

Town of Lee, NH



REQUEST FOR PROPOSALS

FOR MUNICIPAL FACILITIES SCHEMATIC
DESIGNS AND PRELIMINARY ENGINEERING

May 2018

Town of Lee, New Hampshire

REQUEST FOR PROPOSALS MUNICIPAL FACILITIES SCHEMATIC DESIGNS AND PRELIMINARY ENGINEERING

I. INTRODUCTION

The Town of Lee, New Hampshire (“TOWN”) is soliciting proposals from a design team of architectural, planning, and/ or engineering firms (hereafter referred to as the “CONSULTANT”) to provide professional services to the TOWN. The TOWN is a municipal corporation serving a residential population of approximately 4,330 located in Strafford County, New Hampshire. The TOWN has a total land area of 20.2 square miles, of which approximately 22% is under some form of conservation and/or restrictive easement, thus, the TOWN remains a largely rural community. The TOWN provides a wide range of municipal services to its residents, businesses and visitors through a number of municipally-owned facilities.

This solicitation involves the facilities housing the existing administrative, town clerk/tax collector, and planning/code enforcement services of the community, presently accommodated in Town Hall and the nearby Annex, the Lee Public Library, the Historical Museum, and the Tool Shed with Tramp Room (aka “Hobo Shed.”) It has been determined by the TOWN Select Board, TOWN staff, Facilities Committees, and previous site assessments that these facilities are structurally and/or functionally inadequate for the existing and future delivery of municipal services.

The intent is to renovate and build an addition to the Library; make structural and ADA improvements to Town Hall and re-purpose the building, the Historical Museum, and the Tool Shed with Tramp Room; and to construct a new Municipal Building to house all those functions currently utilizing the Town Hall and the Annex. The overall plan may involve moving certain structures. In March 2018, the TOWN voters approved the purchase of approximately 5 acres from the Lee Church Congregational, which is adjacent to the Town Center property; it is anticipated that part of this property will be used for the new Municipal building, parking, septic, etc. In addition, there is a back-up site (Steven’s Field) for the Municipal building, which is discussed below in terms of preliminary site engineering data gathering.

The goal is to complete all of the work covered by this Request for Proposals in order to make a presentation at the 2019 Deliberative Session in February 2019, and present a warrant article to the voters for approval of the construction at the TOWN election day on March 12, 2019.

At this time the TOWN seeks the services of a qualified and experienced consultant to:

- A. Develop schematic design concepts, which include floor plan layouts and elevations; develop cost estimates for the site and buildings; include proposed mechanical systems and electrical systems.
- B. The TOWN would like to incorporate green building design concepts as part of the conceptual planning and will be interested in a cost/benefit analysis of green building vs traditional during the project.
- C. Perform preliminary site engineering and site borings/test pits.
- D. Prepare preliminary site plan, to include building locations, sidewalks, parking, utilities,

- grading and drainage, and septic system location.
- E. Develop a plan for improvements, including ADA, to existing buildings.
 - F. Meet with the various stakeholders, including: the Library Trustees; Heritage and Conservation Commissions; Historical Society; AG Commission; Energy Committee; Town Center Vision Committee (TCVC); and TOWN Staff.
 - G. Provide a bi-weekly written Project Management Report to: Town Center Vision Committee (TCVC), Select Board and Town Administrator on design ideas and general progress.
 - H. Attend 2 Public Forums to present design concepts and anticipated project cost and to solicit input and develop consensus.
 - I. Make a presentation at the 2019 Deliberative Session on February X, 2019.
 - J. Make a presentation at a Bond Hearing in early January 2019.
 - K. Develop a scale site and building model in order to help the public gain a fuller understanding of the size and scope of the project and develop a 3D CAD model for the same purpose.

All such work shall be done under the direction of the TCVC, with Select Board, staff and public input. The scope of services does not include final design and construction drawings until after the TOWN vote on March 12, 2019; however, the TOWN may elect to continue from the schematic design/preliminary engineering phase to final design development and eventual construction. Therefore, the TOWN reserves the right to continue to contract directly with the CONSULTANT to provide all services necessary to complete design and construction of the facilities.

