

TOWN OF EXETER
REQUEST FOR QUALIFICATIONS

DESIGNER SERVICES FOR A POLICE STATION/FIRE SUBSTATION

The Town of Exeter, acting through its Owner's Project Manager, CHA, is soliciting proposals from qualified bidders to retain Designer Services for the Exeter Public Safety Facility. Proposals shall be received by Russell Dean, Town Manager, 10 Front Street, Exeter, NH 03833 and be clearly identified with the marking: **Designer Services for Exeter Police Station/Fire Substation** . Qualified persons or firms must submit proposals no later than 2:00 p.m. on Friday June 21, 2024.

The contract between the Town and the Designer may be amended to include continued designer services through design development, construction contract documents, bidding, award of construction contract(s), construction administration, final closeout, and warranty period of the potential Project.

The fee for designer services for all phases of this project is a negotiated fee.

The RFQ documents will be available by request after 10:00 a.m. on May 28, 2024, from David Sharples, Town Planner, dsharples@exeternh.gov.

There will be a Briefing Session on June Tuesday June 4, 2024, at 11am **at the Exeter Town Offices, 10 Front Street, Exeter, NH 03833**. Attendance is strongly encouraged. Virtual attendance is allowed if the individual/firm emails David Sharples prior to 4pm on May 31, 2024, and requests a link to the meeting.

One (1) original signed, ten (10) copies and one PDF on USB flash drive of the proposal shall be submitted with all information as required on Page 15 (Proposal Requirements) and any supplementary materials, if desired.

Proposals are to be sealed and properly identified on the envelope as **Designer Services for Exeter Police Station/Fire Substation** , and sent or delivered to:

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

Any/All proposals received after the stated deadline date and time shall be rejected and returned unopened to the sender. No facsimile of proposals is permitted. Proposals will not be opened publicly.

The Awarding Authority for this project is the Town of Exeter. As such, it reserves the right to reject any or all proposals and to waive any informalities or irregularities should it deem it to be in the best interests of the Town.

Questions should be addressed by email to Russell Dean, Town Manager, rdean@exeternh.gov no later than 2pm on Friday June 7, 2024. Answers to any/all respondents questions will be posted on the Town website: <https://www.exeternh.gov/rfps> by June 13, 2024.

Project Overview

The town currently has a shared Public Safety Complex at 20 Court St 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 new public safety complex as both departments have outgrown the existing facility. It was determined that a new separate facility to house the Police department with a Fire substation was the best option.

The proposal was approved by voters in March 2024. 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 Owner and its selection committee is interested in assembling a qualified team that includes a Construction Manager (CM) to be brought onto the project early in the design phase. The architectural firm will be contracted first and will help manage the CM; however, the contract with the CM will be with the Owner and not the architectural firm. 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, but will coordinate with the architectural firm for input as needed.

For more information about the project, please follow the links below:

- [Exeter Public Safety Complex Analysis | Town of Exeter New Hampshire Official Website \(exeternh.gov\)](https://www.exeternh.gov/exeter-public-safety-complex-analysis)
- [final 21-080-00 town of exeter - continental court street concepts.pdf \(exeternh.gov\)](#)

GENERAL CONDITIONS FOR DESIGNER SERVICES

The budget for designer services for all phases is a negotiated fee.

Submittals:

1. One (1) original signed, 10 (10) copies and one PDF on USB flash drive of the proposal shall be submitted with all information as required on Page 15 (Proposal Requirements) and must be submitted for the proposal to be accepted for consideration.

Submittal of additional information related to the applicant's qualifications and experience to perform the work (letters of reference, samples of project methods utilized for comparable projects, etc.) is highly recommended.

