

CITY OF PORTSMOUTH  
PORTSMOUTH, NEW HAMPSHIRE  
**REQUEST FOR PROPOSAL**

**Sealed** bid proposals, **plainly marked, “RFP #38-23 K6 Phone Box Restoration” on the outside of the mailing envelope as well as the sealed bid envelope**, as well as the sealed non-price proposal envelopes and sealed price envelope, addressed to the Finance/Purchasing Department, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801 will be accepted until **March 29, 2023 at 10:30 a.m.**

**WORK SCOPE:**

The work shall consist of picking up and transporting a 1,500 pound, cast iron and glass telephone box from its current location at 1 Islington St., restoration, delivery to the Portsmouth Public Library, 175 Parrot Ave., and installation.

Restoration will include repairs and replacement of missing or damaged parts, sandblasting and repainting all previously painted features including gold crowns, and reassembly. Restore the K6 to “Listed Specification” using original features where possible, or newly manufactured components made to original specifications. The HMS Sirius ship’s crest shall be preserved.

**PRE-BID MEETING INFORMATION:**

There will be a **non-mandatory** Pre-bid meeting held on **March 15, 2023 at 10:30 a.m.** at the **Portsmouth Discovery Center, 1 Islington St., Portsmouth.**

Proposal specifications and proposal forms may be obtained from the City’s website at [www.cityofportsmouth.com/finance/purchasing-bids-and-proposals](http://www.cityofportsmouth.com/finance/purchasing-bids-and-proposals).

Questions should be e-mailed to [purchasing@cityofportsmouth.com](mailto:purchasing@cityofportsmouth.com) no later than **March 20, 2023 at 4:30 p.m.**

Addendum to this request for proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading no later than **March 23, 2023**. Addenda and updates will NOT be sent directly to vendors.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal and to negotiate such terms and conditions of a final contract that may be in the best interest of the City

If you have any questions, please contact the Finance/Purchasing Department at the following number: **603-610-7227** during business hours.

The City of Portsmouth reserves the right to reject any or all Request for Proposals, to waive technical or legal deficiencies, and to accept any RFP that it may deem to be in the best interest of the City.

**1. PURPOSE**

The City of Portsmouth, New Hampshire seeks specific qualifications from interested Restoration firms that can provide professional restoration services for refurbishment of a cast iron K6 telephone box (booth) for reuse in a public building. Work will include transport both ways and final installation. It is the Owner's objective to place the refurbished K6 in the Portsmouth Public Library by July 2023.

## 2. PROJECT REQUIREMENTS:

Restore the K6 to “Listed Specification” using original features where possible, or newly manufactured components made to original specifications. Restoration will include:

- Preserve the original HMS Sirius ship’s crest on the interior wall
- Remove glass and remaining fittings
- Sandblast to bare metal and degrease
- Paint one coat red oxide primer and 3 coats enamel. Color: **Currant Red** to match original.
- Reglaze with safety glass in glazing frames
- Brass tapered glazing pins and shackles
- TELEPHONE transoms
- PUSH/PULL safety glass panel
- Restored hinges and door pull handle
- Gold painted crowns

## 3. DESCRIPTION OF THE PROCUREMENT PROCESS

### A. General

When sent by mail, the sealed proposal shall be addressed to the Finance/Purchasing Department, 1 Junkins Ave., Portsmouth, NH 03801. All proposals shall be filed prior to the time and at the place specified in the invitation for proposals. It is noted that the proposal shall include **the cost proposal and non-price proposal in separate envelopes**. Proposals received after the time for opening of the proposals will be rejected and returned to the respondent unopened. Faxed proposals will not be accepted.

### B. Submission of Written Qualifications

The Selection Committee will review and evaluate the written responses to the Request for Proposal (RFP). Restoration firms making proposals must respond in writing to all requirements of this RFP. Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information that is felt to be relevant by the proposing firm should be included after the items listed below.

The selection committee will, as a minimum, consist of three representatives from the City. Proposals with no prior experience and submittals that do not meet the minimum requirements will not be considered. The proposals will be ranked by each selection committee member in order of the proposal best addressing the needs of the City of Portsmouth. For example, if five proposals are submitted then each selection committee member shall rank the submitted proposals on a scale of one to five with five being the most favorable.

### C. Selection

The chosen firms will be re-ranked after the interview in a similar manner as described above. The price proposal of the top-ranking candidate shall be opened and the proposer will be invited to negotiate a contract with the City of Portsmouth. Should the City and the selected firm not be able to reach an agreement, the City will then negotiate with the second-highest ranked firm. 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 contract shall include among other items a requirement that the Restoration firm carry certain insurance policies naming the City as an additional insured. Proposer shall be given 90 days from the award of the Contract in which to complete the Scope of Work.

#### **D. Proposal Evaluation**

The City reserves the exclusive right to select or reject the restoration firm(s) that it deems to be in the best interest to accomplish the project specified herein. In addition to the proposal amount, additional factors will be considered as an integral part of the proposal evaluation process, including, but not limited to:

- 1) The proposer's ability, capacity, and skill to perform within the specified time limits.
- 2) The proposer's experience reputation, efficiency, judgment, and integrity. The Restoration firm shall have prior experience restoring large painted metal objects.
- 3) The quality, availability and adaptability of the supplies and materials sold
- 4) Other applicable factors as the City determines necessary or appropriate.
- 5) The proposer's understanding of the City's needs, the objectives and goals to be achieved and the work involved in the project.
- 6) The proposal has been prepared in accordance with the instructions of the RFP and provided a project description and scope of work, schedule, list of similar projects, company profile, personnel to be assigned and references. Client references should include the names of individuals and telephone numbers.

#### **4. REQUEST FOR PROPOSALS - MINIMUM REQUIREMENTS**

Provide 3 copies of proposal submittal. Submittals at a minimum shall consist of the following:

- A. Description of Firm  
Brief description of the firm including location of corporate facility proposed to handle this project.
- B. Statement of Project Requirements  
Statement in succinct terms the proposer's's understanding of what is required by this Request for Proposal.
- C. Scope of Services  
Describe the proposer's approach and technical plan for accomplishing the work listed herein. The proposal shall include a detailed sequence of tasks to be performed for the execution of the project.
- D. Team  
Provide the names, with their resumes, of all professional members of the team.
- E. Relevant Experience

Provide the details of experience and past performance of the restoration firm's comparable projects for other entities. This item should cover, at a minimum, the substantive nature of comparable projects. Proposers are required to give sufficient information of their experiences to permit the City to understand and verify the exact nature of the contributions made by the Proposer to the projects listed.

F. Commitments

Provide a statement of how the Proposer will assure adequate and timely completion of this project.

G. Project Schedule

Provide a project schedule. The required completion of the project is 90 days following the City's Notice to Proceed to the selected restoration firm. The City representative will view the restored item at the restoration firm prior to delivery to the library.

H. References

Provide the name, title, locations and phone number of persons who can substantiate the Proposer's ability to meet the requirements.

I. Cost

The respondent shall submit an estimated cost summary for labor and materials equipment and transportation required to complete the services described in its proposal for this project. Proposals shall be submitted in two parts as described in (A.).

**D. 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.

**1. 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.

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) The Additional Insured endorsement must include language specifically stating that the entity is to be covered for all activities performed by, or on behalf of, the contractor, including the City of Portsmouth's general supervision of the contractor.
- 3) 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

**END OF REQUEST FOR PROPOSALS**

PHOTOS

K6 PHONE BOX EXISTING CONDITION

