



TOWN OF CHESTER, NEW HAMPSHIRE

REQUEST FOR PROPOSALS

The Town of Chester, New Hampshire is accepting Proposals for renovations of the Chester Public Library.

All responders shall submit one (1) signed original proposal, five (5) copies of the original, and a pdf copy on a thumb drive, all in a sealed envelope plainly marked:

Chester Public Library Renovations RFP 03-01-2019

Kandace Knowlton, Library Director
Chester Public Library
3 Chester Street
Chester, NH 03036

All proposals must be received no later than **Friday, April 12th, 2019 at 3:00pm** (time period may be extended at the discretion of the Library Board of Trustees) to be considered. It is the sole responsibility of the responder to have the packet at the designated location prior to the deadline date and time.

Proposals will be opened at the next regularly scheduled Library Board of Trustees meeting, estimated to be on **Tuesday, April 16th, 2019**.

The Town reserves the right to modify or cancel, in part or in its entirety, this RFP. The Town reserves the right to accept or reject any or all proposals.

Responders who submit Proposals do so entirely at their own expense. There is no expressed or implied obligation by the Town of Chester to reimburse any individual or firm for any costs incurred in preparing or submitting a proposal, for providing additional information when requested by the Library Director, or for participating in any selection interviews. The selection of the Contractor shall be made without regard to race, color, sex, age, religion, national origin, sexual orientation, or political affiliation.

All questions concerning the RFP should be directed to Kandace Knowlton, Library Director, at (603) 887-3404 or via e-mail at ChesterPublicLibrary@gmail.com.

The Town of Chester is an Equal Opportunity Employer.

REQUEST FOR PROPOSAL: CHESTER PUBLIC LIBRARY RENOVATIONS

Scope

The Town of Chester, New Hampshire is seeking a Contractor to renovate its Public Library.

General Notes:

- It is the responsibility of the General Contractor to ensure that all new construction conforms with local, state, and federal codes
- All dimensions are to be verified in the field
- Any mechanical, electrical, plumbing, and fire protection work is to be completed per code and any required permits shall be obtained by the General Contractor

Timeline:

- Construction is projected to begin on Tuesday, September 3rd, 2019
- General Contractor shall propose phasing the work to allow portions of the Library to remain open during construction
- General Contractor should prepare and plan for the Designer to review each phase of work prior to completion and expect that some "punchlist" items may result and need attention

Storage of Existing Furniture, Shelving, and Library Collections:

- Prior to any demolition, all existing furniture, shelving, and library collections will be moved from the Library by General Contractor and stored in storage containers, provided by General Contractor, behind the Library
- Library collections must be moved in a succinct manner to maintain the order of each collection
- General Contractor responsible for moving furniture, shelving, and library collections back into the Library after the renovations are complete

Demolition:

- The General Contractor is responsible for all demolition work required to complete all work in the contract documents
- Dumpster provided by General Contractor
- The General Contractor is expected to recycle any recyclable items to reduce project waste

Rough and Finished Carpentry:

- All new wall partitions to be 2" x 4" wood studs with 1/2" gypsum wall board unless otherwise noted
- New cabinetry behind new circulation desk, in work room, and in break room/program prep.
- New cabinetry in Staff/Break Room
- New custom hardwood circulation desk
- New custom hardwood bench over HVAC on 2nd floor

Doors and Windows:

- New window (approximately 32" wide by 52" high) to match existing
- New exit-only hardware at two (2) existing entry doors
- Retrofit bottom sash of existing Entry Vestibule window for new book drop
- New interior doors as indicated in proposed plans to match existing

Finishes:

- Paint:
 - All existing and new walls, with the exception of the basement and fire exit stairwell, will receive new commercial grade ceiling and wall paint
 - All primer and paint should be low VOC products
 - All walls to receive one (1) coat primer, two (2) coats finish
 - Colors to be selected by Board of Trustees and Designer
- Flooring:
 - Install carpet tiles or resilient rubber flooring, as indicated on the proposed floor plans, and new rubber treads and risers on stairs
 - New flooring shall be commercial grade and low VOC
 - New walk-off mat in Entry Vestibule
 - Colors/patterns to be selected by Board of Trustees and Designer
- New rubber base throughout; color to be selected by Board of Trustees and Designer
- New solid surface countertops; color to be selected by Board of Trustees and Designer

Mechanical:

- Relocation of HVAC supply/return as needed

Electrical:

- New electrical outlets as required by code at all new wall partitions
- New range in Staff/Break Room

Plumbing:

- Plumbing as required for renovations to kitchenette in Staff/Break Room
- New sink in Staff/Break Room

Fire Protection:

- Relocation of existing sprinkler heads or installation of new sprinkler heads as needed and as required by code

Specialties:

- New 48" metal library shelving for new Children's area (six (6) double sided units)
- New (50) new end panels with slats for displays
- New book drop in retrofitted bottom sash of existing Entry Vestibule window

General Contractor is not responsible for any new furniture.

**Bid Worksheet for Chester Public Library Renovations
March 1st, 2019**

Category of Work	Bid
Removal, storage, and returning of furniture, shelving, and library collections	\$
Demolition	\$
Rough and Finished Carpentry	\$
Doors and Windows	\$
Finishes	\$
Mechanical	\$
Electrical	\$
Plumbing	\$
Fire Protection	\$
Specialties	\$
General Conditions	\$
Permitting	\$
5% Contingency	\$
TOTAL IN FIGURES	\$
TOTAL IN WORDS	

SAMPLE INSURANCE POLICY

PRODUCER Some Insurance Agency Name 100 Main Street City or Town, NH Zip		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSUREERS AFFORDING COVERAGE							
INSURED Name of Provider or Vendor 111 Some Street or Drive City or Town, NH Zip		INSURER A: USA INSURANCE COMPANY INSURER B: AMERICAN INSURANCE INCORPORATED INSURER C: NH WORKERS' COMPENSATION INSURANCE INSURER D: INSURER E:							
COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.									
IN	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS				
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Additional Insured _____ <input type="checkbox"/> _____ GENERAL AGGREGATE <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/>	000P96298-A11 (Example #)	01/01/18	01/01/19	EACH	\$1,000,000			
	FIRE DAMAGE				\$				
	MED EXP (Any one)				\$				
	PERSONAL & ADV				\$				
	GENERAL				\$2,000,000				
	PRODUCTS-				\$				
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> Additional Insured _____ <input type="checkbox"/> _____	SKLS-0294993 (Example #)	01/01/18	01/01/19	COMBINED (Ea accident)	\$1,000,000			
	BODILY INJURY (Per person)				\$				
	BODILY INJURY (Per accident)				\$				
	PROPERTY (Per accident)				\$				
	AUTO ONLY-EA				\$				
C	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				OTHER EA	\$			
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				AUTO AG	\$			
	WORKERS COMPENSATION AND _____				A414S-33-FJ37 (Example #)	01/01/18	01/01/19	WC	\$
								OTH-	\$
E.L. EACH		\$100,000							
				E.L. DISEASE-EA	\$500,000				
				E.L. DISEASE -	\$100,000				
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS TOWN OF CHESTER LISTED AS ADDITIONAL INSURED, WAIVER OF SUBROGATION APPLICABLE TO POLICIES LISTED ABOVE									
CERTIFICATE HOLDER	X ADDITIONAL INSURED; INSURER CANCELLATION LETTER: A & B								
Town of Chester ATTN: Board of Selectmen 84 Chester Street Chester, NH 03036	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE John Smith, CIC (EXAMPLE)								

CHESTER PUBLIC LIBRARY

Proposed Renovations

DRAWING LIST:

A-0 COVER SHEET
 EX-1 1ST FLOOR PLAN - EXISTING
 EX-2 2ND FLOOR PLAN - EXISTING
 EX-3 BASEMENT PLAN - EXISTING
 D-1 1ST FLOOR PLAN - DEMO
 D-2 2ND FLOOR PLAN - DEMO
 A-1 1ST FLOOR PLAN - PROPOSED
 A-2 2ND FLOOR PLAN - PROPOSED
 F-1 1ST FLOOR PLAN - PROPOSED FURNITURE PLAN
 F-2 2ND FLOOR PLAN - PROPOSED FURNITURE PLAN
 IN-1 INTERIOR ELEVATIONS
 IN-2 INTERIOR ELEVATIONS
 IN-3 INTERIOR ELEVATIONS

PROJECT INFORMATION:

Owner: **Chester Public Library**
 3 Chester Street
 Chester, NH 03036
 603-887-3404
 chesterpubliclibrary@gmail.com

Architectural Designer: **Moriah Arrato Gavrish**
 169 Weston Road
 Manchester, NH 03103
 603-505-5249
 moriah.gavrish@icloud.com

Architect: **Dann Norris Batting, Architect**
 14 Powwow River Road #2
 East Kingston, NH 03827
 603-347-2053
 dannbatting@gmail.com

dann norris batting • architect
 planning, design, architecture
 one sandown road
 chester, new hampshire 03036
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Chester Public Library
 3 Chester Street
 Chester, New Hampshire

PRICING / BID SET
 02/28/19

1ST FLOOR PLAN - EXISTING
 SCALE: 1/4" = 1'-0"

date 02/13/15

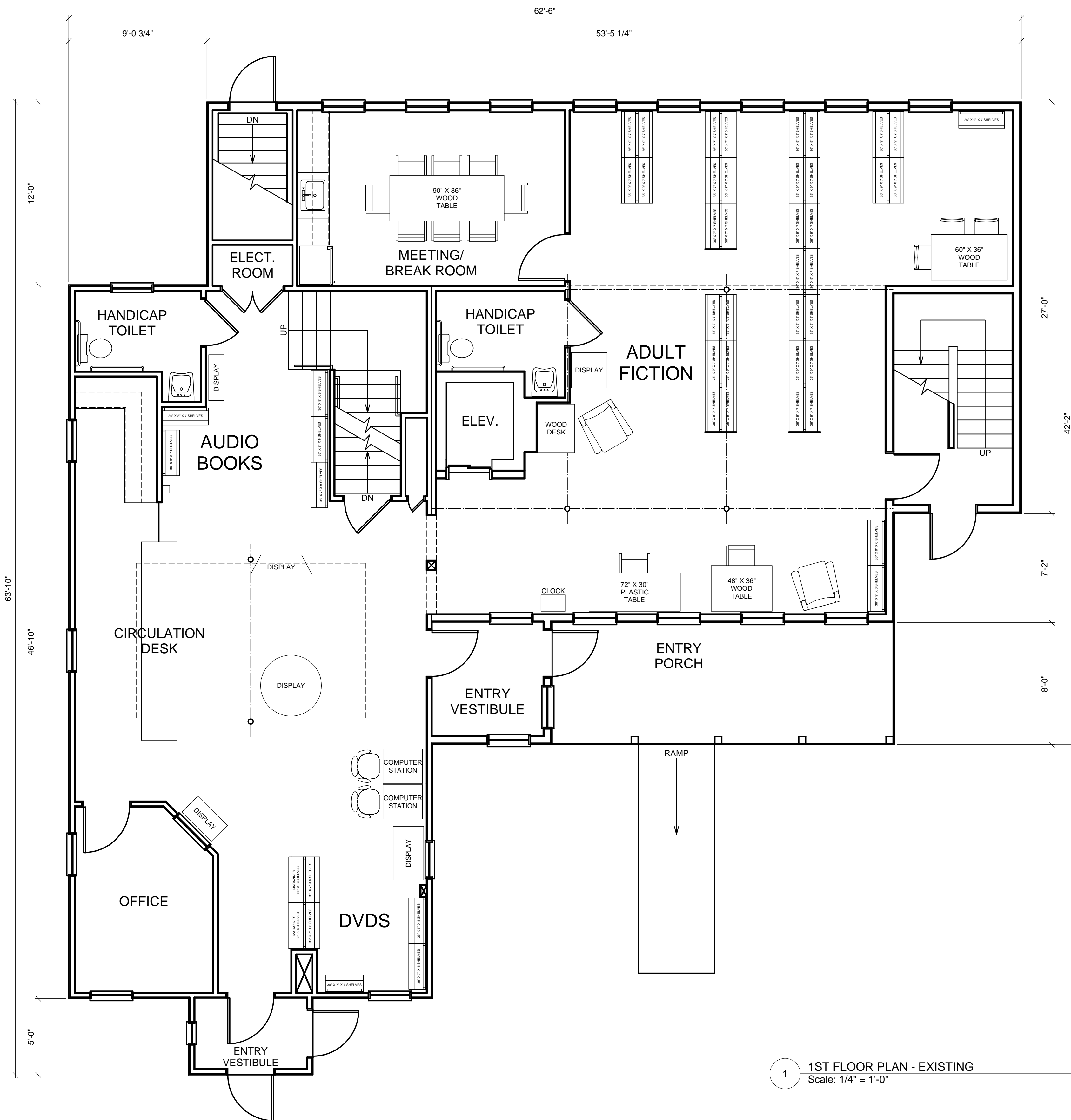
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 12/13/16
 02/28/19

Job No. 2009.10

A-0

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1 1ST FLOOR PLAN - EXISTING
Scale: 1/4" = 1'-0"

