

Request for Proposals for Owner Project Manager Services
Town of Exeter – New Police Station and Fire Substation
Exeter New Hampshire
April 12, 2024

PROJECT OVERVIEW

The Town of Exeter (“TOWN”) is seeking a qualified Owner Project Manager (OPM) to assist the TOWN in the process of designing and constructing a new police station and fire substation facility (“Project”) in Exeter, New Hampshire.

Proposals are welcomed and will be received by Russell Dean, Town Manager, Town of Exeter, New Hampshire on or before **May 3, 2024 at 2pm** at the Town Manager’s office at 10 Front St, Exeter NH 03833.

One (1) signed original hard copy, ten (10) separate hard copies, and one (1) electronic copy (in PDF format on a portable USB flash drive) of the proposal shall be submitted in a secure package clearly marked **“RFP 2024-01 OWNER PROJECT MANAGER SERVICES – New Police Station/Fire Substation”**. **Please submit a sealed Fee Proposal under separate cover.**

Proposals delivered after the appointed time and date will not be considered.

The full RFQ is available on the Town Website: <https://www.exeternh.gov/rfps>

While there is no page limit to proposals, please keep proposals concise and only as long as needed to address the requirements of this RFP.

The Town of Exeter NH reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; to award contracts or to cancel this Request for Proposals if it is in the Town’s best interest to do so.

PROJECT DESCRIPTION

The Project will be to design and construct a police station and fire substation in Exeter New Hampshire. The TOWN currently has a Public Safety Complex at 20 Court Street in Downtown Exeter that houses both the Police and Fire Departments. Lavallee Brensinger Architects (LBA) was hired by the TOWN in 2021 to conduct a Program and Site Evaluation for a Public Safety Complex. LBA and the TOWN explored several options that included a new combined Police and Fire facility at the current location and at other Town-owned sites, separate facilities with each on their own site, and a Police Station with a Fire Substation. Construction of a new Police Station with a Fire Substation at 6 Continental Drive in Exeter was the chosen alternative. The main Fire Station will remain in its current location and the Police Department will relocate to the new facility once constructed. The Fire Department will split its personnel and equipment between the two sites. The proposal was approved by voters in March 2024 with a total project budget of \$17,522,500. The approved Warrant Article included a provision for the facility to be “net zero construction, design, and permitting”.

Conceptual floor plans and elevations were developed by LBA as part of the Program and Site Evaluation process. These conceptual plans and other information and materials developed to date can be found on our website at <https://www.exeternh.gov/police/proposed-new-police-station-fire-substation>.

The program area is approximately 21,632 GSF and contains all Exeter police services and functions, two fire apparatus bays, bunk rooms for firefighters, storage, and the required office/support spaces for each use.

The TOWN and its selection committee is interested in assembling a qualified team that includes an OPM. The TOWN is in the process of writing and issuing an RFP for an architectural firm that will be contracted first followed by a Construction Manager. The TOWN intends to issue a proposal for a CM shortly after contracting with the selected design firm. The TOWN will lead the process of issuing the CM proposal, reviewing the proposals, and selecting the CM, and will consult with/seek input from OPM as needed.

Depending on timing, the OPM may become involved in the selection of the architectural firm.

INITIAL PROJECT SCHEDULE

The Owner intends to:

- Contract with an OPM in May, 2024.
- Contract with an architectural firm in June 2024 in preparation for an immediate start
- Issue the CM proposal soon thereafter (June/July 2024)
- Contract with the CM by August 2024 with collaboration between the design team and the CM commencing immediately thereafter.
- The initial GMP is anticipated in early 2025, with a final GMP presented to the TOWN in spring 2025 and construction to begin as soon as possible thereafter.
- Complete construction in 16-18 months.

OPM SELECTION SCHEDULE

April 12, 2024: RFP available

April 19, 2024: Questions from respondents emailed to TOWN by close of business (4:30pm)

By April 26, 2024: Answers to any/all respondents questions will be posted on the Town website: <https://www.exeternh.gov/rfps>

May 3, 2024: Submissions due by 2 PM

Week of May 6th: Shortlisted firms notified

Week of May 13th: Interviews and selection (Interview location and times TBD)

Note: The dates above are subject to change pending TOWN schedule.

