City of Portsmouth, New Hampshire

REQUEST FOR PROPOSALS #04-15

Masonry Conservation Services

INVITATION TO SUBMIT PROPOSAL

The City of Portsmouth, New Hampshire ("Owner") seeks Proposals from firms qualified for conservation masonry services at the Union Cemetery and North Cemetery in Portsmouth, NH. Sealed Proposals, plainly marked RFP #04-15, "Masonry Conservation Services" on the outside of the mailing envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until **Thursday, July 31, 2014 at 2 p.m.**

A mandatory pre-proposal meeting will be held at **Tuesday July 22 at 9:00 a.m.** Participants will meet at the Union Cemetery on Maplewood Ave. All individuals or firms interested in submitting a proposal must attend.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, to proceed or not to proceed with any proposal, or to negotiate without further process any contract as may be in the best interest of the City.

GENERAL INFORMATION

The City of Portsmouth (City) is seeking proposals from qualified professionals for conservation of specific architectural and memorial elements in Union Cemetery and adjacent North Cemetery. Work to be performed in the Union Cemetery includes resetting the entrance enclosure fence and stonework, as well as granite pillar and wrought iron railing conservation. In the North Cemetery, repairs to several tombs (listed below) are scheduled.

All work must be in compliance with State of New Hampshire Division of Historic Resources preservation guidelines for municipally-owned historic burial grounds and cemeteries, and comply with the Secretary of the Interior's *Standards for the Treatment of Historic Properties* and the American Institute for Conservation's *Code of Ethics and Guidelines for Practice.*

BACKGROUND

In 2013 the of Portsmouth commissioned an assessment and existing conditions report of these properties by John B. Wastrom, a seasoned conservation mason and burial ground consultant from Rollinsford N.H., who took photographs, noted deficiencies and provided a scope of work for conservation repairs. Mr. Wastrom's assessment and work scope is the basis for work to be executed in this Request for Proposals

CONSERVATION CONSULTANT

Technical direction will be provided to the City by the project's conservation consultant, John Wastrom, who authored the 2013 Existing Conditions Assessment Report and Conservation Plan.

CONTRACT ADMINISTRATION

Work under the proposed contract will be done under the supervision of the City's Conservation Consultant and the Project Manager with guidance from the State Historic Preservation Office. All work will be inspected and approved by these parties prior to acceptance.

The Contractor will meet with the City's Project Manager and consultant to review project progress

periodically throughout the duration of work performance. Meetings will be held on site.

SCOPE OF WORK

Work under the proposed contract consists of:

A. Attendance at a Preconstruction meeting with the City and the conservation consultant to determine schedule and review means and methods.

B. Attendance at a public information meeting to discuss the conservation work.

C. The provision of all materials, labor and equipment and the like required for the complete execution of five (5) tomb repair and and/or resetting in the North Cemetery as described in the Existing Conditions Assessment and as follows:

1. Stabilization of the Anna Treadwell Walden tomb
2. Realignment of the Joshua and Harriet Bragdon tombs
3. Brownstone repair to the Jotham Odiorne tomb
4. Realignment and repair to the Margret Thompson tomb
5. Marble repair on the William Vaughn tomb

D. Conservation of the Union Cemetery Front Entrance Fence and Stonework

E. Conservation of granite post and iron rail enclosures

SELECTION PROCESS

Proposals are to be submitted in two parts, a technical proposal and a fee proposal. The Owner's selection team shall review all proposals, and select the three most qualified applicants. The selection and ranking shall be based on the criteria listed below. The order in which the criteria appear does not indicate the importance, ranking or weighting that will be used in the evaluation.

1. Conservation Mason's qualifications

2. Qualifications for sitework subcontractor.

3. Proposed approach to the project.

4. Successful experience performing similar projects.

5. Experience and availability of assigned staff to perform the services required by the Project.

6. Cost and projected timeline to accomplish the scope of work.

The Owner will negotiate with the highest ranked applicant on the tasks, staffing, schedule and a maximum not-to-exceed fee consistent with the applicant's proposal and with what is considered fair and reasonable to the Owner. Negotiations may be terminated if they fail to result in a contract within a reasonable amount of time. Negotiations will then ensue with the second ranked applicant, and if necessary, the third ranked applicant. It is the City's intention that contract negotiations will be completed by **August 8, 2014** for work to commence immediately thereafter.

