

REQUEST FOR PROPOSAL

ROOF REPLACEMENT & STRUCTURAL ASSESSMENT FOR THE TIMBERLANE REGIONAL SCHOOL DISTRICT WITHIN DANVILLE, NH

June 2025



Prepared for
Dr. Chris Martin
Executive Director of Operations & Special Projects
30 Greenough Rd.
Plaistow, NH 03865

REQUEST FOR PROPOSAL

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1. PURPOSE & OVERVIEW:

1.1 Introduction

The Timberlane Regional School District (referred to hereafter as the “District”) is seeking proposals from qualified contractors (hereafter the “Carrier”) to conduct an assessment of the structural integrity and replacement of four (4) sections of roofing that are at the Danville Elementary School, located in Danville, NH.

The District will receive sealed proposals for a structural assessment and roof replacement at Danville Elementary School in accordance with the specifications, terms and conditions. Failure to quote on all items may disqualify the proposal. All submissions, designs, concepts, information and cost analysis presented during the selection process shall become the property of the District and shall thereafter be used at the District’s sole discretion. The District shall own all instruments of service. All proposals are governmental records under the Right-to-Know Law and are subject to public disclosure. The District will not accept proposals marked confidential in whole or in part.

1.2. Mandatory Pre-Proposal Meeting

A mandatory pre-proposal meeting and walkthrough will be held on Monday, July 14, 2025 at 9:00 AM at the Danville Elementary School, 23 School St., Danville, NH 03819.

1.3. Direct Contact for Questions

Any questions or inquiries shall be directed to the Executive Director of Operations and Special Projects, Dr. Chris Martin (Chris.Martin@Timberlane.net) no later than July 18, 2025.

1.4. Submission

The submission of a proposal shall be conclusive evidence that the Proposer has read and understands the information contained in the specifications.

The RFP for Structural Assessment and Roof Replacement is located at www.timberlane.net/rfp or call 603-382- 6119.

1.4.1. Submission Address

One (1) copy and one (1) signed proposal must be submitted in a sealed envelope, plainly marked:

"Roof Replacement and Structural Assessment"

Attention: Superintendent of Schools

TIMBERLANE REGIONAL SCHOOL DISTRICT, SAU 106

30 Greenough Road Plaistow, New Hampshire 03865

The District is not responsible for proposals not properly marked. Proposals submitted by fax or electronic mail will not be considered. All proposals must be typed. Handwritten proposals will not be considered.

1.4.2. Submission Deadline

Proposals must be received no later than 10:00 AM on July 28, 2025 from interested contractors, to be eligible for consideration by the District and will be opened immediately from the time prescribed herein.

Proposals received after the time so indicated shall be unopened and available to be retrieved at the Superintendent's office, 30 Greenough Rd. Plaistow, NH 03865.

Proposals may be withdrawn by written notice only provided such notice is received by the Executive Director of Operations and Special Projects, Dr. Chris Martin, prior to the date/time set as the closing time for receiving proposals.

2. STATEMENT OF WORK

2.1. Project Description:

The Timberlane Regional School District is seeking a structural assessment of the existing conditions of four (4) roof sections, along with the replacement of those sections during Summer 2026. The district reserves the right to offer similar additional sections of roofing that require replacement in the future, based on performance, availability, and pricing. These additional projects, if any, will be negotiated separately and are not guaranteed as part of this solicitation.

2.2. Scope of Services:

The selected contractor will provide comprehensive services including:

2.2.1. Removal and disposal of existing roof

Furnish all labor, equipment, and services to remove and properly dispose of existing roof systems of sections B, C, D, and F (*see Exhibits I-VI*), applicable flashings, and sheet metal flashings, down to existing structural roof decking. Coordinate with relevant agencies to determine and incorporate all permit and approval fees, including all costs of crane lifts and police detail required to load, unload, and trash disposal as required.

2.2.2. Structural assessment

Perform a structural assessment of the existing conditions of sections B, C, D, and F of the roof. Provide renovation recommendations that align with the project's goals and compliance with building codes.

2.2.3. Installation of new roof system

Furnish all labor, materials, equipment, services, and incidentals necessary to install a new roof system that meets manufacturer's requirements and building and fire codes. Install insulation, vapor barriers, flashing, drainage systems, edge metal and other components. Ensure proper integration with HVAC units, skylights, roof hatches, and other rooftop structures. Remove all equipment and debris from the site. Conduct a final inspection.

