Town of Hooksett

July 2020

DEPARTMENT OF PUBLIC WORKS
35 MAIN STREET
HOOKSETT, NH 03106
(603) 485-8471

REQUEST FOR PROPOSAL

HOOKSETT DESIGN BUILD OF PARKS & RECREATION MAINTENANCE BUILDING ADDITION AND HANDICAPPED REST ROOMS PROJECT RFP 20-11

Acceptance Date: 10:30 AM, Tuesday, 25 August 2020

Sealed Proposal proposals, plainly marked, HOOKSETT DESIGN BUILD OF PARKS & RECREATION MAINTENANCE BUILDING ADDITION AND HANDICAPPED REST ROOMS PROJECT RFP 20-11 on the outside of the mailing envelope as well as the sealed Proposal envelope, address to Administration Department – Hooksett Town Hall; 35 Main Street; Hooksett, New Hampshire 03106 will be accepted when all PROPOSALS will be publicly opened and read aloud.

The Town of Hooksett is seeking PROPOSALS for Design Build Services for a 30 ft. x 50 ft. Parks and Recreation Maintenance Building addition and the addition of two public handicapped bathrooms in the existing P&R Maintenance Building.

Proposal packages may be obtained from the town’s web site, www.hooksett.org or by contacting the Administration Department at the above address or by calling (603) 485-8472.

The Town of Hooksett reserves the right to reject any or all PROPOSALS, to waive technical or legal deficiencies and to accept any Proposal that it may deem to be in the best interest of the Town.
REQUEST FOR
PROPOSALS

Hooksett Design Build of Parks and Recreation Building Addition Project RFP 20-11

Contract Documents – Design Build of Parks and Recreation Building Addition Project

Introduction
The Town of Hooksett is seeking PROPOSALS for Design Build Services for a 30 ft. x 50 ft. Parks and Recreation Maintenance Building addition and the addition of two handicapped public bathrooms in the existing P&R Maintenance Building

Scope of Work:

Design Build Services for a 30’ x 50’ Maintenance Building Addition and Renovations to Existing Building for two public Bathrooms
See Attached Figures 1-5 for Project location and schematic of proposed building layout

PERMITTING:
• All permitting as necessary (Town fees to be waived for this project.)

SITE WORK:
• All site work including excavation and backfill as necessary (a contingency has been included in the Proposal to cover any unsuitable material which may be encountered)

CONCRETE FOUNDATION:
• Concrete foundation frost wall (4” x 8” thick) with reinforcing steel bars, concrete footings with reinforcing steel bars (16”x12”), and 6” thick concrete floor with Fiber Reinforced Concrete with 6 mil vapor barrier. Place stone bedding under floor.
• Garage floor will be sloped at 1/8”/ft.
• All concrete to be 3000 psi.
• Foundation top to have j-type anchor bolts with washers and bolts at 6’ o/c

FRAMING:
• Foundation rep.
  o Sill Seal Foam Sill Seal, Sill Plates 2x6 PT
• Floor System - 1st Floor
  o Joists 2x10 SPF #2 at 16” oc, Perimeter 2x10 SPF #2, Bridging 1x3 Strapping, Carrying Beams/Girder 4x10 SPF #2, Decking 3/4 T&G Advantech, Adhesive Const. Adhesive Strapping (Basement Ceiling) 1x3 Strapping.
  o (SPF is an acronym for spruce, pine, and fir. SPF lumber typically refers to dimensional lumber or engineered wood derived from coniferous trees in North America.)
• Exterior Walls -
  o Studs 2x6 SPF #2 at 16” on center, Plates 2x6 SPF #2, Window and Garage Headers 3-
  o 2x12 SPF #2, Header filler 7/16” OSB, Sheathing 7/16” OSB, Blocking 2x6 SPF #2,
House wrap Tyvek

- **Interior Walls**
  - Studs 2x4 SPF #2 at 16” on center, Studs 2x6 SPF #2, Plates 2x4 SPF #2, Plates 2x6 SPF #2, Headers 4x12

