

**Town of Exeter, New Hampshire
Town-wide Facilities Plan
RFP (Request for Proposal)**

I. Introduction, Background, and Objectives

A. Introduction

The Town of Exeter requests proposals from qualified firms licensed to practice in the State of New Hampshire to provide a Town-wide Facilities Plan to address short and long term use recommendations for town buildings. This study will be overseen by a Facility Working Group (FWG) consisting of Town officials and representatives of Town departments.

B. Background

The Town of Exeter (henceforth referred to as the Town) is seeking consulting assistance to perform a use assessment of its several municipal buildings, including short and long term facility planning recommendations. Exeter is a municipality of approximately 14,500 residents located in Rockingham County. The Town operates with a Board of Selectmen and Official Ballot (“SB2”) form of government with a Town Manager. The Town’s annual general fund budget is in excess of 17 million dollars, not including water and sewer, which are separate enterprise fund budgets.

At the 2014 Town Meeting the voters of Exeter approved the following warrant article by a majority vote:

Article 16

To see if the Town will vote to raise and appropriate, through special warrant article, the sum of fifty-thousand dollars (\$50,000), for the purpose of conducting a Town-wide Facilities Plan, to include building use recommendations on short and long term needs for all town buildings.

The Town currently owns several facilities that provide municipal services, and also serve as facilities for community groups. The Town is seeking a qualified consultant to assess user needs and space utilization to create a facilities plan for both short and long term facility use.

Several town facilities are aging or past their useful life, and therefore the Town needs to prioritize a schedule of replacement, rehabilitation, or disposition for implementation over the next several years. Prior to implementation, however, the Town needs to take stock of its inventory of buildings, identify significant end users, and understand all relevant issues to make informed decisions about the future.

Two departments have come forward (Fire and the Exeter Public Library) with requests for new or renovated facilities. Prior to any major community investments, the Town would like a guidance document prepared to assist the Town in prioritizing major facility decisions.

C. Objectives

The overall objective of the Facilities Plan is to create a document to allow town officials to make quality decisions about future use of municipal buildings. The document will work as a strategic plan for Town facilities as it relates to its operations.

The document will contain recommendations including a proposed replacement schedule along with potential funding sources to offset facility costs.

The Facilities Plan will include a review and discussion of the following buildings:

Building	Year Built	SF	Address	Primary Users
Town Hall	1855	24,000	9 Front Street	Finance Department (lower level), Arts Committee (upper level/gallery), community groups (main floor auditorium)
Town Offices	1892	15,000	10 Front Street	Municipal Offices: Town Manager, Town Clerk, Tax/Water Collections, Economic Development, Nowak Room (Selectboard meetings), Wheelwright Room (meetings/conf space), Information Technology/EXTV, Planning, Building, Human Resources, Welfare/Human Services
Public Works Complex	1969, 2003	18,180 SF (Highway), 4,000 SF (Salt Shed, Hot Top, Paint Shop), 2,848 SF (Maint. Shop, Tires)	13 Newfields Road	DPW Administration/Engineering, Highway including Mechanics/Garage,
Public Safety Complex	1979	18,000 SF	1 Bow Street	Police, Fire/EMS, Emergency Management, Health, Dispatch
Parks/Recreation Building		9,372 SF	32 Court Street	Parks/Recreation offices, DAR (non profit), 2 utility rooms (Parks/Rec)
Recreation Park	1974-76		4 Hampton Road	Outdoor Pool, Soccer/Baseball Fields, Tennis Court, Planet Playground
Senior Center		5,118 SF	32 Court Street	Meals On Wheels, Fire Museum, Senior Activities, Community Groups (was formerly the Town Fire Department building)
47 Front Street	1899		47 Front Street	Former Town Library now leased to Exeter Historical Society, Civil War Memorial site.
Public Library	1987		Pleasant Street	Library

Note: The Exeter Fire Department and the Exeter Public Library have both moved forward with facility requests. Although the Library is not specifically included in the facilities plan, their plans should be covered as part of the report.

The Facilities Plan will:

1. Identify primary users of town facilities;
2. Evaluate end user issues of town facilities;
3. Evaluate existing plans for facility expansion and/or building maintenance;
4. Generate conclusions about future expansion, retraction, and/or disposition based on input of end users and professional knowledge of the consultant.

The Facility Plan will also inventory and discuss:

1. Town owned properties that are not vacant land;
2. Buildable public property suitable for consideration for future facility placement;
3. Available grant programs for consideration (if any are available).