2.2.4. Materials and Labor Warranty and Compliance

Provide a minimum 20-year manufacturer materials warranty and 5-year workmanship warranty. Submit warranty documents, maintenance guidelines, and drawings to the District.

Exhibit I.

The District is seeking a structural assessment and roof replacement of sections B, C, D, and F.

Roof Section	Square Footage
B	8,000 sft
C	1,000 sft
D	1,000 sft
F	2,700 sft

Exhibit II.

The image below presents an aerial perspective of the school. Roof sections marked in green are estimated to be older than 3 to 5 years. This area includes sections B, C, D, and F, which are to be assessed and replaced. Section E is excluded from the RFP.

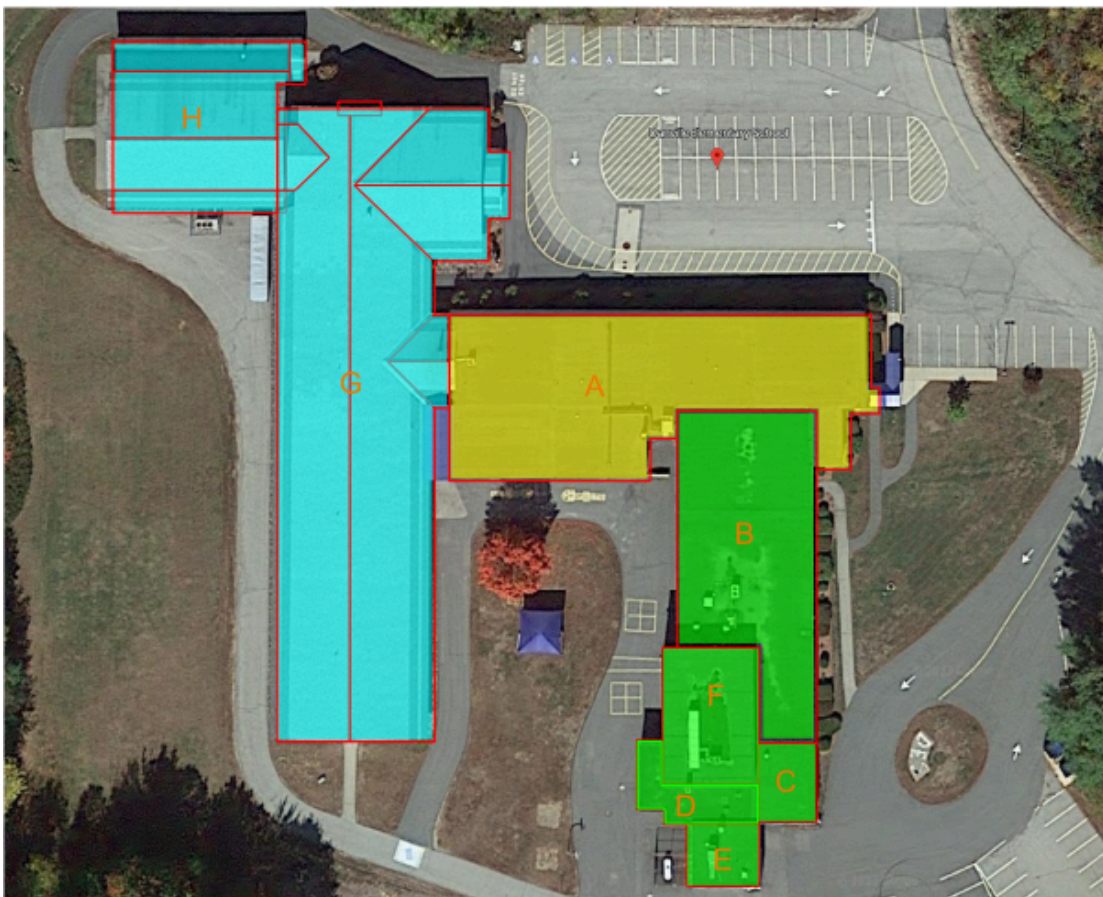


Exhibit III.

The roof sections designated for renovation and assessment are located within the highlighted area shown below.

