



**BRISTOL**  
New Hampshire

**REQUEST FOR QUALIFICATIONS  
FOR  
DESIGN AND CONSTRUCTION SERVICES**

## **Public Notice**

### **Request for Qualifications for Design and Construction Services**

The town of Bristol is soliciting Statements of Qualifications from a qualified Design/Build Construction company for professional design and construction services for the Bristol Public Safety Facility.

#### **Project Site:**

230/254 Lake Street  
Bristol, NH 03222

#### **Project Description and Scope:**

The Bristol Public Safety Facility will be a combined Police and Fire Station located on the site of the current Police Station. The completed project will provide Bristol with a building that meets the space needs of the police and fire departments for the next 50 years or longer.

The Design-Builder's scope of work will include:

1. Pre-construction project planning including assistance in the preparation of a schedule, preliminary cost estimate and value engineering measures.
2. Preparing site, architectural, structural, mechanical, plumbing and electrical design plans based on the Town's criteria information to include:
  - a. Site Design: demolition and clearing plans, grading and drainage plans, sedimentation and erosion control plans, layout and staking plans, elevations and sections, construction details, lighting and signage, landscape and planting plans and details.
  - b. Building Design: building plan configuration and elevation elements including exterior building skin materials and colors, foundation, structural and roof systems, building fenestration and openings, overall dimensions, materials testing requirements, mechanical/ Electrical/ Plumbing design including systems, equipment and calculations, energy and performance modeling, systems review and coordination and integration to include all utilities and controls.
3. Development and refinement of cost estimates and project schedules.
4. Construction administration and observation including conferences, weekly site observations and meetings.
5. Project closeout, establishment of warranties and guarantees.

<b>Anticipated Project Schedule:</b>	<b>Date</b>
Issue/Advertise RFQ in official advertising publications	October 25, 2019
Town of Bristol conducts a pre-submittal conference for all interested firms. Location: 85 Lake St., Bristol, NH	November 6, 2019 @ 2:00pm
Deadline for written questions and clarifications on RFQ	November 11, 2019
Deadline for submission of Statement of Qualifications	November 27, 2019 @ 12:00 pm
Meeting to open submissions. Location: 85 Lakes., Bristol, NH	November 27, 2019 @ 1:00 pm
Selection Committee completes qualification evaluation to establish a short list of firms remaining. Committee notifies short-listed firms and schedules interviews (if required.)	December 4, 2019 @ 1:00 pm
Complete interviews of shortlisted firms	December 11, 2019 @ 12:30 pm
Present short list to Town Administrator for approval at regularly scheduled Meeting	December 11, 2019 @ 4:00 pm
Town administrator will begin negotiations with shortlisted firms	December 12, 2019

### **Design Builder Evaluation / Selection Criteria and Scoring**

Each submitter will be evaluated and short-listed based on their Statement of Qualifications score (100 points maximum) as determined through a qualification review process and scoring criteria noted below:

<b>Area 1 (05%):</b>	<b>Organization</b>
<b>Area 2 (18%):</b>	<b>Experience with Providing Design-Build Services</b>
<b>Area 3 (20%):</b>	<b>Past Performance of the Design-Build Methodology</b>
<b>Area 4 (15%):</b>	<b>Proposed Personnel and Management Team</b>
<b>Area 5 (15%):</b>	<b>Ability to Design and Perform within Budget</b>
<b>Area 6 (07%):</b>	<b>Reputation</b>
<b>Area 7 (10%):</b>	<b>Uniqueness</b>
<b>Area 8 (10%):</b>	<b>Job Safety</b>

There will be up to three (3) qualified Firms/Teams shortlisted and may be asked to interview with an evaluation team made up of Town representatives to help determine final ranking before final selection is made.

### **Explanation of Project Team by Submitting Design-Build Firms/Teams**

Each applicant submitting qualifications for this RFQ shall include an explanation of its Project team which shall consist of either:

1. A list of the licensed design professionals, licensed contractors and licensed subcontractors whom the Design-Builder proposes to use for the Project's design and construction; or
2. An outline of the strategy the Design-Builder plans to use for open contractor and sub-contractor selection.