Guiding Principles: The Town Facilities Plan should:

Identify future growth needs of the community;

Identify possible alternative sites to meet municipal needs;

Consider town buildings and their relationships to the community;

Consider town buildings and their contribution as historical resources;

Where appropriate, make recommendations about consolidating town buildings and/or disposition of assets;

Achieve an understanding of opportunities that may arise with purchases/swap of Town assets to include potential public/private collaborations that may provide improved solutions to departments/facilities operations;

Create a proposed implementation schedule;

Identify primary cost considerations for each option;

Consider possibilities for implementing ‘green’ building strategies, preserving green space, water resources and decreased dependence on fossil fuels;

Work with the assigned workgroup to initiate additional related (e.g. testing) activities that may be warranted in order to meet timeline goals identified.

To assist and facilitate the dissemination of information to interested parties including but not limited to the preparation and printed materials for Town board members and departments to include one unbound copy and one electronic copy in PDF format.

II. Scope of Services

The general scope is to create the user inventory of town buildings, itemize needs, review potential space/building options to meet those needs, and prioritize each option based on the needs of the Town. A 20-year timeframe must be used in evaluating the effectiveness of each option.

A. Needs Assessment

One component of the Town-wide Facilities Plan will be to assemble and evaluate the needs of the users of each building.

Programmatic review of municipal and end user functions (including community groups); office and meeting space needs; parking needs for staff and customers; needs relating to deliveries to the building; identification of alternative creative means of achieving the goal of a convenient, safe, efficient, economical and comfortable site for municipal departments and customer service.

The review should include electrical and mechanical systems of the building and code compliance particularly regarding ADA requirements.

The answers for the following questions should be used in the review of facilities.

- What are the most pressing code issues facing town facilities as a whole?
- What are the most pressing space utilization issues? Which buildings are most “stressed” for space. What are the reasons?
- What kinds of specific issues exist with respect to community groups and non-profits that are using municipal buildings?
- What alternatives currently exist in the community for non-governmentally owned meeting space?
- What are the relative impacts on service delivery with any recommended changes?
- What historical elements and/or overall contribution need to be considered in making any changes?
- What parcels of land or buildings are available in the vicinity could be used as part of a future facilities strategy?

B. Building and Site Assessment

Detailed site assessment is not considered part of this scope of services, but the following site assessment activities are considered part of the scope.

Identify potential sites, both owned by the town and available for purchase, rental, or other means of procurement for the needs identified in the needs assessment.

- Determine which sites could accommodate which programs.
- Recommend a detailed site assessment beyond the scope of the completed facilities plan.
- If at some point in the planning process the Town determines additional site testing or analysis is needed, the firm chosen to carry out the Facilities Plan may also be chosen to perform these related additional services.

C. Alternatives, Scenarios, and Master Plan Development

With the needs established and the sites identified, the Facilities Working Group will require a range of scenarios to consider. Each scenario should include:

- Pros and cons;
- Effect on other Town infrastructure elements;

- Impact on Town's Historic Districts and building and/or site history;
- Necessity to meet health, safety, or legal requirements;
- Public accessibility;
- Impact on Town/department operations;
- Timelines for projects, both individually and collectively; and

The report should be presented in a document that includes an alternatives analysis for each building:

- Pros and cons of each alternative;
- Feasibility of each alternative;
- Projected cost range of each alternative;
- Effectiveness and benefits; and
- Relative importance/urgency of each of the identified program needs;

At the completion of the needs assessment the consultant will present its findings to various Town representatives, in order to receive input and move forward with developing scenarios, priorities, and timelines.

Timeline and Deliverables

The consultant will be expected to commence activities by January 1, 2015 and to have available a preliminary report for review by the Exeter Selectboard May 1, 2015. Upon awarding of the contract, the consultant and the Facilities Working Group will develop and agree to a plan including milestone dates for completing reports, presentation, and other related activities. The consultant is expected to meet with the Exeter Selectboard and present findings periodically as determined by the FWG.

The Deliverables for this project are as follows:

1. Draft Facilities Plan Report
2. Final Facilities Plan Report

III. Fee for the Service

The fee for the work will be negotiated with the highest ranked firm, not to exceed \$50,000, and incorporated within a contract for services.