By submitting a proposal, the applicant consents to the City undertaking such investigation as it deems in its best interest to investigate the firm's qualifications. The submitting firm assumes all responsibility for any costs it incurs in preparing a response to this Request for Proposal.

The City of Portsmouth reserves the right to reject any and all proposals, to waive technical or legal

deficiencies, and to accept any proposals that are deemed to be in the best interest of the city. The City reserves the sole right to amend this RFP by formal Addendum. All addenda will be posted on the City's website www.cityofportsmouth.com.

TECHNICAL PROPOSAL REQUIREMENTS

1. The identity of the individual, partnership or corporation applying for the contract award. If the applicant is a partnership or joint venture, the proposal should specify who would act as the lead consultant for purposes of assuming contractual responsibility. If the consultant intends to sub-contract any work required in the scope of services, the sub-contractor must be identified.
2. A resume with at least five (5) projects similar in scope and importance to the work outlined in this RFP, including the name and date of execution of each. Names and telephone numbers of the references for each of the five (5) projects are also required.
3. For Conservation Technicians, Stone Craftsmen, and any individual who will be executing treatments on the tombs, a resume and list of prior projects are required.
4. Resume and list of similar projects for site subcontractor
5. A narrative of the applicant's approach to carrying out the project.
6. The project schedule and definition of work to be carried out during each phase.
7. Any other information deemed relevant to the project, and which the consultant believes will further the competitiveness of the proposal.

The Technical Proposal must be submitted in a separate sealed envelope identified as "Technical Proposal". The project name, "**Masonry Conservation Services RFP 04-15**" must be clearly marked on the envelope, along with the applicant's name and address. Conservators must submit one complete original and four (4) complete copies of both the Fee Proposal and Technical Proposal to:

City of Portsmouth Purchasing Department
1 Junkins Ave
Portsmouth, NH 03801

FEE PROPOSAL REQUIREMENTS

The Fee proposal MUST be submitted in a separate sealed envelope identified as "Fee Proposal." Refer to the final page in this RFP for the Fee Proposal Form.

Project fees must include all costs and expenses to complete the scope of work. Please note that the City will provide water for project work. The City will not provide electric power.

Copies of the RFP are available on the City's website www.cityofportsmouth.com. Proposals must be received no later than **Thursday, July 31, 2014 at 2:00 p.m.** Proposals received after the date and time indicated will be rejected.

The City reserves the right to accept or reject any or all proposals and to make the award as it deems to be in its best interest.

MANDATORY PRE-PROPOSAL MEETING

A pre-proposal project briefing and tour of the Cemetery will be held **Tuesday, July 22, 2014 at 9:00 a.m**. Participants will meet at the Union Cemetery on Maplewood Ave. All individuals or firms

interested in submitting a proposal are required to attend.

All questions regarding this RFP should be directed to Lori MacGinnis, Purchasing Coordinator in writing, through **email: purchasing@cityofportsmouth.com.** Questions will be accepted until **Friday, July 25 by 1 p.m**. Answers to questions will be posted by **Tuesday, July 29 at 5 p.m**. All questions, and their respective answers, raised during the RFP process will be available on-line at the Purchasing website www.cityofportsmouth.com

SUBMITTALS

The proposed contract will require the following submissions:

1) Product Data: Submit manufacturer's technical data for each product proposed in the treatment plan including recommendations for their application and use. Include test reports and certifications substantiating that products comply with requirements. Submit material safety data sheets for each product.

2) Written Description: Submit written schedule for each phase of conservation. Include items for coordination with the client and indication of how surrounding graves, grave markers, monuments and vital plantings will be protected. Describe materials and equipment to be used on site. Describe safety measures that will be taken to protect visitors while the work is underway and to protect the stones from damage while they are out of the ground.