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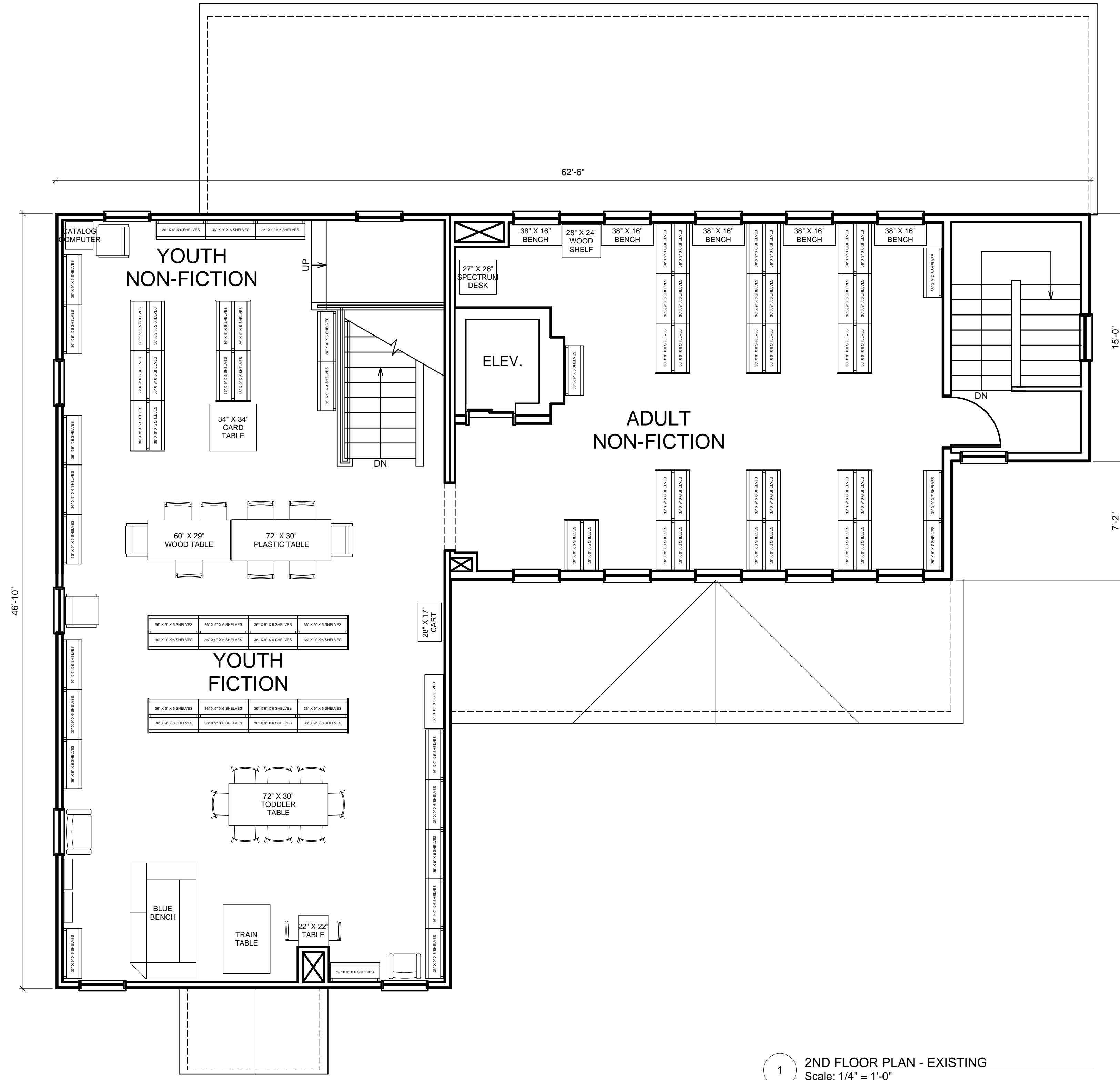
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EX-1

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1 2ND FLOOR PLAN - EXISTING
Scale: 1/4" = 1'-0"

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2ND FLOOR PLAN - EXISTING
SCALE: 1/4" = 1'-0"

date 02/13/15

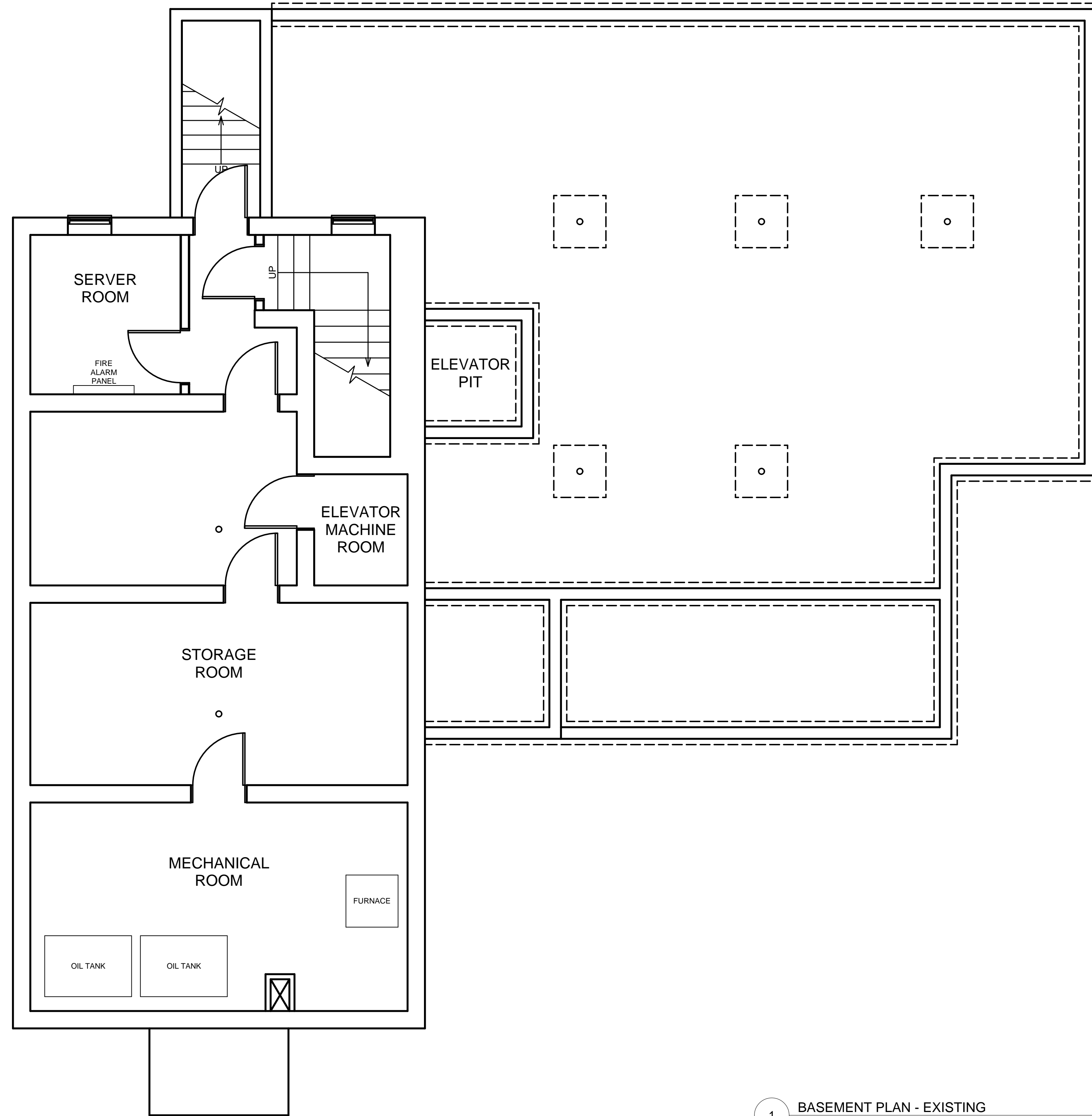
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EX-2

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1 BASEMENT PLAN - EXISTING
Scale: 1/4" = 1'-0"

FOR REFERENCE ONLY

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BASEMENT PLAN - EXISTING
SCALE: 1/4" = 1'-0"

date 02/13/15

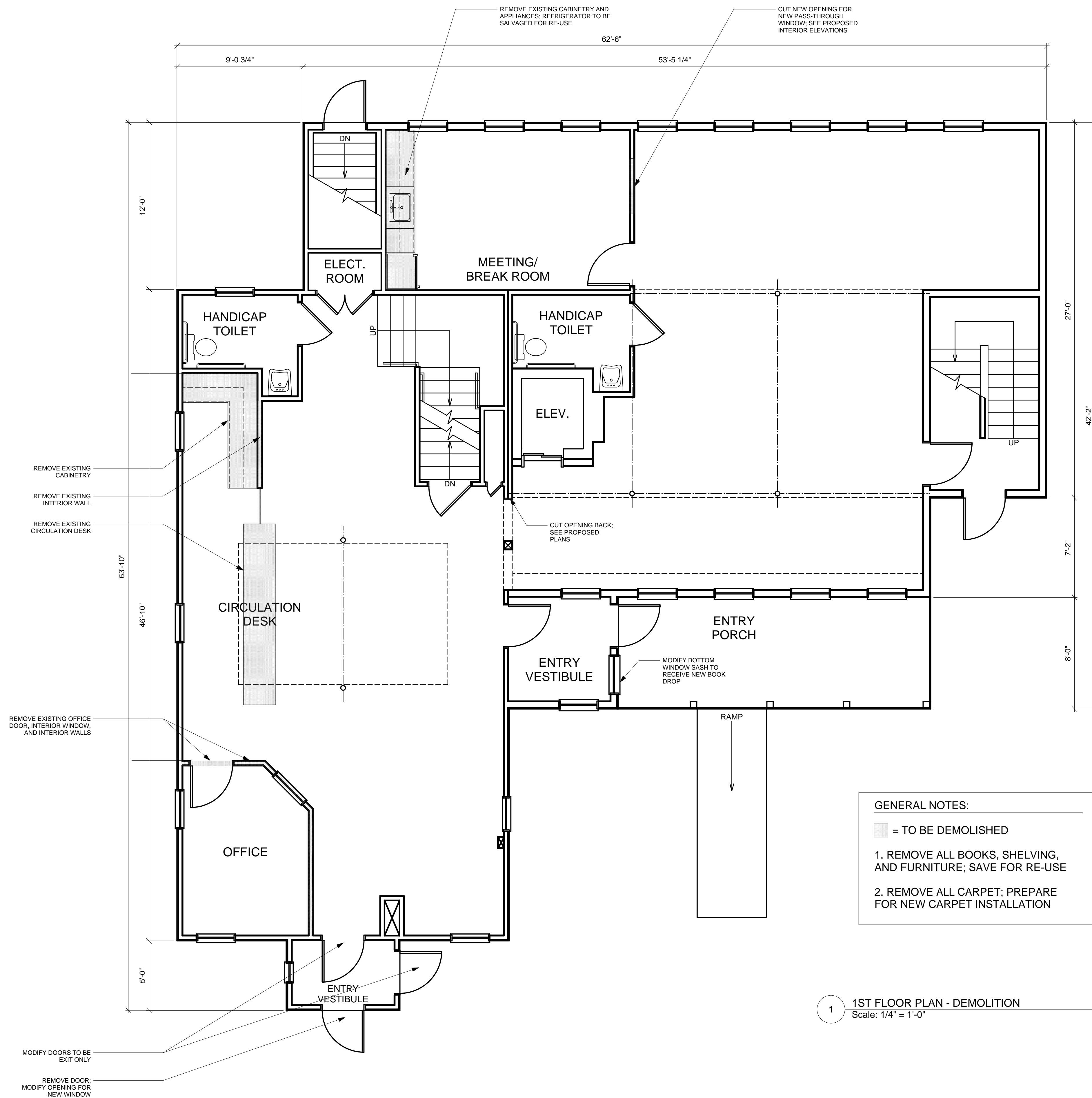
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EX-3

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GENERAL NOTES:

■ = TO BE DEMOLISHED

1. REMOVE ALL BOOKS, SHELVING, AND FURNITURE; SAVE FOR RE-USE

2. REMOVE ALL CARPET; PREPARE FOR NEW CARPET INSTALLATION

1 1ST FLOOR PLAN - DEMOLITION
Scale: 1/4" = 1'-0"