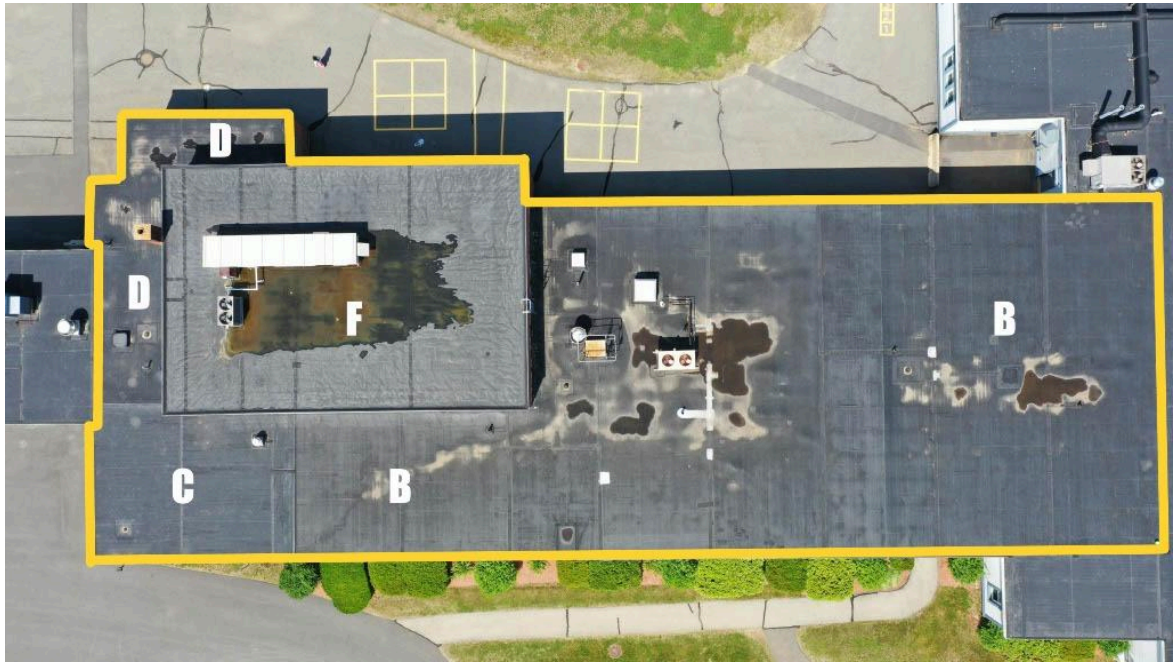


Exhibit IV.

An angled view of the areas for renovation and assessment is provided below.

