

TOWN OF RINDGE  
**REQUEST FOR PROPOSALS**  
QUALIFIED PRESERVATION  
RINDGE MEETINGHOUSE & HORSE SHED



**TOWN OF RINDGE, NH**  
**RFP 04-01-2024**

PROPOSALS DUE: May 21, 2024 at 10:30 a.m. Two (2) hard copies shall be delivered or mailed in a sealed envelope clearly labeled with the Respondent's name and "Request for Proposal: Services for Painting-Rindge Meetinghouse & Horse Shed" to:

Lori Rautiola, Town Administrator  
Town of Rindge  
30 Payson Hill Road  
Rindge, NH 03461



The Town of Rindge, New Hampshire (hereinafter called "Town") is inviting proposals from qualified firms for painting the exterior of the Town's historic Meetinghouse and Horse Shed located at 6 Payson Hill Road, Rindge, NH.

All proposals must be received no later than Thursday, May 21, 2024, by 10 a.m. (time may be extended at the discretion of the Board of Selectmen) to be considered. It is the sole responsibility of the responder to have the packet at the designated location prior to the deadline date and time. Faxed or emailed submittals will not be accepted.

## SUMMARY AND BACKGROUND

The Second Rindge Meetinghouse replaced the earlier 1762 First Meetinghouse located on the same site. The Second Rindge Meetinghouse and Horse Shed bears its distinction and remains one of the largest and most imposing of New Hampshire's eighteenth-century meeting houses. The historic building's architectural significance lies both in its massive and well-preserved late eighteenth-century frame and its architectural quality. The building is currently used by the Town and its people for civic and religious purposes.

The Town was awarded a grant through the New Hampshire Land and Community Heritage Investment Program (LCHIP) in December 2023 for the painting and repair of the steeple and painting of the remaining structure as well as repointing the masonry. Just east of the historic Meetinghouse descending into the hillside sets its counterpart, the Horse Sheds. The Town was also awarded a grant from the NH Department of Natural and Cultural Resources (NH Moose Plates Program) for the painting of the Horse Sheds.

## CONSTRUCTION SCHEDULE

The Contractor will be expected to work with the Town to maintain a project scope within the Town's budget. Bidding is expected to commence in May 2024, with construction anticipated to begin in the summer of 2024. The Town intends to complete the project in the early Fall of 2024.

## PROJECT OVERVIEW:

**Meetinghouse Exterior Painting:** Scrape and clean loose paint, and conduct any minor repairs, which include but are not limited to replacing some rotted clad boards and trim boards where needed. Paint the steeple from the main roof to the top of the steeple. Paint the main building from the ground up to the main roof. Remove shutters and paint, and reinstall when paint is complete. Repair any dental molding, siding, and trim where needed. Paint all trim and siding. (Not to include the clock faces)

**Horse Sheds:** Scrape, clean, and paint siding on the Horse Shed. Conduct any minor repairs, which include (but are not necessarily limited to) replacing some rotted clad boards and trim boards where needed. Replace vertical trim boards where needed. Paint the exterior of the Horse Sheds from the ground up to the main roof. (Horse Shed to be invoiced separately)

## SCOPE OF WORK:



The scope of work for the Rindge Meetinghouse and Horse Shed is intended to include (but not necessarily limited to):

- 1) Protect grounds as needed for prep and painting.
- 2) Remove all shutters and mark them to ensure they are re-installed accordingly upon completion.
- 3) Remove mold and dirt (apply bleach or eco-friendly - Mi-TM where needed).
- 4) Pressure wash all surfaces to be painted.
- 5) Scrape all loose and peeling paint, re-nail, and caulk where needed.
- 6) Remove all loose glazing, spot prime all bare wood on the window sash, re-glaze where needed, prime all sash with oil primer, and apply two coats of Latitude Flat paint.
- 7) Spot prime all bare wood with oil primer.
- 8) Apply two coats of Latitude Flat Exterior paint to all siding and trim on the building.
- 9) Apply two coats of Latitude Satin Paint to all shutters and doors.
- 10) Repair any carpentry due to damage or rot.

The Contractor is to provide any hydraulic lift or staging.

