



February 12, 2019

**Wadleigh Memorial Library, Milford, NH.
REQUEST FOR QUALIFICATIONS and PROPOSAL FOR CONSTRUCTION MANAGEMENT SERVICES
Library renovations and addition**

The Trustees of the Wadleigh Memorial Library in Milford New Hampshire are seeking a qualified Construction Manager to assist with initial project budgeting. The Library has contracted with SMP Architecture for an assessment of the existing facility, conceptual design and presentation graphics to define the scope of needed renovations and addition. The Library will use this preliminary information to begin a formal capital campaign and public engagement process. Furthermore, the Library intends to seek town funding through a warrant article in 2020 to complete the design and engineering and construct the project.

SMP will be working with the newly assigned building committee to provide conceptual design, public outreach, presentations, and to work with the selected CM on project budgeting of the various design approaches and/or phases. The Library has identified \$3M as the maximum amount the town will support as part of a 2020 warrant article, therefore initial budget assessments of the design options will be critical to maximize the value of the project and ensure the \$3M amount is not exceeded.

We are requesting a brief qualification package including, at a minimum, the following:

- Introductory cover letter
- General company information:
 - History, Years in business, company structure, and staff
 - References, 5 Minimum
- Your approach to preconstruction services, estimating and scheduling;
- Your approach and consideration to high performance building;
- Relevant projects- renovations of occupied buildings recommended

Proposed Schedule:

	Date
Issue RFQ	2/12/19
Qualifications due	2/22/19 - no later than 3 pm
Issue RFP to shortlisted firms	2/27/19
Site visit for shortlisted firms	3/5/19 – 2:30 pm
Proposals Due	3/15/19 – no later than 3 pm
Interviews	3/19/19
Award	3/22/19

The Library intends to shortlist three to five companies and invite them to submit fee proposals. A formal site visit for these companies will be provided during this part of the selection process.

The top two or three companies will be invited to meet with the Trustees and architect for further discussion on the project and their proposal.

Interviews will be held on March 19, 2019, times to be determined.

Questions:

Please direct any questions to:

SMP Architecture

attn. Jason LaCombe

603-228-8880

jlacombe@sheerr.com

Submission:

Qualifications packages are due no later than 3 pm on February 22, 2019.

Please submit your qualifications as a single bound PDF document via email, drop box, thumb drive, etc. to Jason LaCombe, SMP Architecture at the email address above.

It is the responsibility of the Construction Manager to ensure electronic delivery of their qualifications package.