



CITY OF DOVER

AD-HOC CABLE ACCESS COMMITTEE - AGENDA

Meeting Type: Regular Meeting
Meeting: Office of the City Manager -
Location: 288 Central Avenue, Dover, NH
Meeting Date: Thursday August 28, 2008
Meeting Time: 5:00 PM

- 1. Approval of Minutes**
 - a. 5/29/08 Regular Meeting**
- 2. Old Business:**
 - a. Availability and requirements to secure School Building Aid**
- 3. New Business**
 - a. Discuss McConnell Center Access Studio fit out options**
 - b. Other**
- 4. Next Meeting Schedule**
- 5. Adjourn**



CITY OF DOVER

AD-HOC CABLE ACCESS COMMITTEE – MINUTES

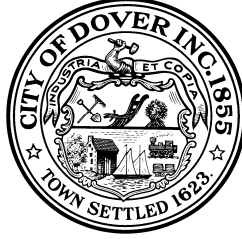
Meeting Type: Regular Meeting
Meeting Location: City Council Conference Room
Meeting Date: **Thursday, May 29, 2008**
Meeting Time: **5:00 pm**

Members present: Parks Christianbury, Audra Lurvey, Doug Dede, Michael Joyal, Sarah Fisher, guests Doris Grady, John O'Connor, Rick Callaghan

1. Approval of Minutes
 - a. 5/15/08 Organizational Minutes
AL moved PC 2nd to approve minutes
Passed unanimously
2. Old Business
 - a. Review and approve committee rules
AL moved DD 2nd approve rules
Passed unanimously
3. New business
 - a. Discuss McConnell Center Access Studio fit out options
Guests John O'Connor and Doris Grady
 - Discussed positives and negatives of different possibilities of new studio locations (DHS vs McConnell Center)
 - Discussed history of cable agreement and intentions of new Cable Franchise agreement
 - Discussed quote from BPS for fit-out of four rooms (includes drywall, drop ceiling, electrical outlets, basically creating a box) \$236,000. We will be looking for a better price by going out to bid.
AL moved to issue an RFP SF 2nd
Passed unanimously
 - Discussed specs for broadcast center fit-out (wireless vs wired)
 - The committee should take a trip to existing studios to see what is available
 - We may be able to save some money by using students to install the equipment instead of having it installed by a vendor
 - b. Availability and requirements to secure School Building Aid
 - Must apply to the state for approval
4. Next meeting schedule
5. Adjourn - AL motion to adjourn at 6:25 pm SF 2nd. Passed unanimously.

DANIEL R. LYNCH
Finance Director
d.lynych@ci.dover.nh.us

ANN M. LEGERE
Purchasing Agent
a.legere@ci.dover.nh.us



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City of Dover, New Hampshire OFFICE OF THE FINANCE DIRECTOR

June 30, 2008

REQUEST FOR PROPOSAL #B09001

Renovation of McConnell Center Cable Access Office and Public Meeting Space

You are cordially invited to submit a Proposal for **Renovation of McConnell Center Cable Access Office and Public Meeting Space** in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal. All Proposals will be considered confidential and no available for public review until after vendor has been selected.

Six (6) copies of the Proposal must be submitted in a sealed envelope, plainly marked:

RFP #B09001 Renovation of McConnell Center Cable Access Office and Public Meeting Space

**Purchasing Office
City of Dover
288 Central Ave
Dover NH 03820**

All proposals/bids must be received by **July 24, 2008 at 2:00 p.m. EST**

A mandatory pre-proposal meeting will be held on July 8, 2008 at 11:00 am at Room 220 of the McConnell Center.

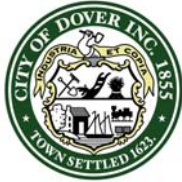
Ann M. Legere
Purchasing Agent

AML:kjn
Attachments

****IMPORTANT:*** *If you are not interested in submitting a quotation on this particular bid request, but wish to remain on our active bid list, please sign and return the attached form with a **NO BID** indication. Failure to respond in this manner will result in deletion from our bid list.*

Vendors wishing to respond to a bid request with alternates to specifications must notify the Purchasing Office no less than five (5) days prior to the bid request opening date. If the proposed changes are acceptable, the City will advise other potential respondents, thereby maintaining equality in the bid process. Failure to advise the City could result either in rejection of the alternate proposal or in an untimely extension of the sealed bid process.