3) Alternate Methods: Written approval from the City is required prior to substituting any materials or methods.

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 - $2,000,000
Per occurrence and general aggregate

B) Automobile and Truck Liability:

Bodily Injury or Property Damage - $2,000,000
Per occurrence and general aggregate
Coverage requirements can be met with excess policies

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) Builder's Risk as may be applicable.

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 Insureds.

1) The contractor's insurance shall be primary in the event of a loss.

2) 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

FEE PROPOSAL FORM

The undersigned hereby submits a price proposal to perform the services outlined in the City of Portsmouth RFP 04-15. Each item will be priced separately (below), and the base price will be the aggregate of all items. Prices include all labor, materials, supervision, insurances, overhead and profit. Put this in a sealed envelope separate from the technical proposal.

Contractor: _____

Address: _____

_____

_____

FEE PROPOSAL

WORK ITEM

1. Union Cemetery Front Entrance Fence and Stonework

   In Figures $_____

   In Words $_____

2. Union Cemetery Granite Pillar Repair

   In Figures $_____

   In Words $_____

3. North Cemetery Tomb Repairs

   In Figures $_____

   In Words $_____

TOTAL BASE PRICE (Work Items 1-3)

In Figures $_____

In Words $_____

Receipt of Addendum No. _____ Acknowledged by: _____

Company Name: _____

Address: _____

Telephone #: _____

Date: _____

GENERAL DESCRIPTION OF TASKS

1. Examine each component on the list prior to submitting a proposal. Descriptions of conditions as well as recommended treatments included in the list at the end of the specifications are for the purpose of identifying the components that will be treated under this contract and for giving a general description of the conditions and recommended treatments. The short description is not intended to define all of the treatments or treatment steps that may be required. It is the responsibility of the applicant to examine each component to determine its proper treatment.
2. Submit conservation treatment plan for approval prior to proceeding with any work.
3. Only bonding surfaces will require cleaning, using water only, applied by low (hose) pressure.
4. Document all treatments with digital photographs and notes on treatment documentation sheets during conservation work.
5. Thoroughly document condition of tomb or architectural element after conservation work is complete with digital photographs as well as marked sketches and/or annotated photographs that indicate the locations of individual treatments.
6. Provide the City with a project binder at the end of the project containing the following copies of final treatment reports plus any field reports, and project correspondence. Include material safety data sheets and manufacturer's cut sheets for all products. In addition, provide the City with a before, and after treatment photographs.

REFERENCE STANDARDS-The awarded vendor must use the following:

A. Aggregates for concrete: ASTM C33
B. Mortar Sand: ASTM C144
C. Bricks: ASTM C216
D. Mortar: ASTM C270
E. Stainless Steel Threaded Rod: ASTM A276

JOB CONDITIONS

The proposed contract will require the following job conditions:

A. Prevent mortar and patching compounds, adhesives, resins etc. used in conservation work from staining the stones under treatment or any adjacent stones, masonry, bronze etc. Prevent damage from other materials or chemicals used on the project.

B. Work shall not be permitted in weather below 40 degrees, or above 85 degrees, unless the work area has been enclosed and heated to maintain a constant temperature and humidity.

C. Materials shall be used only at the manufacturer's recommended temperature and humidity tolerances. In case of conflict between standards on the project, the more stringent shall apply.

PRODUCTS

The proposed contract will require use of the following materials, except where otherwise noted:

A.Materials General

1. Comply with referenced standards and other requirements indicated applicable to each type of material required.

2. Reference in the specifications to materials by trade name is to establish a standard of quality. It is not intended to exclude other manufacturers whose materials are, in the judgment of the project conservator and based on sample panels, equivalent to those named.

