



## **Town of Effingham Selectmen's Office**

68 School Street  
Effingham, New Hampshire 03882  
phone (603) 539-7770

### **Historic Town Hall-Library Preservation (HTH) Project - 2025 RFP**

The Town of Effingham, NH is issuing a Requests for Proposal (RFP) for building repair, restoration and rehabilitation construction work to be completed in the warmer months of 2025.

**The Board of Selectmen will hold a mandatory meeting-site walk for the HTH Preservation Work for all interested contractors on Friday, November 15, 2024, and 11:00 am.**

The award of the contract will be made by the Board of Selectmen at a regularly scheduled meeting Tuesday, January 7, 2025.

The Board of Selectmen reserves the right to reject any or all proposals wholly or in part and to waive any minor proposal requirements, irregularities, and informalities in the bid/proposal process to serve the best interest of the Town. The Board may formally vote to accept any bid or proposal, even though it may not be the lowest offered.

Contractor and all sub-contractors will accomplish the "Scope of Work" in Appendix A of this document in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties, as amended (Title 36, Code of Federal Regulations, Part 68) (the "Secretary's Standards") and all other terms and conditions therein. Scope of Work will be carried out in accordance with the Secretary's Standards, informed by the applicable Preservation Briefs published by the National Park Service, Technical Preservation Services.

### **Proposal Instructions**

All proposals must be submitted in a sealed envelope plainly marked "Historic Town Hall-Library Preservation Project - 2025" addressed to the Town of Effingham, Board of Selectmen, 68 School Street, Effingham, NH 03882.

**Proposals will be accepted until 2:00 PM Tuesday, December 17, 2024.**  
Proposals will be opened on Monday, December 23, 2024, at 5:00 PM.

Proposals must include:

- Name and address of firm, individual submitting proposal and contact information (phone and email address).
- Project Name: Historic Town Hall-Library Preservation Project - 2025
- Detailed costs broken out by interior building room as outlined in Appendix A - Scope of Work.
- Any additional work or changes identified during the Site Walk.
- Rental of 3-bay trailered restrooms, at least 1 of which must be ADA-compliant – operational for use by public and contractors for duration of project work
- A qualification statement: State certifications, experience that may apply such as similar projects of size and scope completed in the last five (5) years, references etc.
- Proof of liability coverage for a minimum amount of one million dollars (\$1M) per occurrence and two million (\$2M) dollars aggregate and proof of worker’s compensation insurance must also be included with each bid.
- Signed proposal instructions – 2 pages.
- Scope of work and a signed bid sheet for the proposal – 6 pages.

The Contractor certifies that they are not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for this contract.

The Contractor agrees to fully guarantee all labor and materials for a minimum of one (1) year, meaning repair or replace at no charge to the Town of Effingham any defects, deficiencies, or failures.

Final Payment: Payment will be made after all the required work has been performed and following local quality inspection or verification of adequacy.

The person signing this quote has reviewed the scope of work in this Request for Proposal. He or she is duly authorized and has legal capacity to execute and deliver this proposal:

A separate Town of Effingham legal contract will be required to be signed by the awarded contractor which will include the full Scope of Work as Appendix A in that document.

Name of Contractor: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix A - Historic Town Hall-Library Scope of Work**

### Pricing estimates:

- (1) For ADA bathroom grants – cost breakdown of that specific ADA bathroom renovation
- (2) Breakdown of non-grant construction:
  - a. Break out by Room: 2<sup>nd</sup> floor Community Room, 2<sup>nd</sup> floor foyer, 1<sup>st</sup> floor DVD Room, 1<sup>st</sup> floor 2<sup>nd</sup> non-ADA bathroom
  - b. Grant related – Include All: 1<sup>st</sup> floor Children’s Room, 1<sup>st</sup> floor Stairwell and Interior foyer, 1<sup>st</sup> floor Office space, 1<sup>st</sup> floor Coffee alcove space
- (3) Use 2022 restored library Main Room as visual example guide for finished project work.

### Overall description:

- The chosen contractor(s) will certify in writing that its/their work processes will conform with National Park Service Standards for Historic Preservation.
- 1<sup>st</sup> floor restoration: Office area, front foyer stairway area, interior foyer, coffee nook (parking lot double doors), DVD Room, Children’s Room and 2 bathrooms, 1 being ADA
- 2<sup>nd</sup> floor restoration/rehabilitation: false walls opposite Masonic Temple in both the door entry foyer at top of stairs and the large open room
- Add upgraded Fire Alarm system components to each room area including detectors and LED escape lighting.
- Effingham Library will remain open at normal/reduced hours during construction. Entry will be through the front single door off the parking lot. Trailered porta-potties will be on site during construction. The Masonic Lodge will be open the 2<sup>nd</sup> Saturday PM each month with entry through the front doors.
- A key element during construction is to absolutely minimize vibrations of any kind to the building. The 2<sup>nd</sup> floor Masonic Temple has historic one-of-a-kind hand painted mural walls and ceiling from 1858-1859. Example: Areas under the Temple floor (Office ceiling, foyer, Coffee nook) will require screwing not hammered nails or nail guns for installation.
- Normal building entry will be through either the parking lot rear single door or through the parking lot double doors.