Vendors may be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type	Proposal	Number:	B09001
Title	Renovation of McConnell Center Cable Access Office and Public Meeting Space		
Date	June 30, 2008		

INTRODUCTION

There will be a mandatory site visit held on July 8, 2008 beginning promptly at 11:00 AM in the McConnell Center room 220 and proceeding to view the location and ask questions about the project. Interested vendors must have representation at this meeting to be eligible to submit a bid for consideration by the City.

The City of Dover, New Hampshire is requesting proposals for the design and renovation of four (4) rooms on the third floor of the McConnell Center to be used for cable television access office and public meeting room space. General information and scope of services are as follows.

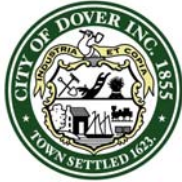
GENERAL REQUIREMENTS

Vendors making proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

Costs incurred for the preparation of a proposal in response to this RFP shall be the sole responsibility of the vendor submitting the proposal. The City of Dover reserves the right to select or reject any consultant firm that it deems to be in the best interest to accomplish the project specified. The City reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. 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. The City reserves the right to waive defects and informalities of the proposals.

The McConnell Center has four (4) unfinished rooms available to be renovated for use as a cable television access office and public meeting rooms on the third floor of the 1904 section of the building. The basic floor plan needed for each room is attached as Appendix A and will require vendors responding to this proposal to submit their proposed fit out drawings and related specifications. The selected vendor will then construct and fit out the space according to the final approved drawings and specifications ensuring the completed renovation is compliant with established building and life safety codes.

The unfinished rooms to be renovated have electrical service available from a sub panel accessible on the third floor in the vicinity of the rooms. There is access provided within the central public corridor on the third floor to a central water source loop for the HVAC systems needed in each room. Fire sprinklers are currently installed and operational in the unfinished rooms and will need to be reconfigured based upon the final ceiling and



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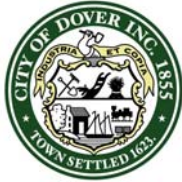
floor plan design and resulting code requirements. Water and drain connections are accessible on the second floor immediately below the area requiring a sink installation. Conduit for data and audio visual equipment is expected to be installed in conjunction with electrical wiring as part of the renovation work however the installation of the related data and audio visual wiring and equipment will be completed by the City separate from this project. Furnishings such as tables, chairs, wall hangings will be purchased and installed by the City separate from this project.

SCOPE OF SERVICES:

The City is seeking a vendor to prepare the construction drawings and related specifications, along with perform all required demolition and construction necessary to properly renovate and fit out four (4) rooms located on the third floor of the McConnell Center. The work will include preparing and submitting construction drawings and related specifications for approval and permitting. The vendor will then complete any necessary demolition of floors, walls and/or ceilings within the rooms being renovated including the removal and proper disposal of debris. Walls shall be re-covered utilizing sheet rock or refurbishment of brick exposed during demolition. Suspended tile ceilings shall be installed in each room. Fire sprinklers shall be reconfigured as required by code. Sufficient electrical conduit, wiring, outlets, light switches and light fixtures shall be installed in each room with allowances for electrical outlets up to 30 amps 110v as may be specified in certain locations by City during renovation. Flooring will be carpeting in each room. Existing doors, to the extent possible, shall be re-used for access into rooms and closet areas. All existing windows shall have interior wooden trim installed. A counter with sink and cupboards is to be installed in one meeting room. As the result of construction activities, any disturbed areas of floors, walls and ceilings in the common areas of the building or other tenant spaces are to be brought back to their original condition.

PROPOSALS:

Proposals must include a fixed price for all labor, materials and other items (general conditions, performance bond, contingency, etc.) necessary to provide a completed space suitable for office and public meeting uses (furnishings are excluded). Any allowances for materials or installation included in the fixed price shall be sufficient to allow for the purchase and installation of the intended items required for the scope of the project that are of at least a mid range quality with reasonable options for color, size, texture, etc.. **Submittals shall include the proposed design, description and schedule of work to be completed. All subcontractors, fixtures, equipment and materials to be utilized shall have costs itemized in the proposal and totaled at the end.** Any possible exclusions or extra charge items must be specified within the proposal. All applicable building codes must be adhered to and while City of Dover permits are required, there will be no charge for same. The City requires a lump sum fixed cost for undertaking and completing this project. The anticipated project length should be called out along with vendor availability.



