

Town of Lee, New Hampshire
Request for Qualifications
For
Design-Build Services



Due: Friday, September 22, 2023
No Later than 12:00pm

Deliver by USPS, in person or by parcel delivery to:

**Town of Lee
Lee Town Office RFQ
249 Calef Highway,
Lee, NH 03861**

**Questions may be directed to Andrew Robertson, Town Administrator
(603) 659-5414 Ext. 312
townadministrator@leenh.org**

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SECTION 0 – INTRODUCTION

The Town of Lee, New Hampshire, is seeking statements of qualifications pertaining to the design and construction of a Town Offices facility. This project will be going before the voters in March of 2024. The facility will be approximately 4,800 square feet, replacing a rented facility used since 2021. Starting in 2011, over \$400,000 has been spent on various plans, designs, and studies. These materials will be available to the selected firm. The facility will be constructed on a six-acre parcel of undeveloped land in the Town Center near 7 Mast Road. This project will be designed during fall/winter 2023/24 and constructed during spring/summer 2025.

All interested firms are invited to a non-mandatory meeting on Wednesday, August 23rd, which will be followed by a site visit. At this meeting, the Town Select Board, Town Administrator and Town Planning and Zoning Director will be available to answer questions and provide additional information. An official amendment to this request for qualifications will be issued after the meeting providing all questions, answers, and additional information discussed at the meeting. This meeting will be held at 7:30am at the Lee Public Safety Complex (20 George Bennett Rd. Lee, NH); firms are encouraged to RSVP to Andrew Robertson (townadministrator@leenh.gov) by August 22nd.

All statements must be received by, 12:00 PM, prevailing time, on September 22, 2023. Interested parties must submit six (6) copies of their statements (plus an electronic version) each marked with the company name, address, and "Qualifications for Lee Town Offices". The responses shall contain the information required, in the sequence listed, and be duly tabbed for easy location and evaluation. Statements should be addressed to the Town of Lee, "Qualifications for Lee Town Offices", 249 Calef Highway, Lee, NH 03861. The Town of Lee reserves the right to reject any and all statements. Based upon the submitted information, qualified candidates will be scheduled for interviews on September 25th or October 4th.

Copies of the request for qualifications may be obtained, without charge, from the Lee Town Offices at 249 Calef Highway, Lee, NH 03861, telephone number (603)-659-5414 x 312, or on the Town's website using the following link: <https://www.lee.nh.gov/home/bids/town-offices-request-qualifications>. If you wish to receive automatic notification regarding additional information or amendments to this RFQ, please submit your contact information at that web address.

The Town of Lee reserves the right to accept or reject any or all proposals and/or to limit the project to a portion, based on the availability of funds and/or as deemed in the best interest of the Town of Lee.

SECTION 1 – BACKGROUND

1.1 History: Seeking a Permanent Town Hall

- 1.1.1 In 2021 employees of the Lee Town Hall vacated the historic, Lee Town Hall located at 7 Mast Road due to concerns about lead paint, asbestos, mold, and the ongoing Covid 19 pandemic. The employees moved in to a leased facility at 249 Calef Highway.
- 1.1.2 After a failed attempt at redesigning the Town Center, an 6+ acre parcel of vacant land adjacent to the Town Library, museum(s) and Town Hall, the Select Board worked towards planning for and designing a Town Office building as the initial step in a multi-phased Town Center project. Planning documents and materials from this effort are available for review. The Select Board seeks to move forward with an approximately 4800 square foot, single story building to house the town offices. The preferred delivery approach is design-build.
- 1.1.3 The Select Board is proceeding with this RFP with the desire to plan and design a Town Office building in the Fall of 2023, present the design to the voters of Lee in the winter of 2024, place the project on the March 2024 warrant and, pending passage, begin construction in 2025. The Select Board consists of three (3) members who, in conjunction with the Town Administrator and relying heavily on a selected Clerk of the Works, would oversee the project. These individuals are identified below:

Katrin Kasper, Chair, Select Board

Rebecca Hawthorne, Vice Chair, Select Board

Scott Bugbee, Select Board

Andrew Robertson, Town Administrator

Clerk of the Works, (To be determined)

1.2 Project Description

- 1.2.1 The Property: The 6-acre lot is located in the Town Center adjacent to several other town structures. The lot is presently lightly forested, flat, free of wetlands and has a solid sand and gravel composite soil that is free of ledge. Access to the lot will be from NH State Route 155 directly West of the Rte 155 /Wednesday Hill junction. Development will include; the building, parking area, utilities, landscaping, drilled well, septic system and associated site improvements. The lot is identified as parcel 11-6-100 in county and town recordings (see exhibits A & B).
- 1.2.2 The Building: This municipal office building is intended to house the following departments; Town Clerk and Tax Collector, Planning and Zoning/Code Enforcement, Assessing, Finance/Administration and Select Board. This building's primary purpose is to serve the public and securely house important town records and data. As of the creation of this document, the office will be staffed by five (5) full-time employees, two (2) part-time employees and requires 2 additional office spaces for commission and elected officials.
- 1.2.3 The Space Requirements: Please see below for anticipated space needs determined from a space needs analysis and rudimentary floor plan (see exhibit C). The building shall be 4,800 square feet or less.

Administration: *Please see floor pan exhibit C for space needs*

Select Board:

Town Clerk & Tax Collector:

Planning/Zoning/Code Enforcement:

Assessing:

Meeting:

Secure Storage:

General Storage:

Full basement: 4800 square feet

Circulation, Walls and Voids

Circulation at 20%

Walls/Voids at 10%

Gross 1st Floor Square Footage: 4,800

- 1.2.4 The Design: The selected firm will provide design services for this project. There is a basic floor plan available for the selected firm to review as well as any other design material plans from prior Town Center efforts.
- 1.2.5 Project Oversight: The Town will employ the professional services of a Clerk of the Works. This position will have the authority to exercise independent judgement and approve minor change orders. The Select Board will monitor the project and will be involved in significant decision-making and change orders.

1.3 Operations

- 1.3.1 General: The Town Offices serve the 5000 residents of Lee. This building is also a hub for town services located off premise, i.e. Police, Fire/EMS, Public Works, and committee and commission members. The Town Offices are visited and utilized on a daily basis by the general public, employees, officials and other assorted interests.
- 1.3.2 Finance/Administration/Select Board: The Town Administrator, Assistant Town Administrator, Bookkeeper, and General Assistance Officer will be organized in one area of the facility. These offices need one counter/window interface to accommodate the general public, they also require internal space for private conversations, meetings with department heads and outside visitors. There is need for flexible workspace for mailing related tasks, copying and project layout. There is need for secure storage of financial and personnel records.
- 1.3.3 Town Clerk/Tax Collector: The Town Clerk/Tax Collector is assisted by the Deputy Town Clerk. This office sees the highest daily traffic flow from members of the public who visit the office to register vehicles, dogs, obtain vital records, register to vote and myriad of other activities. It is essential that there are 2 service windows situated in a way to minimize confusion and prioritize customer service. This office requires acoustic design that enables employees to hear residents at the service windows. This office will house a vault for records retention and security.
- 1.3.4 Planning/Zoning and Code Enforcement: Lee has traditionally housed the Planning Administrator and the Building Inspector/Code Enforcement Officer in conjoined office space with shared storage space and shared meeting space to review plans. This office is heavily trafficked by visiting residents, contractors, developers and similar. A service window is required for rudimentary paperwork and transactions.
- 1.3.5 Meeting Room: A meeting room that can be used for purposes such as department head meetings, small committee meetings and the like, not to exceed 420 square feet is required.

1.4 Special Considerations

- 1.4.1 Facility must meet needs of Lee for a minimum of 30 years.
- 1.4.2 Facility must prioritize the safety and security of staff (use of access control system) and ensure separation of staff and the public.
- 1.4.3 Facility must meet the acoustic needs of the various operations. Sound-proofing for closed offices during confidential conversations; sound-

dampening for the multiple service windows; isolation of mechanical equipment, etc.