2. Documentation of licensing and registration within the State of New Hampshire, or, other relevant documentation of personnel qualification related to the project(s) is required.
3. All firms or individuals submitting proposals will be notified of the Committee's final selection.
4. Provide a fee proposal per each phase listed in the Scope of Services section.
5. Proposals must be sealed and labeled:

Designer Services for Exeter Police Station/Fire Substation

And submitted no later than: Friday June 21, 2024, on or before 2:00 PM (Proposals will not be opened publicly)

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

SELECTION CRITERIA

1. History of work within the public sector, especially with public safety buildings.
2. Ability to demonstrate experience in progressive problem solving for projects of a similar size and scope and a demonstrated history of bringing projects of similar scope and scale to completion on time and on budget.
3. Evaluation of project approach including staffing of project and qualifications, value engineering, information management, change order process management, claims avoidance, and other management and administrative systems related to the scope of work.
4. Thorough knowledge of the New Hampshire State Building Code(s), regulations related to the Americans with Disabilities Act (ADA), and all other pertinent codes and regulations related to successful completion of the project.
5. Ability to work with a wide range of agents, Contractors, Subcontractors, Consultants, municipal bodies, etc.) on behalf of the Awarding Authority in providing information relevant to the progress of the project on a timely basis.
6. Evaluation of references for similar projects.

SELECTION PROCESS

1. Proposals will be uniformly evaluated by the Project Steering Committee based on the information submitted and information solicited from various sources and references.
2. 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, 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 a design team shall be considered final.
3. The fee for the services described in this RFQ shall be negotiated.

GENERAL AND SPECIAL PROVISIONS

1. The Town, as the Awarding Authority, reserves the right to reject any and all proposals and to waive any informalities or irregularities as it deems fit in the best interest of the Town.
2. All proposals, materials, drawings, plans, etc., submitted for consideration shall be considered public information unless clearly marked as PROPRIETARY by the submitter.
3. The applicant, and any sub-consultants of the applicant, selected shall be expected to comply with all applicable federal, state, and local rules, regulations, and laws as they apply to the project(s) without limitation including all federal, state, and local bidding, environmental, and safety rules, regulations, and laws in the performance of services.
4. The consideration of all proposals and the subsequent selection of the successful applicant shall be made without regard to race, color, sex, age, handicap, religion, political affiliation, or national origin.
5. The successful applicant, and all sub-consultants of the successful applicant, shall assure the Awarding Authority that it will carry out the performance of services in full compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 (78 Stat. 252).
6. The provisions relating to non-discrimination and affirmative action in employment shall flow through all contracts and subcontracts that the successful applicant may receive or award as a result of this contract on behalf of the Awarding Authority.
7. Insurance Requirements:
 - a) Professional Liability Insurance of \$1,000,000
 - b) Worker's Compensation Insurance
 - c) Liability Insurance with at least \$1,000,000 coverage
 - d) Professional Liability Insurance umbrella for any and all sub-consultants hired by the Design firm or individual.

SCOPE OF SERVICES

The Designer will be responsible for, but not limited to, providing the following services in accordance with the terms and conditions set forth in the Town's Standard Designer Contract.

Phase I - Initial (Feasibility) Study Phase – June through July 2024

1. The Designer will familiarize itself with the Feasibility Study and Concept Plans completed by LBA Architects to evaluate those conclusions and make recommendations on any aspects of the feasibility study/concept designs which, in its opinion, would improve the function cost, or operations of the proposed facility. While preferred designs are identified the designer will be required to study additional schemes. The Designer will prepare final concept drawings for approval by the Project Steering Committee before commencing to Schematic Design.
2. The Designer shall review all relevant documents. The Designer will call attention to any additional information needed to make informed decisions for the project, such as prospective site details.
3. The Designer will attend meetings as needed to achieve deliverables and contribute to setting agenda topics and schedule as appropriate. Additionally, the designer shall prepare and submit timely minutes of design and project meetings to the Project Committee.
4. Review with the Project Committee, alternative approaches to design and construction of the Project, including, but not limited to, phasing of the construction, life cycle operational costs, construction type, and current best practices for environmental concerns such as energy efficiency, sustainable building materials, water conservation, indoor air quality, and local and/or recycled sourcing.
5. Set a timeline and schedule for taking the project successfully through the appropriation process.
6. Review the Conceptual design plans in consultation with the Project Steering Committee and other Town Officials, as appropriate, to sufficiently show the building being suitable to the site with site plans and elevation drawings. Review preliminary cost estimate and provide feedback and/or recommendations based on past similar projects and accepted standard costs. Provide value engineering and resource prioritization suggestions.
7. Assist in identifying grant and other funding opportunities.
8. Attend Public Meetings for the purpose of presenting the project as needed.

