



REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGEMENT
SERVICES

Construction of a New Fire and Ambulance Station

Seth MacLean, DPW Director
Town Administration
1 Grove St.
Peterborough, NH 03458
Phone: (603) 924-8000

Chief Edmund Walker
Peterborough Fire Department
16 Summer Street
Peterborough, NH 03458
Phone: (603) 784-5601

RESPONSES DUE:
February 10th, 2023

(Legal Advertisement)

The Town of Peterborough is soliciting qualifications for professional Construction Management Services relating to the design and construction of a new fire and ambulance station to be located on town-owned land on Elm Street in Peterborough.

The initial contract will be for Owner's Project Manager (OPM) with heavy emphasis on pre-construction services. The Town intends to select a Construction Manager with the intent of extending the contract to include the physical construction of the new station.

Applicants shall demonstrate a record of successful experience with projects of this magnitude, and more importantly with the construction of similar facilities in New England in the recent past.

As of Monday, 1/23/23, copies of this RFQ and further information for Construction Management applicants may be obtained from the Town of Peterborough electronically by contacting Seth MacLean at seth@peterboroughnh.gov. Interested potential respondents may also obtain information from the Town of Peterborough's project website, www.peterboroughprojects.info.

Sealed qualification packages will be accepted at the address below until the deadline of February 10th, 2023 at 2:00 PM Eastern time. Late submissions will be rejected.

The Town of Peterborough reserves the right to reject any or all RFQ submissions wholly or in part; to waive technicalities and informalities; to amend and/or cancel any submission prior to the time of opening; to make awards in a manner deemed best to the Town; or, to correct any award erroneously made as a result of a clerical error on the part of the Town.

Town of Peterborough
Seth MacLean
1 Grove St.
Peterborough, NH 03458

I. GENERAL INFORMATION

The Town of Peterborough, New Hampshire (“Owner” or “Town”), is soliciting qualifications packages from qualified construction management firms for selection of an Owner Project Manager / Construction Manager, to guide and assist with pre-construction services for the project. It is the intent of the Town to select a firm that will also oversee the physical construction as Construction Manager at Risk of the station upon successful bond vote in May of 2024.

The Town intends to design and construct a new Fire and Ambulance Station, on a parcel of Town-owned land, located on Elm Street adjacent to the Community Center and Department of Public Works station, in the Town of Peterborough, NH 03458.

A formal assessment of the current fire station was completed in 2005 by a consulting architectural firm that resulted in the following conclusion:

“The current station occupied by the Peterborough Fire and Rescue Department was built in 1945 for the Department of Public Works. The building was converted to the fire department in 1972 to provide needed space for apparatus, equipment, and administrative functions. The building has been added onto twice to provide additional space for equipment and training room. The current brick masonry building has several deficiencies which impact the efficient operation of the department. Primary complaints include the lack of office space, inadequate sized apparatus bays to accommodate larger vehicles, equipment storage areas without proper ventilation, lack of secured storage rooms and inadequate areas for maintenance, and the need for modern restrooms and shower facilities. There is also no space for a dedicated Emergency Operations Center (EOC). Currently, the Fire Chief serves as the Emergency Management Director for the Town of Peterborough.”

In 2021, the Town retained the services of an architectural firm to complete an updated feasibility study and schematic design for a new Fire Station and Municipal Campus on Elm Street. The site-survey and feasibility work suggested a station sized at approximately 30,000 sq ft, as well as many site considerations to accommodate the new station on a municipal campus.

In 2022, the Town voted in favor of raising funds for final-design and construction oversight of a new station and removed the municipal campus approach in order to reduce overall project cost. The project is now the development of a new Fire and Ambulance Station.

Additional information pertaining to this project can be found at the following url:

<https://www.peterboroughprojects.info/>

The selected construction management firm will be hired prior to the selection of a qualified architectural firm to assist with key project planning considerations, including but not limited to:

- Assist with selection of qualified architectural service provider, engineers, and relevant sub-consultants
- Preparation of a master project schedule
- Preparation of cost estimates and budget
- Evaluation of alternatives, such as design reuse and phased construction
- Site analysis
- Assist with community engagement
- Address constructability and scheduling issues
- Value engineering
- Construction planning

The firm selected for this project will have a demonstrated ability to engage in the project and provide the Town with the guidance required to make informed choices in developing and carrying out this project.

The successful respondent will report to and work with the Town's Project Director and Town designees, with the expectation that the selected firm will also attend public and committee meetings as needed.

The initial contract will be for pre-construction and construction planning services, with the intent to extend the contract for a Construction Manager at Risk (CMAR) / Guaranteed Maximum Price (GMP) to develop a physical station. The Town recognizes the value in the CM firm selected for pre-construction and planning to also act as the CMAR on a GMP for delivery of physical construction services.

II. INSTRUCTIONS TO APPLICANTS

The Town of Peterborough will accept submissions for construction management services relating to building the new Fire and Ambulance Station –as described above and herein.