- **Roof System**
  - Roof Joists, approximate 7/12 to match existing roof slope. Roof Trusses or 2x12 rafters 12” o.c with rafter bracer and 2x12 ridge board, 12” gable end overhang, Strapping (Soffits) 1x3 Strapping, Ladders 2x8 SPF #2, Strapping (Rakes) 1x3 Strapping, Strapping (Ceiling) 1x3 Strapping, Truss Bracing 2x4 SPF #2, Sub-fascia 2x8 SPF #2, Shadow 1x3
  - Strapping, Sheathing 5/8” T&G Advantech or OSB, reinforcing hurricane clips

- **Window Flashing**
  - Window Sills Tyvek Flex-wrap
  - Sides & Top Tyvek Flashing Tape

**Electrical**

- Update existing 200 AMP service with circuit breakers. Utilize existing overhead power connection from Ever source
- Basic lighting and receptacles installed in all rooms per code
- TWO EXTERIOR ELECTRICAL RECEPTACLES, WHICH ARE TO A GROUND FAULT CIRCUIT BREAKER AT NEW SIDE DOORBATH RECEPTACLES to be CONNECTED TO A GROUND FAULT CIRCUIT BREAKER.
- BATHROOM FANS & all LIGHTS TO BE PROVIDED
- SMOKE DETECTORS LOCATED IN ALL ROOMS, ALL WILL BE HARD WIRED WITH BATTERY BACK UP.
- EXTERIOR LIGHTS WILL BE INCLUDED AT ALL EXIT DOORWAYS and each side of garage doors.
- All rooms to be provide with ceiling light outlets including Garage, Mezzanine, Office, kitchen and bathrooms.
- LIGHTING FIXTURES to be SUPPLIED and INSTALLED BY CONTRACTOR.

**Plumbing and HVAC**

- Water piping to be PVC Schedule 40 per building code or copper piping
- 1 frost free water sill cock to be installed on west side near new door.
- A 50 gallon electric water heater to be supplied and installed by Contractor.
- Two new ADA public bathroom shall include urinals, toilets, sinks, child changing tables and fixtures such as mirror and hand dryers per Public Restroom Code including minimum 0.090 FRP wall board on all walls.
- Plumbing to include kitchen sink, bath (sink and toilets)
- Kitchen and Plumbing Fixtures and all materials to be supplied and installed by Contractor.

**HVAC**

- Heating and AC system to be a FHA propane gas fired, size to be determined by Contractor

*Hooksett Design Build of Parks & Recreation Maintenance Building RFP 20-11 Page 3*
and a digital programmable thermostat, all supplied and installed by Contractor.
- Gas to be propane and use the existing tank and hookup. Town to be responsible for cost to fill propane tank.
- Contractor to supply all HVAC duct work and gas piping and electrical appurtenances to provide a fully operational HVAC system

**Drywall**
- All finished living space will be ½” drywall screwed to studs and finished with 3 coats of primer
- Bathroom areas to be provided with moisture resistant drywall
- Walls between garage break rooms to be 5/8” fire rated with 1 coat of primer
- All ceilings in finished living area to be ½” drywall screwed to strapping and finish smooth with 2 coats of primer

**Painting**
- Interior walls and ceilings except for garage walls to be painted with two coats of primer and one finish coat of white flat finish paint
- Garage room interior walls and ceiling to be painted with two coats of primer

**Roofing**
- Roof to have 3’ of ice and water shield
- Felt paper to be placed over roof
- Roofing to have 30 year architectural shingles with continuous ridge vent
- All rake and soffit trim will be 1x8 board wrapped in white aluminum.

**Insulation**
- Interior walls will be faced R-19 with a poly vapor barrier (6 mils)
- Roof will be R-30

**Vinyl Siding**
- Vinyl siding, j-trim, corner trim and starter trim will be supplied and installed by Contractor over Tyvex house wrap
- Vinyl soffit with vent to be supplied and installed by contractor
- Existing building to be included in the new sliding.

**Flooring**
- Parks and Rec Bathroom and 1st office room Floor will be finished with vinyl flooring
- All Bathrooms to be have smooth concrete finish.