- 1.4.4 Facility must use climate-controlled zones for energy efficiency and maximum comfort.
- 1.4.5 Facility must maximize the use of natural light.
- 1.4.6 Firm should primarily employ tried and true means, methods and materials and avoid new and untested products and methods.
- 1.4.7 Systems should be BACnet compatible for future use of building management technology.
- 1.4.8 Facility must utilize energy efficient means, methods and materials.
Considerations should include heat pumps, insulated concrete forms, closed cell insulation and similar. The Town shall be supplied with all necessary information for applicable rebate programs. Lee is committed to energy efficiency.
- 1.4.9 Facility needs to blend with Lee's historic and rural aesthetic.
- 1.4.10 Compliance with all state and local laws, codes, fire regulations, ordinances and Americans with Disabilities Act (ADA) is imperative.

SECTION 2 – GENERAL INFORMATION/REQUIREMENTS

2.1 Process

- 2.1.1 The Town of Lee is soliciting statements of qualifications to aid in the selection of a firm to provide design-build services for the design and construction of an approximately 4,800 square foot new Town Offices facility with basement in the town center of Lee, NH. Statements of qualifications shall be in accordance with the terms, conditions, and requirements set forth in this request for qualifications.
- 2.1.2 This request for qualifications (RFQ) is the first step in a two-step process for selecting a design-build firm for the project. This RFQ provides the information necessary to prepare and submit qualifications for consideration and initial ranking by the Town of Lee. The Town Administrator on behalf of the Select Board prepared the RFQ; the Select Board will be evaluating the responses. Based on the initial ranking, the Select Board may select up to four (4) of the top ranked firms to participate in an interview process.
- 2.1.3 In the second step of the process, the highest-ranking qualified respondents will be requested to attend an interview with the Select Board to discuss the submission and answer additional questions. The submissions are due September 15th; the interview invitations will be announced on September 25th; and the interviews will be conducted on October 4th. The Select Board will rank the finalists and make a selection to be announced on October 11th.

2.2 Requirements

- 2.2.1 Respondents shall indicate potential project personnel. Finalization of the design-build team will occur after a firm is selected.
- 2.2.2 Responses received after the response submission deadline will not be considered. Respondents are solely responsible for ensuring that their qualifications are delivered as required. Delays caused by any delivery service will not be grounds for an extension of the response submission deadline.
- 2.2.3 After the submission deadline (noon on September 22nd), all information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure.
- 2.2.4 All deliverable documents including drawings, electronic files and correspondence shall become the property of the Town of Lee to be used in any manner determined by the Town without further payment of any additional fees to the design-build contractor. The design team will furnish all as-built documents at no cost upon completion.
- 2.2.5 Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFQ process shall be at the sole risk and responsibility of the respondent. Respondents submit qualifications at their own risk and expense.

- 2.2.6 By submitting its qualifications in response to this RFQ, respondent accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" contractor(s) will require subjective judgments by the Town of Lee.
- 2.2.7 At this time, the project will be funded with all local appropriations and will not require compliance with the Davis-Bacon Act or other wage requirements.
- 2.2.8 Statements, when received, shall be irrevocable for a period of ninety (90) calendar days following the date received. The Select Board's judgment shall be final, and the right is reserved by the Town, through its Select Board, to reject any or all statements as they may determine incomplete, and to waive defects in any form or minor irregularities where the best interest of the Town would be served.
- 2.2.9 Any clarifications or interpretations of this RFQ that affect or change its requirements will be distributed by the Town of Lee to all respondents. All additional information will also be made available on the Town's website. Questions regarding this RFQ can be made to Andrew Robertson, Town Administrator at (603) 659-5414 x312, townadministrator@leenh.org. The deadline for questions September 12th.

