

Goffstown Public Library
2 High Street
Goffstown, NH 03045

We invite your firm to respond to this Request for Proposals (RFP) regarding the boundary, topographic, and detail information needed in support of the proposed Expansion and Renovation of the Existing Goffstown Public Library.

Our project is a two-story addition and interior renovation/preservation of a historic NH library. The Goffstown Public Library was added to the National Register of Historic Buildings in 1995. Website: www.goffstownlibrary.com. The budget for this portion of the project: \$6,500. Taxpayer Identification Number: 02-6000326

If you are planning to respond to this RFP, please also contact the Goffstown Public Library Director, Dianne Hathaway, at 603-497-2102 or dianneh@goffstownlibrary.com who will provide you with contact name, phone number, and email address for the project's Design Consultants if you need additional Scope of Work clarifications and have any related technical requests.

The following Scope of Work is to be understood as part of your response to this RFP:

1. Provide a boundary plan that meets current regulatory requirements (State of NH) for the property shown on the plan attachment provided herein.
2. Set required monumentation found to be missing as a part of your field and Deed research.
3. Identification of all easements associated with this property.
4. Provide topographic survey with two-foot contour intervals for this property and adjoining ROWs (along the limits of the exiting property) including elevations of all library entrances and floor elevations (three floors) as well as elevations of all thresholds for each existing exterior door.
5. Provide project detail by location of all site features, including but not limited to:
 - a. Utility poles,
 - b. Utilities including water, sewer, drainage, and electrical/telecommunications including coordination with appropriate Town of Goffstown Departments who may have additional information available for use. Information also required includes:
 - i. Catch basin grate and invert elevations with pipe diameters and types,
 - ii. Sewer manhole rim and invert elevations with pipe diameters and types
 - iii. Water supply system including valves, hydrants, and all visibly available water system components,

- iv. Electrical/Telecommunication system components including poles, manholes, etc., and
 - v. Location of the above both on the Library property and along adjoining roadway ROWs to the limits of the property
 - c. Sidewalks,
 - d. Curbing including top and bottom of curb elevations,
 - e. Dumpsters,
 - f. Driveways and parking areas,
 - g. Landscaping (ornamentals),
 - h. Tree lines with trees with diameter equal to or greater than 6 inches,
 - i. Building corners; and
 - j. All other appropriate site detail.
6. Provide survey file, detail, and topography in the most recent AutoCAD release including all spot elevations to the Owner with the understanding that this information will be shared with the Library Expansion and Renovation Project's Design Consultants for use in the development of Construction Documents for the project.
7. Provide 6 stamped paper copies to the Owner along with a mylar for use in recording with the Registry of Deeds as may be required. If recordation of the updated survey plan is required that cost is to be included in the RFP response to the Owner.

Please provide your responses with detailed line-item costs for review that summarizes the costs for each Scope of Work item noted herein (major items 1 through 7)

In addition to the above Scope of Work, the Survey firm must provide a Qualifications Statement that identifies a minimum of three successful projects with similar scope of work with Owner Contact information, the resume of the proposed Chief of Survey and all other key personnel that would be assigned to this project.

The Goffstown Public Library requires proof of liability insurance in the amount of \$1,000,000 with the Town of Goffstown named as an additional insured, and workers compensation insurance or an Independent Contractor Work Agreement in the case of a sole proprietor.

We look forward to your interest in this project and the opportunity to respond to any comments or questions that you may have.

Timeline: Responses should be directed to Aimee Huntemann Chair of the Goffstown Library Board of Trustees at trustees@goffstownlibrary.com. The subject line should read: Proposal for Survey.

- Issue requests for proposal
- Reply by May 11, 2021 at 12:00 p.m.
- Review of bid on May 11, 2021 at 3:00 p.m.
- Reference check by May 25, 2021.
- Announce decision by June 2, 2021.
- Start work after June 3, 2021.

The Goffstown Public Library reserves the right to reject all bids, renegotiate any contract, and waive any informalities which do not compromise the actual bid.

The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in the section the word "person" means any natural person, joint venture, partnership, corporation, or other business or legal entity.

(Name of person signing bid)

(Date)

(Company)