***\*\*End of Public Notice\*\****

**Request for Qualifications**  
Date of Issue: **October 25, 2019**  
**Bristol Public Safety Facility**

The Town of Bristol, NH is soliciting proposals from qualified design-build teams interested in providing professional design and construction services for a new Public Safety facility. This RFQ provides complete information on the services being sought, the submittal requirements and timeline.

**The complete Request for Qualifications (RFQ) may be viewed at [www.townofbristolnh.org](http://www.townofbristolnh.org) and copies may be downloaded directly from this site.** Acquiring from a different source could mean that this document has been superseded by a later version. Only those requesting this document from the advertised source will be included on a mailing list for updates. The Town is not responsible for any reader's failure to heed this notice. Any addendums and clarifications issued for this RFQ will be posted on the Town website.

**A pre-submittal conference will be conducted on November 6, 2019 at 2:00 pm at the Bristol Fire Station, 85 Lake St. Bristol, NH 03222.** General questions, requests for information and responses to this RFQ shall be addressed and delivered to:

**Nicholas Coates, Town Administrator**  
**5 School St, Bristol, NH 03222**  
**(603)744-3354x114 OR [townadmin@townofbristolnh.org](mailto:townadmin@townofbristolnh.org)**

Technical and site-specific questions, including requests to walk the site shall be addressed to:

**Benjamin LaRoche, Fire Chief**  
**85 Lake St., Bristol, NH 03222**  
**(603) 744-2632 OR**  
**[blaroche@townofbristolnh.org](mailto:blaroche@townofbristolnh.org)**

**Sealed proposals must be received by November 27, 2019 at 12:00 pm.** All proposals will be date and time stamped upon receipt. Late Qualifications, amendments and/or responses received after the time and date listed above shall not be considered for evaluation and will be returned to the Respondent unopened.

**Accepted proposals will be opened at November 27, 2019 at 1:00 pm at 85 Lake Street.**

The Town of Bristol reserves the right to reject any and all submittals. This RFQ does not obligate the Town to pay any cost incurred by respondents in the preparation and submission of a response nor does it obligate the Town to accept or contract for any expressed or implied.

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## **SECTION ONE-** **SCOPE OF WORK**

### **1.01 Purpose of the RFQ and Lead Design-Builder Responsibilities**

The lead Design-Builder will be expected to provide concurrent design and construction turnkey activities for this project resulting in a finished, fully usable facility that satisfies all project requirements and contract terms. The Design-Builder, as the sole responsible source for total project compliance and construction related performance (including architectural programming, design, and construction services) will hold all design professionals, testing services, trade contractors and trade supplier contracts.

### **1.02 Location of the Project**

The location of the work is: 230/254 Lake St, Bristol, NH (Map, Lot: 112-071 and 122,070)

### **1.03 Scope of Work**

The following is a preliminary scope of work that may be modified during contract negotiations with the selected Design-Build Team.

The final facility needs to include:

The Bristol Public Safety Facility will be a combined Police and Fire Station located on the site of the current Police Station, 230/254 Lake St. The completed project will provide Bristol with a building that meets the space needs of the police and fire departments for the next 50 years or longer. Thus, the facility needs to provide functional administrative, operational, and storage space not less than what each building currently has and takes into account the future needs in each of those functions.

The following space needs are designed to consider not just the current space needs of the Fire, EMS and Police, but presumptive future needs of the departments to meet their current and evolving mission.

#### **The facility needs to include:**

- Staff Locker Rooms for men and women
- Training/Meeting Room
- Emergency Management space
- Space for physical fitness

#### **Fire Department and EMS:**

- Apparatus bays
- Equipment storage and lockers
- Ambulance bays
- Fire personnel offices
- Firemen living quarters

#### **Police Department:**

- Office for police personnel
- Sally port
- Booking area
- Holding cells
- Evidence rooms
- Equipment / weapon lockers

#### 1.04 Project Budget

Based on potential renovation costs of existing buildings, current operating and capital expenditures, and the anticipated impact of a new bond payment on the Town's Capital Outlay, the Town of Bristol estimates an approximate MAXIMUM Construction Budget of \$3,500,000 for completion of this project including all costs and fees. Total costs include construction related expenses; architectural programming, design and construction related services; testing services; public jurisdiction fees and charges; permits; and other building related professional service fees necessary to fully complete the project.

