



NORTH CONWAY WATER PRECINCT

North Conway, New Hampshire

REQUEST FOR QUALIFICATIONS

Owner's Project Management Services Design & Construction of Fire Station

RFQ due by June 28, 2019 at 3:00 PM

Deliver five (5) hard copies and one (1) electronic copy (USB thumb drive) to:

Commissioner Suzanne Nelson, Chair
NCFD Expansion Committee
104 Sawmill Lane
North Conway, NH 03860

Or mail to:

Commissioner Suzanne Nelson, Chair
NCFD Expansion Committee
PO Box 630
North Conway, NH 03860

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Introduction

The North Conway Water Precinct (NCWP) is soliciting statements of qualifications for comprehensive Owner's Project Management (OPM) services for the design and construction of a new fire station in North Conway, New Hampshire. Interested parties should submit a statement of qualifications in accordance with the requirements and directions contained in this RFQ.

Firms or individuals submitting a response to this RFQ are requested at a minimum to state their understanding of this project, past experience with similar projects, and offer their proposed methodology for proceeding with this project if selected. A small number of firms/individuals will be shortlisted and interviewed by the NCWP. Final selection of an OPM will be based on the combination of qualifications, project approach, and successful negotiation of project scope and fees.

Project Description

Background

The current North Conway Fire Station is located on a small lot in the heart of North Conway Village. In part due to growth in demand for fire and rescue services in the Mount Washington Valley, the existing fire station building no longer provides adequate space for both equipment and operations. Previous studies and community surveys have indicated that the existing location is the preferred location for a single, centrally located fire station in North Conway.

NCWP has formed an advisory committee to begin the process of providing a new fire station to meet the current and future needs of the North Conway community.

Project Description

A new fire station is to be designed and constructed in place of the existing fire station. The new station will meet current and future needs of the NCWP Fire Department for equipment storage, fire and rescue operations, and administration and training.

Scope of Services

NCWP seeks an Owner's Project Manager to represent NCWP and provide project management services, experience, and insight throughout the design and construction process to ensure a successful project. The services to be provided by the OPM include, but are not limited to, analyzing constructability, advising NCWP on project delivery systems and forms of contracts, serving as a single point of contact between contractors and designers, representing NCWP at key meetings, monitoring the project schedule and budget, auditing QA/QC procedures,

assisting in evaluating contractor payment requests, providing regular reporting, and facilitating issue resolution. The OPM will be expected to provide all owner's project management services throughout the project, including turnover, closeout, and commissioning.

NCWP anticipates that the provision of services will include, but not necessarily be limited to, the following tasks:

- Undertake the management of, and be NCWP's representative for, the project. OPM will operate as the single point of contact for NCWP. OPM's primary role is to provide oversight and coordination of the project from NCWP's perspective to effectively balance costs, schedule, and quality.
- Be available to attend and present to Commissioners and the general public at public meetings.
- Assist in preparation of Requests for Qualifications (RFQs) and Requests for Proposals (RFPs) for future design and construction services as directed by NCWP. Assist in review of submissions and advise NCWP in negotiation, selection, and contract negotiation/preparation for design, construction, and commissioning firms.
- Work with the project team to develop and refine the scope of work to be within NCWP's budget. Review designs and advise NCWP with respect to compliance with agreed-upon project objectives.
- Represent NCWP at regular project meetings and provide advice that will help facilitate economical, efficient, and desirable development and construction procedures.
- Act as a liaison between all project stakeholders in the interest of NCWP.
- Review, administer, and oversee the overall project budget, including potential value engineering, change orders, review and recommend requests for payment, and regular budget update reports.
- Coordinate and monitor project schedule, with regular updates and special attention to critical path items.
- Other project management tasks as required throughout all phases of the project.

Project Schedule

The initial phase of the project will be to hire an Owner's Project Manager (OPM) with significant experience in the management of fire station and/or municipal building construction. The OPM will become familiar with the existing fire station, previous studies, and goals of the Fire Expansion Committee (FEC). The OPM will work with the FEC to develop a Request for Qualifications (RFQ) to solicit firms for a conceptual design study to include a recommended course of action and estimated budget for construction of the new fire station. The OPM will

then work closely with the FEC and selected firm throughout the conceptual design phase. Following voter approval of the conceptual design and estimated costs, the OPM will provide full project management services to NCWP throughout design and construction.

Estimated Timeline:

OPM RFQ Due	June 28, 2019
OPM Selection	July 12, 2019
Conceptual Design RFQ Released	August 2, 2019
Selection of Conceptual Design Firm	September 6, 2019
Completion of Conceptual Design	December 2019
Vote to Approve Project	March 2020
Selection of Design Firm	April 2020
Bidding for Construction	Fall 2020 / Winter 2021
Construction of New Station	Spring 2021

The OPM will work in the interest of NCWP and on NCWP's behalf for the remainder of the project, using professional experience and industry knowledge to advise NCWP on all aspects of the project.