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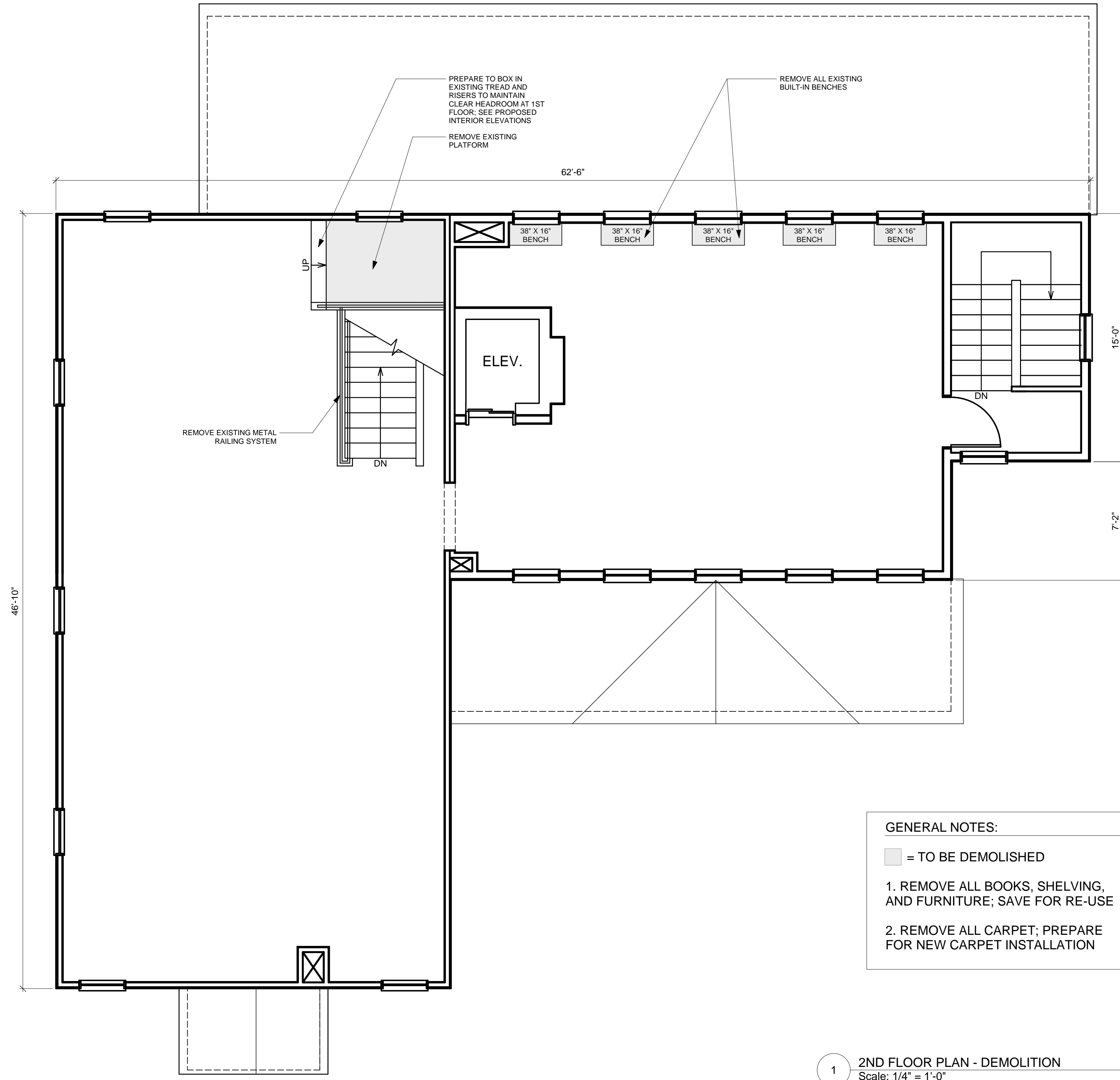
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SCALE: 1/4" = 1'-0"

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D-1
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2ND FLOOR PLAN - DEMOLITION
SCALE: 1/4" = 1'-0"

date 02/13/15

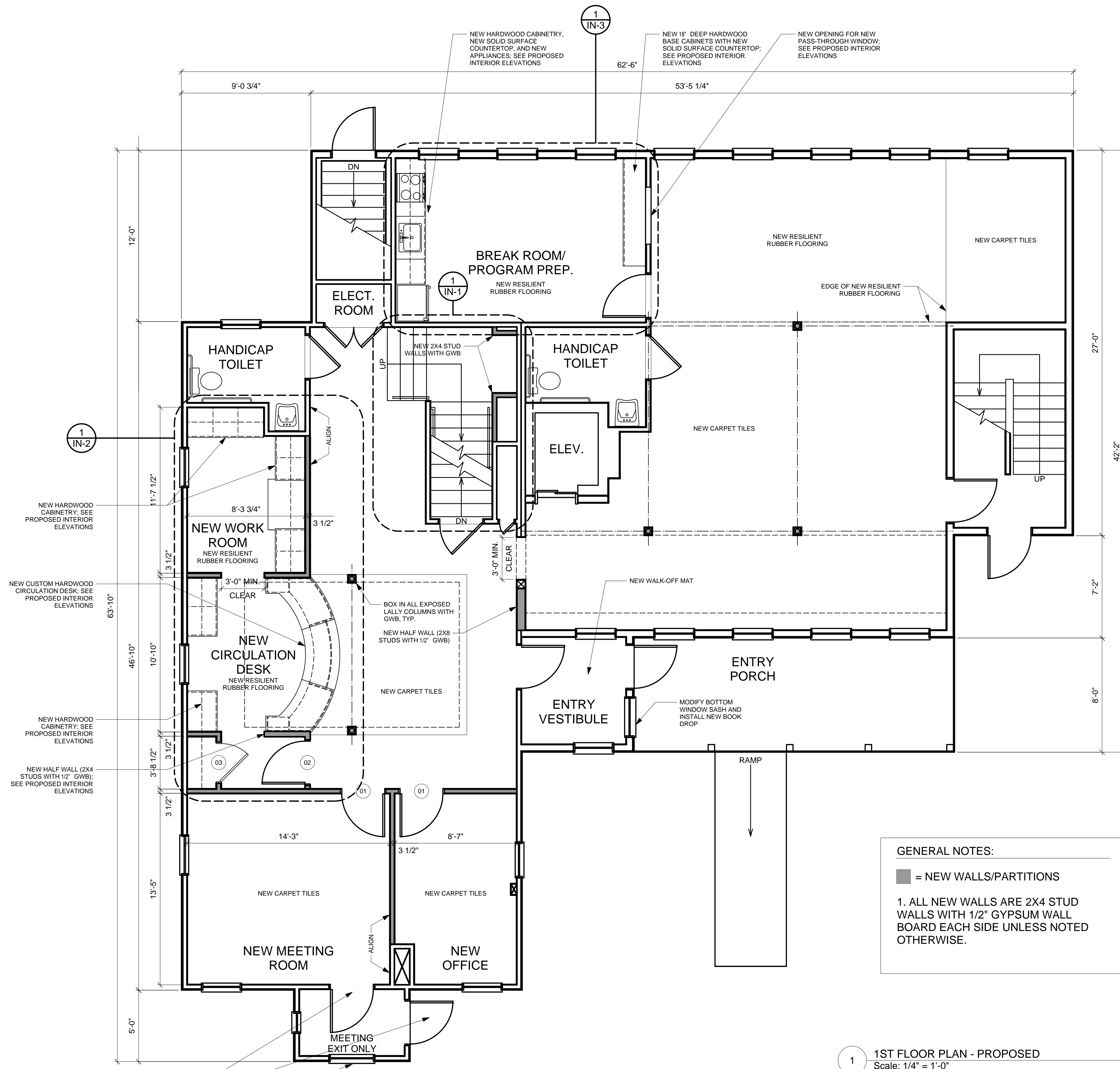
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D-2

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DOOR SCHEDULE				
MARK	QTY.	LEAF WIDTH	LEAF HEIGHT	NOTES
01	2	3'-0"	6'-8"	HALF LITE
02	1	3'-0"	3'-6"	GATE AT HALF WALL
03	1	2'-8"	6'-8"	---

GENERAL NOTES:

■ = NEW WALLS/PARTITIONS

1. ALL NEW WALLS ARE 2X4 STUD WALLS WITH 1/2" GYPSUM WALL BOARD EACH SIDE UNLESS NOTED OTHERWISE.

1 1ST FLOOR PLAN - PROPOSED
Scale: 1/4" = 1'-0"

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date 02/13/15

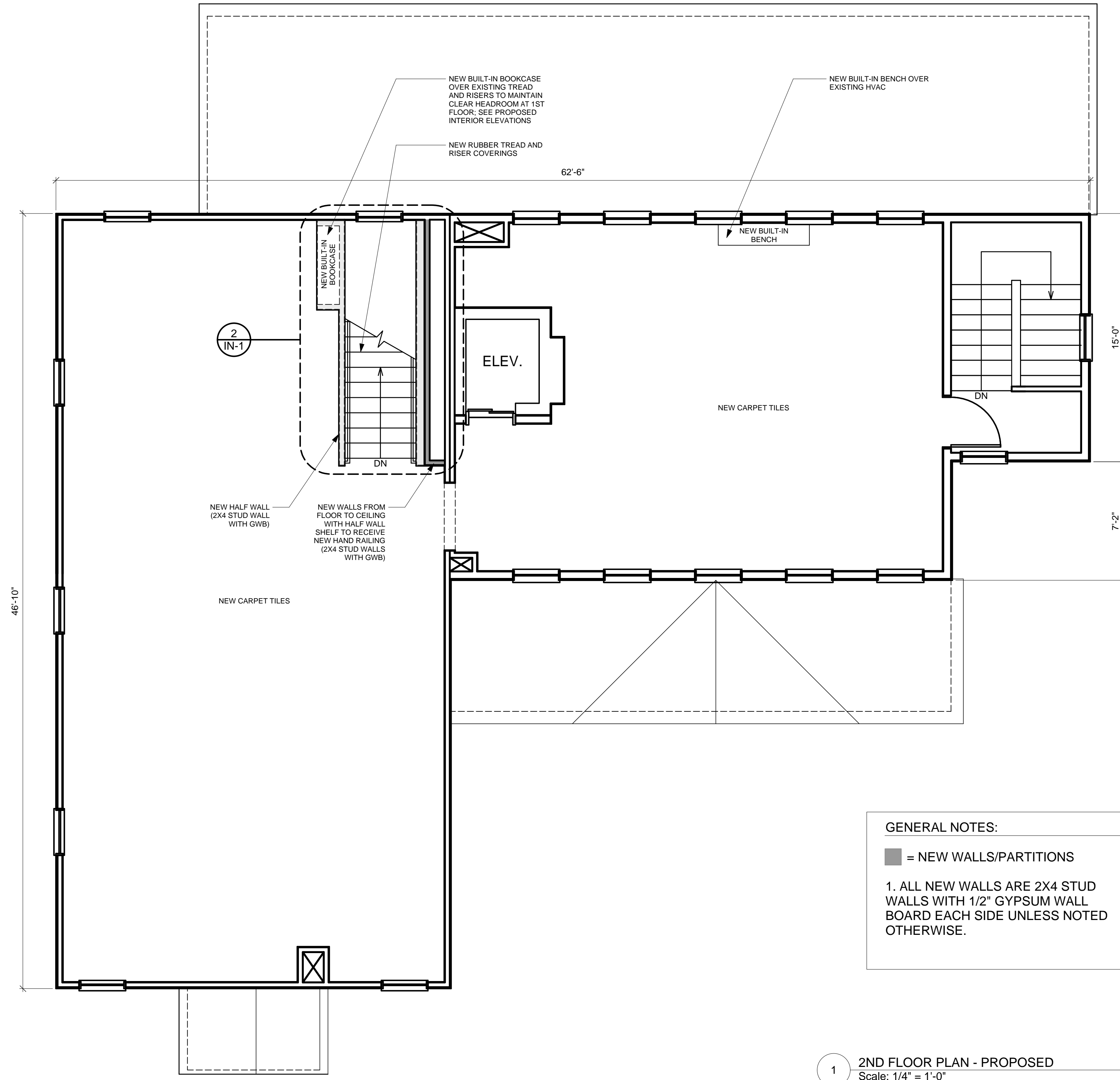
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A-1

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2ND FLOOR PLAN - PROPOSED
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date 02/13/15

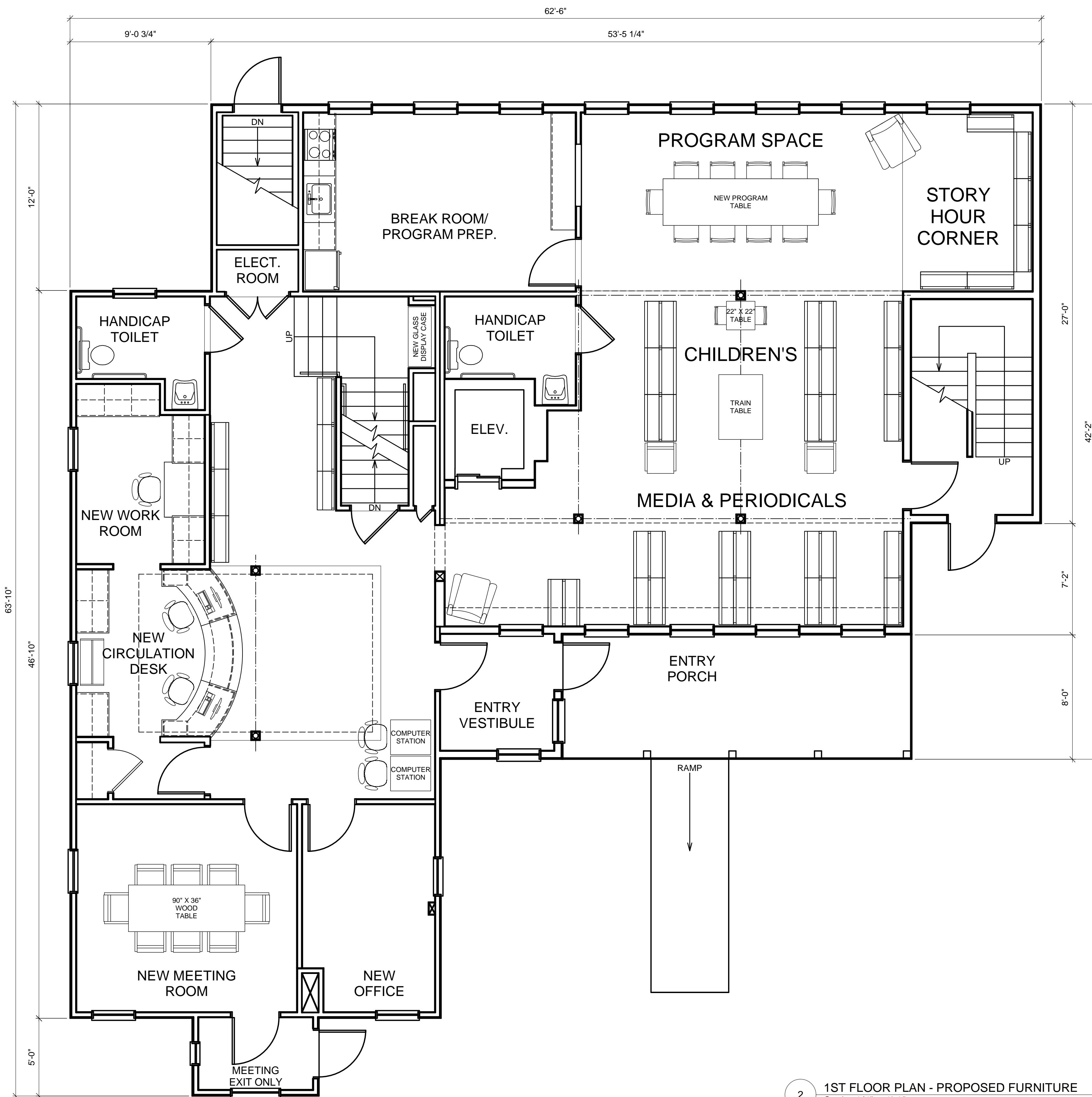
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2 1ST FLOOR PLAN - PROPOSED FURNITURE
Scale: 1/4" = 1'-0"