All submissions shall be received by 2:00 PM, on Friday, February 10th, 2023, to the following address:

Town of Peterborough
Seth MacLean
1 Grove St.
Peterborough, NH 03458

A total of one (1) submission marked as the Original and three (3) copies of all submissions shall be submitted and shall be presented upon the letterhead of the firm or individual. Additionally, one (1) electronic copy on flash-drive shall be submitted. Envelopes shall be sealed with the name of the applicant, the RFQ name and opening date clearly evident. All materials presented shall become the property of the Town.

Respondents to this RFQ shall submit, at a minimum, the following:

1. Company history and resumes of key personnel, with emphasis on personnel that will be engaging directly on this project;
2. Fire station and public safety work experience;
3. Green-building construction experience;
4. Proposed approach to pre-construction services for Peterborough's Fire and Ambulance Station;
5. Proposed approach to Construction Manager at Risk / GMP pending successful bond vote;
6. Anticipated schedule leading to project presentation during the Town's annual budget process beginning December of 2023;
7. Bonding capacity and insurance coverages;

III. SELECTION PROCESS

Qualifications will be evaluated by a Review Committee and will be evaluated according to evaluation criteria developed by the Review Committee. Submissions ranked the highest based on these criteria will be placed on a short list of recommended applicants. From this short list, the Review Committee will select up to four (4) applicants to participate in an interview with the Review Committee. The interview format will be as follows: 20-minute presentation by the applicant, followed by a 20-minute question-and-answer session with the Review Committee. Interviews will be scored and ranked utilizing a scoring matrix developed by the Review Committee in advance of the interviews.

Applicants will be evaluated and ranked according to score, and the reasons for the ranking will be documented. The Review Committee will then make a recommendation of award to the Town's Select Board. Town Administration will negotiate the contract price with the finalist chosen by the Select Board. If negotiations stall or do not move forward in a reasonable amount of time as defined by the Town, the Review Committee will deliberate and may provide a new recommendation to the Select Board based on the same ranking system.

IV. SCHEDULE

The Town's schedule for the selection of CM services is anticipated to be as follows:

- Up to four submissions identified as finalists by Review Committee by February 17th, 2023
- In-person interviews of up to four finalists complete by March 3rd, 2023
- Recommendation to Select Board by March 10th, 2023
- Contract negotiated and approved by March 24th, 2023

The costs associated with the preparation and submission of documents, and participation in an interview that may be part of this process, is considered a part of the cost of doing business and as such will not be reimbursed, regardless of circumstances.

This schedule is subject to change based solely on the needs of the Town of Peterborough.

The Town encourages interested firms to provide information pertaining to a practical schedule for pre-construction services allowing for presentations to the public in December of 2023 as part of the Town's annual budget process, followed by May of 2024 bond vote for the consideration of a buildable-design and construction of the new station.

The Town expects the selected firm to begin work on the project immediately after contract award. The Project Director, Fire Chief, and Review Committee will meet with the selected CM firm in March and April of 2023 for guidance on the selection of a qualified architectural firm. The Town will then perform a similar RFQ selection process for architectural services, with the goal of selecting and awarding a contract for design services by the end of May, 2023.

V. OWNER DESCRIPTION

The Owner will be the Town of Peterborough. Any contract or agreement with the selected Construction Manager will be with the Town of Peterborough. The principal contact with the Town of Peterborough will be Seth MacLean, Director of DPW, who will

act as Project Director.

Applicants, or potential applicants, shall direct any questions and inquiries concerning this request, including questions concerning the proper form and scope of submissions responsive to this request, in writing, only to Seth MacLean, who is the sole person designated by the Town to respond to such inquiries.

VI. QUALITY AND STANDARDS

The Construction Manager shall complete the services required in a prompt, continuous, and cooperative manner. Services shall be performed in conformance with applicable Federal, State, and Local laws, ordinances, and regulations.

VII. COMPREHENSIVE PROFESSIONAL AND GENERAL LIABILITY INSURANCE

The Construction Manager shall carry Professional Liability Insurance with an insurance company satisfactory to the Town of Peterborough so as to hold the Town harmless from any and all claims for damages arising out of bodily injury or destruction of property caused by accident resulting from the use of implements, equipment, or labor used in the performance of the contract or from any neglect, default, or omission or want of proper care, or misconduct on the part of the Construction Manager or for anyone in his employ during the execution of the work. Minimum coverage shall be as follows:

- Professional Liability Insurance with a minimum of \$1,000,000 per claim.
- General Liability Insurance with a minimum of \$1,000,000 per occurrence with \$3,000,000 aggregate.
- Umbrella/Excess Liability Insurance of \$1,000,000.
- Workers Compensation – Statutory Employers Liability of \$1,000,000 / \$500,000 / \$100,000.

The Construction Manager shall not cancel, change, or revise any insurance relating to this contract without at least thirty (30) days prior notice. Prior to the effective date of any such cancellation, the Construction Manager shall take out new insurance to cover the policies so canceled and shall provide certificates stating that such insurance is in effect.