B. Mortar Materials for Fills, Rebuilding Areas of Loss and Mortar Caps

Composite Repair Mortars:

1. Non-Polymer Modified Composite Repair Mortars for filling areas of loss in Slate or Marble: Jahn M-70, Jahn M-120, 160 from Cathedral Stone Products. 8332 Bristol Court, #107, Jessup, Maryland 20794 (800) 684-0901

2. Polymer Modified Composite Repair Mortars for Mortar Caps and Seam Fills on Slate Markers: Edison Custom System 45 from Edison Chemical Systems, Inc. 25 Grant Street, Waterbury, CT 06704 (203) 597-8044

3. Hydraulic Lime Based Repair Mortar for Filling Seams and areas of Loss on Marble and Sandstone Markers: Lithomix from St Astier available from LimeWorks.us, 215-536-6706 Email LimeWorks.us

4. Conproco MIMIC, non-polymer single component repair mortar formulated to replicate existing surface. Manufactured by Conproco Inc., www.conproco.com.

C. Grout Materials

1. Hydraulic Lime Grout for fills and injecting into voids

   a) 1 part hydraulic lime. (Available from LimeWorks.us 215-536-6706 Email LimeWorks.us) and 2.5 –3 parts fine sand and/or stone dust and inorganic pigment as required to match color of slate or marble. Not to exceed ASTM ratios of pigment to binder.

D. Stone Adhesive for Structural Repairs and Pinning

Exterior grade flowable and paste epoxies that are moisture tolerant and specifically manufactured for the structural repair of stone and masonry. Akemi Akepox 2000, 2010, 2030, 5000, 5010 from Akemi North America (877) 462-5364 available from Stone Boss Industries, 26-04 Borough Place, Woodside, NY 11377 (718)278-2677 Fax (718) 267-1997 or approved equal.

E. Cleaning Agent for Removing Soiling Prior to Adhesive Repairs

1. Water: All water shall be clean potable water. If potable water is not available at jobsite contractor must provide clean potable water.

2. Non-Ionic Detergents: Triton X 100 available from Talas, 568 Broadway, New York, NY 10012 (212) 219-0770

3. Concentrated Soap: Vulpex Soap available from Talas, 568 Broadway, New York, NY 10012 (212) 219-0770

F. Cleaning agents for removing biological growths

Prosoco Revive. www.prosoco.com or approved equal.

G. Pins for structural repair of fragments

Stainless steel threaded rod grade 304 or better.

H. Cementitious grout for setting stainless steel pins or setting upright markers in slot bases

Mortar for setting pins and setting stones in slot bases shall be: A soft mortar that is durable but can be reversed in the future containing either Type I/II White or Light Gray Portland Cement and Type S lime and aggregate, or Naturally Hydraulic Lime (NHL 3.5) and aggregate.

I. Gravel

Construction grade gravel ranging in size from 1/4" to 1" as required.

J. Stainless steel anchors (for tomb repair)

ASTM A276, Type 304 or better - lengths and diameters as required.

EXECUTION

A. Pre consolidation/stabilization prior to treatments

1. The goal of pre-consolidation shall be to secure all loose, semi-detached or friable areas against loss during other conservation treatments including pointing and cleaning. Contractor will be held responsible for losses on the stone that take place during conservation treatments therefore the extent of pre-consolidation shall be that which is in the contractor's judgment sufficient to secure against losses. Submittal shall be for materials and methodology not extent of pre-consolidation.

B. Removal of prior mortar fills and composite mortar repairs

1. Pre-consolidation as described above shall precede all raking out of joints, removal of mortar caps and prior composite mortar or adhesive repairs. It is the conservator's responsibility to pre-consolidate all loose and friable areas of stone prior to starting other treatments.

2. Surface tension and bond of prior repairs may be broken using power tools such as small diamond cutting wheels, Dremel Tools and small pneumatic chisels. All other removal is to be performed by skilled craftsmen using hand tools. No hand held grinders or other cutting wheel power tools shall be used.

C. Mortar fills and mortar caps –General

1. The goal of mortar fills and caps is create the maximum water shedding fill, joint or seam for each particular configuration of stone.

2. Surface of fill shall be tooled and slicked to conform to the contours of the edge of the stone in order to achieve maximum water shedding.

3. Mix mortar to specified proportions and in conformance with the color and texture of approved samples.

4. Apply mortar to stone that has been properly prepared and is free of dirt, soiling and any loose or friable material or surface accretions that may have a detrimental effect on the bond. Wet stone must avoid excess absorption of moisture from mortar.