Town Hall

Located at 7 Mast Road (Rte. 155), is a structure built in 1846 and once served as a school in what has historically been called Lee Town Center. It is home to the administrative offices and functions of the TOWN, and presently accommodates 8 employees and/or contract employees, with 4 serving on a full-time basis, as well as providing office and meeting space for three Commissions, Cemetery Trustees, Treasurer, and the Supervisor of the Checklist. Offices operating out of Town Hall include Administration, Selectmen, Tax Collections/Town Clerk, Finance, Welfare, IT, and Assessing. The TOWN's Select Board meetings, annual Deliberative Session and elections are held at other locations due to the lack of sufficient space and accommodations at Town Hall.

The building is handicap accessible for the most part on the first floor (but not the second) and has on-site parking that is shared with the Public Library, Annex, and Historical Society. Town Hall has no private offices, very limited security, inadequate storage space, and there are numerous structural, electrical, insulation, etc. deficiencies. The Lee Town Hall is listed in the New Hampshire State Register of Historic Places.

Future Projected Uses: Meeting/Cultural space, museum exhibit area and committee office space.

Annex

The Annex, 13 Mast Rd., was built in 1950 and first served as the TOWN's firehouse, then Police Station. It now is the home to two full-time employees and numerous clients, housing the Planning/Code Enforcement/Building Inspection offices, a small meeting space and some storage. Like the Town Hall, the Annex has inadequate storage space, and there are numerous structural, electrical, insulation, etc. deficiencies.

Future Potential Uses: Office space (either onsite or offsite), exhibit areas, and/or storage. Also,

the Annex may be removed. It has potential future use but is not part of the core use for the Town Center project.

Library

The Library, although built in 1897 as a school, was moved to its current site in 1962 and expanded by additions in 1972, 1984, and 1996. The library employs one full-time employee and four part-time employees. The overall collection includes 23,600 print volumes and 3200 non-print volumes. The services are divided into Adult, Children, Technology and Programming/Outreach, accommodating 19,300 user visits and 351 programs in 2017. The building is handicap accessible and does have a handicapped accessible toilet. In general, the building is in good condition but without room to expand collections or provide a large, accessible meeting, gathering and program space.

Future Projected Uses: Renovation and expansion.

Historical Museum

The former South Lee Freight Depot was built in 1874 and originally located at the junction of Calef Highway (Route 125) and Harvey Mill Road (Route 152). It was moved to Epping before finally being donated to the Lee Historical Society and moved to its present location in 1973. There are no paid employees but the museum is ably staffed by volunteers and is open regularly once a month and for special events. The first floor is handicap accessible but has very serious ADA compliance limitations in inside areas. In general, the building is in fair condition but without room to expand collections and exhibits, or to provide adequate and accessible meeting, gathering and program space. Currently, larger programs are held offsite. Structurally, some support and reinforcement of the floors and the roof are needed. The South Lee Freight Depot has been submitted to the New Hampshire State Register of Historic Places.

Future Projected Uses: To continue as a museum, possibly relocated onsite and possibly connected to another building.

Tool Shed with Tramp Room

Commonly known as the “Hobo Shed” this was built at its present site in 1915 and used to house TOWN tools and equipment. Until WWII, the TOWN housed “transients, hobos or tramps” there; the building was expanded in 1956 to make room for the new Adams grader. It continues to be used to store equipment and historical artifacts. Although the structure is ‘lightly constructed’, it has stood the test of time. The Lee Tool Shed with Tramp Room is listed in the New Hampshire State Register of Historic Places.

Future Projected Uses: Continued storage of larger historic artifacts, possibly relocated onsite.

II. PROCEDURES

A. PRE-PROPOSAL CONFERENCE

There will be a mandatory pre-submission meeting, to which attendance is required of all potential respondents that will start at the Lee Town Hall, 7 Mast Road, on June 6, 2018 at 10:00 a.m. This meeting will constitute a walk-through of the Town Hall, followed by similar tours of the other subject TOWN facilities.