PHASE 2 - Schematic Design/Design Development – July through December 2024

Based on the approved concept designs, the Designer will develop Schematic Design documents consisting of drawings and other documents illustrating alternative schemes for meeting each of the project's goals, along with preliminary selections of major building systems and construction materials. Schematic Design documents and drawings must show compliance with all program elements, building and zoning codes, environmental and conservation requirements, net zero design and construction, and include provisions for required permits and variances. Design consideration shall be given to alternative energy and energy conservation design and storm water collection and distribution systems.

Upon preparation of and in concurrence with completion of the Schematic Design, the Designer will help the Town with the selection of a CM firm and will shortly thereafter engage with the CM firm on design collaboration.

Based upon the approved Schematic Design documents and any adjustments in the schedule or construction budget authorized by the Project Steering Committee, the Architect will prepare Design Development documents. These documents will include further development plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the project as to its Architectural, structural, mechanical and electrical systems, and any other such elements as may be appropriate, such as FF & E and signage. The documents will also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

At the completion of the Design Development process the Architect shall prepare a cost estimate, which shall be reconciled with a parallel estimate to be prepared by the OPM (The Architect shall revise the Design Development Documents to address cost or other issues raised during the estimate reconciliation review.

PHASE 3 - Construction Documents – January through March 2025

The Architect will develop a final design for the project to be reviewed by the Project Committee. Once the final designs have been approved, the Architect will prepare a complete set of construction documents for the project, including working drawings, materials and technical specifications, bid forms, contract, general and supplemental conditions, temporary facilities and submittal requirements. During the construction document phase at 90% complete construction cost estimates shall be prepared and reconciled with the OPM to ensure the project remains within budget. The Architect shall also actively participate in the pre-qualification process for trade contractors.

During the preparation of construction documents, specific plans for FF & E shall be prepared. Certain of these items, as appropriate, may be incorporated into the construction contract. Moveable furniture items will be identified to ensure that they are consistent with room layout.

The Architect shall prepare all documentation required for submittal to the Project Steering Committee.

PHASE 4 - Construction Observation – April 2025 – August 2025

The Architect shall provide regular construction review, weekly field reports and inspection services during the construction period and resolve any questions or discrepancies in the construction documents. The Architect shall ensure that submittals, requests for information (RFI) and change orders are reviewed and processed in a timely manner to ensure that the project remains on schedule.

The Architect shall review, approve, and process contractor change orders, requests for payment, and certificate and release forms along with the OPM. The Architect shall maintain a log of all submittals, Request for Information, Architects Supplemental Instructions, design or supplemental sketches, Proposed Change Orders, Change Orders, Construction Change Directives, Punch List items and close out documents.

The Architect will be responsible for preparing and ensuring the completion of a punch list for the construction project.

Minimum Qualifications

Selection will be made by the Project Committee. The Respondent must certify in its cover letter that it meets the minimum requirements as a Designer. Any Respondent that fails to include such certification in its response, demonstrating that these criteria have been met, will be rejected without further consideration.

Consultants:

In evaluating proposals, the Project Committee will consider the members of the proposed design team. Identify those member(s) of the proposed design team who will be responsible for the following categories of work: (Firm's name, individual's name and professional registration or license number, as applicable, must be listed in the application for each category of work.

1. *Architecture*
2. *Environmental Permitting*
3. *Geotechnical Engineering*
4. *Hazardous Materials*
5. *Civil Engineering*
6. *Structural Engineering*
7. *Landscape Architecture*
8. *Fire Protection Engineering*
9. *Plumbing Engineering*
10. *HVAC Engineering*
11. *Electrical/Lighting*
12. *Data/Communications*
13. *Specifications Consultant*
14. *Sustainable/Green Design/Renewable Energy Consultant*
15. *Cost Estimating*
16. *Accessibility Consultant*
18. *Technology Consultant/Audio Visual Consultant*
19. *Furniture, Fixtures and Equipment Consultant*
20. *Code Consultant*
21. *Security Consultant*
22. *Hardware Consultant*
23. *Fire Consultant*
24. *Building Enclosure Consultant*
25. *Site Surveying*

Applicants must address each category of work listed above in their application whether it is to be performed by in-house staff or by sub-consultant(s).