SECTION 3 – SCOPE OF SERVICES

3.1 In Progress or Completed (Outside of Scope)

3.1.1 Contact information is listed in the Resources section (7.5) for the organizations, which have already worked on this lot. The selected firm will not need to start from scratch for aspects, which are in progress. See the following list for in progress or completed tasks.

- Surveying (including topography, wetlands, and test pits)
- Right of way research
- Traffic control and detour plans

3.1.2 The Town of Lee is advised by a Technology Committee (MTAC) comprised of Information Technology experts from the community. This group will be responsible (in conjunction with the Select Board) for selecting the data center engineering firm/network infrastructure company. Technology is a critical component of the Town Offices and the MTAC will be able to invest the time and resources to select the most appropriate sub-contractor for this aspect of the project. The contracted cost for this aspect of the project will not be included in the contract with the select firm. Additionally, the Town is willing to add language to the contract limiting the general contractor's responsibility for the performance of this, Town-selected, sub-contractor. The selected general contractor will be solely responsible for the supervision and scheduling of this sub-contractor in the same capacity as other sub-contractors. The scope of this sub-contractor will be as follows:

- All data runs
- Patching
- Labeling and numbering
- Fiber optic runs
- Wire trays
- Certifying data cables

3.2 Scope of Services

3.2.1 The selected firm shall provide services to the Town of Lee in some or all of the following areas:

- Surveying
- Town Offices design (preliminary and final)
- Insuring that plans and construction meet all codes and ordinances
- Permitting and payment of all permits, fees, and costs
- Coordination of wetland, environmental and historic concerns
- Meeting with Select Board, Clerk of the Works, and Town Hall Building Committee as necessary
- Shop plan review

- Construction
- Construction inspection and field review
- Impacts on abutting properties
- Meeting with regulatory agencies
- Utility relocation and coordination
- Special inspections
- Geotechnical engineering
- As built drawings

SECTION 4 – SUBMISSION REQUIREMENTS

Respondents shall carefully read the information contained in the following criteria and submit a qualifications package, which contains all of the information requested for this RFQ. Incomplete qualifications will be considered non-responsive and subject to rejection. Interested parties must submit twelve (6) copies of their statements (plus an electronic version) each marked with the company name, address, and "Qualifications for Lee Town Offices". The responses shall contain the information required, in the sequence listed, and be duly tabbed for easy location and evaluation.

4.1 Availability to Undertake the Project

- 4.1.1 Provide a statement on the availability and commitment of the respondent, its principal(s) and assigned professionals to undertake the project.
- 4.1.2 Provide a proposed schedule. The final schedule and deadlines will be negotiated in the contract.

4.2 Experience with Providing Design-Build Services

- 4.2.1 Provide statement on respondent's experience with municipal office buildings within the past five (5) years (specify experience with town hall construction).
- 4.2.2 Provide detailed information on your firm's design-build service experience for projects with a similar scope of work. List five (5) projects in order of priority, with the most relevant project listed first. Provide the following information for each project listed.
 - Project name, location and description
 - Color images (photographic or reproductions)
 - Construction cost
 - Total cost
 - Number of change orders requested
 - Number of change orders approved
 - Final project size in gross square feet
 - Type of construction (new, renovations, or expansion)
 - Names of architectural, engineering, and technical consultants
 - References for each project listed including owner's name and contact person and address, telephone number and email address of contact person
- 4.2.3 Demonstrate that the principal staff who will be assigned the work have experience in design and construction of municipal facilities.
- 4.2.4 Evidence that the firm has performed or is performing design-build services similar to the scope of services for municipal government clients. Provide a listing of municipal or local government clients for whom general engineering or design-build services have been provided. Include client name, address, contact person, telephone number, number of years of service provided, and parameters covered.

- 4.2.5 Identify completed projects, of any type, for which your firm has received an award for construction excellence from a recognized organization and provide description information for each.