SCOPE OF WORK

The selected firm will be expected to complete the following:

- Review all Supporting Documents that can be found on our website at: <https://www.exeternh.gov/planning-sustainability/exeter-public-safety-complex-analysis>

- Compliance with all Federal, State, and Local Laws, Rules, and Regulations: Ensure the Project remains in full compliance with all applicable Federal, State and Local Laws, Rules and Regulations.
- Attend regular meetings with the TOWN, the Designer, the contractor(s), consultants, and engineers during the Project to advise the TOWN on budget, schedule, quality, scope, and all other proprietary issues.
- Serve as the TOWN's representative in the oversight and administration of the design contract, negotiations with the designer if required, the coordination of the design team's activities, and in the provision of leadership with respect to the implementation of the design, bidding, and construction phases by all parties. The OPM shall also serve as the TOWN's representative in the oversight and administration of the construction contract, including maintaining certificates of insurance, bonds, and so forth from the contractor, designer, and others, as necessary.
- The OPM shall be familiar with any programs for funding assistance and/or grant opportunities, and if awarded, ensure that the project meets all the requirements to receive the maximum reimbursement and/or funding with supporting documentation.
- The OPM shall provide cost control management services throughout the duration of the project, throughout the design phase, to control and contain the cost of the project within the limits of the total project cost budget as determined by the TOWN, including life-cycle cost analysis.
- The OPM shall also provide value management services, which includes value engineering and analysis of the building systems and design during the design phase of the project. The goal is to reduce both the initial capital cost of the project, reduce long-term operational (life cycle) costs, and yet maintain the TOWN's desired level of quality, utility, function, and performance of the facility. A Notice to Proceed to each successive design and construction phase of the project will not be issued by the TOWN until the OPM's analysis concludes that the submission is within the total project and/or construction cost budget.
- The OPM shall also provide an analysis of all bids from bidders, with recommendations for appropriate TOWN action to be presented before TOWN officials.
- Review and update, on a monthly basis, the existing total project budget (including estimated construction costs and all "soft" costs anticipated to be associated with the project) during all phases of the work. Advise the TOWN if it appears that the project budget will not be met, including unforeseen changes, and make recommendations for corrective action. Develop monthly cash flow reports and forecasts for the total project and advise the TOWN of variances between actual, budgeted, and projected costs. Establish a format acceptable to the TOWN for reporting budget and cash flow information to boards and committees.
- The OPM shall review and take appropriate action upon all project-related invoices, including retainage and contractor requisitions. Establish a procedure with the TOWN for the processing of invoices for project-related expenditures, including the Designer's requests for payment, contractor requisitions, furniture, furnishings, and equipment purchases, and the like. Construction-related records shall also include construction

base contract work performed under unit costs, change order work performed on the basis of actual costs of labor and materials, change order work performed under unit costs, and compliance with grant requirements if applicable. All cost documentation and accounting records shall be maintained in a form suitable for submission as may be required, reimbursement and audit.

- Assist in the development of a Master Project Schedule and advise the TOWN on all schedule issues; monitor all aspects of the project's status and schedule, and advise the TOWN, on a monthly basis at a minimum or more frequently as necessary, when actual or potential constraints to achieving the schedule and/or goals of the TOWN have been created; and make recommendations for corrective action. Among other details, the project schedule shall include all milestones required to submit any required applications for project fund reimbursement and major decisions required by the TOWN. The schedule shall also include the TOWN's occupancy requirements with the appropriate allowance for procurement of technology, furniture, and equipment.
- The OPM shall maintain all project related communications, collect all project-related documentation, and establish and maintain a document control system.
- The Owner's Project Manager shall establish procedures for reviews, approvals, changes, submittals, RFI's, and a project change log, among others.
- Review the accuracy and completeness of the design and bid documents and cost estimates as soon as they are prepared. Promptly notify the TOWN of any problems or omissions. Provide materials, labor, and help to identify and resolve coordination conflicts in the construction documents. Review construction factors relating to costs and the goals of the TOWN including, but not limited to: alternative designs or materials, geotechnical studies and soil analysis, life cycle costs, green design concepts, site use and design issues, value engineering, project phasing, accessibility compliance, and possible economies of scale opportunities.
- Ensure that the Designer coordinates with, reviews with, and incorporates appropriate input and/or permits from local officials (i.e., Town Committees/Boards, Inspectional Services, Fire Department, utilities, etc.) as appropriate for the building systems, safety, operation, and maintenance.
- Identify and assist in procurement of additional design consultants if required. Identify long-lead items, including TOWN provided items, and make appropriate recommendations to the TOWN and the Designer for inclusion of such items of material or equipment in the Designer's specifications. Make recommendations to the TOWN and the Designer to expedite procurement of long-lead items to ensure delivery by the required dates. Incorporate detailed procurement data into the project schedule updated monthly.
- The OPM shall receive certificates of insurance and, where applicable, bonds from all parties required to provide them, such as the Designer, the Contractor, their various consultants and subcontractors, and vendors, and forward them to the TOWN. The OPM shall develop and maintain a bonding and insurance log identifying all parties required to provide bonds or insurance and noting certificates received, coverage expiration