#### 1.05 Anticipated Schedule

The Town reserves the right to adjust this schedule as necessary.

<b>Preliminary Project Schedule:</b>	<b>Date</b>	<b>Time</b>
Issue/Advertise RFQ in official advertising publications	October 25, 2019	
Town conducts a pre-submittal conference for all interested firms. Location: 85 Lake St., Bristol, NH to conclude at 230 Lake St., Bristol, NH	November 6, 2019	2:00 pm
Deadline for written questions and clarifications on RFQ	November 20, 2019	12:00 pm
Deadline for submission of Statement of Qualifications	November 27, 2019	1:00 pm
Town completes qualification evaluation to establish a shortlist of firms remaining. Town notifies shortlisted firms and schedules interviews (if required.)	December 4, 2019	1:00 pm
Complete interviews of short-listed firms	December 11, 2019	12:30 pm
Present shortlist to Town Administrator at regularly scheduled Committee meeting	December 11, 2019	4:00 pm
The Town Administrator will begin negotiations after Committee approval of shortlisted firms	December 12, 2019	

#### 1.06 Pre-Construction Project Planning

The Design-Builder, as a part of its design and its preconstruction services, will assist with developing a strategy for the best approach for the successful completion of the project including guidance and assistance in the preparation of a schedule and a reliable, preliminary cost estimate along with evaluations of any value engineering measures.

#### 1.07 Project Delivery and Objectives

At all times and project stages the Design-Builder shall act in the best interests of the Town and use their best efforts to deliver the project in an expeditious and cost-effective manner consistent with the Town's project requirements, time constraints and budget. The Design-Builder shall develop a contractually obligated overall project schedule and will be responsible for methods of construction, safety, scheduling and coordination of all construction work in addition to miscellaneous contracts required for completion of the project within its predetermined budget limits and schedule.

The Town of Bristol expects all parties to this project to work closely together and deal appropriately with project conditions to finish the job successfully.

## **SECTION TWO-** **DESIGN-BUILD EVALUATION AND SELECTION CRITERIA**

### **2.01 Design-Build Team Experience Requirements and Capabilities**

Responders should identify their Team's experience with design-build municipal projects and specifically describe those projects that best characterize the proposers' capabilities including work quality and cost control measures. These projects must have included the completion of construction drawings, technical specifications and construction estimates that led to a complete constructed project currently in operation. Completed public safety projects and experience with insulated concrete form is preferred.

At a minimum, successful submittals shall demonstrate experience and technical competence with the following requirements:

1. Demonstrated history of successful collaboration constructing complex facilities utilizing a Design-build methodology.
2. Incorporating environmentally responsible, energy efficient and value-engineering building practices and methodologies
3. Effectively providing contract and construction administration services utilizing effective team communication and working methods.

### **2.02 Design-Build Team Minimum Qualifications**

**Firms must meet the following criteria. Firms that do not meet these criteria are automatically disqualified.**

2.02.1 Firm's "Builder" MUST have a current New Hampshire contractor's license.

2.02.2 Lead Design-Build firm MUST agree to keep and maintain insurance for the duration of this Agreement

### **2.03 Statement of Qualifications Evaluation Criteria and Scoring**

**RFQ submittals are to include the information requested in this questionnaire in the sequence and format prescribed. Each selection criteria are associated with certain questions and will be evaluated based on this format. Failure to respond in this sequence and format will result in reduction of points or disqualification.**

Supplemental materials providing additional information may be attached if limited to three (3) pages.

#### **2.03.1 Organization**

- Name of Firm:
- Address of Principal Office: Telephone and Fax:
- Form of Business Organization (corporation, partnership, individual, joint venture, other): Year Founded:
- Primary Individual to Contact:
- How many years has your organization been in business in its current capacity?
- How many years has your organization been in business under its present name? Under what other or former names has your organization operated?
- If your organization is a corporation, answer the following: date of incorporation, State of incorporation, president's name, vice president's name(s), secretary's name, treasurer's name.



