



**TOWN OF STRATHAM  
DEPARTMENT OF PUBLIC WORKS**

**Request for Proposal**

**RFP # 12-25-04**

**Town Building Access Control**

**Documents Included**

*Request for Proposal*

*Project Details*

*Key Dates*

*Submitting Requirements*

*Evaluation Criteria*

*References*

*RFP Receipt Acknowledgement*

***Proposals Due by December 29<sup>th</sup>, 2025***



## REQUEST FOR PROPOSAL

### Town Building Access Control

The Town of Stratham is requesting proposals for the installation of an access control system for the Municipal Center and Wiggins Memorial Library located at 10 Bunker Hill Avenue, Stratham, NH 03885 and for the Department of Public Works located at 70 Bunker Hill Avenue, Stratham, NH 03885. Also to be proposed is the removal of the current access control systems in place and the installation of a new access control system for the Stratham Police Department located at 76 Portsmouth Avenue, Stratham, NH 03885 and the Stratham Fire Department located at 4 Winnicutt Road, Stratham, NH 03885.

The Town reserves the right to request additional information or clarification of any submitted proposals. Proposals and proposal pricing must remain open for sixty (60) days. This solicitation will become an addendum to any resultant contract.

The RFP is available on our website at <https://www.strathamnh.gov/town-administration/pages/open-bids>.

Proposals will be reviewed in accordance with the Evaluation Criteria stated within this RFP. This RFP supersedes all other proposals, oral and written, and all negotiations, conversations, or discussions between the Town and any other entity related to the subject matter. The award of the contract shall be made to the proposer offering the best overall value to the Town of Stratham, as determined solely by the Town, and shall not necessarily be awarded to the lowest-priced proposal. The Town reserves the right to consider all factors it deems pertinent to the Town's interests and to make an award that, in its judgment, best serves the public good.

Interested firms should submit five (5) paper bound copies of the proposal and one (1) copy of the sealed bid price with the submission to the following address:

Town of Stratham NH  
Attn: Department of Public Works  
10 Bunker Hill Avenue  
Stratham, NH 03885

They shall also submit an electronic copy of the proposal in PDF format provided via e-mail to [admincoordinator@strathamnh.gov](mailto:admincoordinator@strathamnh.gov) or on a USB jump drive (also known as a thumb drive). The electronic file name should contain the project name and the submitting firm. The sealed proposal shall be plainly and clearly marked with the project name and the name of the firm submitting the proposal. Interested firms are encouraged to submit succinct, well-organized proposals where the requirements of this RFP can be easily identified. Sealed proposals are due by December 29<sup>th</sup>, 2025, by 3:30 PM, either by mail or personal delivery. Proposals received after that due date and time will not be considered.



## **PROJECT DETAILS**

### **INTRODUCTION:**

The Town of Stratham is soliciting proposals from qualified and experienced contractors for the installation of a comprehensive electronic access control system across multiple municipal buildings. This project includes the Municipal Center and Wiggins Memorial Library located at 10 Bunker Hill Avenue, Stratham, NH, and the Department of Public Works located at 70 Bunker Hill Avenue, Stratham, NH.

In addition, the Town is seeking proposals for the removal of the existing access control systems and installation of a new system at the Stratham Police Department located at 76 Portsmouth Avenue, Stratham, NH, and the Stratham Fire Department located at 4 Winnicutt Road, Stratham, NH.

The intent of this project is to provide a secure, unified, and centrally managed access control system that enhances building security, standardizes access procedures across facilities, and improves operational efficiency.

### **SCOPE OF SERVICES**

The scope of work generally includes, but is not limited to, the following tasks:

#### **Site Assessment & System Design:**

- Conduct an on-site walkthrough, with relevant Town personnel of each building, to determine appropriate security needs, including the number and location of interior and exterior controlled doors.
- Provide recommendations for hardware, software, wiring routes, and control panel placement.
- Develop a system design that allows centralized management and future expansion.

#### **System Installation:**

- Furnish and install electronic door control hardware, key fob/card readers, power supplies, controllers, and related equipment at all designated doors.
- Remove existing access control systems at the Police and Fire Departments.
- Install new access control equipment compatible with the Town's centralized system plan.
- Install and configure system management software to reside on the Town's server and be remotely accessible from authorized locations.

#### **Software & IT Coordination:**

- Coordinate with the Town's contracted Information Technology provider to determine power and network requirements in each facility's IT room.
- Ensure all required cabling and wiring is installed.
- Configure system software, user permissions, remote access capabilities, and activity logging functionality.
- Provide a sufficient quantity of access key fobs/cards, with additional units available upon request.