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MISCELLANEOUS:

The City will require use of a Standard Agreement and General Conditions between Owner and Contractor ConsensusDocs #205 for engaging the selected vendor Attachment B. Vendors responding to this proposal should submit any proposed amendments or objections to use of this contract language with their submittals.

All questions concerning this request for proposals should be directed to Ms. Ann Legere, Purchasing Agent in writing @ a.legere@ci.dover.nh.us Phone contact will be 603-516-6030.

SUBMITTAL REQUIREMENTS

In addition to cost proposals, vendor must submit the following:

Statement of Project Requirements

State in succinct terms the vendors understanding of what is required by this Request for Proposal. The consultant shall demonstrate their knowledge of the project by documenting design and construction issues associated with this Project.

Scope of Services

Describe in narrative form the vendors approach and plan for accomplishing the work listed herein. Submit a schedule for completing the scope of work outlining the anticipated time frames and durations for the various services specified in the project approach.

Team

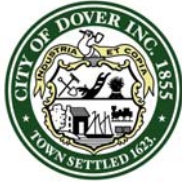
Include a Project Team and Organization Chart of all individuals who will be assigned to work on this project. Also, list any proposed sub-consultants and their intended scope of work.

Insurance

The successful vendor will be required to submit a certificate of insurance showing minimum liability limits of \$1,000,000.00, types of liability coverage and workers compensation participation. Thirty day notice is required for cancellation of policy and City of Dover shall be listed as additional insured. The City has the option to request increase in coverage requirements depending upon an analysis of the risk of activities of the vendor

Bonds Required for Projects over \$25,000.00

Bid Price Bonds at minimum 10% of bid price, Performance Bonds at 100% of contract and labor/ material bonds at 100% of the contract.



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REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type Proposal Number: **B09001**
 Title **Renovation of McConnell Center Cable Access Office and Public Meeting Space**
 Date June 30, 2008

SELECTION

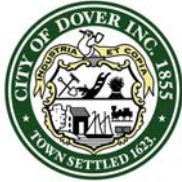
Vendor selection shall be based on possession of the necessary experience, organization, technical and professional qualifications, skills and facilities, project understanding, approach, ability to comply with proposed or required time of completion or performance, and possession of a satisfactory record of performance and cost.

CONTACT INFORMATION: Signature Required

Submitted by:		FOB Information:	
Address:			
		Availability:	
Email address:			
Warranty/guarantee:		Price holds for:	
Date:		SSN or EIN:	
Telephone #:		Fax #:	
Signature:		Title:	

Check here if appropriate: _____ **(X) NO BID**

Any deviations from the above stated specifications must be so noted and any bid prices must be reflective of these deviations. The FOB point is always to be Dover unless otherwise stated by the bidder. A FOB point other than the City of Dover must be so stipulated by the bidder.



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BID, RFP AND QUOTE TERMS AND CONDITIONS

- BID ACCEPTANCE AND REJECTIONS:** The City of Dover reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the City"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
- FINAL BID PRICE:** Terms and FOB point are always part of the bid. FOB POINT IS ALWAYS TO BE DOVER, NH UNLESS OTHERWISE INDICATED BY THE BIDDER. IT IS THE BIDDER'S RESPONSIBILITY TO SO DESIGNATE A FOB POINT OTHER THAN DOVER. If the bidder has any special payment or delivery clauses which could effect the final delivery price of an item up for bid, that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
- LATE PROPOSALS/BIDS:** Any bids received after specified date and time will not be considered, nor will late bids be opened.
- PAYMENT TERMS:** It is the custom of the City of Dover to pay its bills within 20 - 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
- BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the City Purchasing Agent so that it may be checked into for bids for the coming year. The bidder will state in the proposal the brand name and any guarantees of the material he/she proposes to furnish. The brand name is to be for the material that meets all specifications.
- SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the City of Dover reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.
- PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Purchasing Department the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.
- BID RESULTS:** The Purchasing Office will NOT respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and his total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to City Hall after a bid opening and asking to look through the file; by visiting our website at www.ci.dover.nh.us, or by sending a written request for the bid analysis along with a self-addressed stamped envelope.