**Interior doors, trim and finish**
- Contractor to install all interior door trim and floor trim

**Exterior windows and Doors and Garage Doors**
- Two new 10’ x10’ garage doors with electric operators and all hardware (size to match the two existing garage doors).
- Exterior windows to be 32”x48” low-E glass double hung with screens
- All doors to be pre-hung and supplied and installed by Contractor
- Contractor to install all exterior doors, automatic garage doors and openers, interior doors and hardware
• Public Bathroom Doors to be provided with Auto locks for nighttime to prevent vandalism

**Kitchen cabinets**
• Kitchen cabinets with laminate counter top and double stainless steel sinks to be provided and installed by contractor

**Bathrooms**
• Medicine cabinet in employee’s bathroom to be installed by contractor including toilet paper holder and towel racks.
• Public bathrooms will be ADA Compliant, will include baby changing stations, separation dividers and including toilet paper holder and towel racks to be installed by contractor

**Water System**
• Connect new water service to existing HVWP water main

**Sewer System**
• Connect new bathrooms and kitchen with new sewer service behind building addition to existing sewer main. Coordinate with Hooksett Sewer Commission.

**The Town may elect to award the project depending upon available funds and whatever is in the best interests of the Town.**

**Contract Requirements:**
A typical Standard Contract is attached to this Request for PROPOSALS. The contractor shall provide at the time of the contract signing Performance and Payment Bonds and a Certificate of Insurance with requirements as specified in this RFP naming the Town as additional insured. The Town will retain 10% of the contract amount until after final contract is completed and will retain 2% of the contract amount for the one-year warranty period. The Proposer shall provide a construction schedule at the time of the preconstruction meeting.

The Contractor, at the time of the preconstruction meeting, will be responsible to provide a detailed approach to complete the project including the staging area as part of the contract. In addition the Contractor shall complete a Building Permit prior to the start of construction for each street. The building permit application fee(s) will be waived for the Contractor.

The Town of Hooksett, Department of Public Works will oversee the proposals and construction of the project.

**Vendor Qualifications**
The Proposer shall list qualifications and financial stability and references on similar projects.

**Criteria for Reviewing Proposals**
In reviewing proposals, the Town will carefully weigh the following in making a determination which Proposal to award which will be in the best interests of the TOWN:

1. Vendor’s qualifications
2. Municipal experience
3. Pricing
4. Delivery of services
PROPOSALS shall be valid for a 60 day period after date of the Proposal opening.

**Construction Schedule and Completion**
The project shall start and completion subject to award and agreed schedule. **Construction work shall be limited to Monday to Friday, 7:00 a.m. to 5:00 p.m. excluding holidays.**

**Submission**
Pricing must be inclusive, clear and concise, including such other information as requested or required. Be sure the proposal envelope is completely and properly identified. The face of the envelope shall indicate the title of the RFP “**Hooksett 2020 Design Build of Parks and Recreation Building Addition Project Proposal 20-11**”. Proposals must be received by the Town of Hooksett ON or BEFORE THE HOUR SPECIFIED ON THE ACCEPTANCE DATE. Proposals maybe either mailed or hand delivered to the Town Hall, 35 Main Street, Hooksett, NH 03106, and Attn: Andre Garron, Town Administrator.

**Inquiries**
Inquiries pertaining to the Request for Proposal must cite the RFP title and acceptance date and be directed to Earl LaBonte, DPW Director at elabonte@hooksett.org .

**Competition**
It is the town’s intent that this RFP shall permit competition. It shall be the respondent’s responsibility to advise the Town Administrator, Andre Garron, at agarron@hooksett.org in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received not later than ten (10) days prior to the proposal acceptance date.

**Reservation of Rights**
The Town of Hooksett reserves the right to reject all or any part of any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town.

**Firm Pricing**
Proposed pricing must be firm for the Town acceptance for 60 days from acceptance date of proposals.

Pricing must be inclusive, clear and concise, including such other information as requested or required.