#### **Training & Documentation:**



- Provide training to Town staff on system operation, user administration, and troubleshooting.
- Provide complete system documentation including wiring diagrams, device schedules, software manuals, warranties, and recommended maintenance procedures.

**Work Conditions:**

- All work shall be completed during regular business hours unless otherwise approved by the Town.
- Contractor shall maintain a clean and safe worksite and coordinate with Town staff to minimize disruption to daily operations.

**Pricing Structure:**

- Contractors shall provide a clear and itemized pricing proposal that includes both of the following options:
  - Full Project Implementation: Cost to complete installation of the access control systems at all identified Town facilities in a single coordinated project.
  - Staggered Implementation Plan: Cost to complete installation in two phases, with Phase 1 consisting of the Municipal Center and Wiggins Memorial Library, and Phase 2 consisting of the Department of Public Works, Stratham Police Department, and Stratham Fire Department in a subsequent budget year.
- Proposals shall clearly outline any cost differences, scheduling implications, or warranty considerations associated with each approach.

**OUTLINE OF WORK TO BE COMPLETED:**

1. Complete installation of the access control systems and the associated site work.
2. During the course of the work, note any other problem areas that are found and provide recommendations for repair action and the cost to the Town. The Town will evaluate the recommendation and cost and determine whether to provide an authorization to proceed after evaluation of the firm's recommendations.
3. Provide management services as required during the project.
4. Provide close-out warranty documents, and a project punch list.
5. The Town desires all work to be completed in a way that does not interfere with regular Town Operations. This may mean second or third shift and/or weekend work. The Town will work with the firm to determine the appropriate timing and schedule for the work.

Please include any exclusions you've made in your proposal.



## KEY DATES

Event or Requirement	Date and Time
RFP Posted to Town's Website	<b>December 3<sup>rd</sup>, 2025</b>
Current site visits	<b>By appointment only – please call the DPW to make arrangements.</b>
Deadline for submissions of questions due via email to <a href="mailto:admincoordinator@strathamnh.gov">admincoordinator@strathamnh.gov</a>	<b>December 12<sup>th</sup>, 2025</b>
Responses to comments and questions posted to Town's website and distributed to all those who made inquiries	<b>December 19<sup>th</sup>, 2025</b>
Proposals Due (via paper or electronically)	<b>December 29<sup>th</sup>, 2025</b>
Opening of Proposals	<b>December 29<sup>th</sup>, 2025</b>
Contract Execution	<b>January 30<sup>th</sup>, 2026</b>

## MANDATORY SUBMITTING FIRM REQUIREMENTS

Submitting firms as are required to assume responsibility for all services offered within the firm's proposal regardless of whether they are produced "in-house" or performed through a sub- contract arrangement. The submitting firm will provide the name of a project manager who will serve as the sole point of contact regarding contractual matters, including payment of all contract costs and fees.

## PROPOSAL FORMAT / EVALUATION CRITERIA

In order to ensure a uniform review process and obtain maximum degree of compatibility, it is required that the proposals be organized in the manner specified below.

1. Title page: The submitting firm should identify the RFP subject, the name of the contractor, local address, telephone number, name and title of contact person and date of submission.
2. Table of Contents: Provide clear identification of the material by section and by page number to include the scope of work and material specifications.
3. Company History and Qualifications: Briefly describe your company's history and any relevant experience for this project.
4. References: List at least three (3) client references for whom similar work has been completed (see attached reference sheet).
5. Costs: Describe the costs for the services, equipment, materials and installation. Describe the payment structure for the project, required deposits, progress payments, etc. that you propose for the project work requested within this RFP.
6. Subcontractors: Provide a list (including name, address, contract information and principal contract at Subcontractor) of any subcontractors you will use in performing the work for the Town.



7. Warranty: Provide terms, conditions and length for all warranties on labor and materials.

## **SELECTION CRITERIA**

A selection committee will score proposals based on the following factors:

1. The proposal's responsiveness to the RFP, including the format of the proposals, capabilities of the firm, professional and technical approaches, clarity, and demonstrated ability to lead the project.
2. The ability of the firm to address the project scope and core competencies outlined in this RFP.
3. Innovation and creativity in the proposal's approach to the project.
4. A proven track record of working with clients to navigate comparable efforts, overcome impediments, and successfully complete projects on time and within budget.
5. The capabilities and experience of the Project Team.
6. Cost Proposal

## **RESERVATION OF RIGHTS**

The Town of Stratham reserves the right to reject any or all proposals or accept the proposal the Town deems to be in its best interest. The Town of Stratham assumes no responsibility or liability for costs incurred by consultant teams in responding to this RFP or in responding to any further request for interviews, additional data or information, or clarification of any items included in the proposal. The Town reserves the right to request additional data or information or that the firm provide the Town a presentation in support of written proposals. 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 respondent in the event a contract cannot be successfully negotiated with the selected firm; and
- Retain products submitted by respondents for its own use at its sole discretion.

