



REQUEST FOR QUALIFICATIONS CONSTRUCTION MANAGEMENT SERVICES Town of Belmont Police Station Project

INVITATION:

The Town of Belmont, New Hampshire is soliciting qualifications from firms interested in providing Construction Management Services relating to the final design and construction of a new Police Station for the Town of Belmont, NH. The Town intends to construct a new facility to serve as the Belmont Police Department's headquarters. The purpose of the RFQ process is to identify qualified firms to provide CM Services as outlined in the Scope of Work described later in this document. The firm ultimately selected by the Town will provide construction management services for the final design & construction phases of the project, as directed by the Town.

RESPONSES:

The response to this Request for Qualifications (RFQ) shall be submitted in such form and quantity and at the location as is provided in this Request. The response must be submitted no later than April 22, 2020.

PROJECT DEFINITION / DESCRIPTION:

The Town of Belmont intends to construct a new 8,500 sf (approx.) police station at the corner of Fuller and Sargent Street in Belmont. The selected firm will be required to provide construction management services during the final design and construction document phase (preconstruction phase) resulting in a Guaranteed Maximum Price at the end of this preconstruction phase, as well as management of all phases of construction (including procurement of all related subcontracts necessary to construct the building, but excluding those identified as soft cost items – work to be done by the Owner's vendors. The above description is preliminary. The scope and phasing of the project may be subject to change as the final design develops. The Town wishes to select the CM for preconstruction services in May, 2020 with the intent of awarding the contract for construction to the selected CM.

CONSTRUCTION MANAGEMENT SCOPE OF SERVICES:

The following is an overview of the services that will be included in the contract to be negotiated between the Town of Belmont and the selected CM Firm. The final Scope of Services, together with the CM fee, will be included in the final executed Agreement.

The Construction Manager shall be expected to perform all professional services consistent with the industry-accepted roles of a Construction Manager. In general, they shall include, but not necessarily be limited to:

Pre-Construction Phase Services:

Attending meetings with the Owner and/or Architect as necessary, throughout the final design and construction document phases.

Providing recommendations regarding potential design improvements, materials, equipment selections, and cost/time saving alternatives.

Provide construction cost estimating services at the end of Design Development and again at the 70% completion stage of the construction document phase.

At the conclusion of the Construction Document Phase, provide a Guaranteed Maximum Price (GMP).

Construction Phase Services:

Assume charge of, and responsibility for, all Project construction scheduling, including but not limited to, all construction activities as well as integrating the schedules related to work provided by the Owner's vendors/subcontractors.

Management of all construction Sub-bidding, including the pre-ordering of long lead items. The CM shall be responsible for all construction trade subcontracts with the exception of those required by the Owner's vendors.

Construction phase management, coordination, inspection, supervision, safety and quality control services.

Construction phase permitting, records and accounting.

SUBMITTAL CONTENT / CRITERIA FOR SELECTION:

The purpose of this process is to identify qualified firms that are the most capable of providing the described services. The following criteria will be used to assess the candidate's qualifications for this project. Please submit responses, with lettered tabs, corresponding to the following:

Construction Management philosophy and approach to construction in general.

Prior Construction Management experience with projects of similar scale and complexity.

Prior experience with public-sector clients and processes for projects of similar scale and complexity.

Clear understanding of the functional and operational aspects of a modern-day police station facility.

Professional qualifications of individuals assigned to the Project (primarily project manager and jobsite superintendent).

History of effective schedule and budget management for projects of similar scale and complexity.

History of CM's dynamic ability to work with Town Leadership and Contractors alike and foster positive working environment.

Five (5) references from communities that the CM has worked with in the last five years.

PROCESS for SELECTION:

As part of the process for identifying qualified firms that are the most capable of providing the described services.

The Town retains the right to waive any informality, to reject any or all Proposals, or to accept any Proposal it may determine to be in the best interest of The Town of Belmont, New Hampshire. The Construction Manager RFQ Selection Process, and Schedule as outlined herein shall be considered subject to change as required by the Town.