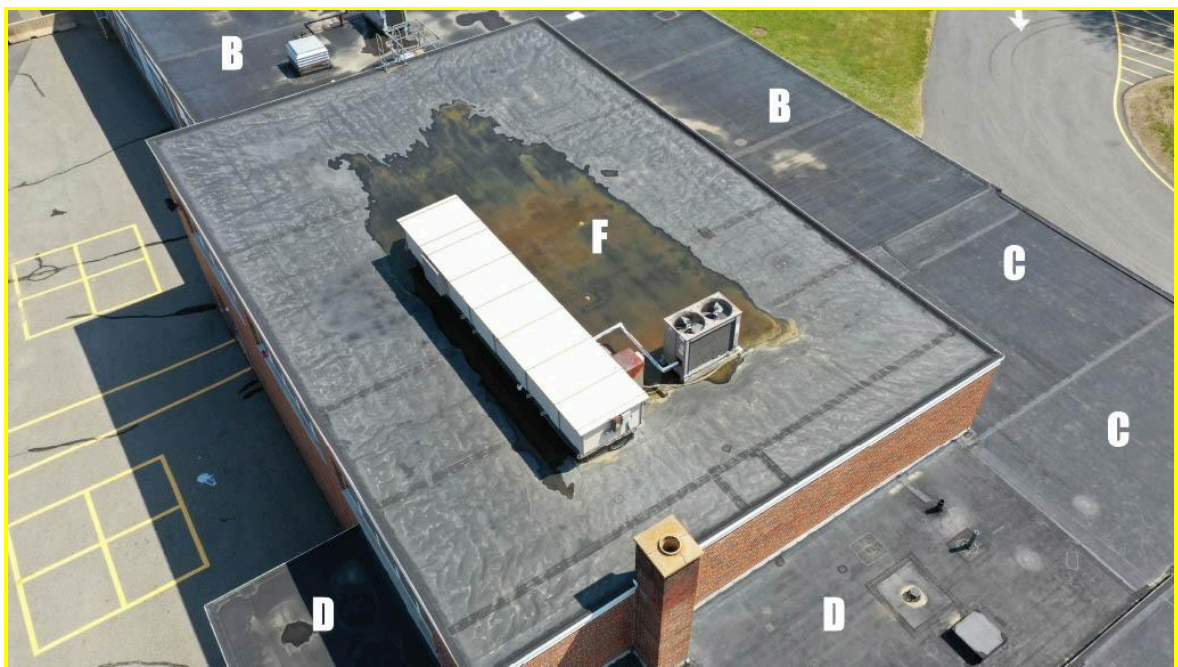


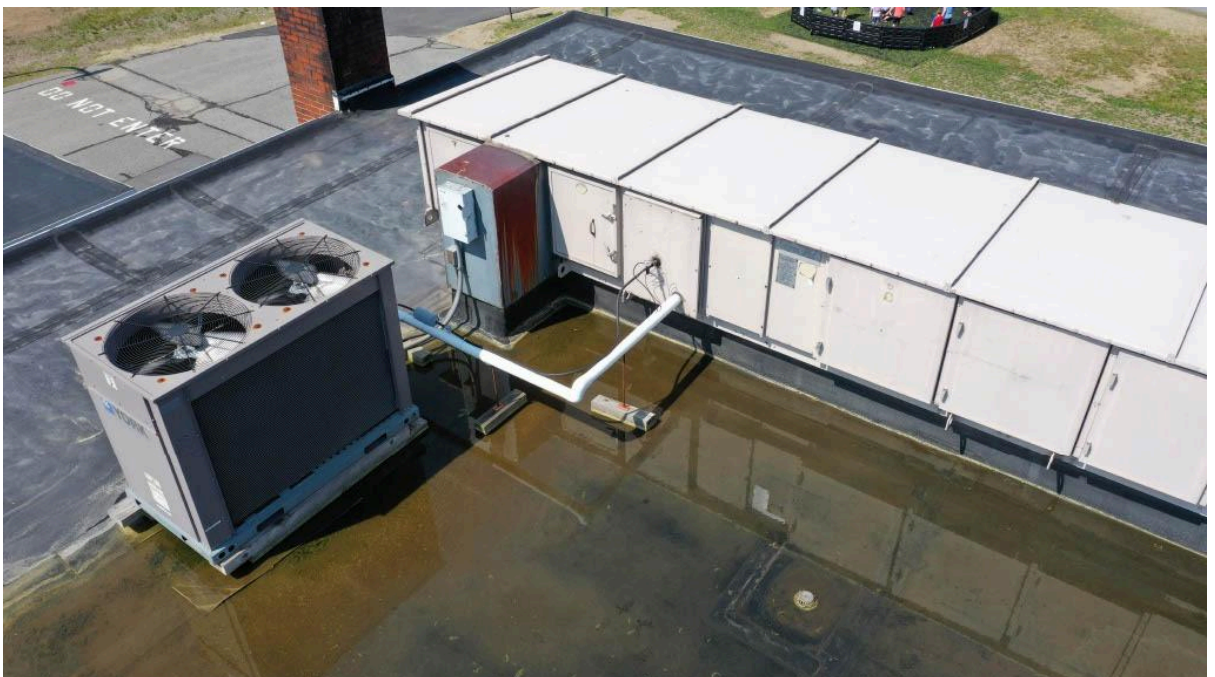
Exhibit V.

Detailed view of roof Section B.



Exhibit VI.

Detailed view of roof Section F.



2.4. Project Timeline

The structural assessment and roofing renovation are expected to begin in July 2026 and be completed by the first day of school in August 2026. The first day of school will be determined in January 2026. The contractor shall face a penalty of \$100 for every calendar day beyond the substantial completion date.

