



Request for Proposal (RFP)

Conway Public Library
15 Greenwood Avenue
Conway, New Hampshire 03818

Conway Public Library Park Project

Issued by the Friends of the Conway Public Library

PROPOSAL DUE DATE/TIME: MAY 4, 2026 - NO LATER THAN 5:00PM

QUESTIONS/INQUIRIES DUE ELECTRONICALLY BY: APRIL 24, 2026

Jeff Beavers, Library Director - jbeavers@conwaypubliclibrary.org

Ginny Nossiff, Park Committee Chair – ginnossiff@gmail.com

Kerry Peiser, Project Manager/Landscape Architect - kpeiser@oakpoint.com

I. Introduction & Project Background

The Friends of the Conway Public Library (FCPL), in collaboration with the Conway Public Library Board of Trustees (CPL), are seeking sealed proposals from qualified contractors for the construction of the Conway Public Library Park Project.

The Library Park is a one-acre public green space located in downtown Conway, NH, adjacent to the Conway Public Library (est. 1901). The Friends of the Library have secured funding for the park's redevelopment through a major grant from the Northern Border Regional Commission and significant community support.

The project generally includes site preparation, pathways, hardscape installation, a steel pavilion structure, electrical utility work for site lighting, fencing, landscaping, site furnishings, and associated improvements as described in the construction documents.

Qualified general contractors with demonstrated experience in municipal park or public space construction are invited to submit proposals.

All work must be completed in accordance with the NBRC Grant Administration & Compliance Manual and final construction drawings and specifications provided by Oak Point Associates.

II. Inspection of the Site

Bidders are expected to thoroughly inspect the site conditions prior to the submission of proposals. The Conway Public Library is open to the public and viewing the Library Park does not require access approval. Site conditions can be viewed anytime during daylight hours.

III. Project Timeline

- **Questions/Inquiries Due Via Email:** APRIL 24, 2026 @ 5:00PM
 - **Answers Provided Via Addendum By:** APRIL 29, 2026 @ 5:00PM
- **Proposal Due Date:** MAY 4, 2026
- **Anticipated Contractor Selection:** MAY 13, 2026 (contract award to follow)
- **Anticipated Construction Start:** SUMMER, 2026

IV. Proposal Requirements

Interested firms must include the following information in their submission:

1. Cover letter expressing interest and summarizing qualifications
2. Fee proposal documented on supplied bid form
3. Project approach and schedule
4. Firm profile and relevant project experience
5. Name and assignments of key team members and other involved personnel
6. References: names and telephone numbers of previous clients with description of comparable park or civic projects and date completed

V. Submission Instructions

Proposals for construction of the Library Park Project will be received by the Friends of Conway Public Library until 5:00PM EST on MAY 4, 2026, at which time they will be publicly opened and read aloud.

All bids must be delivered in a sealed, labeled envelope marked: CONWAY LIBRARY PARK PROJECT - BID FOR PROPOSAL - ATTN: LIBRARY DIRECTOR. Bids may be delivered to the FRONT DESK of the CONWAY PUBLIC LIBRARY or mailed to 15 GREENWOOD AVE. CONWAY, NH 03818. Bids received after the above stated time and date will not be accepted.

All proposals received will be considered confidential and not available for public review until after the submission period closing time and date listed above. FCPL/CPL may request PDF copies of proposals following the submission deadline and public opening.

VI. Questions & Inquiries

Questions must be submitted electronically to all of the following individuals:

- Jeff Beavers, Library Director - jbeavers@conwaypubliclibrary.org
- Ginny Nossiff, Park Committee Chair - ginnossiff@gmail.com
- Kerry Peiser, Project Manager/Landscape Architect - kpeiser@oakpoint.com

Please use the following subject line for all correspondence:
LIBRARY PARK RFP SUBMISSION – [YOUR FIRM NAME]

Questions may be submitted in writing no later than April 24th, 2026 @ 5:00PM.
Answers will be provided by April 29th, 2026 @ 5:00PM **via addendum** at:
<https://conwaypubliclibrary.org/slider/library-park-project>

VII. Available Information

- Digital copies of bid documents are available for download in .pdf format from the Conway Public Library at:
<https://conwaypubliclibrary.org/slider/library-park-project>
- Hard copies of bid documents are available to purchase by requesting “Conway Library Park Bid Documents” from:
Minuteman Press
1305 White Mountain Highway
North Conway, NH 03860
Phone: (603) 356-2010
Email: nh204@minutemanpress.com

The cost for plans and specifications is approximately \$105.00.
No partial sets may be purchased.

- NBRC Grant Administration & Compliance Manual available via:
<https://www.nbrc.gov/userfiles/files/Forms%20%26%20Waivers/Compliance%20Manual.pdf>

VIII. Evaluation Criteria

After all received bids have been reviewed, the selection committee will forward their final recommendation for award to the Conway Public Library Board of Trustees for approval. The award will be made to the most qualified company after evaluation of all responses, a thorough review of qualifications, completion of negotiations, and acceptance of their fee. The right is reserved to reject any and all responses received; and, in all cases, the Board of Trustees will be the sole judge as to whether the response has, or has not, satisfactorily met the requirements of this RFP. The following criteria will be used by the selection committee to review all bids received:

- Relevant experience and qualifications
- Project approach and schedule
- Experience with public sector clients and grant-funded projects
- Demonstrated ability to deliver on time and on budget
- Cost competitiveness of proposal

IX. Terms

FCPL & CPL reserve the right to accept or reject any proposal, waive any informalities, and to negotiate contract terms with the selected firm as it judges to be in the best interest of the Conway Public Library. If at least three bids are not received, FCPL & CPL reserve the right to require a re-bid.

We look forward to receiving your proposal and partnering to realize a shared community vision for an improved and inclusive Library Park.

BID FORM
CONWAY LIBRARY PARK

TO: Jefferson Beavers, Library Director
Conway Public Library
15 Greenwood Avenue
Conway, NH 03818

A. Having carefully examined the plans and specifications dated March 27, 2026

Prepared by: Oak Point Associates (Architect/Engineer)

For: Conway Library Park (Title of Project)

as well as the premises and conditions affecting the work, we the undersigned propose to furnish all labor, equipment and materials necessary for and reasonably incidental to the construction and completion of this proposal for the amount of:

Base Bid _____ Dollars \$ _____

B. Alternate Price as Follows:

Alternate No. 1 Add \$ _____ Subtract \$ _____.

C. This proposal includes the following addenda to the plans and specifications:

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

D. The undersigned agrees, if awarded the contract, to have the work substantially completed on or before September 25, 2026.

This proposal includes the cost of a 100% contract performance bond and a 100% contract payment bond.

Any material or materials not specified in the bidding document but deemed worthy of consideration may be introduced by the bidder in a separate letter attached to this proposal. A cost comparison must be included giving the comparison with the material specified and the reason for the suggested substitution. **The basic bid shall be as specified.**

The undersigned agrees, if this proposal is accepted, to sign a contract and deliver it, along with the bonds and affidavits of all insurance specified within fourteen (14) calendar days after the date of notification of such acceptance, except if the 14th day falls on a holiday, a Saturday or Sunday, then the conditions will be fulfilled if the required documents are received before 12:00 o'clock noon on the day following the holiday, or the Monday following the Saturday or Sunday, and as a guarantee thereof, herewith submits a certified or cashiers check or bid bond as required.

SIGNED: _____

BY: _____

COMPANY: _____

ADDRESS: _____

DATE: _____

NOTE: If bidder is a corporation, write state of incorporation, and if a partnership, give full names of all partners.