

**REQUEST FOR QUALIFICATIONS (RFQ)
DESIGN SERVICES
FOR
TOWN SPACE NEEDS AND FEASIBILITY STUDY
FOR BELMONT TOWN FACILITY STRATEGY
RFQ # 18-01-MFP
April 18, 2018**

1. INVITATION:

The Town of Belmont is soliciting Statements of Qualifications from firms interested in providing Design (Architectural/Engineering) Services for a Town Space Needs and Building Feasibility Study to assist in developing a Town Facility Strategy. Firms with relevant experience and qualifications are encouraged to submit.

The purpose of the RFQ process is to identify the most qualified consulting firms for this project. The firm ultimately selected by the Town will provide design services for a space needs and feasibility study to project building space needs and assess the structural and conceptual feasibility of alternative uses and renovation of five Town-owned buildings to respond to future needs. The feasibility analysis would include estimated costs for alternatives considered. The study will focus on the existing Belmont Town Hall, Police Station, Belmont Mill, former Bank and Post Office Building and Corner Meeting House. All of the Town buildings involved in this study are located within the National Register-eligible Belmont Factory Village District. The Belmont Library is on the National Register of Historic Places and the Belmont Mill and Bandstand are on the State Historic Register.

The study will be iterative in nature, focusing first on space needs and then considering options for adaptive reuse, renovation, leasing and sale of Town-owned buildings based on space and structural and operational feasibility. There is significant information available about the condition of the Belmont Mill, but information is needed to determine the structural and operational feasibility of alternatives for other buildings included in this study. Information from this Space and Feasibility Study will be used in developing alternatives for best use of Town buildings in a Town Facility Strategy working with Town Officials, staff, a Facility Strategy Committee and the community. The Facility Strategy will include additional buildings not involved in this Study including the Belmont Fire Station, Library, Public Works Department, Bandstand, Tioga Pavilion, Town Bath House and Sargent Park recreation structures.

The RFQ is available on our website (www.belmontnh.org) or by contacting the Town Administrator's Office at 143 Main Street, Belmont, New Hampshire 03220 (603) 267-8300.

Please continue below for the complete Request for Qualification document.

2. 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 **May 21, 2018**.

3. PROJECT DEFINITION:

A. Study Description

The Town of Belmont intends to develop a Space Needs and Feasibility Study to inform a Facility Strategy being developed for best use of Town buildings. This Study will project space needed to house Town administrative and Police functions and services by 2028. The primary focus of the Study is the Police Station and Town Hall which have safety issues, crowded conditions, and limited storage, while other Town building space is not fully used.

Town Hall services include Town Administration, Town Clerk and Tax Collection, Finance, Town Planning, Building Inspection, Tax Administration, General Assistance, Building Maintenance, Water and Sewer and Recreation programs and related office space, files and records storage, and meeting rooms. Currently these services are located primarily in Town Hall on the first floor and basement, but some provided in the Corner Meeting House (General Assistance and Meeting Rooms) and Belmont Mill (Senior and Recreation Programs and some storage). The Police Station space needs include Administration, Detectives, Patrol and locker rooms, Dispatch, Interview Room, Training, Booking/Holding, Sally-port, evidence processing and storage and related office space, meeting rooms and records.

Once space projections are determined, information is needed to assess the best use of some Town buildings in Belmont's historic Village District. This study will include some basic structural assessment to determine the feasibility of several facility options including adding a second floor to the existing Police Station, renovating the unused second floor in Town Hall and potential renovation of the Bank Building for offices, programs and/or storage. The Town needs this feasibility analysis to determine the merits and costs of various options to develop a long-range strategy for Town buildings and recommendations on which buildings should be renovated for Town needs or sold and privately developed. This Feasibility assessment will include preliminary recommendations regarding potential marketability and reuse options for buildings unneeded for future Town use.

B. Study Schedule

The schedule is as follows:
Issuance of RFQ – April 18, 2018

Optional Town Facility Site Tour – May XX, 2018 (TBD upon interest)
Receipt of Consultant Responses – May 21, 2018
Short List to be interviewed – May 30, 2018 (depends upon Selectmen availability)
Selection of Consultant – June 4, 2018
Completion of Space Needs and Feasibility Study – October 30, 2018 (subject to change based on fee negotiation with top ranked firms)

4. SCOPE OF SERVICES:

The final Scope of Services, together with the consultant fee, will be included in the final executed agreement. The Consultant shall provide traditional basic conceptual design services, structural feasibility analysis and other authorized special services appropriate to the project.