I. 3 Station Portable Restroom Trailer for use by the public & contractors required for the duration of construction. AT least 1 stall must be ADA-compliant. Use parking lot outside of building.

II. Room details:

1. Front 1<sup>st</sup> floor foyer stairway area                      Dimensions: TBD
  - a. Add electrical outlets, wall switches for lighting; move switches to normal height; run wiring out of Utility Room into main building using front foyer ceiling (Qu. ??)
  - b. Add strapped ceiling with plaster blue board, plaster 2 coats
  - c. Flooring: Wood sanded and finished in place
  
2. Interior 1<sup>st</sup> floor front foyer entry area                      Dimensions: TBD
  - a. Ceiling - Add rough 2x4 board strapping, blue board and two coats of plaster, prime painted.
  - b. Add electrical for light switches and LED lights; run electrical in the ceiling strapping chase spaces with high cut holes bringing wire down the walls for switches and outlets. (Use same model as Library – Main Room) No drilling into the main structural beams of the building.
  - c. Flooring: Wood sanded and finished in place
  
3. Office 1<sup>st</sup> floor area                      Dimensions: TBD
  - a. Demo the suspended ceiling including old wiring; demo the interior wall board; demo the interior foyer door leading into office
  - b. Open up the stage opening to the top of the arch, keep the side walls to the stage
  - c. Add R-28 blown in cellulose insulation to ceiling of Office (discuss current post & beam locations, Main Room insulation overlap, mitigating insulation going into the bay over the Children’s Room). [Note: Ceiling structural beam is located 40” from Main Room into the Office area.]
  - d. Add rough 2x4 board strapping to ceiling, blue board and two coats of plaster, prime painted.
  - e. Add blue board to walls, two coats plaster and prime painted
  - f. Add electrical for dimmable light switches and LED lights; run electrical in the ceiling strapping chase spaces with high cut holes bringing wire down the walls for switches and outlets. (Use same model as Library – Main Room) [Note: Any wire run below the floor must be in electrical conduit to minimize rodent issues.]

- g. Add CAT6A double shielded wire to 3 locations in Office (spell them out)
- h. Add new solid wood door with window from interior front foyer into office; add double hung windows either side of door
- i. Add double hung windows to wall facing parking lot double doors
- j. Flooring: Add new carpet flooring
- k. Move wall estimated 2' out into Coffee Room-to match opposite side

4. Coffee alcove 1<sup>st</sup> floor area (inside of parking lot double doors)

Dimensions: TBD

- a. Demo suspended ceiling including old wiring
- b. Add R-28 blown in cellulose insulation to ceiling of Office (discuss current post & beam locations, Main Room insulation overlap, mitigating insulation going into the bay over the Children's Room).  
[Note: Ceiling structural beam is located 40" from Main Room into the Office area.]
- c. Add rough 2x4 board strapping to ceiling, blue board and two coats of plaster, prime painted.
- d. Add blue board to walls, two coats plaster and prime painted
- e. Add electrical for dimmable light switches and LED lights; run electrical in the ceiling strapping chase spaces with high cut holes bringing wire down the walls for switches and outlets. (Use same model as Library – Main Room) Add outside lighting for parking lot double doors.
- f. Add conduit for Phase 3 electric lighting for new roof overhang entryway.
  - i. [Note: Any wire run below the floor must be in electrical conduit to minimize rodent issues.]
- g. Flooring: Wood sanded and finished in place

5. Children's Room 1<sup>st</sup> floor      Dimensions: TBD

- a. Demo the suspended ceiling including old wiring and carpeted floors;
- b. Add rough 2x4 board strapping, blue board and two coats of plaster, prime painted.
- c. Repair, if needed, replaster walls, prime painted
- d. Add electrical for dimmable light switches and LED lights; run electrical in the ceiling strapping chase spaces with high cut holes bringing wire down the walls for switches and outlets. (Use same model as Library – Main Room) No drilling into the main structural beams of the building. (Qu. Run CAT6A double shielded in room?)
- e. Flooring: Wood sanded and finished in place

6. Bathrooms 1<sup>st</sup> floor                      Dimensions for each bathroom: TBD
- a. Architect plans for the ADA bathroom will be provided for bidding
  - b. One bathroom will be ADA accessible
  - c. Demo the suspended ceiling including old wiring; demo the current bathroom walls;
  - d. Construct new bathroom walls; add wall insulation for sound barrier between DVD Room and ADA bathroom [picture schematic layout of rooms]
  - e. Add rough 2x4 board strapping to ceiling, blue board and two coats of plaster, prime painted.
  - f. Add blue board to walls, two coats plaster and prime painted
  - g. Add electrical for light switches and LED lights; run electrical in the dropped ceiling spaces with cut holes bringing wire down the walls for switches and outlets. (Use same model as Library – Main Room except this is a dropped ceiling for fan ducts.) [Note: Any wire run below the floor must be in electrical conduit to minimize rodent issues.]
  - h. Kohler bathroom fixtures – sink, 16" high toilets
  - i. Add on-demand electric hot water in each bathroom
  - j. Add ceiling fan and duct work to outside wall – East wall of building over bulkhead area. This is an LCHIP visibility mitigation step with the preservation standards.]
  - k. Flooring – add subfloor for linoleum; shore up the flooring in the basement crawl space, if or as needed
  - l. Solid wood doors – 36", with automated door closures
  - m. Reinstall existing wall mounted baby changing table in ADA bathroom

