



Town of New Hampton

6 Pinnacle Hill Road
New Hampton, New Hampshire 03256

REQUEST FOR PROPOSAL

The Town of New Hampton is soliciting proposals for a Structure Report for the New Hampton Town House, located at 86 Town House Road, New Hampton NH. The Town House is listed on the National Register of Historic Places. The purpose of this report is to assess and document the current condition, and create a guide to the repair, maintenance and continued use of the historic Town House. The report may also be used to assist in securing grant funding for the identified preservation needs.

Site Description: The first annual town meeting held in the building was in March of 1799, and the building has been in continuous use ever since. It is believed that the architect/builder was Samuel Kelley, one of the town's first settlers. The main block of the wooden town house is a mid-19th century vernacular structure, while the smaller additions on its rear are mid-20th century vernacular structures. The main block is post and beam construction and stands on a cut granite block foundation. In the center of the main block's south façade, a one story, gable roofed porch shelters the main entry. The main block's rear northern side is entirely covered by three, one story shed roof additions for the kitchen, the stage and the privies, and at the east end, a small one story shed roofed rear entry porch with a ramp. The main block has a post and beam frame, while the three additions have balloon frames. The building retains its basic integrity of location, design, setting, materials, workmanship and association. The Town House stands on the town common on a 5.5-acre town owned lot at the northeast corner of Town House Road and Dana Hill Road.

In addition to the main floor an area of concern is the rearmost foundation wall. Site visit and interior inspection to be coordinated with the Town Administrator, Neil Irvine; 603-744-3559.

Proposals shall be in a sealed envelope and marked "New Hampton Town House (RFP) #2021-02". All Proposals must be received by July 28, 2021 by 3:00 PM, and can be hand delivered or mailed to:

Town of New Hampton
Office of the Selectmen – RFP #2021-02
6 Pinnacle Hill Road
New Hampton, NH 03256.

The proposals will be opened and reviewed Thursday, July 29th 2021 at 7:00pm by the Selectboard in the Meeting Room at the Town Offices, 6 Pinnacle Hill Road, New Hampton.

The proposal **shall** include as a minimum:

1. Contractors Name
2. Address, Phone number and email address
3. Synopsis of the firm's background, services provided and experience with projects involving historic buildings.
4. A complete Scope of Work with a detailed description of the procedures and techniques for each component of the project.
5. A not-to-exceed cost for the entire project. This project will be performed on a fixed price basis.
6. Certificate of Insurance.
7. References.
8. Project Point of Contact information, including name, phone number(s) and email address;
9. And the following certification:

I, the undersigned, certify that this proposal has been completed in fullest practical detail and that all information herein is accurate and complete, knowing that incomplete or incorrect details may result in rejection of the proposal.

Signature of Preparer, Title and Date _____

The Town of New Hampton reserves the right to reject any or all proposals or any part thereof. The Town also may waive any formality, informality, information and/or errors in the proposal, to accept the proposal considered to be in the best interest of the Town.

This request for proposal does not obligate the Town of New Hampton to enter into any business relationship with any particular contractor nor shall the Town of New Hampton be responsible for any costs associated with the preparation of this proposal.

For the Town of New Hampton,

Board of Selectmen

July 1st, 2021