## **GENERAL INFORMATION**

1. Interview: The submitting firm may be required to make a presentation of their proposal. This will provide an opportunity to clarify or elaborate on the proposal, but will not, in any way, provide an opportunity to change any cost or fee amount originally proposed. Should the Town choose to schedule presentations, the submitting firms will be notified of time and location.
2. Modifications: The Town will allow both submittal modifications and withdrawals up to the RFP's closing time.
3. Request for Additional Information: The submitting firm will furnish clarifying information if requested by the Town.
4. Acceptance/Rejection/Modification to Proposals: The Town reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and waive minor irregularities in the proposals and/or Town procedures.



## **OTHER DEFINITIONS, CONTRACT TERMS AND CONDITIONS:**

**Contract Documents** – The contract documents shall consist of the “Town Building Access Control”, all documents submitted by the firm in satisfying this request, and a signed contractual agreement executed in a form approved by the Town.

**Default** – The Town shall have the right to declare the firm in default if (a) the firm becomes insolvent; (b) the firm makes an assignment for the benefit of creditors; (c) a voluntary or involuntary petition of bankruptcy is filed by or against the firm; or (d) the firm is unable to provide evidence of required insurance coverage as set forth below. Further, the Town may declare the firm in default if it fails to perform as required by the contract and such failure continues after notice is provided to the firm and it fails to cure the default. If the firm is declared in default or is in breach of the contract for any reason, the Town shall have the right to terminate the contract.

**Firm** – Any combination of the firm and its respective sub-contractors that will provide the services requested. All subcontractors will be required to provide evidence of insurances and name the Town as an Additional Insured in the same way as the submitting firm.

**Indemnification** – The firm must agree to defend, hold harmless, and indemnify the Town, their officers, agents and employees against any and all claims, or injuries to any person or entity, arising out of the actions of the firm, its officers, agents, or employees arising from or related in any way to its contract with the Town.

**Liability Coverage** – The successful Firm will be required to provide certificate(s) of insurance as follows:

- General Liability in the amount of \$1,000,000 per occurrence; \$3,000,000 aggregate
- Automobile Liability in the amount of \$1,000,000 combined single limit
- Workers' Compensation per State of NH Statutes
- Professional Liability in the amount of \$1,000,000

*The Town of Stratham is to be named as an additional insured.*

Certificates of insurance naming the Town of Stratham as an additionally insured entity must be filed with the Town Administration Office within two weeks of the award of the contract. The firm shall provide no less than thirty (30) days prior notice of insurance cancellation, or any material change in coverage.

**Non-Appropriation** – Any contract shall include a non-appropriation clause which states, “In the event that sufficient funds are not appropriated for project completion and other requested services during the ensuing fiscal year, the Town of Stratham may terminate this agreement by written notice within thirty (30) days of adoption of the budget for the fiscal year in question, and the agreement shall be terminated effective immediately.”

**Non-Transferable** – The firm shall not have the right to transfer or assign the contract to any other person, company or corporation.

**Payment Terms** – To be determined. If, in the opinion of the Town, the quality of service is unsatisfactory or if any other non-performance or sub-standard issues arise, payment may be



withheld, and/or the contract may be terminated. The amount and withholding period are at the discretion of the Town.

Termination for Performance – The contract may be terminated at any time by the Town for unsatisfactory performance. In such case, the Town will provide written notice to the firm citing the unsatisfactory performance and giving the firm ten (10) working days to improve its performance to the satisfaction of the Town. If the firm's performance does not improve to the satisfaction of the Town, the contract for services may be immediately terminated by the Town.

Termination Options – In the event the Contract is terminated, the Town reserves the right to employ another firm to complete the term of this agreement. The original firm shall be responsible for any extra or additional expense or damage suffered by the Town. In that event, the firm shall be required to indemnify the Town of Stratham for any loss that may be sustained.





## Town of Stratham Request for Proposal

### Town Building Access Control

#### LIST OF REFERENCES

***IMPORTANT: This form must be returned with the bid proposal form.***

1. Name of Client/Company:

Address:

Contact Person/Title:

Telephone Number:

Email Address:

2. Name of Client/Company:

Address:

Contact Person/Title:

Telephone Number:

Email Address:

3. Name of Client/Company:

Address:

Contact Person/Title:

Telephone Number:

Email Address:

Authorized Signature \_\_\_\_\_ Date\_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_



**Town of Stratham Request for Proposal**  
**Town Building Access Control**

**RFP Receipt Acknowledgement**

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact person's E-mail Address: \_\_\_\_\_

Date RFP Acquired: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_