B. SUBMISSION PERIOD

Respondents must submit their Proposals on or before 4:00 p.m. July 3, 2018. The TOWN's governing body, the Select Board, expects to select the CONSULTANT from among the respondents within 30 days of the submission deadline.

C. PREPARATION OF PROPOSAL

Each Proposal must be prepared concisely, avoiding the use of elaborate promotional materials. For ease of review, the Proposal must follow the outline in Section III of this RFP, entitled **Requirements**. Each Proposal must fulfill the stipulations outlined in Section III, be clearly numbered, and completely answer all questions listed.

D. NUMBER OF COPIES OF PROPOSAL

Three (3) bound copies of the Proposal must be submitted to the TOWN, as well as an electronic copy which may be provided on a CD or flash drive.

E. INQUIRIES AND SUBMISSION OF PROPOSALS

Questions about the RFP and the submission of Proposals shall be directed to the Authorized Contact Person:

Julie E. Glover
Town Administrator
7 Mast Rd., Lee, NH 03861
603-659-5414
townadministrator@leenh.org

All Proposals must be received at the above address before the end of the submission period, either by hand delivery, courier or by mail in a sealed envelope. The TOWN is under no obligation to return Proposals. It is requested that any and all contact with the authorized contact person be made by e-mail. No contact with any other TOWN personnel other than the authorized contact person is allowed until such time as an award has, or awards have, been made. Violation of this provision may be grounds for immediate disqualification. Questions about the RFP, and the submission and content of the Proposal must be directed to the authorized contact person.

Selected Proposers may be contacted by the TOWN's authorized contact person with questions aimed at clarifying their submission.

F. LONGEVITY OF PROPOSALS

A Proposal may be withdrawn at any time prior to the date specified as the closing date for acceptance. However, no Proposer may withdraw or cancel a Proposal for a period of forty-five (45) days following the closing date for acceptance, nor shall the successful Proposer withdraw or cancel or modify the Proposal, after having been notified that the Proposal has been accepted by the TOWN, except at the request of the TOWN, or with the TOWN's written consent.

G. METHOD OF SELECTION OF AWARDEE

The TCVC and TOWN staff will evaluate each Proposal with emphasis on the following factors and make a recommendation to the Select Board:

1. Demonstrated relevant experience and past history in completing projects of comparable value and scope to the type contemplated by this RFP
2. Reasonableness of fees and costs
3. Expertise and technical approach of the Proposal, ranking each Proposer's interpretation of the work and how it meets the needs and goals of the Town
4. Demonstration of experience with similar projects, green building design, alternative energy, applicable principles of Smart Growth, and Low Impact Development, and sensitivities to environmental and historic resources.
5. Quality of project team's overall organizational strength
6. References, reputation, and strength of current team financials
7. Quality of the Proposal – adherence to Section III – **Requirements** (following), to include conciseness, clarity and readability

H. RIGHT OF REJECTION BY THE TOWN

Notwithstanding any other provisions of this RFP, the TOWN reserves the right to select the respondent that best meets the requirements of the RFP, and not necessarily select the lowest proposer. Further, the TOWN reserves the right, for any or no reason and in its sole and absolute discretion, to (1) amend, in whole or part this RFP, (2) withdraw or cancel this RFP, and (3) accept or reject any or all Proposals prior to execution of the contract for the Project for any or no reason and with no penalty to the TOWN.

I. NOTICE OF AWARD

The TOWN shall inform the Awardee that they have been selected by means of a Notice of Award issued by the TOWN. Neither the selection of a Proposer as the Awardee nor the issuance of a Notice of Award shall constitute a binding commitment on behalf of the TOWN to enter into any contract with the Awardee, as any binding arrangement must be set forth in definitive documentation negotiated between and signed by the Awardee and the TOWN.

J. CONTRACT NEGOTIATIONS

The TOWN intends to enter into contract negotiations with the firm or firms selected, who shall be required to enter into a written contract or contracts (hereinafter, the "Contract") with the TOWN in a form satisfactory to the Select Board.

