

## Request for Proposals

### Town of Whitefield Library Renovation and Expansion Project Construction Project Manager

The Town of Whitefield (Owner) seeks Proposals from firms for construction management services for the Renovation and Expansion of the Whitefield Public Library located at 8 Lancaster Road, Whitefield, NH. Proposals will be accepted until Thursday, May 9, 2024, at 4:00 p.m. We strongly encourage minority and women-owned businesses to submit proposals for consideration. Electronic proposals should be in PDF format to Courtney Vashaw at [whitefieldpubliclibrary@gmail.com](mailto:whitefieldpubliclibrary@gmail.com) and Judy Ramsdell at [administrativeassistant@whitefieldnh.org](mailto:administrativeassistant@whitefieldnh.org) with the subject line "Construction Management Services for the Whitefield Library project"

The Owner reserves the right to reject any or all proposals, to proceed or not to proceed with any proposal, or to negotiate without further process any contract as may be deemed by the Owner to be in the best interest of the Owner.

Any questions must be submitted in writing by e-mail to Courtney Vashaw, Director of the Whitefield Public Library, at [whitefieldpubliclibrary@gmail.com](mailto:whitefieldpubliclibrary@gmail.com) by Monday, April 29, at 4:00 pm. All questions will be answered and posted at [www.whitefieldpubliclibrary.org](http://www.whitefieldpubliclibrary.org) by Tuesday, April 30, at 4:00 pm.

#### **PURPOSE AND BACKGROUND**

The Project Work will include pre-construction and construction management services, including, without limitation, partial demolition and site work; signage, concrete, masonry, metals, and woodwork; insulation, roofing, glazing, and finishes; installation of an elevator; installation of mechanical, plumbing, electrical systems, and electronic controls; and ensuring that all work is installed correctly.

The chosen Construction Manager will also be expected to work closely with the Owner, the Architect, Alba Architects, and contracted firms. The estimated total project cost is \$2 million.

#### **ADDITIONAL BUILDING INFORMATION**

Whitefield Public Library is a historic building constructed in 1904 with an addition in 2012. This project is funded in part by New Hampshire CDFR and USDA funds.

#### **CONSTRUCTION SCHEDULE**

The construction manager's preconstruction services are anticipated to begin immediately after contract execution. The Construction Manager will be responsible for delivering a complete construction estimate at the completion of Design Development and work with the Owner's team to maintain a project scope within the Owner's budget.

Bidding is expected to commence in June 2024, and construction is anticipated to begin in the fall of 2024. The Owner intends to take occupancy by September 2025.

## **CONSTRUCTION MANAGER'S SERVICES**

The Construction Manager's responsibilities shall include all professional services consistent with the industry-accepted roles of a construction manager. They shall consist of, but not be limited to:

1. Working with the Architect and Owner in the pre-construction phase to develop final plans; such efforts to include recommendations for design improvements and cost savings;
2. Establishing a guaranteed maximum price for the construction phase with the Owner, and employing cost control management to stay within the GMP;
3. Providing cost estimating, such estimating to be accomplished without creating obligations to prospective subcontractors;
4. Providing construction sub-bidding services, recommending subcontractors and vendors, and contracting with such subcontractors and vendors;
5. Ensuring compliance with Special Provisions as required by key project funders. This includes providing evidence of compliance CDFA and USDA guidelines.
6. Providing Project scheduling, including but not limited to all preconstruction and construction activities, as well as coordinating the schedules related to services, equipment, furniture, and technology systems as provided by others;
7. Providing construction phase management, coordination, inspection, supervision, safety, and quality control services;
8. Construction phase records keeping and accounting;
9. Attending meetings with the Owner representative(s) and/or Architect as necessary, throughout the design and construction processes;
10. Maintaining and distributing minutes of all meetings with the Owner and Architect in a timely manner;

## **DESCRIPTION OF THE SELECTION PROCESS**

The library building team will evaluate proposals. If necessary, interviews will occur on Friday, May 10<sup>th</sup>. from 1 to 4 pm via Zoom.

The building team will rank firms and make recommendations to the Owner, who will make the final selection.

### **Tentative Selection Schedule (All dates in 2024)**

April 22, 2024	RPF Notice Released
April 29, 2024, 4:00 pm	Questions Due
April 30, 2024, 4:00 pm	Response to questions posted
May 9, 2024, 4:00 pm	Proposals Due
May 10, 2024, 1 to 4:00 pm	Interviews may be held
May 14, 2024, week of	Anticipated Selection

## **SELECTION CRITERIA**

Qualifications will be reviewed and evaluated by the Project Team based on the following criteria:

1. Construction management experience with projects of similar size, complexity, and aspects of Historic Preservation. Library experience preferred.
2. Experience working with federally funded projects.
3. Construction management experience, renovation of historic buildings incorporating energy efficiency strategies and measures, specifically demonstrating an understanding of envelope performance, mechanical systems, and energy-efficient measures, including monitoring and verification.
4. Reputation for effective construction management services with established internal policies and procedures.
5. Understanding and experience with the complexity of working on Northern New Hampshire based projects.
6. It is the Owner's intention that all work be competitively sub-bid to qualified subcontractors.
7. Describe the firm's experience and proposed method for dealing with bidding. Identify any work that the firm anticipates being performed by its own workforce.
8. History of effective schedule and budget management for similar scale and complexity projects.
9. Professional qualifications of individuals assigned to the Project.
10. Current work schedule availability.
11. Willingness and ability to work with the Owner's preferred Contractor(s).
12. In addition, the following criteria will be considered:
  1. Construction Manager's fees and costs;
  2. Estimated Project General Conditions;
  3. Preliminary Project Schedule;

## **Submittal Format for Proposals**

Proposals shall include the following components:

1. Transmittal Letter.
2. Fee Proposal with a list of costs covered by Fee.
3. Identification of General Conditions Costs and itemized estimate.
4. Confirmation of the Project Team and schedule of labor rates of team members.
5. List of a minimum of three (3) references and completed projects.
6. Describe the firm's pre-construction services.
7. Other information, qualifications, and/or exceptions the firm may consider appropriate to raise during the selection process.

## **Proposal Package Submission**

**Proposals will be accepted until Thursday, May 9, 2024, at 5:00 pm.**

Electronic proposals should be in PDF format to Courtney Vashaw at [whitefieldpubliclibrary@gmail.com](mailto:whitefieldpubliclibrary@gmail.com) and Judy Ramsdell at [administrativeassistant@whitefieldnh.org](mailto:administrativeassistant@whitefieldnh.org) with the subject line "Construction Management Services for the Whitefield Library project."