5. Apply mortar in consecutive lifts where required to avoid excessive shrinkage.

6. Cure moist mortar for a minimum of seven days or until mortar is properly cured.

D.Mortar application for fills and mortar caps

1. First layer must create a uniform depth for later applications and be thoroughly compacted into cavities. Apply mortar to a maximum thickness of 3/8".

2. After voids have been filled to a uniform depth, apply remaining mortar in successive ¼" thick layers. Fully compact each layer and allow to dry to thumbprint hardness before applying next layer.

3. When final layer is thumbprint hard, tool to match approved sample.

4. Avoid feather-edging of mortar joint.

5. If existing stonework has rounded edges from wear, recess slightly the mortar from face of stone surface.

6. Immediately after completion, remove excess mortar by light brushing with a natural bristle brush. Do not leave encrusted matter.

7. Keep mortar damp for 48 hours after pointing to permit proper hardening of mortar. Cover masonry temporarily with burlap, which must be moistened periodically. Temporarily cover wall with plastic sheets to prevent evaporation. Continue to moisten for up to seven (7) days, if required due to high temperatures or high winds. Protect mortar from overnight rain.

8. For proprietary mortars; follow manufacturer's directions for applying and curing mortars.

E.Cleaning after mortar fills or patching or grouting

1. The face of all stonework shall be thoroughly cleaned after completion of the pointing and other work liable to soil the stone. The stonework shall be gone over and any mortar splashes or smears shall be carefully removed from the surface with scrapers.

F. Re-adhesion of stone (non-structural)

1. Prepare mating surfaces of stone that is to be re-adhered by cleaning surfaces until surfaces are free of dirt, sand, old grout, old mortar, ferrous metal stains or deposits and organic materials. After cleaning with specified cleaning agents, clean with specified solvents just prior to applying adhesive materials.

G. Adhesive repairs (structural)

1. Prepare mating surfaces by removing prior adhesives where applicable and cleaning to remove soiling with detergents as specified above. Use solvents to remove any oil or grease from the mating surfaces.

2. Lay fragments to be adhered on clean flat surface if marker has been removed from ground and locate the centerline of holes for pins. The diameter of the pin shall not exceed 20% of

the width. Minimum pin embedment on either side of the joint shall be three inches. Holes shall be 1/16" larger than the diameter of the pin.

3. Drill holes to receive pins where applicable. Blow dust out of drill holes. Test fit by placing pins in holes and dry setting. Set pins in edge of one fragment with epoxy and then dry set fragments to ensure that the pins are in the proper locations. Mate surfaces. Do not apply epoxy to mating faces or other end of pin at this point. Adjust fit using clamps and jigs to hold stone in place. It is important that proper mating be achieved at this point. When the epoxy in the pin holes has set, separate pieces and apply epoxy to other end of pins and sparingly along mating surfaces. Re-clamp stones and keep under pressure until epoxy has set. Set time will vary depending on temperature of air and stone.
4. For fragments that will not be pinned, follow steps above for cleaning and dry setting to ensure proper fit. Use clamps and jigs as required to secure pieces.
5. For fragments to be adhered while marker is still in the ground, follow steps above for cleaning. Use jigs and flat surfaces clamped to the stone in order to achieve best possible mating of surfaces.
6. Mix and apply adhesives as per manufacturer's recommendations.
7. Hold glue line away from face of stone in order to grout seam with tinted grout. Immediately remove any adhesive residue that has flowed over the face of stone using acetone or other solvent.
8. Apply a tinted grout to the seam after the structural epoxy has set. Grout in seam should be flush with edges of stone on either side of the repair

H. Removal of existing ferrous pins and/or epoxy adhesives from existing pin connections

1. Carefully remove existing pins by either drilling into the grout, mortar or epoxy around the pin until the pin is free or by core drilling around existing pins.
2. After core drilling, carefully remove any remaining cement in the setting holes by chipping out the cement with small chisels.

END OF RFP