**Insurance**
The awarded vendor at their cost will be required to provide certificate of liability insurance before installation can commence naming the Town of Hooksett as additional insured. The following standard insurance shall be required:

**Umbrella Insurance Coverage**
Per Occurrence $1,000,000

**Commercial General Liability Insurance**
Each Occurrence Limit $1,000,000
General Aggregate Limit $2,000,000
Products/Completed Operations Aggregate Limit $2,000,000
Personal and Advertising Limit $1,000,000

Commercial Automobile Insurance (for Owned, Hired, and Non-owned Autos):
Bodily Injury and Property Damage Liability
Combined Single Limit (Per Occurrence) $1,000,000

Professional Liability:
Each Occurrence Limit $1,000,000
Aggregate Limit $1,000,000

Workers Compensation/Employers Liability Insurance
Bodily Injury by Accident Each Accident
(Coverage B – Employer’s Liability) $500,000
Bodily Injury by Disease Aggregate Limit $500,000
Bodily Injury by Disease- Each Employee
(Coverage A – Statutory) $500,000

Items Addressed
The Proposal should address all the points outlined in the request for proposals. The proposal should be prepared simply and economically, providing a straightforward, concise description of the firm’s capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects and questions must be addressed:

a) Name, address, telephone number, fax number and e-mail address of the company b) Three (3) copies of the proposal must be submitted
c) Name of contact person and telephone number for purposes of following up on proposal.
d) Narrative including the qualifications of the company and municipal experience.
e) Has the company been in bankruptcy, reorganization or receivership in the last five years? If so, please explain under what circumstances this disqualification or termination occurred.

Submission
The proposal container must be completely and properly identified. The face of the container shall be marked “Hooksett 2020 Design Build of Parks and Recreation Building Addition Project RFP 20-11”

Proposals must be received by the Town of Hooksett ON or BEFORE the hour specified on the acceptance date. Proposals may be either mailed to Andre Garron,, Town Administrator, 35 Main Street, Hooksett, NH 03106, or hand delivered to the Municipal Center, 35 Main Street, Hooksett, NH, Attention: Andre Garron, T own Administrator

LATE PROPOSALS WILL NOT BE ACCEPTED
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**TOWN OF HOOKSETT and CONTRACTOR AGREEMENT**

Hooksett 2020 Design Build of Parks and Recreation Building Addition Project Proposal #xx-xx

THIS CONTRACT AGREEMENT is made and entered into at Hooksett, NH this __ day of ____________, 2020 by and between the Town of Hooksett, NH hereinafter designated TOWN, and ___________ ___________ hereinafter designated CONTRACTOR, as follows:

1. **SCOPE OF WORK.** CONSULTANT agrees to furnish professional services to prepare preliminary design services, final design services and Proposal services necessary for performance of the following portion of the work described in the Contract titled **“Hooksett 2020 Design Build of Parks and Recreation Building Addition Project RFP 20-xx”** between TOWN and the CONTRACTOR.

2. **SPECIAL CONDITIONS:**

3. **SCHEDULING.** Time is of the essence of this Contract. CONTRACTOR shall start and complete its work under this Contract in accordance with the RFP’s proposed Schedule. CONTRACTOR shall reimburse TOWN for any costs accumulated, penalties levied against TOWN due to the negligence or non-performance of the CONTRACTOR, and such costs or penalties may be deducted from the amount due to CONTRACTOR under this Contract.

4. **TAXES, INSURANCE, PERMITS AND LICENSES.** CONTRACTOR shall take out and pay for Workers’ Compensation insurance as required by the State of New Hampshire. CONTRACTOR shall pay all sales taxes, excise taxes, old age benefit and unemployment compensation taxes on labor and material furnished under this Contract. CONTRACTOR shall obtain and comply with any permits or licenses necessary for the performance of its work under this Contract.

