

REQUEST FOR CONSTRUCTION MANAGER QUALIFICATIONS

EXETER, NEW HAMPSHIRE

The Town of Exeter requests Construction Management Qualifications from qualified firms for a CDFA Community Center Investment Program (CCIP) project. The funds will finance a multi-generational community center at 10 Hampton Rd in Exeter, NH.

The CM and construction budget with contingency is \$920,840.00

CM responsibilities include, but are not limited to, preparation of bid specification, project bidding, construction supervision, and construction documents.

This is an equal opportunity/affirmative action agency. All qualified firms will receive consideration without regard to race, color, religion, creed, age, sex, or national origin. Consultant selection will be based on qualifications, including experience with CDBG and utilities funding.

Information: The full RFQ can be found on our website at: <https://www.exeternh.gov/rfps>

Please submit an electronic qualifications package with project understanding, detailed scope of services, and applicant experience by **Wednesday, July 10, 2024**, at noon. Late proposals will not be accepted.

Email a copy to: rdean@exeternh.gov

INVITATION

The Town of Exeter seeks qualifications from qualified construction management to remodel/renovate the New Exeter Parks and Recreation Multigenerational Community Center located at 10 Hampton Rd in Exeter, based on the information contained within this proposal via electronic links to project documents.

BACKGROUND

Serving a community of 16,000 full-time residents, the Exeter Parks and Recreation (EPRD) is a crucial asset to the successful operation of the Town of Exeter. This project will include renovating existing office space, creating accessible programming space, creating accessible pathways and restrooms, adding a stair tower with ADA-compliant ramps, and meeting 2 CFR 200 requirements due to federal funding through State and Local Fiscal Recovery Funds. The town has received schematic drawings from a local Architectural firm; these documents will need further examination by Structural, Mechanical, Electrical, and Plumbing engineering services. We want all work done in accordance with schematic designs.

The town has received federal funding for this project through a grant administered by the Community Development Finance Authority. One of the reasons we received this grant is that we will make reasonable efforts to exceed NH State Energy Codes. The town will select a firm that will allow us to meet those goals, including the installation of a heat pump. It was determined by CSI Engineering that the current electrical service panel will need to be upgraded to meet those demands, as well as the demands of a lift, which is included in the schematic drawings. Other than maximizing the space, creating a fully accessible building, meeting our grant deadlines (the project must be completed by August 31, 2025), and creating a tight building envelope with high energy efficiency is staying within our budget. The town is looking to provide renovation solutions at an affordable price with quality materials to stay within our allocated budget.

PROJECT SCOPE AND DESCRIPTION

The project remodel is located at 10 Hampton Rd in Exeter, NH; the building is approximately 4,500 square feet, and it is measured on the inside of the exterior walls. Interior of the wall adjacent to existing rooms that are not a part of this remodel. The town possesses schematic designs for the project and needs these to be developed into construction documentation to match the scope of work. The scope of work is anticipated to include:

- Demolition: Some walls, floors, ceilings, materials, and finishes (The town staff has partially demoed some walls)
- Remodel/renovation of existing offices to meet the needs of the staff
- Renovate the main entrance to create an ADA-accessible entryway
- Renovate and expand the 1st-floor bathroom to accommodate an ADA adult changing table and create two ADA bathrooms on the 2nd-floor
- Renovate Kitchen into Breakroom
- Install ADA Lift
- Maybe dormer 2nd-floor roof to create the required head clearance for ADA lift accessibility
- Dormer the 2nd-floor roof on the north-west side of the building to meet required head clearance
- Add an emergency stairwell on the north side of the building (see plans from JSA)
- Create ADA-accessible ramps to the back deck and emergency egress located at the front of the building
- Renovate current farmhouse stairs to an egress stairwell
- Create multipurpose rooms by removing walls where applicable.
- Install flooring to match throughout the building.
- Server room to stay in the current location
 - Limited or no access during construction
- Convert multiple existing HVAC systems to a single heat pump system with insulated ducts
 - Remove and Dispose of existing steam radiators
 - Relocate mechanicals on the 2nd floor to accommodate new stair tower emergency egress
 - Remove older mini spits to be reused by the town
- Replace broken windows when applicable.
- Insulate the attic, walls, and basement per the energy audit
- Seal any and all gaps in the foundation wall and building to prevent drafts
- Replace existing siding to match the vinyl siding on the front of the building
- Replace trim, sill, or jams that have been identified in the inspection report
- Replace any energy-efficient lighting with new LED fixtures
- Replace the old water heater with a new energy-efficient Heat pump model.
- Construct lower bulkhead doors in the basement to minimize the draft to the bulkhead.
- Reconfigure the existing Fire Suppression system as needed per construction.