The TOWN reserves the right to negotiate the terms and conditions of the Contract(s) with the selected Proposer(s), if any. These negotiations could include all aspects of services and fees. Neither the selection of a Proposer nor the negotiation of the Contract with such Proposer(s) shall constitute a binding commitment on behalf of the TOWN to enter into a Contract with such Proposer(s), as any binding arrangement must be set forth in the Contract signed by both parties and is subject to all requisite approvals.

The selected firm will be required to provide proof of liability insurance, workers compensation and errors & omissions insurance to limits acceptable to the TOWN, with the TOWN listed as an Additional Insured on the liability coverages. Contracts will require that the firm indemnify and hold harmless the TOWN.

III. REQUIREMENTS

The awarding of the Contract shall go to the Proposer that best satisfies the requirements set forth in Subsections A and B herein below.

A. SCOPE OF SERVICES

Generally, the Scope of Services shall consist of providing the TOWN with schematic design and preliminary engineering plans for a town center facility in which the Administration, Tax Collector/Town Clerk, and Planning/Code Enforcement/Building Inspection Departments can most effectively and efficiently conduct the business of the TOWN in a separate, newly constructed Municipal Building, the Library expansion involving an attached addition to the existing library, re-purposed Town Hall, Historical Museum and Tool Shed w/Tramp Room for multi-use as historical buildings and functioning town buildings. Lastly, develop a plan for the Annex and its possible reuse on the property or at another TOWN location. It is expected that the Awardee will work within the defined budget for the project

The Scope of Work shall include, but is not limited to, the following phases of work and tasks:

1. Conduct an organizational meeting (kick-off meeting) with the TCVC.
 - a. Conduct a Preliminary Fact Finding Phase including a review of the extensive amount of background information provided by the TOWN including site plans, existing building floor plans, and the various studies performed over the past several years:
http://leenh.org/Pages/LeeNH_BComm/Facilities/index
 - b. Also, review the energy audit and associated documents developed by the Lee Energy Committee:
http://www.leenh.org/Pages/LeeNH_BComm/Energy/index

The successful CONSULTANT is expected to be thoroughly familiar with this material so that there is no need for the work under this contract to be a duplicate of work previously performed.

2. Meet with Departmental representatives to briefly review the personnel and equipment of the relevant Departments to complete your understanding of the space and configuration needs.
3. Thoroughly familiarize yourself with the existing buildings and site conditions. Be mindful of minimizing impact to environmental and historical resources and incorporating alternative energy, applicable principles of Smart Growth, and Low Impact Development design practices.
4. Information gleaned from the above tasks shall be incorporated into an initial schematic design and site plan for review by all of the parties involved. Feedback from this review will be used to refine the designs and plans.
5. Provide an estimate/range of total project cost for each building, site preparation and demolition (if needed), etc.
6. Based on feedback from the Public Input Sessions, provide a design plan for final review by the TCVC and Select Board.

7. Meetings

- a. Attend no less than four meetings with TOWN staff and other interested parties. These shall include:
 - i. A kick-off meeting,
 - ii. At least two progress meetings, and
 - iii. A final presentation meeting. These are considered project meetings.
- b. Attend Select Board meetings as required by the Board to inform the Board of work progress and the status of the budget. These meetings will be used as in-person updates to the bi-weekly Project Management Reports submitted to the TCVC.
- c. Conduct 2 Public Forums
- d. Make a presentation of the final conceptual design at the proposed Bond Hearing, which will likely be in early January 2019.
- e. Make a presentation of the final conceptual design at the 2019 Deliberative Session in early February 2019

B. WRITTEN PROPOSAL SUBMISSION ELEMENTS

Satisfactory Proposals shall be comprised of the following:

1. Narrative Response (to be included in the Proposal document near the beginning) shall include:
 - a. Service Summary: This should provide a description of the key points of your Proposal, specifically addressing why your firm, including partnered firms, is qualified to provide the services in connection with the Scope of Services of the Project. The email address, telephone number, and facsimile number of your Proposal's contact person(s) must be included in your cover letter.
 - b. Qualifications: Provide background information on your firm, including but not limited to:
 - business overview
 - the age of the business
 - names, addresses and position of all persons having a financial interest in the company
 - the number of employees
 - summary of relevant accomplishments, particularly those involving services similar to those required for the Project
 - any other information that will permit the Town to determine capability of respondent to meet all contractual requirements
 - c. Fees/Costs: Provide a proposed cost to deliver the Scope of Services required to complete the Work. Provide information pertaining to fees or costs, including the fully burdened billable hourly rates charged for the services of employees of the CONSULTANT. In addition to being organized pursuant to an employee

roster, fees and costs should be listed for out-of-pocket expenses, including all Other Direct Costs (ODC) including any subcontractor costs.