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1ST FLOOR PLAN - FURNITURE
SCALE: 1/4" = 1'-0"

date 02/13/15

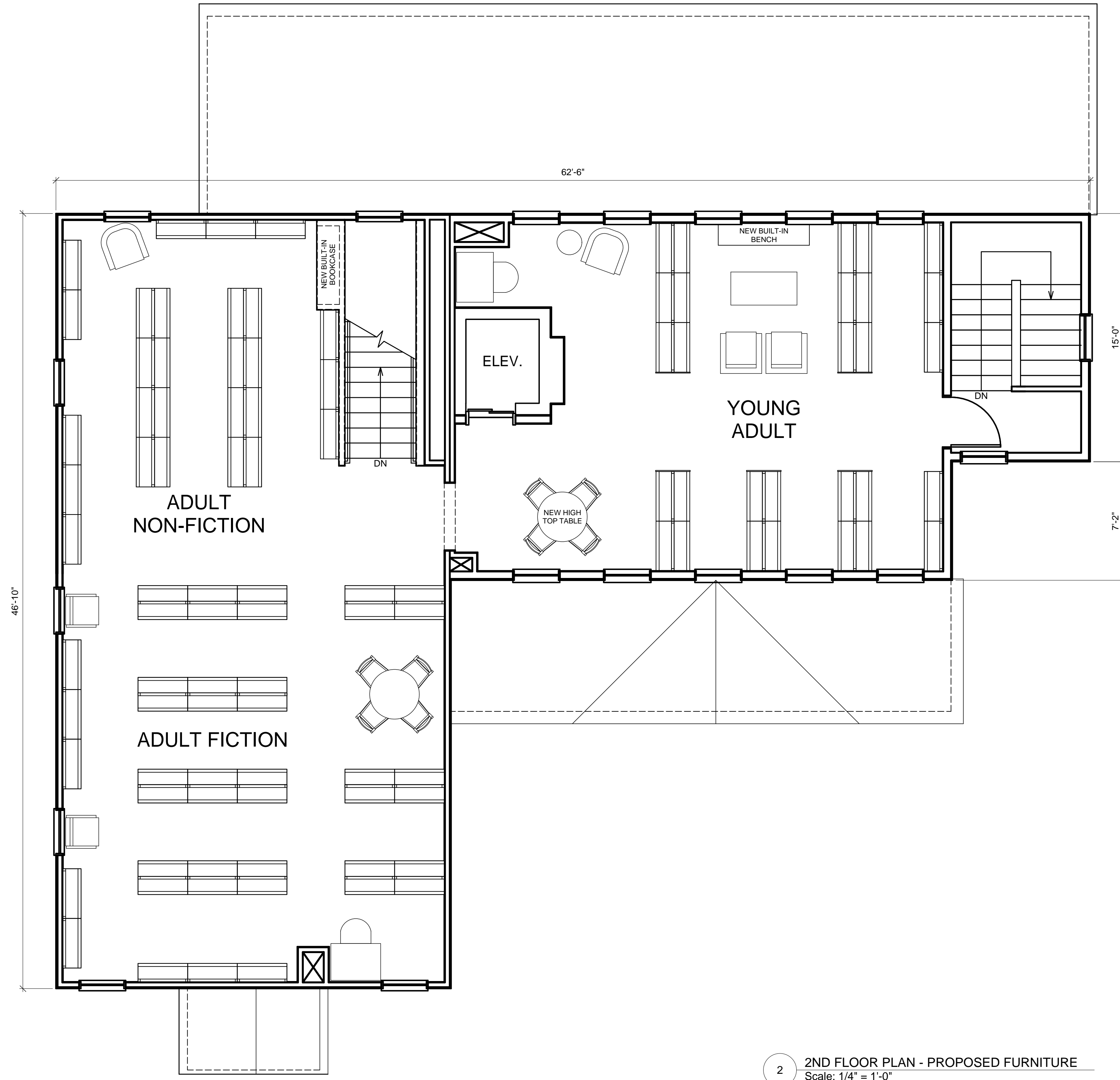
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F-1

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2 2ND FLOOR PLAN - PROPOSED FURNITURE
Scale: 1/4" = 1'-0"

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02/28/19

2ND FLOOR PLAN - FURNITURE
SCALE: 1/4" = 1'-0"

date 02/13/15

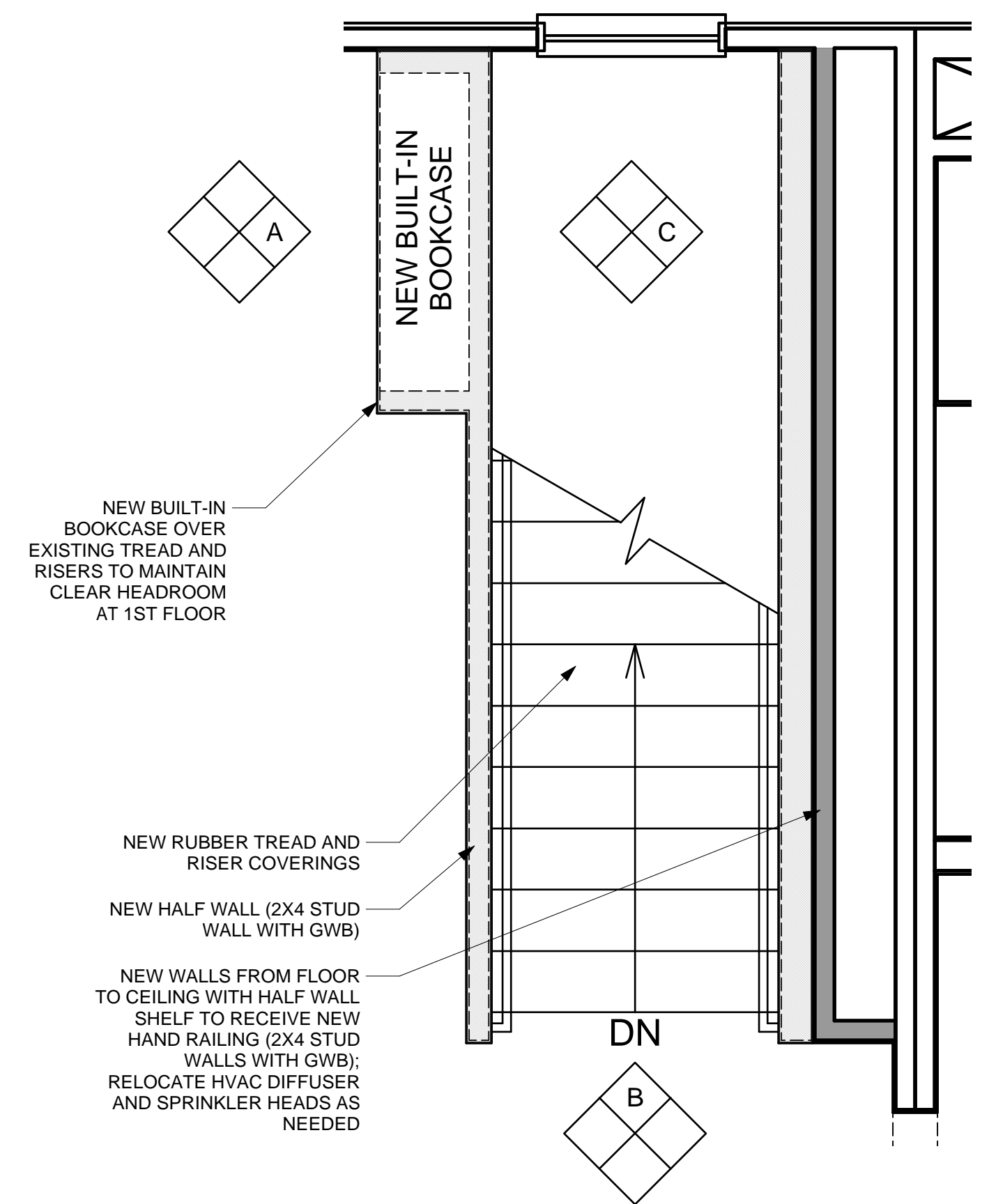
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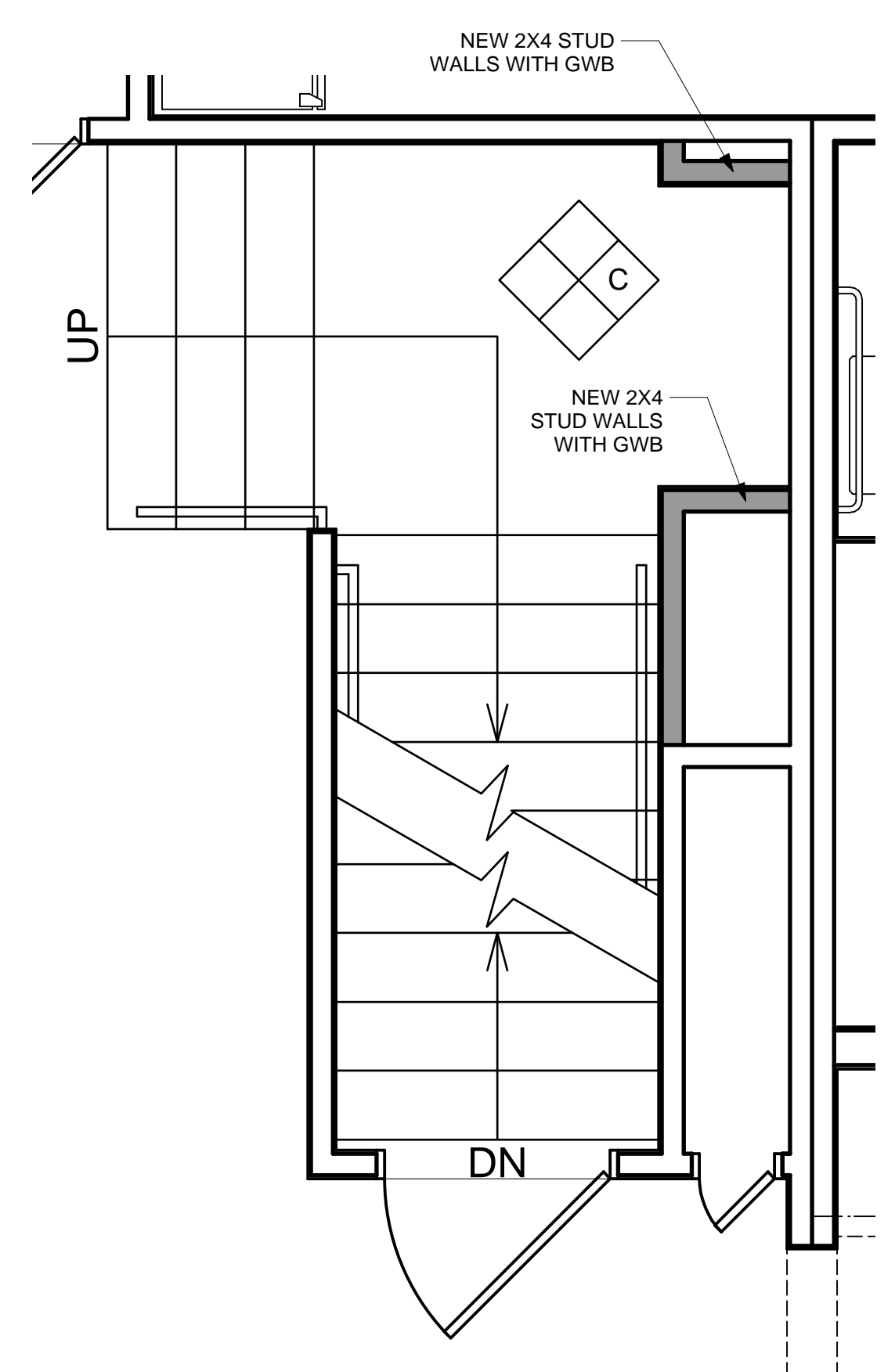
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F-2