100% Payment & Performance bond shall be required on this project per federal requirements

IMPORTANT PROPOSAL DATES

Project Documents will be available via: <https://www.exeternh.gov/rfps> link beginning Wednesday, June 19, 2024.

Document requests shall be sent via email to Gbisson@exeternh.gov

Requests for Information (questions) due: Emailed to Gbisson@exeternh.gov by 2 pm Tuesday, June 25, 2024

Requests for Information (questions) answered: By 4 pm Friday, June 27, 2024. Responses will be placed on the Town's RFP/Bids page.

Proposal Deadline: 2 pm Wednesday, July 10, 2024.

Project Completion Deadline: August 2025

PROPOSAL CONTENT

The content of the proposal is to include, but not necessarily be limited to the following:

- Any confidential information presented in the proposal shall be labeled or marked as CONFIDENTIAL.
- Name, address, email address, telephone and cell phone information of the person or persons who legally represent the firm, and company website if applicable. - Provide services to be provided in an itemized and recognizable industry-standard format.
- Background Information and experience to include:
 - Company History
 - Key personnel and contact information of those being assigned to the project.
 - Outline the project approach, methodology, and projected completion date.
 - The projected timeline of construction includes an anticipated completion date.
 - Insurance certificates are required, naming the town as co-insured. (*see Contract for Requirements*).
- List of construction projects completed by the firm, to include those of similar scope and scale. References to indicate the Client, contact person, and their contact information, and a brief description of the project to include any design and infrastructure challenges you had if applicable.

PROPOSAL RESPONSE

The proposal response shall contain all information as requested herein, and any additional information necessary to summarize the overall benefit of the proposal to the Town of Exeter. **Pro posing firms should submit their proposal electronically to Greg Bisson no later than 12:00 p.m. on Wednesday, July 10, 2024.** Late proposals will not be accepted under any circumstance. All emails shall have the subject line of "Exeter Multi-Generational Community Center Proposal".

If the file sizes are too large to attach to the email, please use Google Docs or another file-sharing service. Please note that several Town of Exeter personnel may require permission to the said folder, and they will contact the respondent directly to request permission.

BUILDING CODES, SUSTAINABILITY AND COVID-19 REQUIREMENTS

This project is to comply with the 2018 International Code with Amendments as adopted by the Town of Exeter and per Chapter 65, Building Construction and Housing Standards of the Town of Exeter, to include but not be limited to, the International Building Code (IBC), International Existing Building Code (IEBC), International Mechanical Code (IMC), International Plumbing Code (IPC), International Fuel Gas Code (IFGC), International Fire Code (IFC), 2020 National Electric Code (NEC).

The Town of Exeter desires to make this project as sustainable as possible, even though compliance is not required as this is a remodel. The use of energy-conserving light fixtures and bulbs, motion-activated light switches, and high-efficiency mechanical, electrical, and plumbing equipment and fixtures, as well as other considerations, is encouraged and pending approval by the Town.

GENERAL REQUIREMENT OF THE SELECTED PROPOSING FIRM

- Enter into a contract with the Town of Exeter. These documents and proposal submittals become part of the contract.
- Maintain insurance coverage for the duration of the contract period.
- Prohibited from assigning or subcontracting the whole or any part of the contract without prior written consent of the Town of Exeter.
- Shall not hire, discharge, promote, demote, or otherwise discriminate in matters of compensation, terms, conditions, or privileges of employment against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry, physical or mental disability, color or age.
- All work done by the selected firm will comply with all Town of Exeter, state and federal codes and/or others as may be required and determined by the Town of Exeter. - Operate as an Independent Contractor who will not be considered an Employee(s) of the Town of Exeter.
- Performance and Payment Bonds will be required.

POINTS OF CONTACT

Primary Contact:

Russ Dean
Town Administrator
Office Telephone: 603-773-6102
Email: rdean@exeternh.gov

Secondary Contact:

Greg Bisson
Director of Parks and Recreation
Office Telephone: 603-773-6151
Email: gbisson@exeternh.gov

Alternate Contact:

Melissa Roy
Assistant Town Manager – Town of Exeter
Office Telephone:
Email: Mroy@exeternh.gov