7. DVD Room 1<sup>st</sup> floor                      Dimensions: TBD
- a. Demo suspended ceiling including old wiring
  - b. Add rough 2x4 board strapping to ceiling, blue board and two coats of plaster, prime painted.
  - c. Add blue board to walls, two coats plaster and prime painted
  - d. Add electrical for light switches and LED lights; run electrical in the ceiling strapping chase spaces with high cut holes bringing wire down the walls for switches and outlets. (Use same model as Library – Main Room)
  - e. Add conduit for Phase 3 electric lighting for new 2<sup>nd</sup> floor stairway entryway & LU/LA elevator.
    - i. [Note: Any wire run below the floor must be in electrical conduit to minimize rodent issues.]
    - ii. This room ceiling area could feed conduit to the 2<sup>nd</sup> floor into the new 'false wall'.

- f. Flooring: Wood sanded and finished in place
8. 2<sup>nd</sup> Floor hallway entry at top of stairs                      Dimensions: TBD
- a. Demo the suspended ceiling and wiring
  - b. Add rough 2x4 board strapping to ceiling, blue board and two coats of plaster, prime painted.
  - c. Construct one (1) false wall against the Masonic Temple Room wall (do nailing, no touching the Temple wall); blue board and two coats of plaster, paint primed
  - d. Remove and reuse baseboard trim boards
  - e. Insulate to R-28 [????] to prevent conditioned space from heating Masonic Temple unconditioned space
  - f. Flooring: No work.
  - g. Add electrical for light switches and LED lights; run electrical in the ceiling strapping chase spaces with high cut holes bringing wire down the walls for switches and outlets. (Use same model as Library – Main Room) No drilling into the main structural beams of the building.
9. 2<sup>nd</sup> Floor Large Room    Dimensions: TBD
- a. Add rough 2x4 board strapping to ceiling, blue board and two coats of plaster, prime painted.
  - b. Construct one (1) false wall against the Masonic Temple Room wall (no hand/power nailing or touching the Temple wall); blue board and two coats of plaster, paint primed. New wall only comes across room to the equivalent corner wall of the Masonic Temple.  
Note: Consider using this wall as an electrical conduit from crawl space/1<sup>st</sup> floor up to 3<sup>rd</sup> floor. Future need for HVAC system installed on 3<sup>rd</sup> floor.
  - c. Remove and reuse baseboard trim boards
  - d. Insulate to R-28 [????] to prevent conditioned space from heating Masonic Temple unconditioned space
  - e. Flooring: No work.
  - f. Add electrical for dimmable light switches and LED lights; run electrical in the ceiling strapping chase spaces with high cut holes bringing wire down the walls for switches and outlets. (Use same model as Library – Main Room) No drilling into the main structural beams of the building. Rewire existing hanging (2) lights, use LED bulbs.
    - i. (Qu. Run CAT6A double shielded in room, 4 locations]
    - ii. [Check with library about using the wall as a sound and projection wall surface??]

10. Electrical Main Panel and Subpanels
  - a. Relocate current subpanel outside of 1<sup>st</sup> floor bathrooms to room below grade in that same area of building footprint.
  - b. Current discussions with Eversource about upgraded 400 AMP service using same bell tower Utility Room. This may or may not happen now, but the goal is to make this happen within the next couple of years.
  - c. Fire Safety: Upgraded fire & CO2 detectors – 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floor with appropriate signage

**Town of Effingham, NH  
Bid Sheet  
Historic Town Hall-Library Preservation Project**

**Total Project Price (award amount) \$ \_\_\_\_\_**

Name of Contractor: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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 entity or person. As used in this section, the work person means any natural person, joint venture, partnership, corporation or other business or legal entity.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **ADVERTISEMENT**

### **Town of Effingham New Hampshire**

### **Historic Town Hall-Library Preservation Project Proposal – Building Construction**

The Town of Effingham, NH is issuing Requests for Proposal (RFP) to complete repair, restoration and rehabilitation work at the Historic Town Hall-Library.

A mandatory contractor meeting to address any questions from interested parties will be held at the Effingham Public Library located at 30 Town House Road, Effingham, NH at 11:00 am Friday, November 15, 2024.

Specifications can be downloaded from [www.Effinghamnh.net](http://www.Effinghamnh.net) , requested by email [admin@effinghamnh.net](mailto:admin@effinghamnh.net) or by calling 603-539-7770.

The Board of Selectmen reserves the right to reject any and all proposals to serve the best interest of the Town.

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