4.3 Qualifications of Design Build Contractor

- 4.3.1 Provide a narrative describing the respondent's unique qualifications as they pertain to municipal office projects.
- 4.3.2 Describe your management philosophy for the design-build construction method.
- 4.3.3 Provide statement on respondent's experience with International Energy Conservation Code or other similar energy conservation measures.
- 4.3.4 Describe your quality assurance program. Explain the methods used to ensure quality control during the construction phase of a project.
- 4.3.5 Identify which aspects of the scope of services are expected to be performed in house and which aspects would be contracted out.
- 4.3.6 Identify any subcontractor or firm that may be used during the course of the contract. Describe your methodology for advertising, evaluating, and selecting design partners, and qualified subcontractors.
- 4.3.7 Demonstrate that the firm and the principal staff who will be assigned the work have a thorough understanding of performing work in New Hampshire and the requirements for the program for all phases of work (codes, ordinances, ADA, etc.).
- 4.3.8 Provide details on any past or pending litigation, or claims filed against your firm within the past five (5) years.
- 4.3.9 Identify if your firm is currently in default on any bond loan agreement or financing agreement with any bank, financial institution, or other entity. If so, specify date(s), details, circumstances, and prospects for resolution.

4.4 Ability to Manage Construction Safety and Risk

- 4.4.1 Briefly describe the firm's approach for anticipating, recognizing, and controlling safety risks and note the safety resources that the firm provides for each project's safety program.
- 4.4.2 Provide the firm's Experience Modification Rate (EMR) for the last three (3) years.

SECTION 5 – EVALUATION AND SELECTION

5.1 Evaluation of Qualifications

5.1.1 The evaluation of the qualifications shall be based on the requirements described in this RFQ. All properly submitted qualifications will be reviewed, evaluated, and ranked by the members of the Lee Select Board. The top ranked respondents will be selected by the Town to participate in an interview process.

5.1.2 Qualifications shall not include any information regarding respondent's fees, pricing, or other compensation. Such information should be provided from firms during the interview process.

5.1.3 Criteria evaluated for qualifications:

- Demonstrated capability, competence, and qualifications to perform the design-build services for this project.
- Project execution plan and technical competence as a design-build contractor.
- Utilization of project scheduling throughout the design and construction phases in design-build contracting.
- Proposed quality control process for the entire project duration.
- Experience of appointed staff.
- Schedule and time to perform work.
- Experience of supervisory personnel.
- Experience and capabilities of the firm.
- Evidence of financial stability of the firm.
- Successful completion of similar scope of work.
- References.
- Distance from Lee
- History bringing projects in on time and within budget.

5.2 Selection Process

5.2.1 The Select Board will review the qualifications and select finalists from among the design-build contractors that respond to this RFQ.

5.2.2 The Select Board will conduct interviews with up to four (4) finalists.

5.2.3 The Select Board will make a recommendation a firm to be chosen for the town offices design-build project.

5.2.4 The Select Board will choose a firm and negotiate a services contract. This contract will be structured with a price not to exceed.

5.3 Anticipated Selection Timeline

Task Date Request for Qualifications Advertised	August 2, 2023
Non-Mandatory Meeting and Site Visit	September
Deadline to Ask for Additional Information	September 15, 2023
Request for Qualifications Submittal Deadline	September 22, 2023
Finalist Selections Announced	October 4, 2023
Finalist Interviews	October 11, 2023
Final Decision by Select Board	October 18, 2023
Contract Execution	

SECTION 6 – COMPANY IDENTITY

Company Name_____

Mailing Address_____

City_____ State_____ Zip_____

Principal Place of Business (if different than above) _____

Phone_____ E-Mail_____

Contact
Name_____

Contact
Title_____

Authorization (*Person signing must be authorized to sign a contract with the Town of Lee*) The undersigned, an authorized agent of his/her company, hereby certifies: [] I am familiar with all terms, conditions, and specifications herein stated; [] My organization is qualified to perform work and services as included; [] I received and acknowledged ____ (No.) addenda.