- If your organization is a partnership, answer the following: date of organization formation, type of partnership (if applicable), name(s) of general partner(s).
- If your organization is individually owned, answer the following: date of organization formation, name of owner.
- Does your company principally work in the State of New Hampshire?

### **2.03.2 Experience with Providing Design-Build Services**

- 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 renderings);
  - 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

#### **2.03.2.1 Claims and suits (If the answer to any of the questions below is yes, please attach details).**

Has your organization ever failed to complete any work awarded?

Are there any judgments, claims, arbitration proceedings or suits, pending or outstanding against your organization or its officers?

Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five (5) years?

Within the last five (5) years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)

Demonstrate that the principal staff who will be assigned the work have experience in design and construction of municipal / public safety facilities.

Briefly discuss experience designing and building municipal, government and/or public safety facilities.

### **2.03.3 Past Performance of the Design-Build Methodology**

- Describe your organization's concepts for working in a team relationship with the Town during the design and construction of major projects. Describe your organization's methods for estimating costs, and for scheduling during the design/documents phase
- Contingencies: Describe your organization's concept for cost contingencies during design and during construction.
- Cost Information: Your firm would be required to make all cost information during design and construction available to Town. Describe how this information would be furnished and how the Town would be assured that it is complete and accurate.
- Provide five (5) examples of your input and ideas during the design phase your projects that has resulted in:
  - Improved air quality,
  - Reduced maintenance and/or operating costs, and/or
  - Reduced construction cost, and/or resulted in an energy efficient facility.

- Describe your firm's warranty program regarding staffing, reporting, follow-up procedures.
- What is your philosophy on Change Orders?

#### **2.03.4 Proposed Personnel and Management Team**

- Are the CM's personnel experienced in Design-Build Public Safety buildings?
- Describe your methodology for advertising, evaluating, and selecting design partners, and qualified subcontractors.
- Identify which aspects of the scope of services are expected to be performed in-house and which aspects would be contracted out.
- 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.).
- Demonstrate that the principal staff who will be assigned the work have experience in design and construction of municipal facilities.

#### **2.03.5 Ability to Design and Perform within Designated Budget**

- Briefly describe your project history that demonstrates performance within municipality budgetary guidelines
- Demonstrate your history and ability to value engineer materials and systems to meet budgetary guidelines

#### **2.03.6 Reputation**

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 construction and/or design-build services have been provided.

Include client name, address, contact person, telephone number, number of years of service provided, and parameters covered.

Client Name:

Address:

Contact Person:

Telephone Number:

Number of years of Service Provided:

Project Description:

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 and have past clients expressed a willingness to work with the Firm again?

#### **2.03.7 Uniqueness**

- Provide a narrative describing the respondent's unique qualifications as they pertain to municipal public safety projects.
- Describe your management philosophy for the design-build construction method.
- Provide statement on respondent's experience with Insulated Concrete Form (ICF).

#### **2.03.8 Project Safety**

- 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.
- Provide the firms Experience Modification Rate (EMR) for the last three (3) years.

### **2.04 Clarifying Qualification During Evaluation**

During the evaluation process, the Town has the right to require any clarification it needs in order to understand the Firm/Team's view and approach to the project and scope of the work. Any clarifications to the Qualification made before executing the contract will become part of the final Firm/Team contract.

### **2.05 Short List Ranking**

After evaluating the responses to this RFQ, the Town will rank no more than 3 of the most highly qualified candidates for ranking and these Short-listed Teams may be asked to interview to help determine final ranking.

### **2.06 Interviews of Short-listed Firms/Teams**

Prior to ranking the short-listed Firms/Teams for final selection, the Town may elect to interview those Firms/Teams. The purpose of this interview will be to meet the proposed Project team (if applicable), become familiar with key personnel and/or with the selection strategy proposed by the submitter and to understand the Firm/Team's project approach and ability to meet stated objectives for the project. Short Listed Firms/Teams should be prepared to discuss with specificity their capacity to conduct this work in compliance with the project timeframe, budget and good-faith obligations. The Town will notify each short-listed firm to schedule individual times for the interviews.

