



**Community Action Partnership of Strafford County
Request for Proposal**

Community Action Partnership of Strafford County (CAPSC) is seeking an experienced Contractor to construct a bathroom in the basement of Home for Now (HFN), located at 202 Washington Street, Rochester, NH.

Interested parties are asked to submit their proposal in a sealed envelope using the provided bid form. Proposals may be submitted via:

- Hand delivery
- US mail in sealed envelopes
- Electronic delivery

All submissions must be clearly labeled with the envelope or subject line marked as: ***“RFP Response for HFN Bathroom”*** and addressed to:

Community Action Partnership of Strafford County
ATTN: Carrie DiGeorge
577 Central Ave. Suite 10
Dover, NH 03820

FRP Timetable:

Event	Date
RFP Release	Tuesday, July 15, 2025
Mandatory Site Visit	Wednesday, July 29, 2025, at 7:30 am
Bid Submissions Due	Thursday, August 21, 2025, at 4:00 pm
Contractor Selected & All Contacted	Week of August 25th, 2025

All pre-bid inquiries should be directed to Carrie DiGeorge at cdigeorge@straffordcap.org.

CAPSC retains the right to waive any minor irregularities in bids, to accept any bid, and to reject any and/or all bids if it is deemed in the best interest of the agency. Additionally, CAPSC reserves the right to cancel or modify this RFP at any time.

Bid evaluation:

- Bids will be evaluated by a selection committee consisting of CAPSC staff
- Bids will be evaluated based on the following, in order of importance:
 - Adherence to the RFP requirements and attached bathroom plans, as designed by Laselle Architects
 - Reputation and experience of the contractor
 - Competitive pricing
 - Anticipated start date for this project



Bid Specifications:

- Build a bathroom in the walk-out basement of HFN that conforms to the plans attached to this RFP and designed by Laselle Architects (the cabinet to the left of the vanity will be replaced by 3 open shelves)
- Attend a pre-construction meeting with CAPSC staff and Laselle Architects
- Provide a minimum 1-year warranty for the bathroom installation
- Participate in bi-weekly status update meetings with CAPSC staff
- Provide all necessary documentation when requesting payment, including, but not limited to, receipts, invoices, bills, and similar documentation for all project vendors, contractors, and subcontractors
- Maintain clear communication with CAPSC throughout the building process
- Obtain any necessary state or city permits for the Project and manage any required inspections relative to those permits

Requirements of this RFP

- The enclosed bid form must be fully completed and submitted by the due date
- Bidders are required to submit a quote with detailed, fixed pricing
- The winning bidder agrees to fully maintain statutory workers' compensation and employee liability insurance for all employees engaged in the performance of the project. General liability insurance against all claims of bodily injuries, death, or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death in any one incident, and \$500,000 for property damage in any one incident. Bidders further agree to have Community Action Partnership of Strafford County named as an additional insured on all its liability insurance policies on a primary and non-contributory basis for both General Liability and Umbrella policies. Furthermore, Completed Operations coverage should be maintained by the Contractor.

The bid packet must contain the following information:

- Provide a minimum of 3 references for similar completed projects
- Provide a detailed pricing quote that fully addresses the bid specifications
- Provide the date your company can begin construction
- Provide the completed bid sheet (**Exhibit A**)



Community Action Partnership of Strafford County is a 501(c)(3) nonprofit organization established under the provisions of the Equal Opportunity Act of 1964 and established in Strafford County in May of 1965.

Our Mission:

To reduce barriers to help clients improve their economic stability and well-being through education, advocacy, and partnerships

Our Vision:

To eliminate poverty

Our Values:

Communication, Collaboration, Accountability, and Client Focus

Compliance with New Hampshire Law:

This Request for Proposals (RFP) and any resulting contract shall be governed by and construed by the laws of the State of New Hampshire. All bidders must comply with applicable federal, state, and local laws, regulations, and requirements in the preparation and submission of their proposals and the performance of any services under the awarded contract.



Exhibit A- Bid Sheet for Home for Now (HFN) Bathroom Project

Company Name:

Contact Person:

Contact phone number:

Contact email:

The number of years your company has been in business:

Will subcontractors be used for this project? If so, name each subcontractor.

Has your company had any OSHA findings in the last 3 years?

If yes, please explain:

We will adhere to all the bid specifications as outlined in CAPSC's RFP for the HFN basement bathroom.

Authorized Signer

Date