Selection and Desired Qualifications

Selection Process

NCWP will review RFQ submissions and select an undetermined number of firms to bring in for interview. Following the interview process, NCWP will select the firm with qualifications in the best interest of the Precinct and the project to enter into negotiations for a defined scope of services and fee.

Qualification Guidelines

NCWP anticipates selection of an OPM meeting the following qualifications at a minimum:

- Demonstrated experience as a construction manager, Owner's Representative, or architect in the completion of at least two (2) fire station construction projects, or five (5) municipal building construction projects within the previous ten (10) years. Preference will be given to firms demonstrating experience with fire station projects.
- The OPM should demonstrate strong Owner's representative and project management skills, including but not limited to:
 - Extensive construction experience;
 - Change order evaluation;

- Critical path scheduling; and
- Budget oversight.
- Demonstrated ability to work collaboratively with government officials, government employees, architects, and construction managers.

Evaluation Criteria

Firms meeting the desired qualifications set forth above and complying with the requirements of this RFQ will be evaluated based on the following criteria:

CRITERIA	POSSIBLE POINTS
Relevant Project Experience	30
Team Qualifications	30
Project Approach	30
Quality of Submission	10
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Total Points Available:	100

Submission Requirements

Proposers shall submit five (5) copies of their proposal to NCWP by 3:00 PM on June 28, 2019. Proposals should demonstrate experience and aptitude with the management of Fire Station or other municipal construction projects and include contact information for client references.

Submission Format

1. Executive Summary

Please provide a narrative history of your firm and its relevant OPM experience.
2. Company Information
 - a. Name of Company and parent company, if any;
 - b. Primary areas of company service/business;
 - c. Address of principal office and office from which project will be managed;
 - d. Name, address, telephone number and e-mail address of the principal contact person to receive notifications and to reply to inquiries from NCWP;
 - e. Years engaged in above services under your present name and all prior names by which firm was known;

3. Relevant Project Experience

- a. Reference no more than six (6) recent, relevant Municipal owner's project management projects. Include project name, location, brief description, total square footage, and a client reference.
- b. Describe experience working with community and government at the local level.

4. Proposed Project Team

- a. Provide an organizational chart and resumes for all key personnel. Resumes should include:
 - i. Current job title, responsibilities, type of work performed, and time at current firm.
 - ii. Relevant background, credentials, and experience with projects of comparable nature.
- b. Clearly defined roles and responsibilities.

5. Project Approach

Include your project understanding, approach and methodology, and key elements and factors which differentiate your firm from your competition.

6. Default

List instances in which your firm failed to complete any work awarded to you or has been declared in default of a contract. When, why, and what was the ultimate outcome?

7. Workload Statement

Provide an outline of your firm's current and projected future workload as well as your ability to meet the demands of this project.

8. Litigation

Describe any pending litigation, arbitration, or mediation proceedings in which your firm is currently involved or has been involved in the preceding ten (10) years.

Questions & Amendments

Any questions regarding this RFQ should be directed to the contact listed below via e-mail at FEC@ncwpmh.org by June 21, 2019 at 4:00 PM. Answers to questions will be responded to in writing only.

Note: It is the responsibility of the firm responding to this RFQ to qualify within its formal proposal any modifications to the contents of this written RFQ.

Commissioner Suzanne Nelson, Chair
North Conway Water Precinct Fire Expansion Committee
PO Box 630
104 Sawmill Lane
North Conway, NH 03860
(603) 356-5382

Right of Rejection and Clarification

The North Conway Water Precinct reserves the right to reject any and all statements of Qualifications and to request clarification of information.

Independent Contractor

The OPM firm shall be and operate as an independent contractor in the performance of the OPM services. The OPM firm shall have complete charge of the personnel proposed as part of its team, and all persons employed by the OPM firm shall be employees of said OPM firm and not employees of the North Conway Water Precinct in any respect.

Compliance with Laws

The OPM firm shall comply with all applicable laws, bylaws, and regulations, Federal, State, and any political subdivision thereof, including but not limited to, unemployment and workers' compensation, occupational safety, equal employment and affirmative action and wage and price laws insofar as applicable to the performance of the contract.

Sub-Contractors

The selected OPM firm shall not subcontract any of its work or services to be performed to others without the express prior written consent of North Conway Water Precinct.

Nondisclosure

The OPM firm agrees that it will not divulge to third parties, without the express written consent of North Conway Water Precinct, any information obtained from or through the Precinct, architects, or others in connection with the project, except to the extent necessary to comply with this RFQ.

Submission Deadline

The submission shall include five (5) hard copies and one (1) electronic copy (USB thumb drive) of the response to this RFQ and must be received no later than June 28, 2019 at 3:00 PM.