### **2.07 Design-Build Firm/Team Final Selection**

After making final Team selection and taking into consideration quality, performance and the time specified in the Qualifications for performance of the contract the Town will begin contract negotiations with the selected responsible, responsive Firm/Team. If successful, the Firm/Team and Town will enter into a professional services contract for the work.

All respondents are considered fully informed as to intentions of Town regarding the timeframe to prepare and complete contract negotiations. Respondents should be prepared to provide a detailed, written Proposal to include scope of work, staffing plans, action plan, CPM Schedule and fee proposal to Town during negotiations.

The Town may withdraw this RFQ, reject qualifications or any portion thereof at any time prior to an award, and is not required to furnish a statement of the reason why a qualification was not deemed to be the most advantageous to the Town.

**SECTION THREE**  
**QUALIFICATIONS SUBMITTAL REQUIREMENTS AND FORMAT**

**3.01 Physical Submittal: Department Contact, Deadline for Receipt of Qualifications, Format**

Submitters must submit five **(5)** total copies of their written Qualification in a sealed package (including one in PDF digital format) to the Town Contact by the submission deadline noted in this RFQ. The name and address of the submitter should appear on the outside of the submittals and the package should include the RFQ title and reference the project: *"RFQ for Design-Build Services for Bristol Public Safety Facility"*

Each submittal copy shall be identical in content. Responses should be concise, clear, and relevant. Submitter's cost incurred in responding to this RFQ is the submitter's alone and the Town does not accept liability for any such costs.

**3.02 Statement of Qualifications Provisions**

The Town intends to limit the cost that submitters incur to respond to this solicitation, therefore, submitters are encouraged to be brief and succinct. Thick volumes of background and general marketing material are not desired. Instead, submitters should highlight their responsiveness to the evaluation criteria. If multiple firms are proposed as one team, each component firm should describe its own relevant qualifications within the same submittal.

Qualifications must confirm that the Firm/Team will comply with all of the provisions in this RFQ, and if applicable, provide notice that the Firm/Team qualifies as a certified business. **Qualifications must be signed by a company officer empowered to bind the company.** A Firm/Team's failure to include these items in their Qualifications may cause their Qualification to be determined to be non-responsive and the Qualification may be rejected.

## **SECTION FOUR**

### **PRE-SUBMITTAL CONFERENCE AND CLARIFICATIONS**

#### **4.01 Pre-Submittal Conference**

A pre-proposal conference will be held on the date noted on the title page of this RFQ at the **Bristol Fire Station, 85 Lake St. Bristol, NH to conclude at 230 Lake St. Bristol, NH**. The project will be described, and key Town representatives will be introduced. Questions concerning the Project may be asked at the pre-bid conference.

Submission questions not asked at the pre-submittal conference must be submitted in writing via email to:

**Nicholas Coates, Town Administrator at [townadmin@townofbristolnh.org](mailto:townadmin@townofbristolnh.org)  
and Benjamin LaRoche, Fire Chief at [blaroche@townofbristolnh.org](mailto:blaroche@townofbristolnh.org)**

All follow-up questions from the pre-submittal conference, as well as any questions that have been submitted in writing before the deadline, will be compiled and answered in writing. The deadline for submission of questions relating to the RFQ is the time and date shown in the Project Schedule in this RFQ. Answers will be posted on the RFQ website listed above.

#### **4.02 Submittals and Clarifications**

It is the responsibility of each submitter to examine the entire RFQ and review their submittal for accuracy before submitting their qualifications. Once submission deadlines have passed, all submissions will be final. The Town will not request clarification from any individual submitter relative to their submission but reserves the right to ask for additional information from all parties that have submitted qualifications.

It is the sincere intention of the Town to make every effort to be fair and equitable in its dealings with all candidates for selection. If, however, the Town should determine that none of the Design-Build teams submitting are advantageous to the Town, the Town shall have the absolute right to reject any and all submittals.