The members of the team for each of the categories of work listed above must be identified including the firm's name, individual's name and professional registration or license number.

Failure to address each category may result in the elimination of the applicant from consideration on this project.

Applicants should not list any consultants other than those for the categories of work listed above.

Contract Requirements

1. Certification that the designer has not given, offered or agreed to give any person, corporation or other entity any gift, contribution or offer of employment as an inducement for, or in connection with, the award of the contract for design services.
2. Certification that no consultant to or subcontractor for the designer has given, offered or agreed to give any gift, contribution or offer of employment to the designer or construction manager, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the designer or construction manager.
3. Certification that no person, corporation or other entity, other than a bona fide full time employee of the designer or construction manager, has been retained or hired by the designer or construction manager to solicit for or in any way assist the designer or construction manager in obtaining the contract for design services upon an agreement or understanding that such person, corporation or other entity be paid a fee or other consideration contingent upon the award of the contract to the designer; and
4. The awarded Design Firm shall obtain and maintain professional liability insurance covering negligent errors, omissions and acts of the designer or of any person or business entity for whose performance the designer is legally liable arising out of the performance of the contract. The total amount of such insurance shall be not less than \$2 million. The awarded Design Firm shall furnish a certificate or certificates of insurance coverage to the Town of Exeter prior to the award of the contract. The OPM shall be an additional insured party on the policy.
5. All consultants employed by a designer subject to this paragraph shall obtain and maintain a liability insurance policy covering negligent errors, omissions and acts of such consultant or of any person or business entity for whose performance the consultant is legally liable arising out of the performance of the contract for consultant services. The consultant shall furnish a certificate or certificates of such insurance coverage.

Proposal Requirements

Persons or firms interested in applying must meet the following requirements:

1. **Applications (One (1) original signed, ten (10) copies and one PDF on USB flash drive of the proposal) must be received on or before 2:00 PM on Friday June 21 at 2pm.**

Applications should be printed double-sided and bound on the long edge, landscape orientation, in order that the pages lie and remain flat when opened. It is recommended that the proposal be laid out in such a manner that the reader doesn't need to be constantly rotating the proposal. Applications should not be provided with acetate covers.

2. Applications must be accompanied by a concise cover letter that is a maximum of two pages in length. A copy of the cover letter should be attached to each copy of the application.
3. Applicants may supplement this proposal with graphic materials and photographs that best demonstrate design capabilities of the team proposed for this project.
4. Proposals shall be addressed to:

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

5. Proposals must be clearly identified by marking the package or envelope with the following:

Designer Services for Exeter Police Station/Fire Substation
"Name of Applicant"

6. All questions regarding this RFS should be addressed exclusively by email to:

David Sharples, Town Planner
dsharples@exeternh.gov
10 Front Street, Exeter, NH 03833

7. Pre-Proposal Meeting - All interested parties should attend a briefing session at the Exeter Town Offices, 10 Front Street, Exeter, NH 03833 on Tuesday June 4 at 11am.
8. Withdrawal - Applicants may withdraw an application as long as the written request to withdraw is received by the Town prior to the time and date of the proposal opening.
9. Waiver / Cure of Minor Informalities, Errors, and Omissions

The Town reserves the right to waive or permit cure of minor informalities, errors or omissions prior to the selection of a Respondent, and to conduct discussions with any qualified Respondents and to take any other measures with respect to this RFQ in any manner necessary to serve the best interest of the Owner and its beneficiaries.

10. Rejection of Responses, Modification of RFQ

The Town reserves the right to reject all responses if the Town determines, within its own discretion,

that it is in the Town's best interests to do so. This RFQ does not commit the Town to select any Respondent, award any contract, pay any costs in preparing a response, or procure a contract for any services. The Town also reserves the right to cancel or modify this RFQ in part or in its entirety, or to change the RFQ guidelines. A Respondent may not alter the RFQ or its components.