#### SPECIFICATIONS:

- A. Oil Primer – Sherwin Williams A-100.
- B. Siding and Trim: K60W00651-Latitude Exterior Flat.
- C. Doors and Shutters: K62W00651-Latitude Exterior Satin.
- D. All contractors will provide Lead-Safe Certification.
- E. No operations under this Agreement shall commence until Certificates of Insurance attesting to the below-listed requirements have been filed with and approved by the Town:

#### INSURANCE CERTIFICATES:

The consultant at their cost will be required to provide a certificate of liability insurance naming the Town of Rindge as additional insured. The Proposer must supply current commercial and general liability insurance to the Town of Rindge. The following shall be listed as a minimum before any work commences:

- Commercial General Liability Insurance, Limits
- Each occurrence: \$1,000,000
- Damage to Premises: \$300,000
- Med Expenses: \$5,000
- Personal Injury: \$1,000,000
- General Aggregate: \$2,000,000
- Products-Comp/AGG: \$2,000,000
- Workers Compensation: \$1,000,000 per Occurrence
- Workers Compensation: \$1,000,000 per Employee



## SUBMITTAL REQUIREMENTS:

Proposals shall include the following components:

1. Cover Letter: A brief cover letter including the firm name, address, primary contact person, and contact's phone number and email.
2. Introduction:
  - Summary of the firm's background and history, including experience working on similar historic building projects.
  - Statement indicating the firm's understanding of the project's objectives, scope, and requirements for the construction management services described above.
3. Project Team and Qualifications: Provide the name, role, and qualifications of each team member who will be assigned to work on this project.
4. Project Schedule
5. References: The client's name, contact person, telephone number, and email for at least (3) three clients for whom you have completed similar projects in the past. Prior experience with LCHIP projects is preferred.
6. Other information, qualifications, and/or exceptions that the firm may consider appropriate to raise during the selection process.

Proposals, as outlined above, must be received at the Rindge Town Office, 30 Payson Hill Road, Rindge, NH 03461 no later than Tuesday, May 21, 2024, by 10 a.m. in order to be eligible for consideration. To be considered complete submissions must include (2) Two hard copies and shall be submitted in a sealed envelope clearly labeled with the Respondent's name and "Request for Proposal: Services for Painting - Rindge Meetinghouse & Horse Shed" and must be delivered to Lori Rautiola, Town Administrator, Town of Rindge, 30 Payson Hill Road, Rindge, NH 03461.

**The Town will hold a mandatory site visit on May 7th at 10 a.m. at the Rindge Meetinghouse, 6 Payson Hill Road.**

Proposals must be received by the time specified at the address listed above. Any proposals received after the deadline will not be considered. Faxed or emailed submittals will not be accepted.

All responses are governmental records subject to public disclosure under the Right-to-Know Law. The Town will not accept responses marked confidential in whole or in part.



## RESERVATION OF RIGHTS

The Town of Rindge reserves the right to reject any or all proposals or accept the proposal the Town deems to be in its best interest, regardless of the lowest proposal amount. The Town reserves the right to request additional data or information or a presentation in support of written proposals, however, the Town may award a contract based on the offers received, without additional submissions. The proposal should be submitted on the most favorable terms, from all aspects, which the contractor can submit. The Town reserves all rights to negotiate with the contractor of its choice based not solely upon cost, but on the qualifications and ability of the contractor to perform, consistent with the Town's intent, requirements, schedule, and funds availability. The Town further reserves the right to: Not award a contract for the requested services; Waive any irregularities or informalities in any proposals; Accept the proposal deemed to be the most beneficial to the public and the Town; Negotiate and accept, without advertising, the proposal of any other company in the event a contract cannot be successfully negotiated with the selected firm; and retain products submitted by companies for their own use at its sole discretion.

## INDEMNIFICATION

The Town will require the following indemnification language in all contracts related to this project:

To the fullest extent permitted by law, Contractor shall protect, indemnify, save, defend and hold harmless the Town of Rindge, including its officials, agents, volunteers, and employees ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest, and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of a person, economic injury or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this contract or the activities of Contractor or its agents, employees, contractors or subcontractors, and even if caused in part by any negligent act or omission of Indemnified Parties.

In addition, and regardless of respective fault, the Contractor shall defend, indemnify, and hold harmless the Indemnified Parties for any costs, expenses, and liabilities arising out of a claim, charge or determination that the Contractor's officers, employees, contractors, subcontractors or agents are employees of the Indemnified Parties, including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages or taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, Medicare, state or federal taxation, and/or any other similar obligation associated with an employment relationship.

The Town of shall not be required to defend or indemnify the Contractor, any subcontractor, or any professional service provider.

The Town of Rindge is an equal-opportunity employer. Qualified proposals will receive consideration without regard to race, color, religion, creed, age, gender, or national origin.



## **Secretary of the Interior's Standards for Rehabilitation**

Second Rindge Meetinghouse, Horse Sheds and Cemetery which is listed in the National Register of Historic Places (#79003791) bears its distinction and remains one of the largest and most imposing of New Hampshire's eighteenth-century meeting houses. The historic building's architectural significance lies both in its massive and well-preserved late eighteenth-century frame and its architectural quality. Further information about this property can be seen in the National Archives at <https://catalog.archives.gov/id/77844854>

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.