2.5. Schedule of Events

Event	Date	Time (EST)
RFP Released to Proposers (Advertisement)	June 19, 2025	2:00 PM
Mandatory Pre-proposal Meeting	July 14, 2025	9:00 AM
Proposer Inquiry Period Ends	July 18, 2025	10:00 AM
Final District Responses to Proposer Inquires	July 22, 2025	3:00 PM
Proposal Submissions Due – Bid Opening to Immediately Follow	July 28, 2025	10:00 AM
Estimated Notification of Selection	August 15, 2025	1:00 PM

3. TERMS OF CONTRACT

- 3.1. All labor, materials, equipment, and tools necessary to perform the services are to be provided by the Carrier.
- 3.2. Payment will be made within thirty (30) days of the completion of the work based upon the payment schedule agreed upon.
- 3.3. None of the work or services covered by the contract shall be assigned in full or in part, or sub-contracted without the prior approval of the Timberlane Regional School District.
- 3.4. Unless otherwise specified all prices listed are firm for the term of the contract. All prices should include all labor, material and transportation costs, and any discounts offered. No fuel surcharges shall be allowed at any time.
- 3.5. The Carrier agrees to indemnify, hold harmless and defend the District, their School Board, and all administrators, employees, or agents of either/or the District, against all suits, actions, legal proceedings, claims and demands, and against all damages, loss, costs, expenses and attorney's fees, in any manner, caused by, arising from, incidental to, connected with or growing out of the operation of this contract.
- 3.6. The District reserves the right, at any time during the term of the contract, and after consultation with the Carrier, to cancel said contract when the terms of the contract have been violated. The District shall have the right to declare the Carrier in default if (a) the Carrier becomes insolvent; (b) the Carrier makes an assignment for the benefit of creditors; (c) a voluntary or involuntary petition of bankruptcy is filed by or against the Carrier; or (d) the Carrier is unable to provide evidence of required insurance coverage as set forth below. If the Carrier is declared in default for any reason, the District shall have the right to terminate the contract. In the event of a contractual termination, the District reserves the right to employ another carrier to complete the term of this agreement. The original Carrier shall be responsible for any extra or additional expense or damages suffered by the District. In that event, the Carrier will be required to indemnify the District for any loss that may be sustained.
- 3.7. The Carrier shall procure and maintain all applicable permits, licenses, and approval necessary for the performance of services under the contract at the Carrier's expense.
- 3.8. The Carrier and their subcontractors, as required by law, shall not discriminate against any employee or applicant for employment with them with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly relating to employment, because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a job or position, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of the contract.
- 3.9. All payments to Carrier shall be made by the TRSD within thirty (30) days after the Carrier has submitted a proper monthly bill, submitted in the form and manner prescribed by the Business Administrator. The TRSD assumes no responsibility for late payments caused by improper billings.

- 3.10. The Carrier shall certify that each of its employees who will have contact with pupils of the District has read and understands their statutory reporting duties under RSA 169-C:29.

4. GENERAL CONDITIONS

- 4.1. The District reserves the right to reject any or all proposals, wholly or in part, to waive any informality therein, to accept any proposal even though it may not be the lowest proposal, and to make award which in its sole and absolute judgment will best serve the District's interest.
- 4.2. The District may make such investigation as deemed necessary to determine the ability of the Proposer to discharge this contract. The Proposer shall furnish the District with all such information and data as may be required for this purpose.
- 4.3. All bids must be submitted on the forms provided and conform to all conditions contained therein. Failure to comply may result in the rejection of the proposal by the District.
- 4.4. Proposers **MAY NOT** withdraw their proposal for a period of thirty (30) days from the date of proposal opening.
- 4.5. The District reserves the right to cancel or alter this service because of budget consideration or unforeseen circumstances which require a change.
- 4.6. All proposal respondents will be responsible for the costs associated with the preparation of the requested proposals, and the District will in no way be held liable for these costs.
- 4.7. No bid shall be accepted from any contractor, who, in the past five (5) years has had a contract terminated for cause and/or been declared in default.

5. INSURANCE:

- 5.1. Certificates of any and all insurance shall be filed with the District and the adequacy of such insurance shall be subject to approval by the District.
- 5.2. Automobile and general liability insurance shall be required to be carried by the Carrier during the life of any Agreement. This insurance shall be with a company or companies satisfactory to the District and licensed to do business in the State of New Hampshire.
- 5.3. The Carrier shall maintain Workers' Compensation insurance for all employees. The Carrier will immediately notify the TRSD if the Carrier receives any notice from the insurance company or companies providing such insurance coverage that such company or companies intend to cancel any part of such insurance; such notice shall be in addition to any obligation of the insurance company or companies to notify the TRSD as an additional insured.