It is the intent of the Town to review all submissions and create a short-list of candidates to interview based on the qualifications submitted. Subsequent to these interviews, the candidates will be ranked in order of preference and their proposals reviewed. The Town will then select a CM to enter into an agreement with. If an agreement cannot be reached with the Town's first choice, they will proceed to the next highest scoring candidate until an agreement can be reached.

CONTRACT:

The contract to be used by the Town for this scope of services is intended to be the AIA A133-2019 Standard Form of Agreement Between Owner and Construction Manager as Constructor (where the basis of payment is the cost of the work plus a fee with a guaranteed maximum price (GMP)). Additionally, the following is intended to apply to the scope of the contract:

It is the intent of the Town that as much of the Work as practical be competitively sub-bid by not less than three (3) pre-qualified sub-bidders for each trade or bid package. All subcontractors shall be subject to the acceptance of the Town. All mechanical and electrical sub-bidders shall be pre-qualified and must have directly related experience. All qualified sub-bids shall be reviewed with the Town, Architect, and CM for eventual presentation to, and approval of, the Board of Selectmen. Such approvals shall not unreasonably be withheld.

Terms and conditions of the Agreement between the Town of Belmont, New Hampshire and the Construction Manager shall take precedence over all prior understanding and/or Agreements, if any, including the Request for Qualifications.

The Town of Belmont, New Hampshire may at any time terminate the services and/or contract with the Construction Manager for the Town's convenience and without cause. In case of such termination for the Town of Belmont's convenience, the Construction Manager shall be entitled to receive payment from The Town of Belmont, New Hampshire limited to actual documented expenses of the Construction Manager as of such date of termination.

It is expected that the Construction Manager will submit requisitions for completed work on a monthly basis and that an average of 10% retainage will be withheld. There will not be a shared savings clause; all savings will revert to the Town of Belmont, New Hampshire. Monthly "Waiver of Liens" will be required prior to payment of the following month's invoice.

The Town of Belmont, NH is an equal opportunity employer. Qualified proposals will receive consideration without regard to race, color, religion, creed, age, gender or national origin.

SUBMITTAL REQUIREMENTS:

Submittal Documents – Format Follow these instructions carefully:

One (1) electronic copy (pdf format) of the Qualifications Submittal, including attachments, are required.

The electronic copy must be clearly labeled on the outside with the Respondent's name and the project identification, "Request for Qualifications for Construction Management Services Relating to the Belmont Police Station Facility".

Submittals shall be delivered to the following addressee on or before April 22, 2020.

K. Jeanne Beaudin, Town Administrator
143 Main Street, Belmont NH

Proposals must be received by the time specified at the address listed above. Any proposals received after the deadline will not be considered.

Faxed proposals will not be accepted.

Submittal Content: Each Submittal shall be organized in the following order: Cover Page:
The title, "Request for Qualifications for Construction Management
Services Relating to the Belmont Police Station Project

The name of the Respondent, and

The Submittal date.

Transmittal Letter:

Include a short Transmittal Letter.

Proposal Content:

The proposal content shall correspond to Article 5 above under Submittal Content / Criteria for Selection.

RESERVATION OF RIGHTS

The Town of Belmont, NH reserves the right to reject all firms, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications.

Nothing in this document shall require the Town of Belmont to proceed with design and/or Construction services.

Costs incurred for preparation of a Proposal in response to this RFQ shall be the sole responsibility of the firm submitting the proposal.

ADDITIONAL INSTRUCTIONS, NOTIFICATIONS and INFORMATION

The Town of Belmont reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) reject any or all Respondents submitting qualifications, should it be deemed in the Town's best interest to do so.

An RFQ pre-submittal conference will not be held. The Town welcomes questions on or before April 15, 2020 regarding this solicitation. Questions should be addressed in writing to:

Jeanne Beaudin, Town Administrator
Town of Belmont, 267-8300, Ext 124
townadministrator@belmontnh.org