

**TOWN OF EXETER
NEW HAMPSHIRE**
Department of Parks and Recreation



REQUEST FOR QUALIFICATIONS

**PROFESSIONAL CONSULTING SERVICES
Site Evaluation and Cost Analysis**

RFQ No. 2015-01

Advertisement
TOWN OF EXETER
NEW HAMPSHIRE
Park and Recreation Department

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REQUEST FOR QUALIFICATIONS

Site Evaluation and Cost Analysis
Exeter Recreation Park

The Town of Exeter, New Hampshire is seeking qualification statements from interested consulting firms for feasibility and cost analysis services for the Exeter Recreation Park. A multiuse indoor turf facility and or outdoor athletic fields are in the exploration phase to be added to the current park. The work is anticipated to begin as soon as possible, but no later than February 20, 2016.

Qualification statements must be received by 2:00 p.m., November 30, 2015. Submissions shall be hand delivered or mailed to Exeter Parks and Recreation, 32 Court Street, Exeter, NH 03833. The submission shall be in a sealed envelope clearly labeled **“RFQ No. 2015-01 Qualification Statement for Site Evaluation and Cost Analysis.”** No faxed, e-mailed, or electronic submissions will be accepted.

Request for Qualifications packets may be obtained from the Exeter Parks and Recreation Department, Exeter, NH, Phone: (603) 773-6151 or www.exeternh.gov/rfps.

The Town of Exeter reserves the right to reject any or all submissions, to waive technical or legal deficiencies, and to accept any statement that it may deem to be in the best interests of the Town.

The Town also reserves the right to continue on with the subsequent engineering phases with the selected consultant.

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NEW HAMPSHIRE
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REQUEST FOR QUALIFICATIONS**

**Site Evaluation and Cost Analysis
Exeter Recreation Park**

Sealed Qualification Statements, plainly marked "RFQ No. 2015-01 Qualification Statement for Site Evaluation and Cost Analysis Exeter Recreation Park" on the outside of the mailing envelope, addressed to the Exeter Parks and Recreation, 32 Court Street, Exeter, NH 03833 will be accepted until 2:00 p.m., November 30, 2015. Three copies of the Qualifications Statement shall be submitted.

Funding

This project is funded through local funds.

BACKGROUND

The Parks and Recreation Department contracted a Needs Assessment study in the fall of 2014. Copies of this study are available on the Parks and Recreation web site www.exeternh.gov/recreation One of the many recommendations is to construct an indoor turf building at the Exeter Rec Park at 4 Hampton Road, but outdoor athletic fields would be considered as an alternative.

The park was built in the mid-1970s and now consists of an outdoor pool and spray pad, 8 tennis courts, 2 basketball courts, large playground, 3 baseball/softball fields and large multi-purpose area that is used for soccer for the most part. The park sits on a large tract of land, however most of the construction of the facilities was done on the front section almost cutting off 7 acres of land in the rear.

Accessing this land in an efficient way has been a goal of our department for many years.

PROJECT GOALS

A summary of the project goals include, but are not limited to:

- Can the land behind the swimming pool believed to be between 6-8 acres be accessed for future recreation development?
- What would it entail to access this land including utilities and is it cost effective to do this.
- What is this land best suited for?

- If access involves any sort of redesign of the park what would it look like and what is an estimated cost.

DOCUMENTS

All documents will be turned over to the Town in paper and electronic format upon completion of the work. Electronic format shall be as approved by Town and be compatible with Microsoft office product suite. All documentation, reports, field notes and other data generated as part of the service by the consultant and/or its sub consultants for this project shall be the property of the Town of Exeter and will be turned over in a format acceptable to the Town.

QUALIFICATION REQUIREMENTS

Each statement shall include the following components:

1. Cover letter
2. Baseline requirements (see below)
3. Brief description of the firm
4. Project understanding
5. Typical project approach focusing on uniqueness of firm
6. Experience statement identifying work on similar projects.
7. Project Team Chart identifying the team
 - a. Principal-in-Charge
 - b. Project Manager
8. Three (3) copies of the proposal and qualification statement shall be submitted

BASELINE REQUIREMENTS

Each consultant shall provide a statement regarding each of the following:

- Consultant shall have registration and good standing with the Secretary of State, Corporate division, in order to perform work in the State of New Hampshire

TOWN ROLE

Town staff will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the Town of Exeter Parks and Recreation Department will review plans and other documents prepared by the consultant.

PROPOSAL CONTENTS AND EVALUATION CRITERIA

The Town of Exeter will review the proposals on the following criteria:

1. Relevant experience of the firm and its subcontractors,
2. Experience of assigned personnel,
3. Quality of proposal,
4. Understanding of project,
5. Client references.

Upon review of all responsive statements, the Town may select one or more firms to interview. Upon completion of the interviews, the Town will attempt to negotiate final Scope of Services and Fee with the selected firm. If the Town is unable to reach agreement with the selected firm, the Town reserves the right to negotiate with the next highest ranked firm until an agreement is reached.

RESERVATION OF RIGHTS

The Town of Exeter reserves the right to reject any or all statements, to waive technical or legal deficiencies, and to accept any statement that it may deem to be in the best interest of the Town. The Town reserves the right to make such inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm. The Town reserves the right to negotiate directly with the firm selected for additional project work including design, construction administration services, and/or additional project engineering and design services.

CONTRACT DOCUMENT

Upon selection, the successful Consultant will prepare Consultation Contracts for execution. Upon execution of the Contract the Consultant will be instructed to commence providing the work outlined in the contract. All information, data, documents, photos, computer records and other materials of any kind acquired or developed by the Consultant pursuant to this proposal shall be the property of the Town of Exeter.

INQUIRIES

No interpretation on the meaning of plans or documents will be made to any responding firm orally. All inquiries regarding this RFQ should be submitted via email to Michael Favreau mfavreau@exeternh.gov no later than November 13, 2015.