6. INDEMNITY:

The Carrier shall indemnify, defend and hold the District, the School Board, the Superintendent and their respective officials, agents and employees harmless from any and all claims, demands, actions and causes of action, damages, costs, loss of service, expenses (including legal expenses), and compensation, including but not limited to any and all claims for negligence, intentional conduct, personal injury or death and property damage which may, in any way, arise from or out of the operation of Carrier pursuant to the terms of the contract, whether such operations be performed by the Carrier itself, or anyone directly or indirectly employed by it or any other person or company retained in any way by it to carry on all or a portion of the operations necessary to abide by the terms of the contract.

7. FORCE MAJEURE:

Notwithstanding anything to the contrary contained herein, in the event the Carrier's performance of the contract is temporarily interrupted due to acts of nature, civil disturbances, fire, war, governmental acts or any other similar condition, the Board shall excuse the Carrier from performance, and shall have the right to take over the operation that the Carrier is prevented from running until the Carrier is able to resume operation. The Board shall also be excused from payment for the period during which the Carrier is excused from performance. The Carrier agrees to use its best efforts to provide services hereunder, including during any period covered by the Force Majeure clause.

8. SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the firm and project team
- Demonstrated understanding of the project scope and objectives
- Design approach and methodology
- Cost-effectiveness and value
- References and past performance

9. REQUEST FOR PROPOSAL SPECIFICATIONS:

Proposals must include the following information:

1. Firm Profile Statement
2. Proposal Form
3. Certification

FIRM PROFILE STATEMENT

1. Company Name

- Full Legal Name: _____
- Brand Name (if different): _____

2. Business Information

- Year Established: _____
- Type of Business (e.g., LLC, Corporation, Sole Proprietorship): _____
- Number of Employees: _____
- Primary Services or Products: _____

3. Contact Information

- Main Office Address: _____
- Phone Number: _____
- Email: _____
- Website: _____

4. Litigation

- Have you, or any of the principals of your company, been involved in any litigation, arbitrations, mediations, or administrative proceedings in the past ten (10) years?

Yes_____ No_____

 - o If yes, please attach a letter detailing the claims and providing a thorough explanation.

5. References

List five (5) references for which your Company performed similar scope and size work for, include project description, project date, company/agency name and contact person, telephone number and email address.

Reference 1.

Description:

Date:

Company:

Contact Person:

Phone Number:

Email Address:

Reference 2.

Description:

Date:

Company:

Contact Person:

Phone Number:

Email Address:

Reference 3.

Description:

Date:

Company:

Contact Person:

Phone Number:

Email Address:

Reference 4.

Description:

Date:

Company:

Contact Person:

Phone Number:

Email Address:

Reference 5.

Description:

Date:

Company:

Contact Person:

Phone Number:

Email Address:

PROPOSAL FORM

Part A.

Service	Fee
Structural Assessment - Includes site visit, analysis, and written report of findings	\$

Part B.

Roof Section	Estimated Area	Price (\$/sft)	Total Price
B	8,000 sft	\$	\$
C	1,000 sft	\$	\$
D	1,000 sft	\$	\$
F	2,700 sft	\$	\$

Part A and Part B Combined	Total Project Price
Structural assessment and replacement of all four (4) roof sections	\$

CERTIFICATION

The undersigned certifies under penalties of perjury that this proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section, the word “person” means any natural person, joint venture, partnership, corporation or other business or legal entity.

The undersigned certifies that there is no conflict of interest in the preparation of this proposal or possible administration of a contract resulting from this proposal between employees, officers or agents of the proposing entity and employees, officers or agents of the Timberlane Regional School District, School Administrative Unit #106, either direct or indirect through family members. The undersigned further certifies that no employee, officer or agent who is in a position to affect the award of this proposal or administration of a contract is about to become, nor any family member about to become, an employee, officer or agent of the proposing entity.

ORGANIZATION SUBMITTING PROPOSAL: _____

ADDRESS: _____

TITLE: _____

NAME: _____

SIGNATURE OF AUTHORIZED INDIVIDUAL: _____

DATE: _____