5. **PRICE AND PAYMENT.** TOWN shall pay CONTRACTOR for its performance of this Contract in accordance with the proposed scope of work as outlined for the sum of $__________. Progress payments on this contract will be made once a month, based upon the Contractor’s estimate of the percentage of the Contract performed, less _10__% to be retained until the completion of CONTRACTOR’s work and approval thereof by the TOWN. Completion shall be defined as completion of the final building in 2020. Retention’s shall be paid to CONTRACTOR within 30 days after CONTRACTOR’S work has been completed and approved by the TOWN and upon the receipt of a one-year Guaranty (see item 8 below). No payments other than on or about the 15th of each month unless expressly provided for here. A 2% retainerage shall be held by the Town for the one-year warranty period.

6. **EXTRA WORK.** No claims for extra work beyond the scope of this Contract will be honored unless first authorized in writing by TOWN prior to the performance of any such extra work.

7. **GUARANTY.** The CONTRACTOR hereby provides a twelve (12) month guaranty to TOWN with respect to CONTRACTOR’s work under this Contract after the date of final acceptance by the TOWN.

8. **DEFAULTS AND TERMINATION.** In the event CONTRACTOR interferes with the general progress of the general contract by negligence or delay, or CONTRACTOR abandons this
contract or fails or refuses to complete the project required under the terms of this contract, the TOWN may at its election terminate the contract. The CONTRACTOR agrees to reimburses the TOWN for any loss sustained thereby.

9. INDEMNITY. To the fullest extent of the law, CONTRACTOR agrees to defend, indemnify, and hold TOWN harmless and, if requested by TOWN, their CONTRACTOR’s, agents and employees or any of them, from and against any and all claims, suits, losses or liability, including attorney’s fees and litigation expenses, for or on account of injury to or death of persons, including CONTRACTOR’s employees, CONTRACTOR’s Subcontractor’s or their employees, or damage to or destruction of property, or any bond obtained for same, as a result of contractors operations or completed operations, or by the operations of those acting on behalf of contractor. CONTRACTOR’s indemnification and defense obligations hereunder shall extend to Claims occurring after this Agreement is terminated as well as while it is in force, and shall continue until it is finally adjudicated that any and all actions against the Indemnified Parties for such matters which are indemnified hereunder are fully and finally barred by applicable Laws.

10. ASSIGNMENT. CONTRACTOR may not assign this contract.

11. SAFETY: CONTRACTOR acknowledges and presents that the/she has made an on-site inspection of the Premises and the work area so as to be familiar with all conditions, which may affect the safety and health of its employees as well as those of its subcontractors. CONTRACTOR and all of its employees shall follow all applicable safety and health laws and requirements pertaining to its work and the conduct thereof, but not limited to, compliance and all applicable laws, ordinances, rules, regulations, and orders issued by a public authority, whether federal, state or local, including OSHA and any safety measures required by TOWN. TOWN reserves the right, but not the obligation, to inspect the safety work performance of CONTRACTOR is to ascertain their compliance with these applicable safety provisions. Notwithstanding the foregoing, CONTRACTOR, as an independent contractor, is solely responsibility for controlling the manner and means by which it performs the Work pursuant to this Agreement. Unless otherwise agreed to by the parties in writing, CONTRACTOR shall provide all safety equipment, materials, tools and personal protection equipment necessary to perform the work in a safe, healthful and workmanlike manner. CONTRACTOR shall immediately report to the TOWN all accidents, occupational injuries, and illness involving its employees or those of its subcontractors, relating to the Work of which can use any injury to a third party or which cause damage to the property of TOWN or a third party. CONTRACTOR shall promptly furnish to TOWN copies of any workers compensation report of injury or illness forms filed by any of its employees or those of its subcontractors and when requested, assist the Town in any investigation it may conduct of any such accident, injury or illness. CONTRACTOR shall give prompt written notice to the TOWN of any accident involving injury requiring a physician’s care, any property damage exceeding Five Hundred Dollars ($500) in value, or any failure that could result in serious bodily injury, whether or not such an injury was sustained.