IV. Proposed Submission Requirements

- A. Five (5) copies of the proposal must be received at the Exeter Town Manager's office no later than 12 noon, Monday, December 15th, 2014. In addition, the applicant is encouraged to send an electronic (pdf) formatted version. Proposals are to be submitted and addressed as follows:

Mr. Russell Dean, Town Manager
10 Front Street
Exeter, NH 03833

Proposals shall be clearly marked: **Exeter Town Facilities Plan**

B. Complete proposals must include the following;

1. A listing of all current and past public and private projects of a similar nature with the names and telephone numbers of reference person(s) to contact. Photos may also be submitted.
2. A general company/firm profile and list of key personnel who will participate on this project with resumes included. Identify the Principal In-Charge, Sr. Project Manager, amount of time committed, and anyone who will actively participate in:
 - a) The evaluation of the various options presented for consideration, including an understanding of the use of demographic projects in making sound judgments for the anticipated building plans for the next 20 years.
 - b) The presentation to the public, Exeter Selectboard and Deliberative Session/Town Meeting (if required).
3. The identification of any and all consultant personnel who will work with the applicant, with resumes attached.
4. Conditions of proposal offered, if any.
5. Any other information that the applicant considers relevant for the purpose of evaluating its qualification for the project.

V. Selection Process

A. Each proposal submitted to the Town will be reviewed for completeness. Proposals will be reviewed and ranked to the following criteria:

1. Prior experience of both the applicant's firm and specific assigned individuals with similar projects in the master planning of municipal buildings, including; a) knowledge of use and space needs assessments for municipalities; b) how such knowledge has been reflected in past master plans or facility plans; and c) knowledge of ADA, and NH AAB regulations.
2. Financial stability of applicant.
3. Professional qualifications and licenses of staff and consultants who will work on the project.
4. The appropriateness of the project organization, the identity and qualifications of the individuals (including sub consultants) who would be responsible for the conduct of the project.

5. The applicant's demonstrated ability to prepare implementation plans, including the ability to meet with town personnel on their schedules.
 6. Adequate staffing and current workload; ability to complete project on schedule.
 7. Completeness of proposal submitted by each firm.
- B.** Based upon the ranked proposals the Town will select at least three (3) firms ranked according to preference, to be interviewed by the facilities workgroup.
- C.** In accordance with those interviews, the facilities workgroup will then rank those finalists and make a recommendation of award to the Exeter Selectboard as the awarding authority on this project.
- D.** During the evaluation and interview process, the Town reserves the right to request additional information or clarification from any applicant or to allow corrections of errors or omissions.

VI. General and Special Provisions

- A.** The Town reserves the right to reject any and all proposals, waive informalities, and to award contracts as may be in the best interest of the Town.
- B.** Ownership of Documents: All proposals, materials, drawings, plans, etc. shall become the property of the Town and may not be disposed of without notification and shall be considered public information.
- C.** The applicant selected shall be expected to comply with all applicable federal and state laws in the performance of services.
- D.** The consideration of all proposals and subsequent selection of the successful applicant shall be made without regard to race, color, sex, age, handicap, religion, political affiliation or national origin.
- E.** Services provided by the successful applicant shall be rendered through a professional services contract; the successful applicant will be an independent contractor and will not be considered an employee or agent of the Town and will not receive any benefits of an employee.
- F.** The firm selected must demonstrate to the Town that it possesses Professional Services Liability / Errors and Omissions insurance coverage in an amount no less than \$500,000.00 per occurrence.
- G.** Prospective applicants who have any questions regarding this Request for Proposal should contact Exeter Public Works Director Jennifer Perry @ 603-773-6157 or Exeter

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Town Manager Russell Dean @ 603-778-0591, x101. Email rdean@exeternh.gov or jperry@exeternh.gov.

- H. The Town assumes no responsibility for late submissions due to mail, courier or delivery problems.
- I. A meeting for all prospective applicants will be held on Monday, December 1st, at 1:00 pm in the Nowak Room located at 10 Front Street, Exeter, NH 03833.

VII. Contract Terms and Conditions

The Town of Exeter Standard Contract is incorporated herein as Attachment A and contains terms and conditions that shall be substantially in the form to be executed between the parties. Applicants must clearly identify any provisions of this contract that the applicant is recommending be amended.

Reports Available

The Town has a number of reports available for this study, including, but not limited to, the following:

- Town Master Plan, Chapter 5 – Community Facilities. This report was last updated in 2002 and the facilities plan should provide a basis for updating this chapter of the Town's Master Plan.
- Town Building Advisory Committee Report (2008). This citizen's committee convened in 2008 to report on various sites for a new town office. This very thorough report may be consulted, acknowledging work has been done on the municipal offices since the report was published.
- Town Maintenance Budget including utility and maintenance budgets for all town buildings (several years are available).

These reports, excluding the Maintenance Budget covering Town Facilities, are online on the Town's website, www.exeternh.gov.