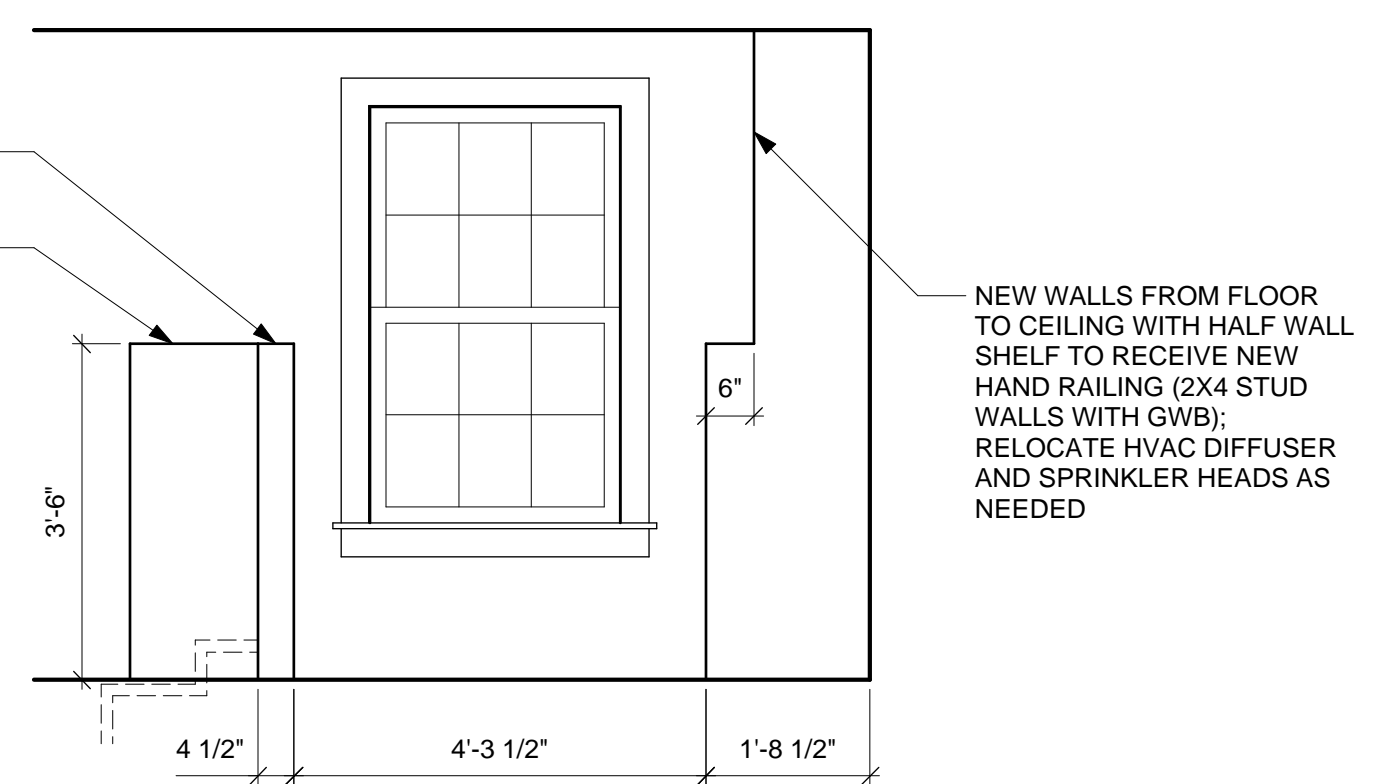
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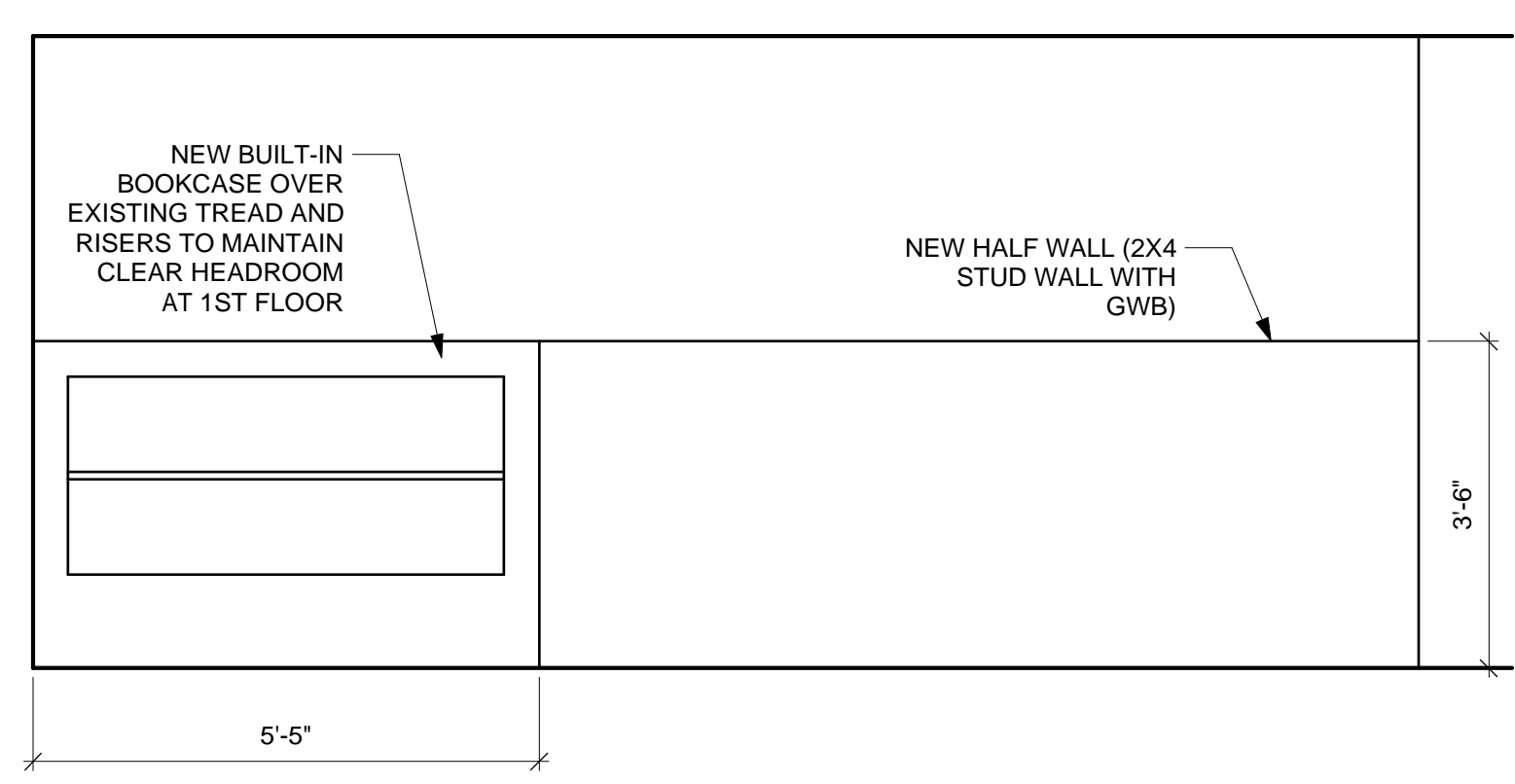
2 2ND FLOOR STAIR PLAN
 Scale: 1/2" = 1'-0"



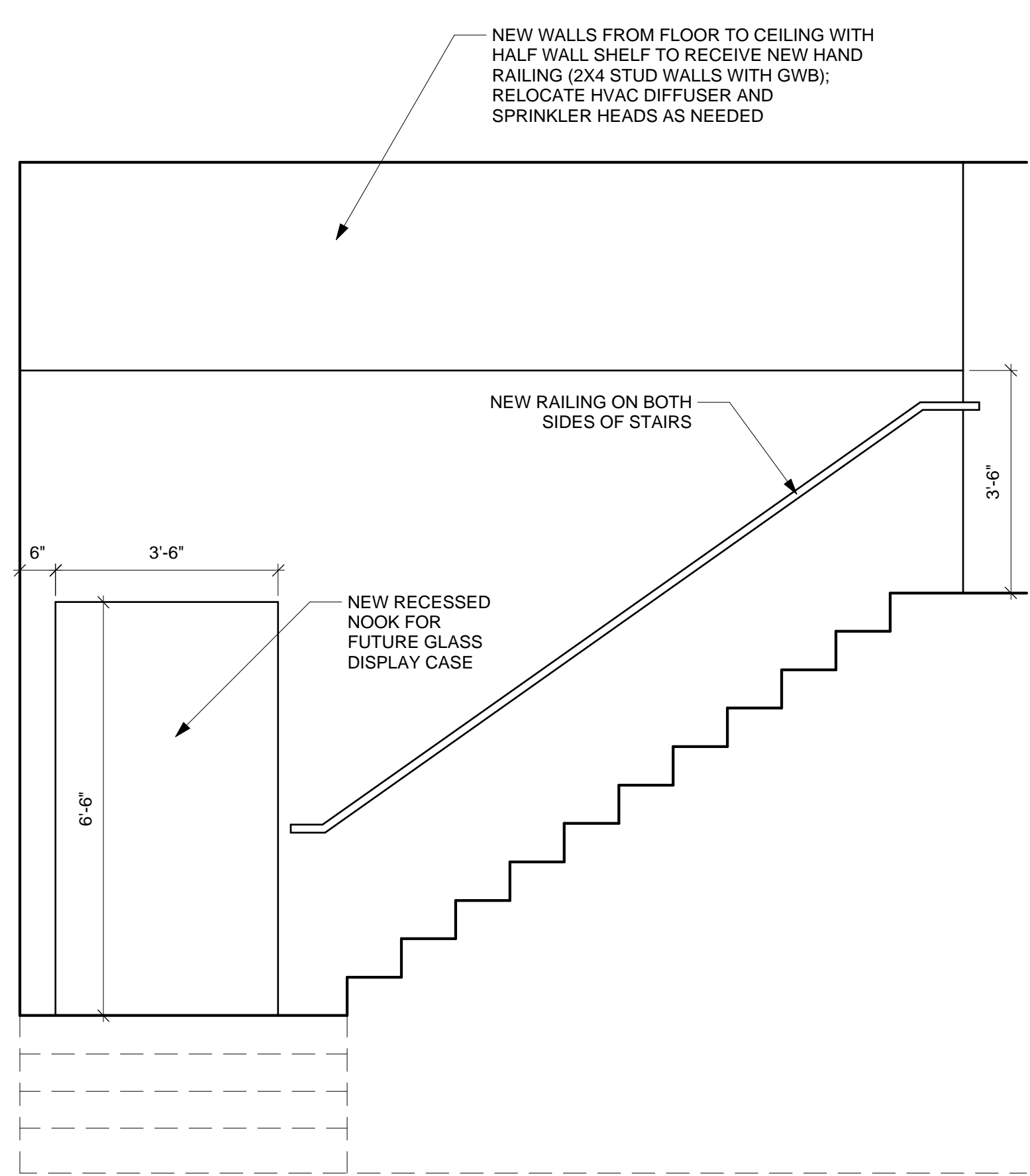
1 1ST FLOOR STAIR PLAN
 Scale: 1/2" = 1'-0"



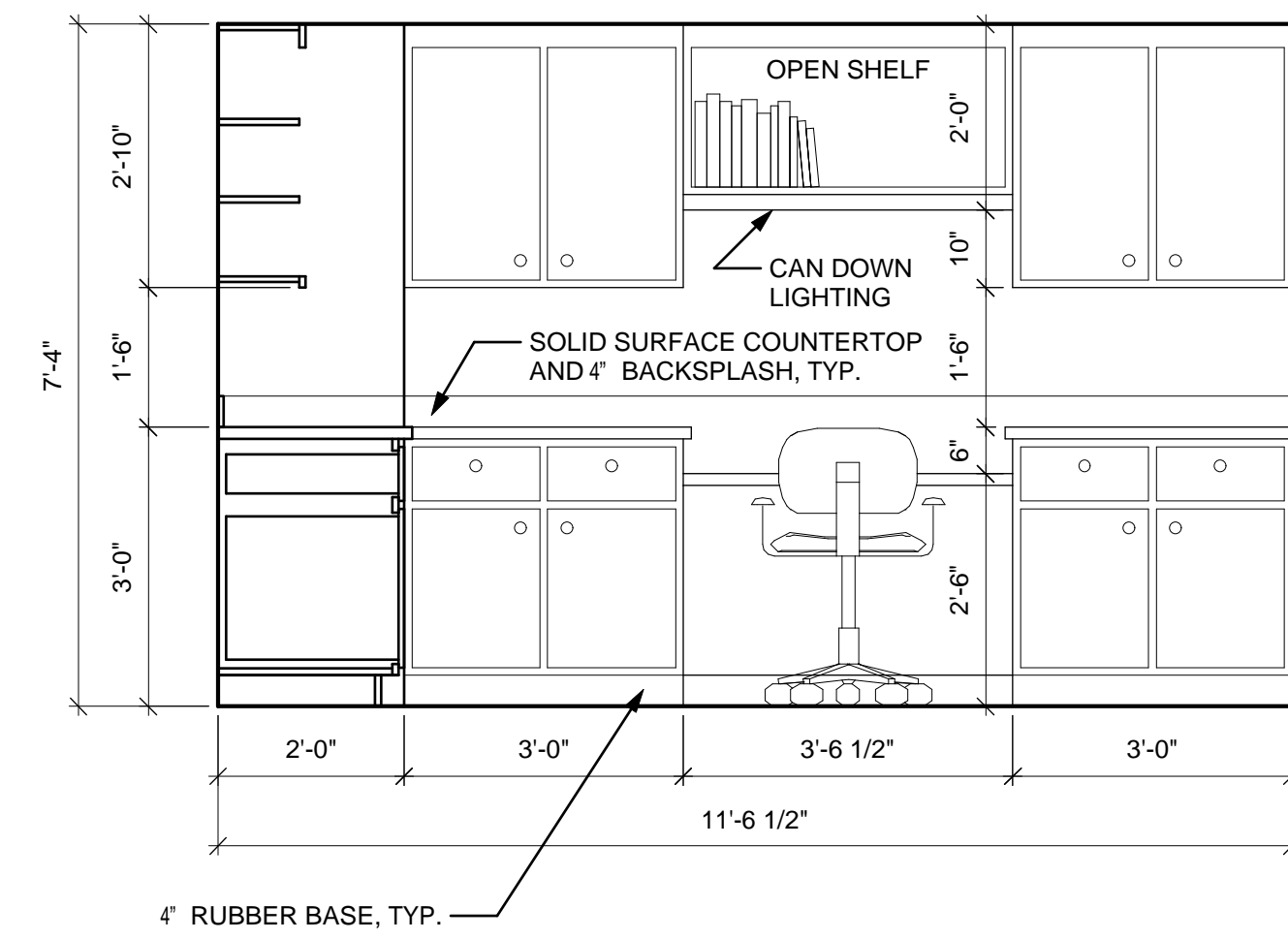
4 STAIRS AT 2ND FLOOR - ELEVATION B
 Scale: 1/2" = 1'-0"