dates, and renewal status. Copies of such log shall be provided to the TOWN on a regular basis.

- Review the project drawings and specifications. Promptly notify the Designer, and the TOWN of any design problems or omissions identified in the drawings and specifications. Help to identify and resolve coordination conflicts in the construction documents.
- The OPM shall be responsible, with the TOWN's approval, for selecting, retaining, and coordinating the professional or other services of special consultants, contractors, and testing laboratories required for the Project and or provided by the Designer or Contractor (i.e., project photos, hazmat removal, existing condition surveys, and so forth).
- Working with the TOWN, the Designer, and others, the OPM shall maintain, and monitor, the master list of permits, licenses, and approvals required for the Project and shall update it as necessary through project completion identifying each permit, the party responsible for obtaining it, and status.
- The OPM shall act as a fiduciary to represent the TOWN.
- The OPM, upon completion of the project, shall be responsible for certifying that, to the best of its professional knowledge, the building conforms to the approved plans, specifications, and shop drawings.

Additional services:

- As mentioned above in the Project Description, the Town intends to seek the assistance of the OPM in the selection process of the architectural firm and CM. This assistance will be an advisory role and the OPM will not be expected to lead the process. All documents will be initially drafted by the Town and the OPM may be asked to review, comment, and participate in the selection process.

MINIMUM QUALIFICATIONS

In order to be considered, the proposed firm must possess the following minimum qualifications:

- The OPM shall be a registered architect or professional engineer in New Hampshire and have at least five (5) years of relevant experience in the construction and supervision of construction of buildings. In the event the OPM is not a registered architect or professional engineer they must have at least seven (7) years of relevant experience in the construction and supervision of construction of buildings in New Hampshire and/or Massachusetts.
- No individual or employee of any business which has a contract to complete any portion of the design or construction of the project shall be designated as the OPM.

PROPOSAL SUBMISSION REQUIREMENTS

The firm shall provide the following items and in the following order:

1. Cover letter.
2. Identification and qualifications of all key personnel proposed to be used on the project. Only identify and submit qualifications for those that will work on this project.
3. Provide up to 3 examples of projects that the firm worked on from conceptual design through completion that involved the design and construction of a new building that is similar in size and scope to Exeter's project. Include a brief description of the project, the people involved and their title, project location, the type of delivery method used, budget and schedule performance, if the project included any sustainable design and/or construction methods, and any other information the firm wants to provide the selection committee.*
4. A brief description of the firm's approach to the project.
5. Your firm's initial opinion on the Town's \$17,522,500 total project budget.
6. A description of any current or past litigation, arbitration or mediation.
7. A separately sealed Fee Proposal that is as specific as possible. At a minimum, the proposal should include line item costs for each task set forth in the Scope of Work above.
8. Other information, qualifications and/or exceptions the firm may consider appropriate to the selection process.

*Note: The TOWN is seeking examples of projects that were completed by the proposed OPM only, not others in the firm that will not be part of the project.

SELECTION CRITERIA

Selection criteria to be used by the TOWN shall include but not necessarily be limited to: personnel assigned to the project, experience and qualifications, interviews, fee proposal, as well as any and all other considerations which are in the best interest of the Project. The TOWN's decision with regard to the selection of an OPM shall be considered final.

Proposals shall be addressed to:

Russell Dean
Town Manager
10 Front Street
Exeter NH 03833

Proposals must be received **no later than 2:00 PM on May 3, 2024.**

Questions regarding only the information presented above should be directed to Russell Dean at the email address indicated.