



Request for Qualifications

Final Design and Construction of a Public Safety Facility for the Town of Enfield, NH

(Released June 30, 2022)

(Responses due by 12:00 P.M. EST on Monday, July 18, 2022)

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 new public safety facility (hereafter referred to as the “CONTRACTOR”). In 2019 the Town of Enfield contracted services for conceptual design and cost estimates for the construction of a public safety facility, and after updating the estimates in January 2022, the Town received voter approval to move forward with the project. The Town of Enfield is now looking for a company to work with our Facilities Committee 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.

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

(Note: the conceptual design was based on a different building site, but overall building needs will stay the same).

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 Monday, July 18, 2022. Envelope must be clearly marked “Public Safety Facility” 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

Proposals 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 MEPFP 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

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.

Proposed Project Timeline

Complete final design during the Fall and Winter of 2022-2023 with construction beginning in 2023.

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 September 1, 2022 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.

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 Qualifications;
- to require supplemental statements or information from a CONTRACTOR;
- to extend the deadline for responses to this Request for Qualifications;
- to waive or correct any irregularities in proposals received;
- to award all or a portion of the project to a CONTRACTOR.

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 Qualifications 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.

Revisions:

Any questions or inquiries must be submitted in writing and received by 12:00 P.M. on Monday July 11, 2022, 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