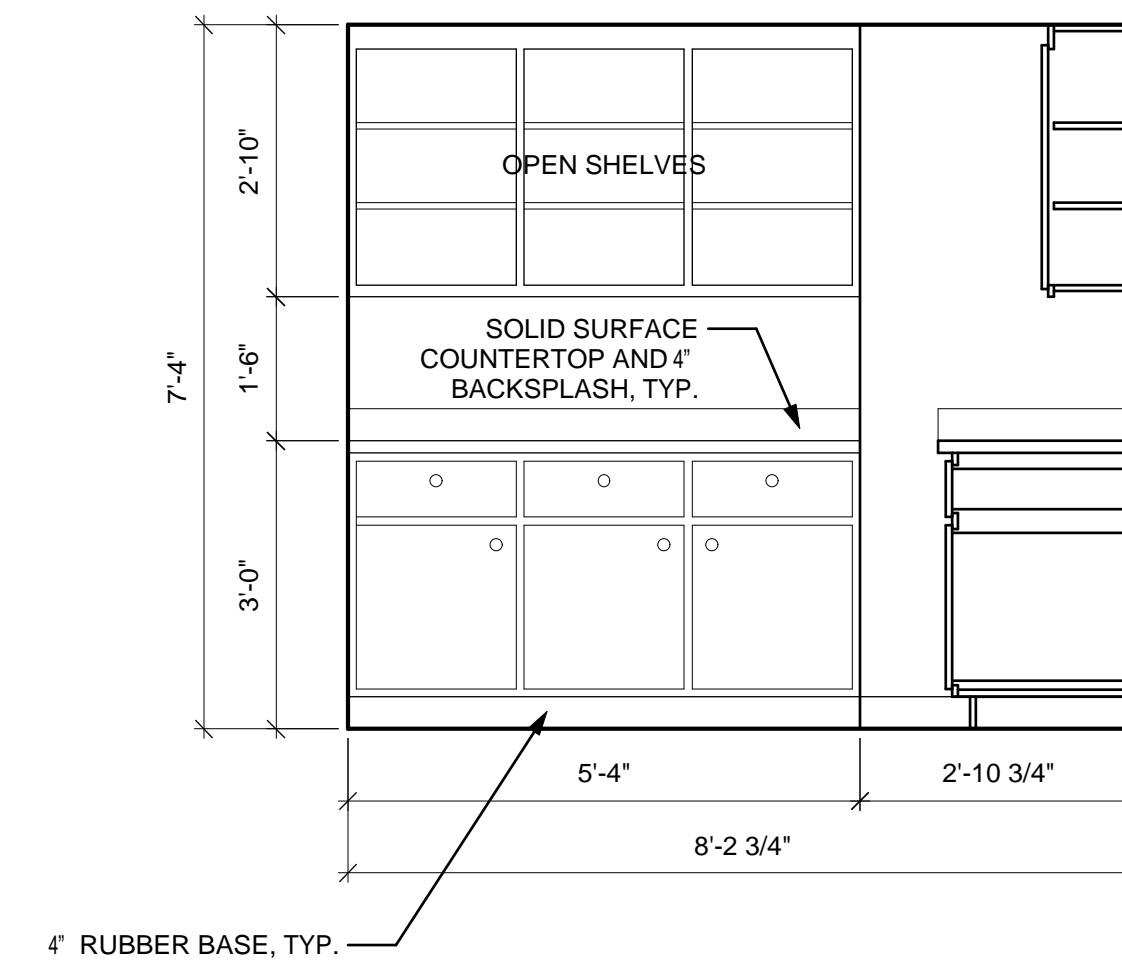
3 STAIRS AT 2ND FLOOR - ELEVATION A
 Scale: 1/2" = 1'-0"



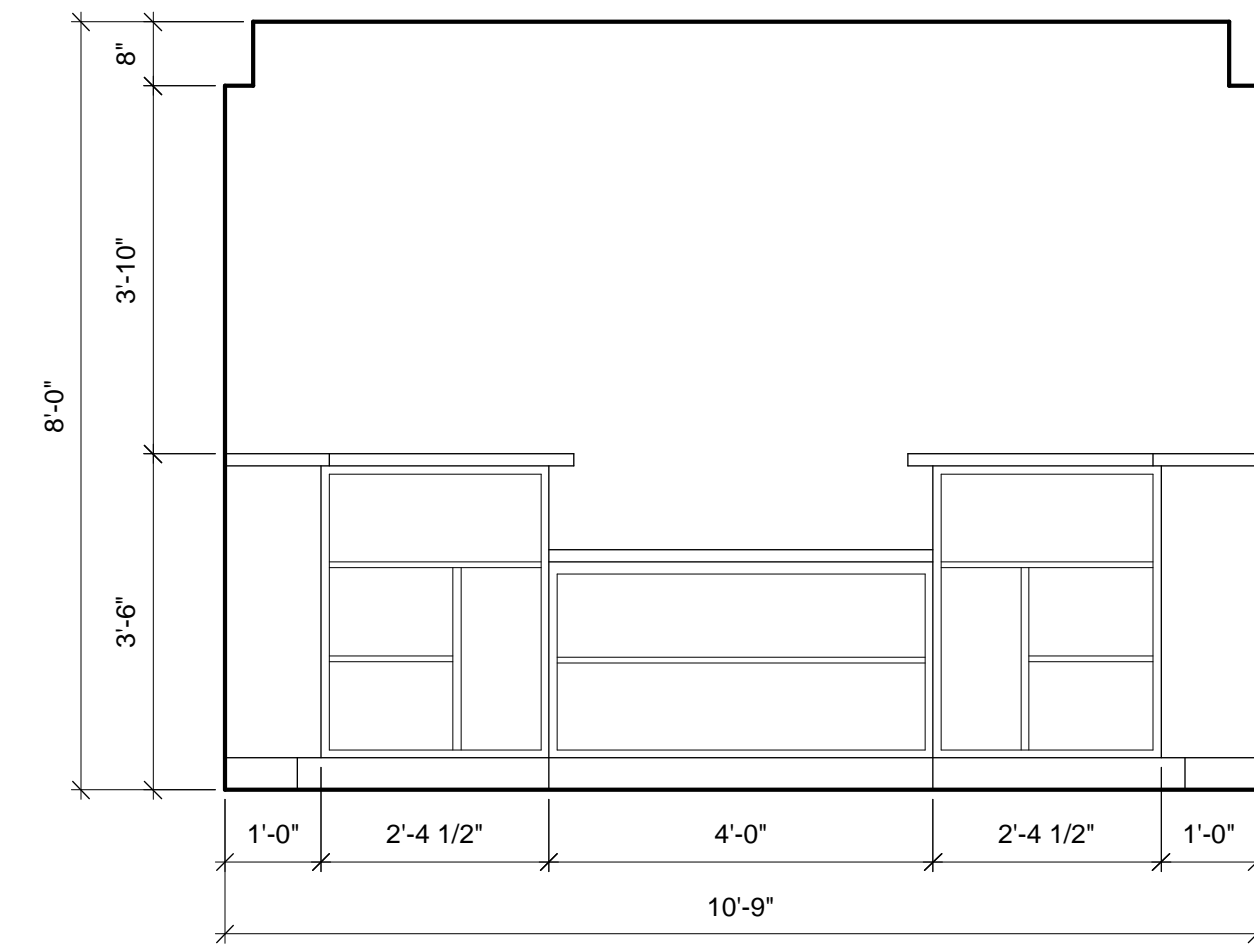
5 STAIRS - ELEVATION C
 Scale: 1/2" = 1'-0"



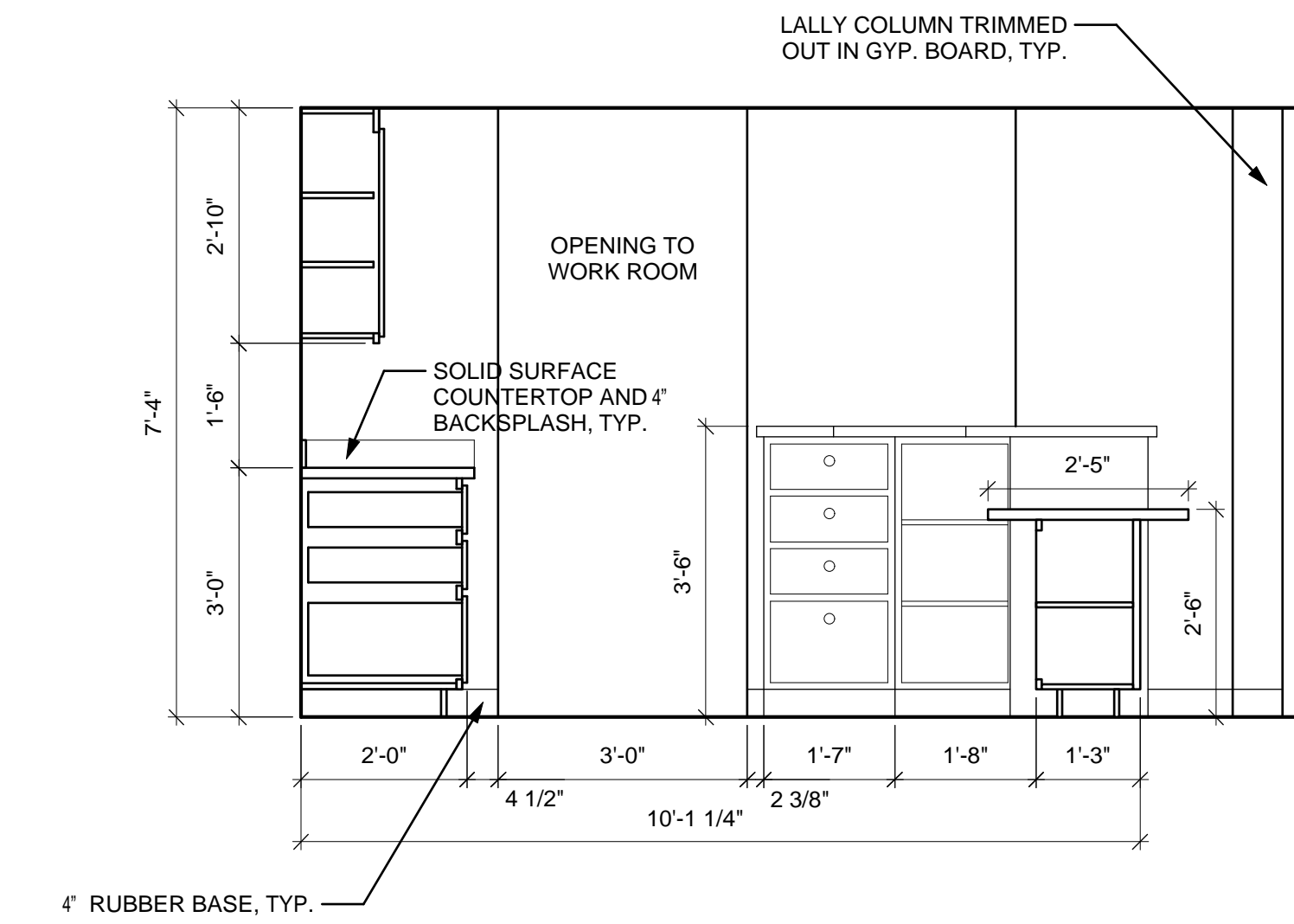
7 CIRCULATION DESK - ELEVATION F
Scale: 1/2" = 1'-0"