- d. Resumes: Please provide resumes of the individuals who would comprise your operational team, the principal-in-charge, and the project manager. Describe only the people who would actually work on the TOWN's account. Specify the role each would play, as well as what backup coverage would be available in time of conflicting engagements.
- e. A list of any sub-contractors who may be used to perform the Work.
- f. Additional information that you believe pertinent to the TOWN's requirements.
 - Include a detailed outline of the tasks and deliverables necessary to complete the Work described under this RFP
 - References: Names, titles, addresses and phone numbers of key contacts for five (5) municipalities, particularly those for whom the respondent has undertaken projects similar to the Work. If possible, please supply at least two (2) contacts for references within New Hampshire.
 - Identify all adverse determinations against your firm, or its employees or persons acting on its behalf, with respect to actions, proceedings, claims or complaints concerning violations of federal, state or municipal equal opportunity laws or regulations.
 - Organizational Chart: Please illustrate the relationship(s) of the individuals and firms to each other that would comprise your operational team, principal-in-charge, project manager, and sub-consultants on an organizational chart.
 - Conflicts of Interest: Please disclose any or all of the following:
 - 1. Material financial relationships that your firm or any firm employee has that may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the TOWN.
 - 2. Family relationship that any employee of your firm has with a member, employee, or official of the TOWN that may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the TOWN
 - 3. Other matters that your firm believes may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the TOWN

IV. ADDITIONAL CONDITIONS AND INFORMATION

- A. All data, materials, plans, reports and documentation prepared pursuant to any contract between the Town of Lee and the CONSULTANT shall become the exclusive property of the TOWN.

- B. The TOWN reserves the right to conduct discussions with, and to request additional information from, one or more respondents. No respondent shall have any rights against the TOWN as a result of such discussions.
- C. The TOWN reserves the right to negotiate separately with any source whatsoever.
- D. The TOWN reserves the right to waive any irregularity in any Proposal received or any other aspect of this solicitation.
- E. Respondents are advised that with respect to this RFP, no contact with the TOWN personnel in any way related to this solicitation is permitted, except as shall be authorized by the employee designated herein as the TOWN's contact person as identified in Section II.E hereof.
- F. Each Proposal prepared in response to this RFP will be prepared solely at the cost and expense of the respondent with the express understanding that there will be no claim whatsoever for reimbursement from the TOWN.
- G. Submission of a Proposal in response to this RFP shall constitute an offer on the part of the successful respondent to become the Awardee, and to enter into a contract to undertake or complete the Project.
- H. News releases or other public announcements relating to this RFP shall not be made by any party receiving this RFP without the prior written approval of the TOWN.
- I. The TOWN and its respective officials and employees make no representation or warranty and assume no responsibility for the accuracy of the information set forth in this RFP provided by others. Further, the TOWN does not warrant nor make any representations as to the quality, content, accuracy or completeness of the information, text, graphics, links or other facet of this RFP once it has been downloaded or printed from this or any server, and hereby disclaims any liability for technical errors or difficulties of any nature that may arise in connection with the Web page on which this RFP is posted, or in connection with any other electronic medium utilized by respondents or potential respondents in connection with or otherwise related to the RFP.
- J. Proposals submitted to the TOWN in response to this RFP may be disclosed in accordance with RSA 91-A. A respondent submitting a Proposal may provide in writing, at the time of its submission, a detailed description of the specific information contained in its submission which it has determined is a trade secret and which, if disclosed, would substantially harm such respondent's competitive position. This characterization shall not be determinative, but will be considered by the TOWN when evaluating the applicability of any exemptions in response to a request made per RSA 91-A.

(END OF DOCUMENT)