

TOWN OF EXETER, NH
Request for Proposals
Architectural and Engineering
Service for
10 Hampton Road Renovations

June 30, 2023

TOWN OF EXETER – REQUEST FOR PROPOSALS
ARCHITECTURAL AND ENGINEERING SERVICES
FOR 10 HAMPTON ROAD RENOVATIONS

Introduction:

We invite you to participate in the architectural and engineering service selection process to renovate 10 Hampton Road, Exeter into a multi-generational community center. The historic Town of Exeter (founded in 1638) is a 21.76 square mile town with a population of approximately 15,000 residents, set in Rockingham County in the seacoast of NH. The Town purchased 10 Hampton Road in 2022, intending to convert the once commercial property into a multi-generational community center servicing all demographics. 10 Hampton Road sits next to the Town's largest recreation complex, which further enhances the property.

10 Hampton Road presents some challenges in making this a community center for all generations. Half the building was constructed in 1890, while the other half was added in 1992. The building does not meet current ADA standards and needs to be updated fully, allowing full access to both floors. The mechanicals are older and inefficient. Focus on creating a tight building envelope will make this space energy efficient and meet NH energy guidelines. A second means of egress needs to be added in one portion of the building, while an old stairwell needs to be replaced with new modern stairs that meet the current code as well as a means of egress in all rooms on the 2nd floor. ***Most important is the affordability of the project. The Town is looking to provide renovations solutions at an affordable price with quality materials.***

GENERAL REQUIREMENTS

Firms submitting proposals must respond in writing to the following Request for Proposal (RFP) requirements. Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are thought to be relevant by the responding firm should be included together with the submittal requirements.

Sealed proposals should be marked "**RFP- ARCHITECTURAL AND ENGINEERING SERVICES FOR 10 HAMPTON ROAD RENOVATIONS**" on the outside of the mailing envelope and addressed:

**Greg Bisson, Parks & Recreation Director
Town of Exeter, NH
32 Court Street
Exeter, NH 03833**

Proposals will be accepted until **2:00 p.m. on Wednesday, July 26, 2023.**

Costs incurred for preparing a proposal in response to this RFP shall be the sole responsibility of the firm submitting the proposal. The Town of Exeter reserves the right to select or reject any engineering firm it deems in the best interest to accomplish the specified project. The Town reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal, or any combination of items. The Town reserves the right to discontinue the selection process at any time prior to the awarding of a contract. There will be no reimbursement to any candidate firm if the selection process is terminated. The Town reserves the right to waive defects and informalities of the qualifications.

Project Scope:

Create an accessible and welcoming community center, provide an ADA-compliant facility with the addition of an elevator or lift and address any other deficiencies in the building. The following items are required:

1. Schematic Design
 - Develop conceptual plans for 1st & 2nd-floor accessibility and flow.
 - Develop plans to enhance the exterior access into the building from multiple entry points.
 - Create plans to create accessible restroom(s) on both floors.
 - Examine accessible paths, access, and egress to all program spaces.
 - The firm will show feasible options to add an elevator and/or a lift.
2. Construction Documents
 - Developing plans for bidding, permitting, and construction.
 - Demolition plans, floor plans, interior elevations, interior & exterior details, sections, finish plans, etc.
 - Product selections, including materials, equipment, flooring, fixtures, and lift/elevator.
 - Assist a contractor or owner-provided cost estimator in developing budget project costs.
3. Bidding & Negotiations
 - The firm will provide documents to selected bidders and respond to questions or provide clarifications.
 - Analyze bids for thoroughness and adherence to design requirements.
4. Construction Administration
 - The firm will be available to respond to questions, review shop drawings & product submittals, visit the site during construction (up to six times) and review contractor applications for payments.

Additional Services:

Please provide the cost of these additional services per needed base:

- Mechanical, Electrical, Plumbing & Fire Suppression System
- Civil/Site Engineering.
- Identification of hazardous materials, such as asbestos or lead paint.
- Structural engineering (above \$2,500).
- Additional site visits: per visit cost.
- Landscape design.

Project Schedule:

Exeter's goal is to select the firm by August 7, 2023 for work to be completed by September 22, 2023.

The schedule for the selection process and dates are as follows:

- RFP Issued – June 30, 2023.
- Site visit to 10 Hampton Road, July 19, 2023, 10 am
- RFP Responses are due on July 26, 2023, by 2 pm.
- Shortlisted teams will be invited to an interview on August 2, 2023.
- Recommendation to the Select Board for approval on August 7, 2023.

Proposal Requirements:

Proposals are due on July 26th, by 2 pm. Please provide a hard copy of your proposals. There is no limit on the number of pages, but considering your time and our review, please keep the proposals as brief as reasonably possible.

Submissions shall include:

- **Cover letter**
- **Firm Background:** Please briefly describe your organization, its history, and the primary markets and services you provide.
- **Relevant Project Experience:** Please list the institutions or municipalities for whom you have completed a similar scope of work in the last five years. Please include a minimum of (3) case studies or project information sheets on the most relevant projects. It will be particularly interesting to know what similar institutions you have partnered with to understand benchmarking - how does our overall amount of space in various areas compare to others?
- **Proposed Project Team Members and Availability:** Please provide a project organizational chart. Include resumes of key team members - how and who you propose will be providing architecture and engineering, covering all in-house and subs you would be using, if any, and other necessary team members. Who will be the overall project manager and/or our key contacts? It will be most important to see that the team doing the work has worked together on prior projects (and projects included in the experience section). Please list the current projects the key team members are working on and what percentage of their time you anticipate being dedicated to this project. (We realize it will fluctuate over the course of the project, including the overall average).
- **Proposed Project Schedule/Work Plan:** Based on the small window, please provide a schedule showing ideal weeks/timing of meetings with the Exeter team and other times needed. Please provide an overview of key meetings, milestones, and deliverables. What key information and/or decisions do you need from Exeter at specific times to complete the work as scheduled?
- **Project Approach:** This is a key section for you to share how your firm/team approaches renovations like this and how you propose to execute this project, as well as provide necessary documents.
- **Deliverables:** Provide sample deliverables that highlight both your team's technical skills, as well as the ability to deliver an effective and graphically pleasing product.
- **References:** Please provide three references for institutions with whom you have partnered on similar scopes of work with similar team leadership and management. Please include updated contact information - the name of the reference, current role (and/or role when you worked with them), email, and phone number.
- **Fee Proposal:** List proposed fees for the suggested scope of work as well as optional services. Fees for the schematic design, construction documents, bidding and negotiations, and construction administration should be listed as one fee. Please provide separate break-out numbers for all other services that may be required. Please include hourly rates for all team member levels.

Interviews:

Shortlisted firms will be interviewed at the Town Office building. Sixty minutes will be allotted for each interview. Your team will determine how to spend the time allotted. We encourage you to bring the people that we will be working with on a day-to-day basis. We are most interested in your approach to our project - how you will survey and engage with our team. What does the deliverable look like? Summary reports, graphics, and how do you interface with the software? A live demonstration should be part of the interview. What do you need from us? Please share relevant experience as it relates to this work.

Contract Award:

The selected Firm shall enter into a written contract with the Town binding all terms, conditions, and provisions of the proposal, and other terms, conditions and provisions negotiated prior to award of the contract. The Exeter Select Board must approve any contract resulting from this RFP and is subject to funding.

Insurance Requirements:

The selected Firm shall procure and maintain, for the duration of the contract, insurance against claims which may arise from, or in connection with, the performance of the work by the Firm, its agents, representatives, or employees. Proof and coverage amount of such insurance shall be received and approved by the Town prior to execution of the contract.

Hold Harmless:

The selected Firm shall indemnify and hold harmless the Town of Exeter and its officers, officials, employees and agents from and against all claims, damages, losses and expenses including attorney's fees arising out of performance of the scope of services included herein, caused in whole or in part by any negligent act or omission of the Firm, their officers, employees, agents, representatives or subcontractors, except where caused by the active negligence, sole negligence, or willful misconduct on the part of the Town of Exeter.

Town Standards for Contract:

To the fullest extent permitted by law, Contractor shall protect, indemnify, save, defend and hold harmless the Town of Exeter, including its officials, agents, volunteers and employees ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, economic injury or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Contract or the activities of Contractor or its agents, employees, contractors or subcontractors, and even if caused in part by any negligent act or omission of Indemnified Parties. In addition, and regardless of respective fault, Contractor shall defend, indemnify and hold harmless the Indemnified Parties for any costs, expenses and liabilities arising out of a claim, charge or determination that Contractor's officers, employees, contractors, subcontractors or agents are employees of the Indemnified Parties, including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages or taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, medicare, state or federal taxation, and/or any other similar obligation associated with an employment relationship. The Contractor's obligations to defend, indemnify and hold harmless the Indemnified Parties hereunder shall survive the term of this Contract. The Town of Exeter shall not be required to defend or indemnify the Contractor, any subcontractor or any professional service provider.

Submission Ownership and Costs:

Upon submission, responses become the property of the Town of Exeter. The cost of preparing and submitting a response is the sole responsibility of the Firm and shall not be chargeable in any manner to the Town. The Town will not reimburse any Firm for any costs associated with the preparation and submission of a response or expense incurred in making a presentation, participation in an interview, or negotiating a contract with the Town.

SELECTION PROCEDURE

Submissions will be evaluated based on, but not limited to, the following criteria:

- Responsiveness of submission
- Engagement description and approach
- Qualifications and experience
- Prior experience on engagements similar to this request for qualifications
- Methodology to be used to accomplish the work
- Fee proposal

In response to the proposals, the Town may select one or more Firms for interviews and an oral presentation. The submission of a response shall not guarantee an opportunity for an interview. The Town will select a Firm based upon the written response, oral interviews, contact from previous engagements, and any other pertinent information deemed necessary by the Town. The Town will then negotiate a contract, specific scope of services, and fee with the selected Firm. The Town reserves the right to request substitution of any provider identified by the Firm as part of its team. If an agreement cannot be reached with the selected Firm, the Town retains the right to terminate negotiations with that Firm without notice and open negotiations with the next ranked Firm. The compensation discussed with one interested Firm will not be disclosed or discussed with another Firm. No work shall begin until the Firm and the Town has executed a contract.

Acceptance or Rejection of Responses:

The contract may be awarded to the Firm that most closely satisfies the Town's needs and is deemed the most advantageous to the Town. The Town reserves the right to accept or reject any item or group of items in a response. The Town also reserves the right to waive any informality or irregularity in any response. The Town also reserves the right to reject any and all responses, or portions thereof, received in response to the RFP, to negotiate separately with any source whatsoever, in any manner necessary, to serve the best interest of the Town. Additionally, the Town may, for any reason, decide not to award an agreement as a result of this RFP. Non-acceptance of any response shall not imply that the proposal was deficient. Non-acceptance of any response shall mean that another response was deemed to be more advantageous to the Town and/or more closely satisfied the needs of the Town, or that the Town decided not to award an agreement as a result of this RFP.

Please direct questions to Greg Bisson, Exeter Parks & Recreation Director at gbisson@exeternh.gov.