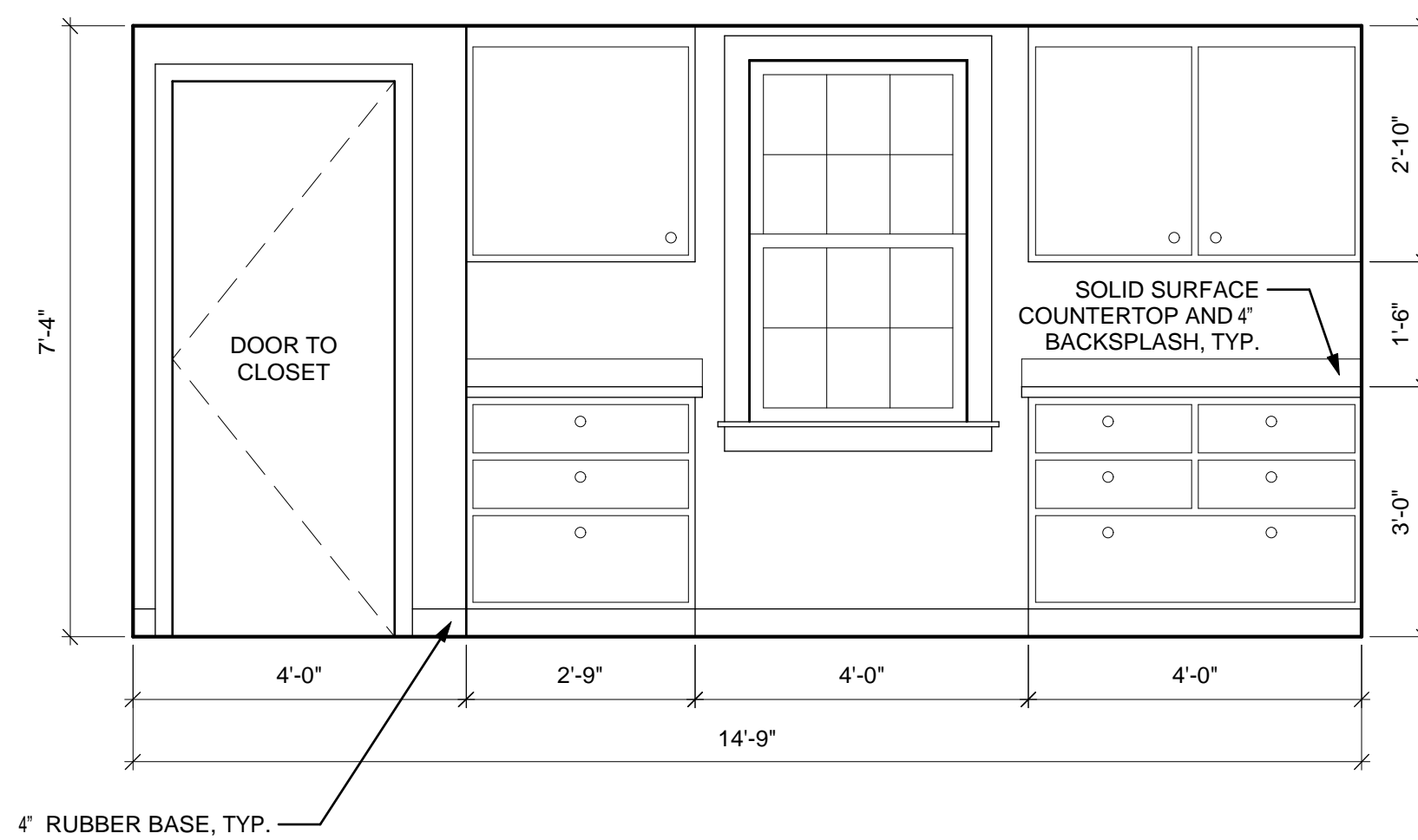
6 CIRCULATION DESK - ELEVATION E
Scale: 1/2" = 1'-0"



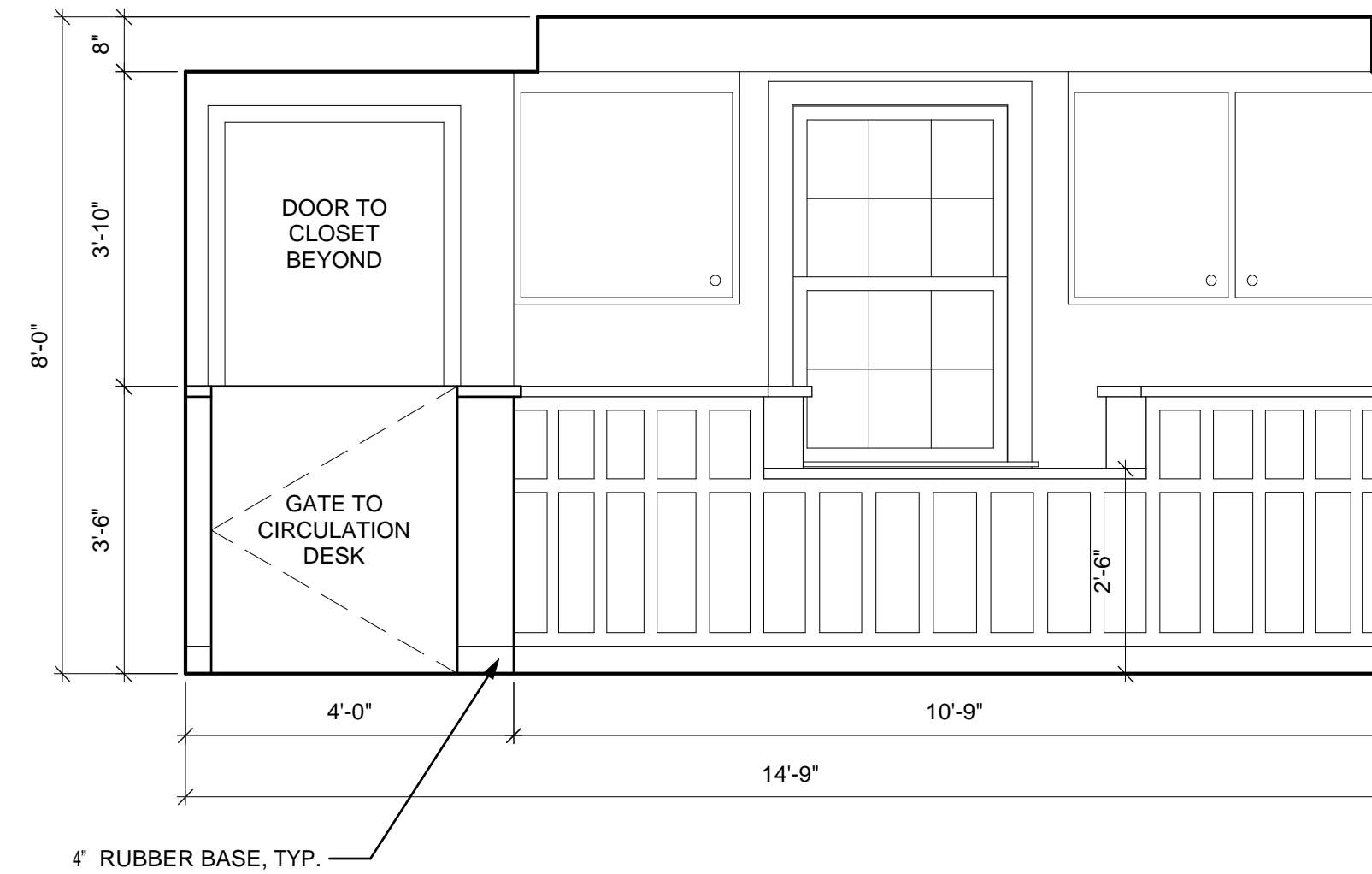
5 CIRCULATION DESK - ELEVATION D
Scale: 1/2" = 1'-0"



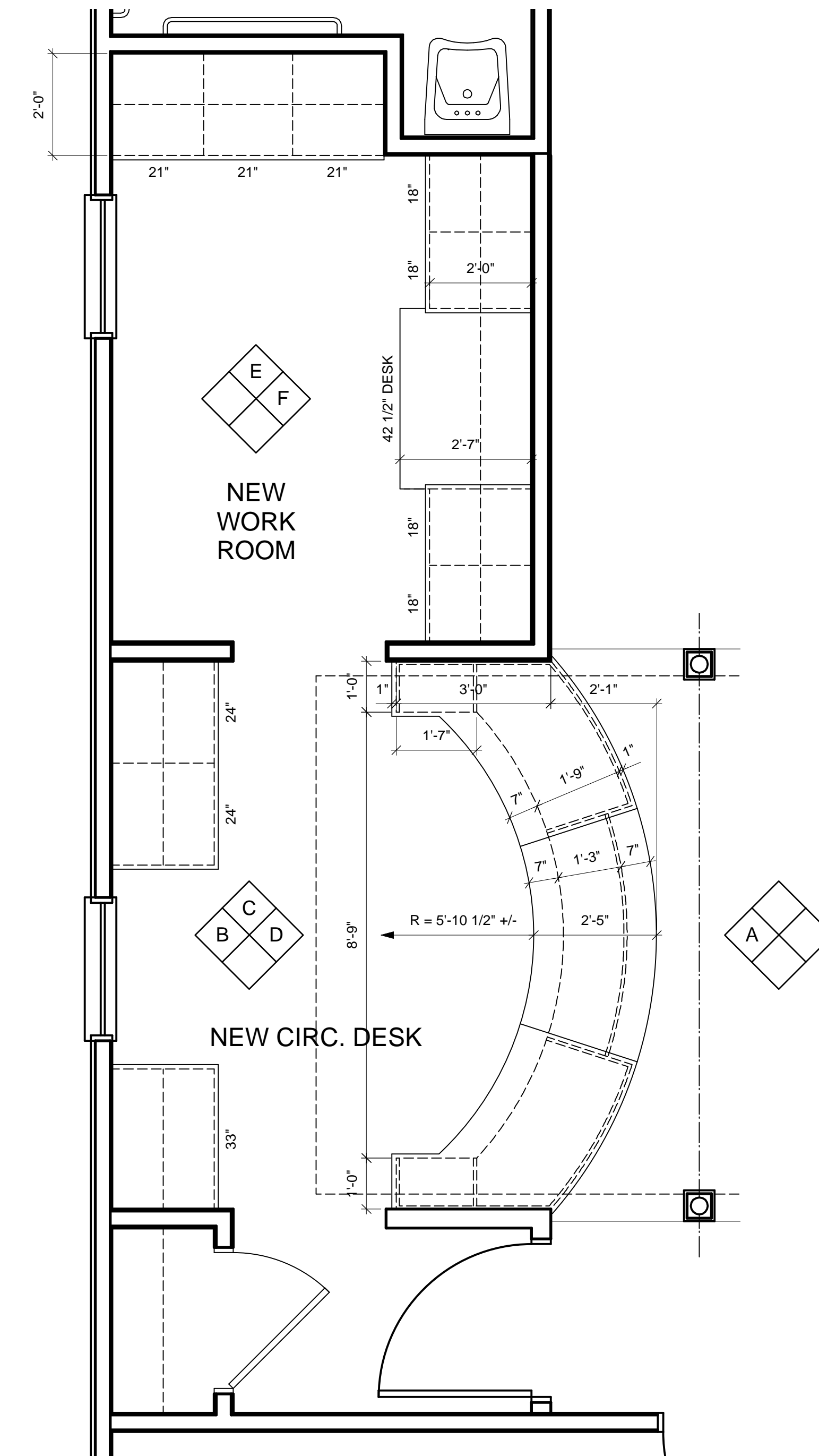
4 CIRCULATION DESK - ELEVATION C
Scale: 1/2" = 1'-0"



3 CIRCULATION DESK - ELEVATION B
Scale: 1/2" = 1'-0"



2 CIRCULATION DESK - ELEVATION A
Scale: 1/2" = 1'-0"



1 CIRCULATION DESK/WORK ROOM PLAN
Scale: 1/2" = 1'-0"

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Chester Public Library
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Chester, New Hampshire

PRICING / BID SET
02/28/19

INTERIOR ELEVATIONS
SCALE: 1/2" = 1'-0"

