



Request for Qualifications

Final Design and Construction for the Renovation and Expansion of Whitney Hall for the Town of Enfield, NH

(Released Wednesday March 1, 2023)

(Responses due by 12:00 P.M. EST on Wednesday, March 22, 2023)

General:

The Town of Enfield, NH (hereafter referred to as the “TOWN”) invites qualified firms to submit proposals for the final design and construction (provide full architectural, engineering and construction services) for a renovation and expansion of their historic Town Hall and Library (hereafter referred to as the “CONTRACTOR”). In 2019 the Town of Enfield contracted services for conceptual design and cost estimates for a complete renovation and expansion of Whitney Hall, which serves as the Town Hall and Library. After updating the estimates in January 2022, the Town received voter approval to spend up to \$5,802,150, to complete this project. The Town of Enfield is now looking for a company to work with our Facilities Committee Design Team to complete the final design and construction of the building. Details of the project will be covered in the scope of work section of this document. The Town of Enfield is planning to use a USDA loan to fund this project along with federal grant monies, so the chosen contractor must be in good standing with the federal government.

Conceptual design documents can be found at <https://www.enfield.nh.us/home/pages/municipal-facilities-optimization-study-facilities-planning>.

Instructions:

Proposals must be submitted in a sealed envelope or electronically via the email to the contact below no later than 12:00 P.M. EST on Wednesday, March 22, 2023. Envelope must be clearly marked “Whitney Hall Renovation” and will be opened publicly at that time. **Proposals delivered after the time listed above will not be accepted.**

Submit proposals to:

Ed Morris
Town Manager
PO Box 373
23 Main Street

Enfield NH 03748.
(603) 632-5026

Bids can also be submitted electronically to townmanager@enfield.nh.us

Questions can be submitted to the contact above.

Proposal specifications are available on the Town's web site at:
<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqs>

Scope of Work:

Purpose and Objectives

The purpose of this project is to:

1. Work with the design team to complete pre-construction final design to maximize the use of space, energy efficiency, and sustainability of the facility while working within the budget approved by the voters.
2. Complete Architectural Design and final building plans.
3. Complete construction of the facility.
4. Oversee and manage post construction activities.

Scope of Services

Proposals shall be based on providing services under the AIA-A141 Form of Agreement Between Owner and Design-Builder and include the following:

Preliminary Design-Build Services

1. Schematic Design
 - a. Meet with Town representatives to understand program requirements.
 - b. Review and evaluate the preliminary conceptual plans prepared by Bread Loaf Corporation with the Design Team and Identify any changes that need to be made.
 - c. Working off the preliminary conceptual plans prepared by Bread Loaf Corporation, and incorporating changes, prepare schematic design plans.
 - d. Coordinate and attend design meetings with Town representatives to present and revise schematic plans as necessary.
 - e. Complete a full code and permitting analysis based upon the Schematic Design.
 - f. Prepare an outline specification and prepare a preliminary construction cost estimate.
 - g. Prepare and submit required permit applications. Revise and refine the design as necessary based on permitting requirements.
 - h. Identify permit, code requirements and any other issues for Town review.
2. Design Development
 - a. Subcontract with necessary consultants including civil, structural and MEPF systems.
 - b. Produce design development documents and revise outline specifications as necessary to prepare site, architectural, structural, mechanical, plumbing and electrical design plans based on the Town's criteria information to include:
 - a. Site Design: grading and drainage plans, sedimentation and erosion control plans, layout and staking plans, elevations and

sections, construction details, lighting and signage, landscape and planting plans and details.

- b. Building Design: building plan configuration and elevation elements including exterior building skin materials and colors, foundation, structural and roof systems, building fenestration and openings, overall dimensions, materials testing requirements, mechanical/ Electrical/ Plumbing design including systems, equipment and calculations, energy and performance modeling, systems review and coordination and integration to include all utilities and controls.

- c. Coordinate and attend design meetings with Town; revise design development documents as necessary.
- d. Provide a cost estimate at completion of design development.

3. Construction Documents

- a. Prepare final construction documents.
- b. Provide cost estimates at approximately 80% completion of construction drawings. Review estimate and assess any design modifications.
- c. Prepare and submit all applicable state and local permit applications.

4. Pre-Construction Services and Bidding

- a. Advise on construction methods, materials, and any trade coordination or permit related issues.
- b. Identify long lead time material items and cost escalation factors.
- c. Organize responsibilities and workflow/phasing/staging projections.
- d. Develop a construction schedule for all major elements of work.
- e. Coordinate contract documents for bidding. Procure subcontract bidders, prepare bid requests, conduct pre-bid conferences, respond to questions and issue addenda, and receive and assess proposals.
- f. Establish a final contract sum for construction.
- g. In coordination with the Town, award subcontracts and execute and administer all required insurance and bond information.

Construction Services

1. Construction

- a. Plan, monitor and implement all construction activities, including weekly site observations and meetings.
- b. Provide architectural and engineering construction administration.
- c. Work with town chosen third party inspector to ensure that plans are being followed and proper construction techniques and materials are being used.

2. Project Close-out

- a. Conduct project close-out services to include a punch list, certificate of occupancy, O&M manuals, start-up assistance, record drawings and warranty review. Pre-construction project planning including assistance in the preparation of a schedule, preliminary cost estimate and value engineering measures.

