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TOWN OF NORTH HAMPTON, NEW HAMPSHIRE  
OFFICE *of the* TOWN ADMINISTRATOR

**REQUEST FOR PROPOSALS**

**Design-Build Services for Municipality Campus Planning Study/Design**

**A. Invitation and Project Description**

The Town of North Hampton, New Hampshire is soliciting proposals from qualified firms to provide design-build planning services for a new town facilities campus to include the following departments; Police, Fire and Ambulance, Library, Town Hall, and Town Administration Offices. The firm selected by the Town of North Hampton will prepare site analysis plans, proposed site plans and building plans, schedules and cost estimates, and if possible computer generated 3-D images to support development of this project. It is the intent of the Town to continue from the planning services stage to design development and eventual construction. Therefore, the Town reserves the right to continue to contract with the selected firm to provide all services necessary to complete design and construction of the facilities.

**B. Project Schedule**

Selected milestones related to this project include:

- |   |                                 |
|---|---------------------------------|
| 1. Request for Proposals available        | <i>August 10, 2009</i>          |
| 2. Mandatory walkthrough                  | <i>August 19, 2009</i>          |
| 3. Deadline for receipt of questions      | <i>August 20, 2009 at 2pm</i>   |
| 4. Responses to Requests for Proposal due | <i>September 4, 2009 at 2pm</i> |
| 5. Interviews and questions               | <i>(As may be needed)</i>       |
| 6. Firm selected and notified             | <i>September 28, 2009</i>       |
| 7. Design-Build services commence         | <i>September 29, 2009</i>       |
| 8. Master planning services complete      | <i>January/February 2010</i>    |

**C. Scope of Services**

The following outlines the scope of services for the Campus Planning Study:

1. Review background information provided by the Town including site plans and existing building floor plans, and the previously prepared planning study titled “Municipal Complex Study” dated “December 18, 2001”. Review studies conducted on behalf of the Town of the Police, Fire and Library Facilities
2. Organize and facilitate a project kickoff/visioning meeting with all Town departments and interested parties.
3. Evaluate the existing municipal buildings site and up to two other sites in town for project development and constraints. This includes an existing conditions evaluation of the existing buildings at the Atlantic Avenue municipal building site. Based on this evaluation, recommend the site best suited for the municipal facility campus.
4. Review and update the previously prepared building program statement for the library, town hall, town administration, police, and emergency services.
5. Provide a preliminary regulatory and code review.
6. Develop conceptual site and building designs of up to three options on the selected site. Conceptual site plans, floor plans, elevations, are required. Three dimensional designs are requested.
7. Prepare total project budget including all construction costs and soft costs. Provide a breakdown of each building and related site costs.
8. Prepare preliminary project schedules.
9. Provide final planning study document to include the deliverables noted above.

#### **D. Proposal Requirements**

Please provide fifteen (15) copies of your proposal that includes the following information:

1. Overview and description of your firm, including your relevant experience, resources for design, estimating, and project management, and your ability to implement the project on an integrated design-build basis.
2. List no more than three of the most relevant projects your firm has completed. Provide a narrative, building size, project delivery method, project team members, and a reference for each

project listed. Also provide the initial and final contract values, and the initial and actual dates of substantial completion for each project.

3. Identify your project team members, their proposed roles, and relevant experience. Provide a detailed resume for each project team member.
4. Indicate the proposed process for the planning services and future phases of design and construction of the project(s). Provide an outline of all deliverables for this project, and a clearly detailed statement of the scope of services you intend to provide as outlined in Section C above.
5. Submit your proposed fee to deliver all of the planning services included within your proposal. Your fee for such services should be itemized by task and by individual team member, and include an hourly rate sheet. Provide a list of reimbursable expenses and their estimated value.

#### **E. Selection Criteria**

Criteria to be used for selection of the successful firm will include, but not be limited to, the following:

1. Relevant experience and qualifications of the firm, particularly in completing municipal projects and working in collaboration with municipal officials.
2. Relevant experience and qualifications of individual members of the project team.
3. Ability to provide services necessary to carry out the entire project on an integrated design-build basis.
4. References from past clients.
5. Overall responsiveness of the proposal to needs of the project.
6. Fee proposal.

#### **F. Proposal Deadline and Delivery Requirements**

Fifteen (15) copies of your proposal (including at least one with original signatures) must be received by Town of North Hampton by **2 pm on September 4, 2009** at the following address:

*Steve Fournier, Town Administrator  
233 Atlantic Avenue*

*North Hampton, NH 03862-2352  
(603) 964-8087*

Proposals received after this date will not be considered. No facsimile or electronic submissions will be accepted.

**G. Mandatory Walkthrough**

A mandatory walkthrough of the site and a pre-proposal submission meeting will be conducted at *2pm on August 19, 2009* at the site at 233 Atlantic Avenue.

**H. Questions, Additional Information and Addenda**

All inquiries regarding uncertainties or exclusions in the terms or intent of this Request for Proposal should be sent via e-mail to *sfournier@northhampton-nh.gov* no later than *2pm on August 20, 2009*.

**I. Reservation of Rights**

The Town will not provide compensation to respondents for the cost of preparing proposals in response to this Request. The Town reserves the right to reject any or all proposals. The Town further reserves the right to solicit additional information, and hold interviews with one or more of the respondent firms. All respondents will be notified in writing of the outcome of the selection process.