel pine with trim to match existing town hall.
   i. Five single and one double.
   ii. One single and the one double will require exit crash bars, and closures.
   iii. The two restroom doors will have closures.
2. Lock sets and keying to be similar to existing town hall.
3. Mechanical Room door will be in compliance to Fire Code

Interior Walls:

1. Ceiling height at 10’.
2. Insulated for sound barrier.
3. 5/8” (or to code) sheetrock.
4. Taped, Sanded and primed with sheetrock primer.
5. Finish paint scheme to match existing town hall.
6. Wall Base will be 1/8” x 4” vinyl cove base, color to match existing town hall.
7. Chair rail, similar design to existing town hall, color to match existing town hall.

Acoustic Ceiling Tile:

1. Armstrong Dune (or equivalent) 9/16” Beveled Tegular No. 1775, 2’ x 2’ lay-in panels with beveled Tegular edge, White.

Flooring:

1. LVT or VCT in restrooms, color and style to be selected.
2. 2’ x 2’ commercial grade carpet squares in town chambers conference room, offices, storage, and video recording room.
3. Painted or sealed concrete in utility room.

End of Specifications – New Town Hall Addition
IV. Specifications Londonderry Town Hall Renovations

**Electrical:**

1. Electrical to Code
2. Offices and storage, add or relocate outlets, lighting, switches to accommodate new layout.
   a. Lighting replacement will be 2 x 2 LED panels with occupancy switches.

**Plumbing:**

1. None anticipated

**Heating/Cooling:**

1. Using existing HVAC, will require programing change to match existing daily programing schedule.
2. May require modification to existing duct work for new layout.

**Sprinkler & Fire Alarm Systems:**

1. Modification and/or additional devices may be required with new layout.

**Interior Doors:**

1. Qty. 6, six panel pine with trim to match existing town hall.
   i. The two office doors will have closures.
2. Lock sets and keying to be similar to existing town hall.

**Interior Walls:**

1. Insulated for sound barrier.
2. 5/8” (or to code) sheetrock.
3. Taped, Sanded and primed with sheetrock primer.
4. Finish paint scheme to match existing town hall.
5. Wall Base will be 1/8” x 4” vinyl cove base, color to match existing town hall.

**Flooring:**

1. Existing carpet will remain.
2. Areas that are impacted by the removal of the raised chambers and presentation desks will require carpet squares and/or LVT or VCT.
V. **Floor Plan of New Moose Hill Conference Room Addition**

Existing north exterior wall.
VI. Floor Plan of Renovation to Moose Hill Conference Room & Addition

Existing Moose Hill Conference room with new layout.

Existing north exterior wall.

New Moose Hill Conference room, utility room, storage, rest rooms, and video room.
VII. Exterior view of new Moose Hill Conference Room Addition

Connecting wall to existing town hall.

New north exterior wall.