Proposed Project Timeline

Complete final design and architecture in 2023 with construction slated to begin the summer of 2024.

Proposal Content:

All proposals must include the following information:

- Introduction of the company
- A statement identifying individuals and related qualifications (i.e. resumes or CVs) of those who will be part of the design/build team.
- A detailed description of the organization's experience with similar projects
- A description of any tasks that will be subcontracted, including the names of possible subcontractors.
- An estimated project timeline based on a January 1, 2023 contract date.
- Similar projects completed including contact information for reference purposes.

Guidelines:

All Proposals become the property of the TOWN and will therefore be considered a public document which will be open to public viewing, after the bid opening. This proposal, if accepted, will become a legally binding addendum to the eventual contractual agreement with the TOWN. This request for proposal in no way commits the TOWN to make an award or reimburse any CONTRACTOR for any expense incurred in responding to this request.

The successful CONTRACTOR will be required to provide proof of insurance, identifying the TOWN as an additional insured, and must be submitted to the TOWN upon signing of a contract for services, in the following amounts:

Comprehensive General Liability, including Completed Operations Coverage - \$1,000,000 per occurrence/ \$2,000,000 Aggregate – TOWN must be named as an additional insured.

Motor Vehicle Liability - \$1,000,000 combined single limit – TOWN must be named as an additional insured. Coverage must include all owned, non-owned and hired vehicles.

Worker's Compensation on all workers providing services under this Agreement; Employer's Liability with limits in an amount no less than statutory limits.

All Subcontractors, as agents of CONTRACTOR under this Agreement, are subject to the same insurance requirements as the CONTRACTOR.

Excess Liability in the minimum amount of \$1,000,000 each occurrence – TOWN must be named as an additional insured.

The policy must be issued by a carrier that is duly licensed to do business in the State of New Hampshire. Any subcontractors will be subject to the same insurance requirements (which will be detailed as a part of the SCOPE OF WORK).

CONTRACTOR must obtain as a condition precedent to the execution of the contract, sufficient security, by bond or otherwise, in an amount equal to at least 100 percent of the contract price, or of the estimated cost of the work if no aggregate price is agreed upon, conditioned upon the

payment by the contractors and subcontractors for all labor performed or furnished, for all equipment hired, including trucks, for all material used and for fuels, lubricants, power, tools, hardware and supplies purchased by said principal and used in carrying out said contract, and for labor and parts furnished upon the order of said contractor for the repair of equipment used in carrying out said contract.

Evaluation Criteria:

All proposals received in response to this RFQ will be evaluated to determine if they are complete and meet the requirements specified in this RFQ. The vendor will be chosen based on who will provide the “best value” taking into consideration the most beneficial combination of qualifications, services, costs, and who has met the requirements of this RFQ. Only proposals judged to be responsive to the submission requirements set forth in this RFQ will be evaluated.

Contractors will be scored based on their:

- Organization and presentation of materials
- Experience and skill level of their project team
- Experience designing and building similar facilities
- Quality of past work
- Ability to complete the project in a timely manner and within budget
- Reputation and references

The TOWN reserves the right:

- to accept or reject any or all bids in whole or in part and to accept other than the lowest price proposal;
- to waive any technical defect, qualification, omission, informality, or irregularity in any proposal received;
- to amend, modify, or withdraw this Request for Proposal;
- to require supplemental statements or information from a CONTRACTOR;
- to extend the deadline for responses to this Request for Proposal;
- to waive or correct any irregularities in proposals received;

The TOWN may award a contract based upon the proposals received without discussion of such proposals with proposers. Each proposal should therefore be submitted with the most favorable terms the proposer can make to the TOWN.

The Request for Proposal documents and Notice of Award shall be the agreement between the TOWN and successful proposer with respect to the matters dealt with herein, and such shall supersede all other oral and written proposals, representations, understandings, and agreements previously made or existing with respect to any such matter.

Each CONTRACTOR must be prepared to present satisfactory proof of their capacity and ability to successfully complete the requirements of this solicitation.

The TOWN reserves the right to make whatever investigations or inquiries necessary to determine the competency and ability of any CONTRACTOR to complete the requirements of

this solicitation. A review may include, but not be limited to, inspection of the CONTRACTOR's facilities and equipment, references or previous contract performance.

Revisions:

Any questions or inquiries must be submitted in writing and received by 12:00 P.M. on Wednesday, March 15, 2023, no later than 7 calendar days prior to the proposal due date. Answers to all questions or information given to a CONTRACTOR in response to a formal request of a substantive nature will be posted on the TOWN's RFP page on the Town of Enfield, NH website (<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqs>) no later than five (5) days prior to the due date.

Only such amendments, when issued by the TOWN, will be considered as being binding on the TOWN. Verbal explanations or instructions given by a TOWN employee to a CONTRACTOR in regard to this solicitation shall not be binding on the TOWN and shall be considered informal unless confirmed in writing by the TOWN. CONTRACTORS should note that all clarifications and exceptions, including those relating to the terms and conditions of the contract, are to be resolved prior to the submission of a proposal.

Contract:

The final contract will be negotiated with the chosen CONTRACTOR.

The TOWN is exempt of all taxes.

All CONTRACTORS must comply with all applicable Equal Employment Opportunity laws and regulations.

THE TOWN OF ENFIELD IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER