

City of Portsmouth
Portsmouth, New Hampshire
Police Department
Indoor Firing Range Wall & Baffle Upgrade

REQUEST FOR PROPOSAL

INVITATION

Sealed proposals, **plainly marked** "Police Department Indoor Firing Range Wall & Baffle Upgrade" RFP #26-07 **on the outside of the envelope**, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until January 5, 2007 @ 1:30 p.m.

The City of Portsmouth is seeking proposals for the upgrade of its existing firing range. A mandatory pre-proposal meeting will be held December 21, 2006 at 9:00 a.m. at the Portsmouth Police Department. It is required that bidders contact Karen Senecal 603-610-7400 to confirm attendance at the meeting.

Request for proposal forms may be obtained from the City of Portsmouth web site: www.cityofportsmouth.com, or by contacting the Purchasing Department at 1 Junkins Avenue, Portsmouth, New Hampshire 03801, or by calling the Purchasing Clerk at 603-610-7227. **Please continue below for the complete Request for Proposal.**

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that is in the best interest of the City.

If you have any questions please contact the Purchasing Clerk at 603-610-7227.

A. Background

The current range, located within the City Hall complex, has been in existence since the Police Department moved to the facility in 1991. Over the past few years the department has upgraded various components of the range. The most recent upgrade included the replacement of the bullet trap system.

B. Scope of Services

The work consists of replacing the side walls of the range and four, ceiling suspended, acoustical baffles.

WALLS:

Description: The walls are currently fitted with an acoustical material, believed to be manufactured by the Tectum Company.

Measurements: They are in four (4) foot wide panels, approximately three (3) inches thick and ten (10' 4") feet four inches tall. The sections to be replaced consist of both sides of the range from the point nearest the bullet trap where the wall covering ends, forty eight (48) feet back towards the control room

We seek the removal and disposal of the existing material and its replacement with material of similar qualities.

CEILING BAFFLES:

Description: The ceiling baffles are suspended from the ceiling on chains and are constructed of sheet metal, plywood, lumber and acoustical material.

Measurements: One baffle two (2) feet wide and approximately eighteen (18) feet in length. Three baffles four (4) feet wide and approximately eighteen (18) feet in length.

These baffles are constructed in four (4) foot sections (either 2 feet by 4 feet or 4 feet by 4 feet) of 2 X 4 lumber, $\frac{3}{4}$ plywood and a sheet metal backing. The sheet metal is fastened to the 4" face of the 2 X 4. The $\frac{3}{4}$ plywood is fastened to the other face of the 2 X 4. The acoustical material is mounted on the outside of the plywood face of the panel, facing down.

We believe the existing sheet metal can be reused and can also serve as a template for the construction of the new baffles. The baffles are to be constructed with carriage bolts and fender washers (or equivalent) and re-suspended on the existing suspension.

We seek the removal and disposal of these four baffles and their replacement.

Please note that both the walls and baffles contain lead dust and/or bullets and must be disposed of in accordance with state regulation governing these items.

It will be required as part of the contract that the employees of the selected firm involved in the project will be subject to criminal background checks.

C. Description of the Procurement Process

- A) Delivery of Proposals:** Proposals shall be submitted/sent to the Purchasing Clerk, City of Portsmouth, 1 Junkins Avenue, Portsmouth, NH 03801. All proposals shall be filed prior to the time indicated and at the place specified in the Invitation. Proposals received after the time for opening of the proposals will be returned to the consultant, unopened. Faxed proposals are **NOT ACCEPTABLE**.
- b) Evaluation of Proposals:** The Selection Committee will review and evaluate the written responses to the Request for Proposal (RFP). The Selection Committee may conduct interviews. Firms making proposals must respond in writing to all requirements of this RFP. Firms with no prior experience and submittals that do not meet the minimum requirements will not be considered.
- c) Selection:** The top ranking candidate will be invited to negotiate a contract with the City of Portsmouth. Price is but one element that will be considered in the selection of the firm. Should the City and the selected firm not be able to reach an agreement, the City will then negotiate with the second-highest ranked firm. The City reserves the right to discontinue the selection process at any time prior to the awarding of a contract. There will be no reimbursement to any candidate firm if the selection process is terminated.
- d) Reservation of Rights:** This Request for Proposal (RFP) does not commit the City to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this RFP, if it is in the best interest of the City to do so. The City reserves the right to undertake such investigation as it deems necessary to verify the qualification of the firm for this project.
- e) Request For Proposals - Minimum Requirements:** Submittals shall consist of and be evaluated on, the following:
- i) Qualifications of the Firm: This section shall describe the firm and include a description of relevant experience.
 - ii) Scope of Services: Describe in narrative form the scope of services the firm is prepared to provide.
 - iii) Project Schedule: Provide a project schedule, not to exceed 60 business days.