The construction manager agrees to defend, indemnify, and hold harmless the Town of Peterborough against all suits, claims or liabilities of any name, nature or description arising out of or in consequence of the acts of its agents, servants, or employees, in the performance of the obligations under this contract or by reason of its failure to fully comply with the terms of this contract, such indemnity to run to the Town officers, agents and employees of the Town of Peterborough.

VIII. CONTRACTUAL LIABILITY

Failure to perform when such failure is due to an act of God, public enemy, fire, strikes, labor difficulties, transportation embargoes, or other similar causes beyond the control of the Construction Manager, shall be good and sufficient reason for excuse from contractual liability.

IX. GOOD FAITH, FRAUD, AND COLLUSION

The applicant hereby certifies that no agent or employee of the Town of Peterborough has a special interest in the RFQ; that the applicant is competing solely on its own behalf without connection or relationship with, or obligation to, any undisclosed person or firm; that this submission is made in good faith without fraud, collusion, or connection of any kind with any other applicant for the same work.

X. ACKNOWLEDGEMENT OF ADA AND SECTION 504

The Town acknowledges the existence of the Americans with Disabilities Act (ADA) of 1990, & Section 504 of the Rehabilitation Act of 1973. The rights guaranteed within these Acts shall apply to this contract.

XI. INTERPRETATION OF RFQ DOCUMENTS AND QUESTION PROCESS

All interpretations and supplemental instructions will be in the form of written addenda to the specifications, which, if issued, will be emailed to all applicants on record as having requested the RFQ. Failure of any applicant to receive any such addendum or interpretation shall not relieve any applicant from any obligation under this submission. All addenda as issued shall become part of the contract documents. Any addenda will be available from the Town of Peterborough.

Questions shall be submitted no later than seven (7) days prior to the qualification due date. All questions shall be sent in writing or via email to: Seth MacLean, 1 Grove St., Peterborough, NH 03458 or seth@peterboroughnh.gov. All questions of substance will be answered via email to all known prospective applicants.

XII. MODIFICATION AND WITHDRAWAL OF QUALIFICATIONS

An applicant may correct or modify qualifications by written notice received by the Town prior to the receipt deadline. Modifications shall be submitted in a sealed envelope clearly labeled with the RFQ name. The name and address of the submitting applicant shall also be documented on the envelope.

After the receipt deadline, a respondent may not change any provision of their

submission. Minor informalities will be waived, or the respondent will be allowed to correct them. If there is a mistake and the intent is clearly evident on the face of the document, the mistake will be corrected to reflect the intended correct submission, and the respondent will be notified in writing; the respondent may not withdraw the submission. A respondent may withdraw a submission if a mistake is clearly evident on the face of the document, but the intended correct submission is not similarly evident.

Qualifications may be withdrawn prior to the time of receipt of qualifications, only on written request to the Town. No respondent shall withdraw their qualifications within a period of ninety (90) days after the date set for the receipt of qualifications.

XIII. UNEXPECTED CLOSURES

If at the time of the scheduled receipt deadline, the Town of Peterborough offices are closed due to uncontrolled events such as fire, snow, ice, wind, building evacuation, state of emergency, etc. the receipt of submissions will be postponed to the next normal business day at the time posted in the Request for Qualifications. Qualifications will be accepted until that date and time.

XIV. GENERAL AND SPECIAL PROVISIONS

1. The Town reserves the right to cancel this Request for Qualifications, or to accept or reject any and all qualifications, waive informalities, and to award contracts in the best public interest of the Town.
2. The firm selected shall be expected to comply with all applicable Federal and State laws in the performance of services.
3. The consideration of all qualifications and subsequent selection of a construction management firm shall be made without regard to race, color, sex, age, handicap, religion, political affiliation, or national origin.
4. The provisions relating to non-discrimination and affirmative action in employment shall flow through all contracts and sub-contracts that the successful firm may award as a result of this contract.
5. Firms and/or individuals preparing qualifications may be asked to provide additional information and/or may be requested to make a presentation.
6. Qualifications shall be unconditional.
7. Selection shall be subject to additional discussions and/or negotiations based on qualifications received.
8. The Town of Peterborough is an equal opportunity employer. Women and

minority owned businesses are encouraged to apply.

9. Each prospective consultant's qualifications shall include a letter of transmittal not to exceed one (1) page, signed by an individual(s) authorized to bind the prospective Consultant contractually. This letter shall state that the Qualifications will remain valid for ninety days (90) from the date of submission of the Qualifications and thereafter until the prospective consultant withdraws it, a contract is executed, the procurement is terminated by the Town, or whichever occurs first.
 - The transmittal letter shall include the name, title, address and telephone number of one (1) or more individuals who can respond to requests for additional information and also, of one (1) or more individuals who are authorized to negotiate and execute a contract on the prospective consultant's behalf, if applicable.

XV. QUALIFICATIONS PACKAGE REJECTION

The Town of Peterborough reserves the right to accept or reject submissions to this RFQ for any reason at its sole discretion.

XVI. GOVERNING LAW

The contract shall be governed by the laws of the State of New Hampshire.