_____ Date_____

Signature

SECTION 7 – APPENDIX AND RESOURCES

A - Site Plan Existing:

B – Town Center Vision Provisional 2020:

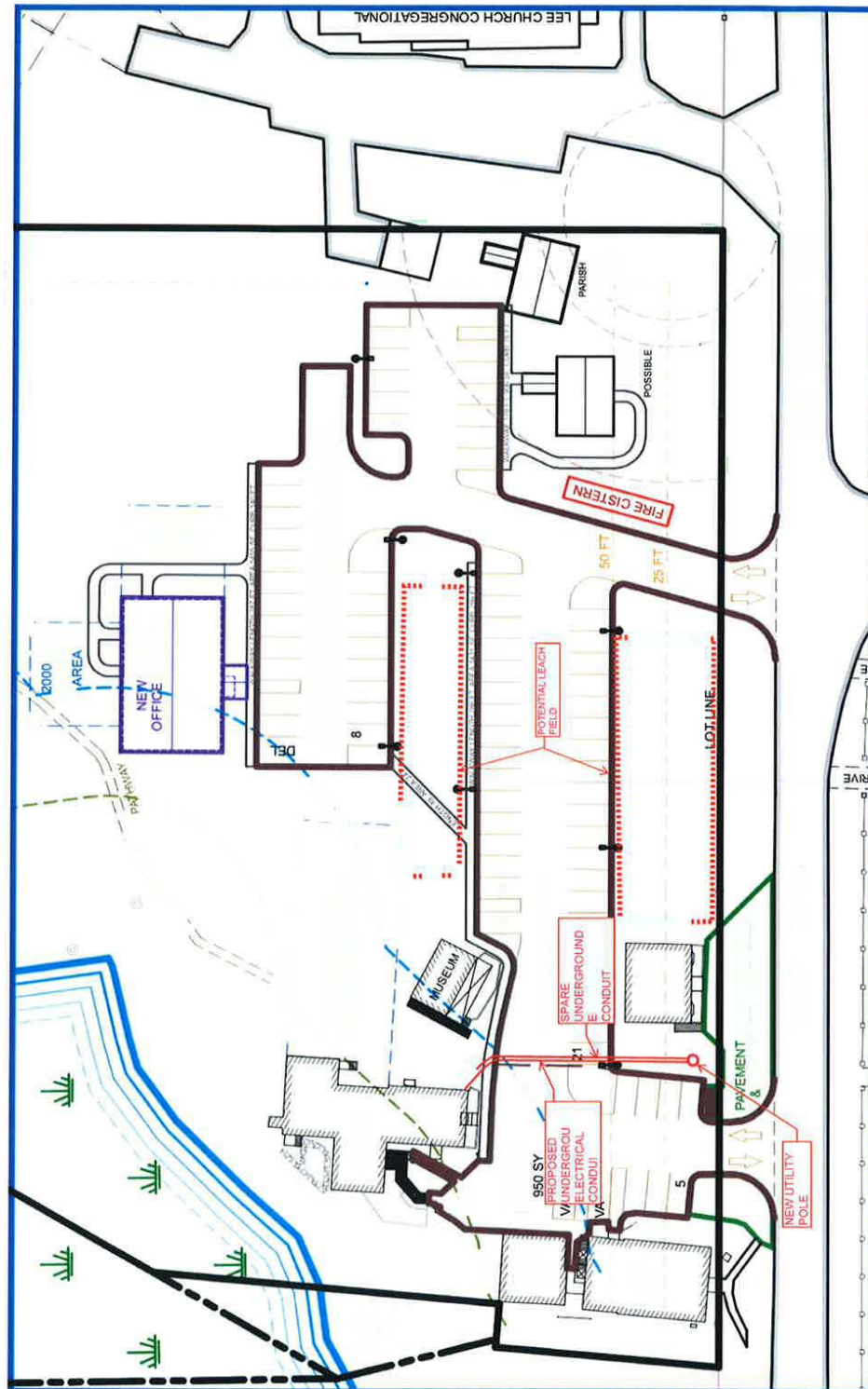
C – Rough Floor Plan Sketch:

D – Town Resources & Links

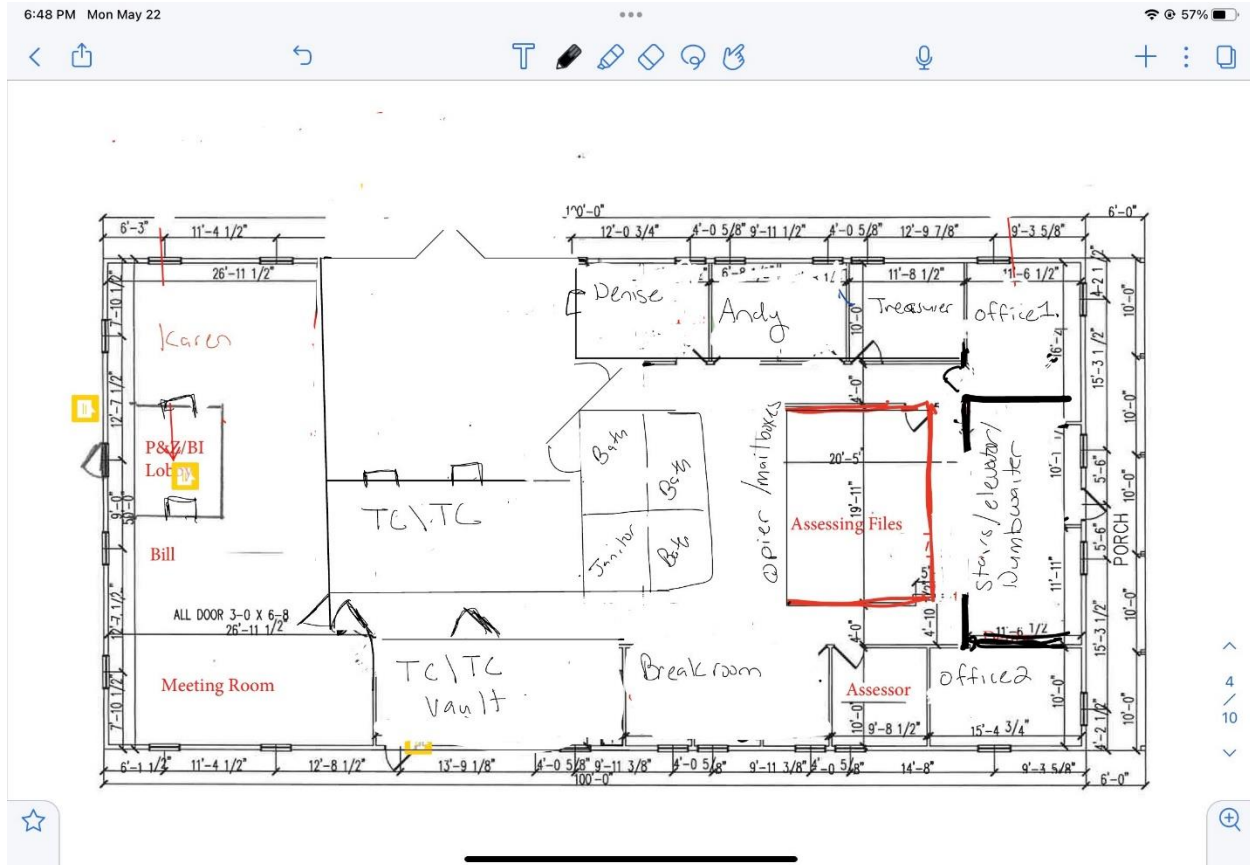
APPENDIX A:



APPENDIX B:



APPENDIX C:



APPENDIX D:

Town Website: <https://www.leenh.org/>

Bids & RFPs Page: <https://www.leenh.org/bids-rfps>

Planning, Zoning and Code Enforcement: <https://www.leenh.org/planning-zoning-administrationbuilding-inspection>