- iv) References: Provide the name, title, locations and phone number of persons who can substantiate the firm's referenced experiences.
- vi) Price Proposal: Identify the cost of the work described in the Scope of Services (section ii). The cost of work should be itemized by task as appropriate see attached Price Proposal Form.
- vii) Warranty: Submit any warranty information offered for the work performed and/or equipment installed. One year warranty on parts and labor of new equipment is the minimum excepted.

D. Mandatory Site Visit

There will be a mandatory pre-proposal meeting on December 21, 2006 at 9:00 a.m. at the Portsmouth Police Department. It is required that bidders contact Karen Senecal 603-610-7400 to confirm attendance at the meeting.

E. Proof of Insurance

Insurance will be required as part of the final contract. Insurance must satisfy the "Insurance Requirements" set forth in this RFP.

Insurance Requirements

Insurance shall be in such form as will protect the Contractor from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract whether such operation by himself or by anyone directly or indirectly employed by him.

AMOUNT OF INSURANCE

- A) Comprehensive General Liability:
Bodily injury or Property Damage - \$1,000,000/\$2,000,000
Per occurrence and general aggregate
- B) Automobile and Truck Liability:
Bodily Injury or Property Damage - \$1,000,000/\$2,000,000
Per occurrence and general aggregate

Additionally, the Contractor shall purchase and maintain the following types of insurance:

- A) Full Workers Comprehensive Insurance coverage for all people employed by the Contractor to perform work on this project. This insurance shall at a minimum meet the requirements of the most current laws of the State of New Hampshire.
- B) Contractual Liability Insurance coverage in the amounts specified above under Comprehensive General Liability.
- C) Product and Completed Operations coverage to be included in the amounts specified above under Comprehensive General Liability.
- D) Property Insurance-Builders Risk: When the contract is for construction of or addition to building structures, the contractor shall provide Builders Risk Insurance (including perils of fire, extended coverage, and theft) on all work in place and/or materials stored at the site. This insurance shall provide coverage for the full cash value of all completed construction and/or materials stored.

ADDITIONAL INSURED

All liability policies (including any excess policies used to meet coverage requirements) shall include the City of Portsmouth, New Hampshire as named Additional Insured.

- 1) The contractor's insurance shall be primary in the event of a loss.
- 2) The Additional Insured endorsement must include language specifically stating that the entity is to be covered for all activities performed by, or on behalf of, the contractor, including the City of Portsmouth's general supervision of the contractor.
- 3) City of Portsmouth shall be listed as a Certificate Holder. The City shall be identified as follows:

City of Portsmouth
Attn: Legal Department
1 Junkins Avenue, Portsmouth, NH 03801

PRICE PROPOSAL FORM

Item # 1 Indoor Firing Range Wall and Baffle Upgrade

Item _____ Item Cost

Wall Upgrade Number: \$ _____

Written Amount: _____

Baffle Upgrade Number: \$ _____

Written Amount: _____

GRAND TOTAL: Number: \$ _____

Written Amount: _____

The undersigned agrees that he/she on behalf of Proposer has read the proposal documents, and agrees to the terms and conditions set forth herein. Proposer understands that prices shall include delivery FOB to the address identified in the documents.

Proposer further agrees that this proposal is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation or other legal entity.

Proposer agrees no officer, agent or employee of the Owner is directly or indirectly interested in this proposal.

Submitted by Authorized Agent:

(Print Name & Title)

Signature: _____

Date: _____

Company: _____
Address: _____
City/State/Zip: _____
Telephone: _____
Fax: _____