



## **Request for Qualifications and Proposals**

### **Design-Build Teams Newport NH Community Center June 6, 2018 NEWPORT, NEW HAMPSHIRE**

The voters of the Town of Newport NH have authorized at their Town meeting in May of 2018, an expenditure of up to \$190,000 for Phase 1 Design and Estimating services for a new community center building of approximately 30,000 gross square feet. They are inviting experienced and qualified firms to submit "Team" Design-Build proposals for the design and construction of the new center, to include, but not be limited to: architectural, civil, structural, mechanical HVAC and plumbing, fire protection, electrical and communications, and geo-technical analysis, engineering and design services and to provide a Guaranteed Maximum Price (GMP) for all construction work related to the project.

The work is to be completed by January 2019 so that public presentations and bond vote can take place in May of 2019.

The Board of Selectmen will select the team based on qualifications and who they believe will best serve their needs. The reserve the right to reject all firms, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications.

The Newport Community Center Feasibility Study dated April 6, 2018 as prepared by Catlin + Petrovic Architects PC is attached. The proposed building space program is outlined in Section VI.

All work shall comply with all applicable local, state, and federal codes and regulations including the most recently adopted NH State Building Code and NH State Fire Code. The proposed site is located at 17 Meadow Road in Newport, NH. Map 114, lots 158 and 159.

#### **Scope of Work: Phase 1 - Design and Pricing:**

- Site selection confirmation, analysis, and geo-technical exploration and report.
- Relocation and construction of a new ballfield to replace the existing one at the proposed building site.
- Building Program review and confirmation.
- Design concepts for review and selection.
- Schematic design and design development drawings and specifications of selected concept including but not limited to:
  - ▶ Architectural drawings and specifications
  - ▶ Structural drawings and specifications

- ▶ Mechanical drawings and specifications
  - ▶ Plumbing drawings and specifications
  - ▶ Fire protection drawings and specifications
  - ▶ Electrical drawings and specifications
  - ▶ Civil drawings and specifications
  - ▶ Landscape drawings and specifications
  - ▶ Building code review
- Guaranteed Maximum Price Developed.
- Construction Schedule.
- Attendance at public meetings and hearings to present plans and cost and respond to questions.

**Scope of Work: Phase 2 – Construction: Phase 2 implementation is contingent on a favorable Town vote at Town Meeting in 2019.**

- Completion of stamped and sealed bid documents including all drawings and specifications as stated in Phase 1.
- Submission to Town Planning and Zoning Boards for review and approvals.
- Submission of final plan documents for building permit.
- Administer Request for Information phase as required.
- Issue supplemental information as requested or required.
- Issue project punch list and final inspection.
- Issue project completion certificate.
- CM bid out sub-contracts
- CM develop final schedule and oversee construction.
- Provide final as built documents and close out information in both written PDF form and electronic version.

**General Information:**

1. All responses to be in writing. Submit 8 copies and 1 electronic copy in PDF version by 2:00 PM, on July 12, 2018 to:

Mr. Hunter Rieseberg, Town Manager  
 Town of Newport NH  
 15 Sunapee Street  
 Newport, NH 03773

Any questions regarding this request for qualifications and proposals shall be made in writing and addressed to the Town Manager at [manager@newportnh.gov](mailto:manager@newportnh.gov).

2. Prospective respondents are required to attend the onsite pre-bid conference. No reply will be given to those not in attendance.
3. Pre-Bid site conference is scheduled for 10 AM June 20, 2018 at the Town Office Building.

**4. Project Schedule:**

- a. Release of RFQ: June 6, 2018
- b. Onsite Pre-bid Conference June 20, 2018 at 10 AM at Town Office Building.
- c. Delivery of Proposals to Town Manager: July 12, 2018 no later than 2:00 PM.
- d. Opening and review of proposals: July 13, 2018 at 11 AM.
- e. Interview short list of Teams July 19, 2018.
- f. Select Team: Week of July 23, 2018.
- g. Contract signing and start work: Week of August 6, 2018.
- h. Complete Design Development and GMP January 18, 2019.

**5. Qualifications of Respondents:** Provide the following information:

- a. Address and description of respondents' place of business for each discipline.
- b. List of staff and personnel assigned to the project for each discipline.
- c. Confirmation, including license numbers, that all professionals are licensed to practice their particular discipline in the State of New Hampshire and that all fees and licensing requirements are in effect and current.
- d. Define your team and how you would propose to work with the Town on this project.
- e. Demonstration that respondent team have worked successfully together in the past on projects.
- f. List of relevant projects underway or completed during the previous 4 years including estimated contract value and final contract value.
- g. List of owner references for above projects and way to contact.
- h. A statement regarding any past, present, or pending penalties or litigation with an owner or governmental regulatory agency.
- i. Statement from Bonding Company that respondent is capable of securing a 100% performance and payment bond for the project.
- j. Indemnification:
  - 1. Professional Liability Indemnification: The Contractor shall agree to indemnify and hold harmless the Selectmen, Town Manager, and Town and all of its officers, agents, and employees from and against claims, liabilities or suits arising from (or which may be claimed to arise from) any negligent acts or omissions of the Contractor or its subcontractors in the performance of professional services covered by this agreement.
  - 2. These covenants shall survive the termination of the Agreement. Notwithstanding the foregoing, nothing herein shall be deemed to constitute a waiver of the sovereign immunity of the Town, which is hereby reserved by the Selectmen and Town.

**6. Insurance:** Before the start of any work, the Contractor, including the design team members, shall file a Certificate of Insurance with the Town reflecting the following coverage and limits of liability:

- a. Professional Liability Insurance: \$2,000,000 per occurrence.
- b. Comprehensive General Liability: \$2,000,000 per occurrence. The Town must be named an additional insured.
- c. Builder’s Risk: Value of the Work.
- d. Motor Vehicle Liability: \$1,000,000 combined single limit. Coverage must include all owned and non-owned and hired vehicles. The Town must be named an additional insured.
- e. 100% Performance and Payment Bond: Value of the work.

The Design team shall maintain, during the life of the project, Professional Liability providing protection to the Town for errors and omissions. The Contractor shall provide a performance and payment bond as surety of completion and workmanship.

Coverage must be written with insurance carriers licensed to do business in the State of New Hampshire. The Town requires thirty (30) days written notice of cancellation or material change in coverage. If the insurance lapses, the Contractor shall cease all work. The Contractor is responsible for filing updated Certificates of Insurance with the Town.

Subcontractors are the agents of the Contractor and are subject to the same insurance criteria as the Contractor.

7. **Cost of Services:** Identify the cost of the overall proposal outlined above:

**Programming, Schematic and Design Development**

Fee as a lump sum:	\$ _____
Estimated Reimbursable costs:	\$ _____

**Pre-Construction**

Estimating:	\$ _____
Project Management:	\$ _____
Estimated Reimbursable Costs:	\$ _____

**Guaranteed Maximum Price**

Contractor Fee:	\$ _____
Sub-contractor Mark up:	\$ _____
General Conditions:(include description of what is included)	\$ _____
Change Order Mark up:	\$ _____
Cost of Performance and Payment Bond	\$ _____

8. **Contracts:** Contract will be A141 Owner-Design-Builder Agreement as per AIA and includes A201-2017 General Conditions of the Contract for Construction.

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