date 02/13/15

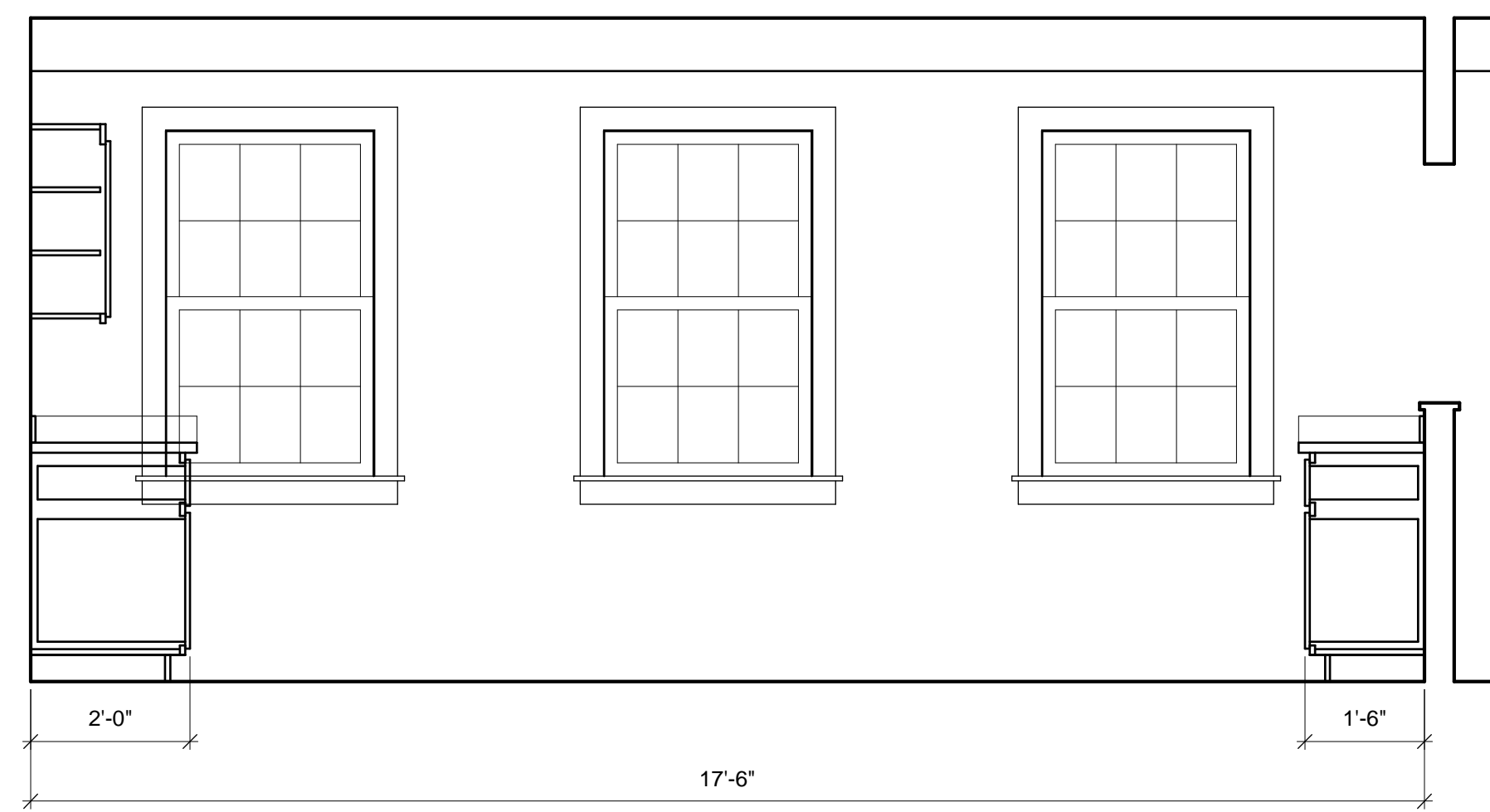
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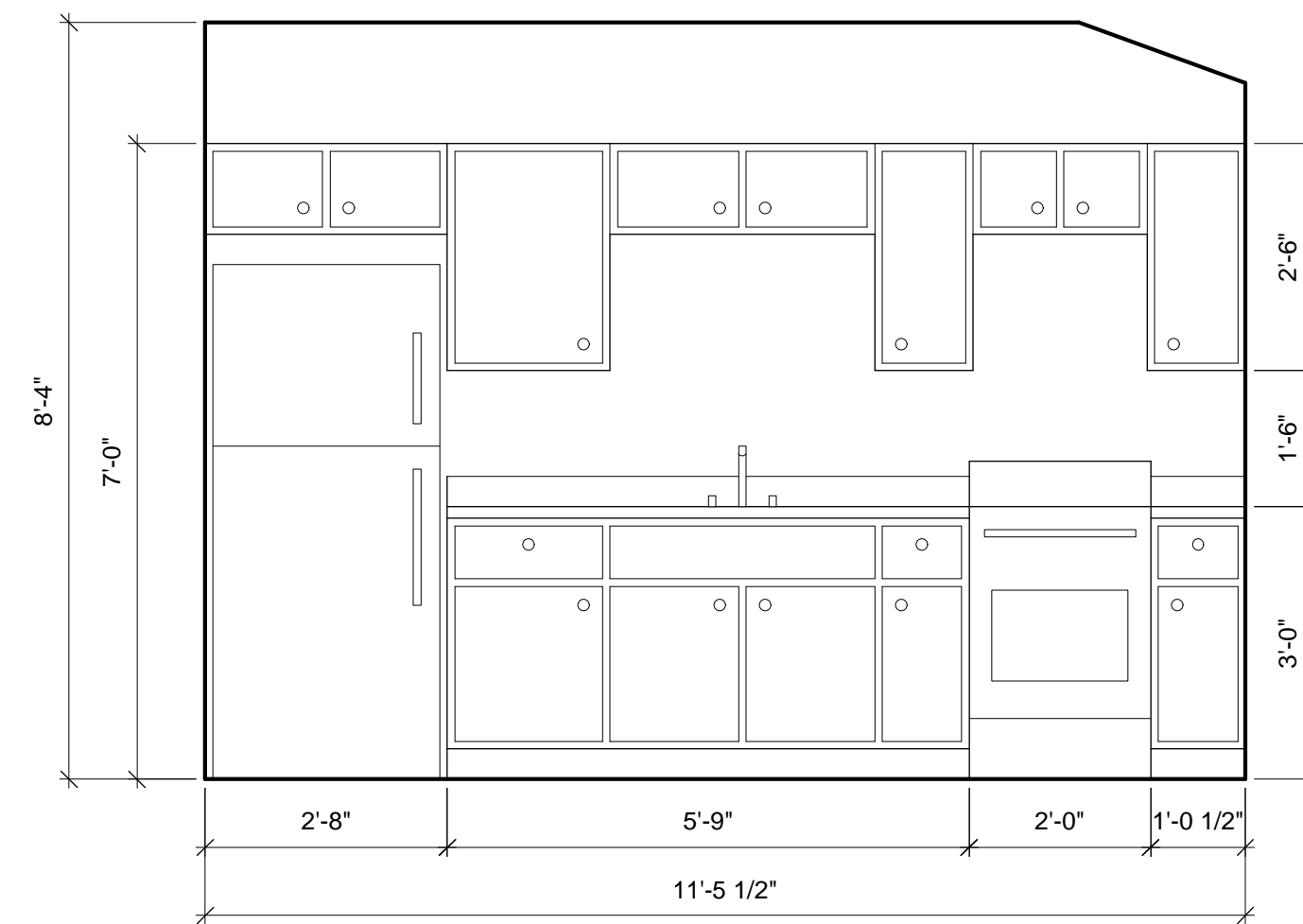
Job No. 2009.10

IN-2

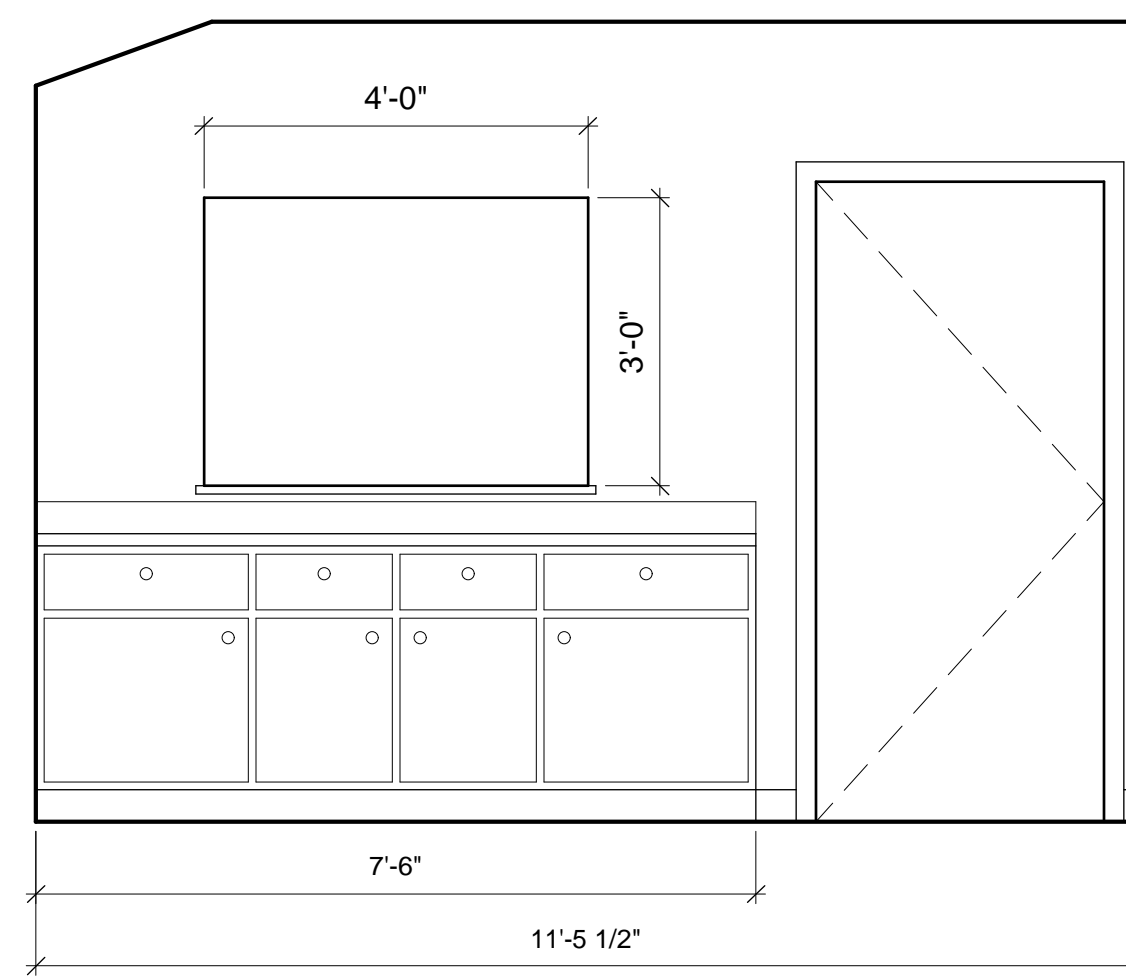
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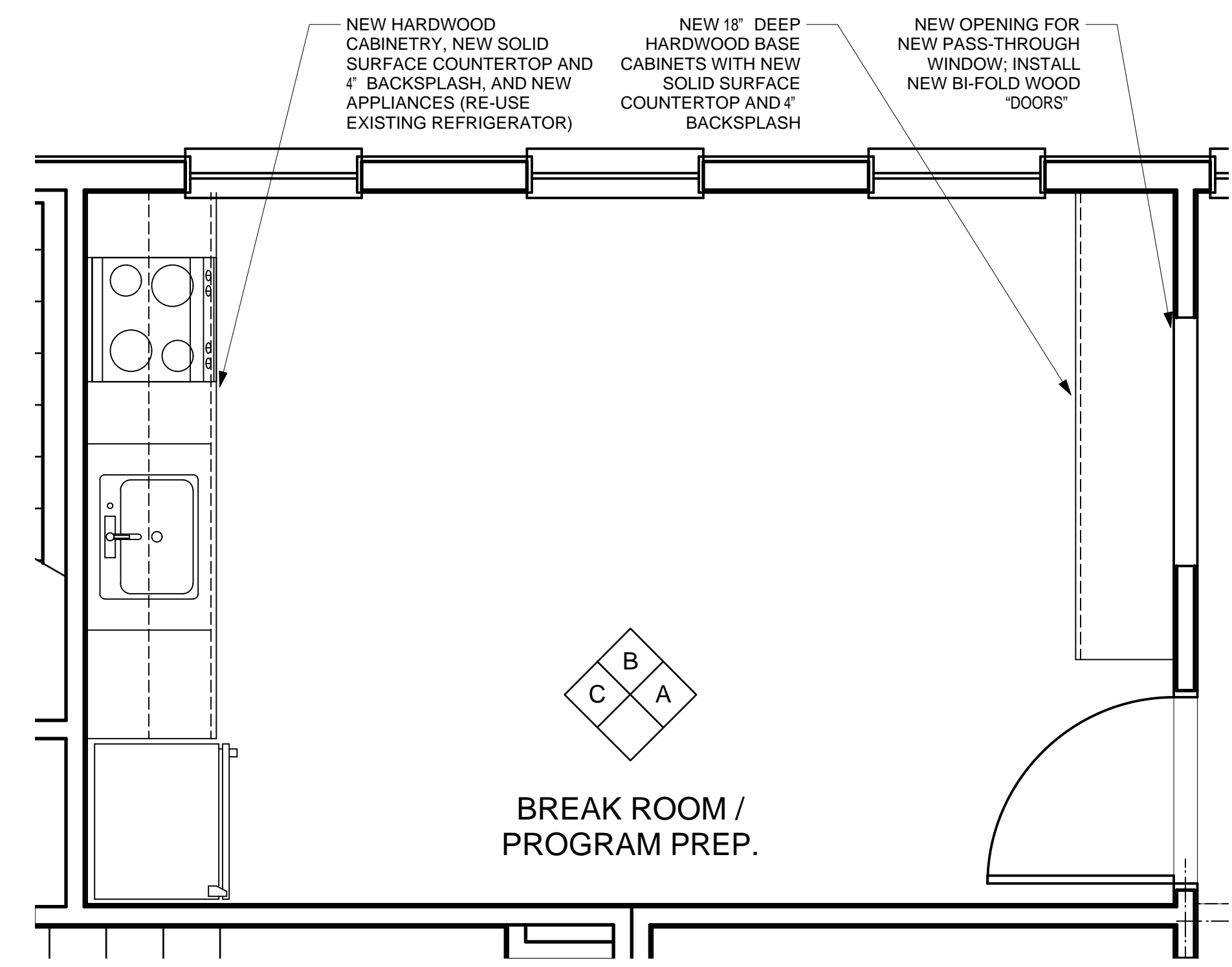
3 BREAK ROOM - ELEVATION B
Scale: 1/2" = 1'-0"



4 BREAK ROOM - ELEVATION C
Scale: 1/2" = 1'-0"



2 BREAK ROOM - ELEVATION A
Scale: 1/2" = 1'-0"



2 BREAK ROOM PLAN
Scale: 1/2" = 1'-0"

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IN-3

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