12. INSURANCE AND LICENSE INFO:

Prior to starting work the CONTRACTOR shall provide a Certificate of Insurance confirming acceptable terms and limits of insurance (see below). This Certificate of Insurance will confirm that the TOWN is named as an Additional Insured on the CONTRACTOR’S Comprehensive General Liability Insurance policy. The CONTRACTOR’s policies must contain standard contractual liability insurance coverage as respects to contract agreements. The policy shall include “Continued Products and Completed Coverage” to remain in force for

Hitchcock Design Build of Parks & Recreation Maintenance Building RFP 20-11 Page 10
2 years following completion of the construction.

The CONTRACTOR shall sign the Contract Insurance Requirements form with the Town. Insurance coverage and limits required by the CONTRACTOR are as follows:

**Umbrella Insurance Coverage**  $1,000,000 per Occurrence

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**Commercial Automobile Insurance** (for Owned, Hired, and Non-owned Autos)

- Bodily Injury and Property Damage Liability
  - Combined Single Limit: $1,000,000 Each Accident

The CONTRACTOR shall also provide a copy of its current NEW HAMPSHIRE CONTRACTOR’s License; and Federal Id# (if a Corporation or Partnership) or Social Security # (if a sole proprietor).

12. **PAYMENT TERMS:** Application for Payment shall be submitted by the 30th of each month in order to facilitate payment on or about the 10th of the following month. Any payments due under this contract shall be subject to TOWN’s receipt of all requirements in Paragraphs #’s 5 and 12. No payment shall be made unless TOWN is in receipt of same, or if TOWN should receive notice of cancellation of any required coverage. No faxed invoices will be accepted.

The CONTRACTOR shall provide a Release of Lien stating that payment to all subcontractors/vendors/suppliers have been paid in full prior to the TOWN releasing the final payment.

13. **WORK TIMEFRAMES:** The CONTRACTOR shall provide a detailed schedule of the proposed work. Construction work to be started by ____________, 2018 and shall be completed by October 19, 2020. Work shall be performed Monday to Friday, 7 am to 5 pm only, excluding holidays. Weekend work shall not be permitted.

14. **BOND:** The CONTRACTOR shall provide a Performance Bond and a Payment Bond as part of this contract agreement.

15. **ATTORNEY FEES:** In the event that any suit or action is commenced by either party to

**Hooksett Design Build of Parks & Recreation Maintenance Building RFP 20-11** Page 11
enforce the terms or conditions of the Agreement, or for damages arising from breach of the Agreement, the prevailing party in such a suit or action shall be entitled to its reasonable attorney’s fees, including fees incurred in investigating the basis for such an action or the grounds of a defense, prosecuting or defending such an action and enforcing any judgement rendered in such an action. A prevailing party under this provision will also be entitled to recover its costs and disbursements in bringing or defending such an action.

This Contract is accepted:

CONTRACTOR ____________________________

By:

Title: ____________________________ Date_______ __ _ ______

Address: ____________________________

Telephone: ______________ Fax#: _______ Cell#: ______

Town of Hooksett, NH, 35 Main Street 03106

By: ____________________________

Title: Town Administrator Date: __________
TOWN OF HOOKSETT, NEW HAMPSHIRE

Hookset 2020 Design Build of Parks and Recreation Building Addition Project RFP 20-11

Proposal Sheet of
Unit Prices – Page 1

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

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<td>Dollars and <strong>00</strong> Cents</td>
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PROPOSAL AMOUNT: ________________________________________

(NUMERALS)

PROPOSAL AMOUNT:

____________________________________

(WRITE OUT IN WORDS)

DATE SUBMITTED: ___________________________

RESPECTIVELY SUBMITTED: ___________________________

(PLEASE PRINT PROPOSALDER / CONTRACTOR’S NAME)

____________________________________

Print Representative’s Name and Title Signature

____________________________________

Address / Street-City-Zip Code

____________________________________

Telephone Number and E-Mail Address

Person signing proposal must be a person in your company authorized to sign a contract with the Town of Hookset, NH

Notes to Proposers:

☐ All work included in this Proposal is dependent upon the Proposal amounts and available funding.
☐ Actual quantities are subject to change and will be based upon actual field measurements taken during construction.

Hookset Design Build of Parks & Recreation Maintenance Building RFP 20-11 Page 13
New Bathrooms to be ADA compliant.