The firm selected will work with the Board of Selectmen, Town Administrator and Staff and Facility Strategy Committee to develop the Space Needs and Feasibility Study, focusing especially, but not exclusively, on needs for 2028 in comparison with Towns of similar size, cost-effectiveness, the historic character of Town buildings and the Factory Village District and (a) how anticipated developments in technology may affect space needs (e.g. energy conservation, wireless networks, integrated training features, and information technology); (b) how choices of community services and/or delivery of services will impact it; and (c) how staffing requirements can be met most efficiently through building design and (d) potential future use options for Town buildings not needed for Town programs and services.

This project is intended to be used to fill key information gaps in developing a Town Facility Strategy.

5. PROJECT PARTICIPANTS:

Selected firms will be invited to make a presentation to the Board of Selectmen. The Board of Selectmen shall make the final determination and negotiate with the firm chosen through the qualifications process on the fee for said services.

6. CRITERIA FOR SELECTION:

The purpose of this RFQ process, as previously stated, is to identify qualified firms that are the most capable of providing the described services. The RFQ submittal should be organized to clearly address the following criteria which, among others, will be used in the evaluation of qualifications:

- A. Design philosophy and approach to design in general.
- B. Prior design service experience with projects of similar scale and complexity.

- C. Prior experience with public-sector clients and processes for projects of similar scale and complexity.
- D. Professional qualifications of individuals assigned to the project.
- E. History of effective schedule and budget management for projects of similar scale and complexity.
- F. Use of processes that creatively engage Town Hall staff and other stakeholders in all stages of study.
- G. Commitment to working with challenges of historic town structures and budget constraints of small towns.
- H. Demonstrated ability in creative renovation and adaptive reuse of historic structures.

7. SUBMITTAL REQUIREMENTS:

A. Submittal Documents – Format

Follow these instructions carefully:

In total, four (4) copies of the submittals, including attachments, are required. Three (3) of the copies shall be spirally bound (or other semi-permanent binding method) to ensure that pages are not lost. One (1) copy should be clipped together to facilitate document reproduction. In the three (3) bound copies, use a tabbed divider followed by a section cover page, to separate Sections I through III. The envelope in which the submittals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification, "The Belmont Space Needs and Feasibility Study– Qualifications Submittal."

Submittals shall be delivered to the following addressee at or before May 21, 2018.

Town of Belmont
Town Administrator's Office
143 Main Street
PO Box 310
Belmont, New Hampshire 03220
Late submittals will not be accepted.

B. Submittal Content: Each submittal shall be organized in the following order:

Outside Cover and First Page:

Shall contain (i) the title, "Statement of Qualifications for Design Services Relating to the Belmont Space Needs and Feasibility Study", (ii) the name of the respondent, and (iii) the submittal date.

Table of Contents: Include a table of contents.

Transmittal Letter: Include a short transmittal letter. The transmittal letter shall:

- Summarize why the respondent believes itself to be the most qualified;
- Contain the statement that to the best of the respondent's abilities, all information contained in the RFQ submittal is complete and accurate;
- Contain a statement granting the Town and its representatives authorization to contact any previous client of the respondent (or a respondent's team member) for purposes of ascertaining an independent evaluation of the respondent's or a respondent's team member's performance; and
- At least one copy of the transmittal letter must have the original signature of an officer of the principal responding firm.

Section I - Description of the Respondent

I-A Firm Description: Include a complete narrative description of the respondent's firm (or firms if the respondent is comprised of a team of firms).

Information should include:

- A. The respondent's areas of design specialization;
- B. Firm history;
- C. Honors and awards;
- D. Location of home and branch offices;
- E. Names of the principal officers of the firm;
- F. Identification of the major consultants if known.

I-B Organization Chart: Include a simple organization chart showing how the respondent, if selected, would organize its personnel for the project.

I-C Key Professionals: Identify the key members of your team that would be involved in the project and describe their area of expertise and what role they will perform in the team. Indicate their availability for this project schedule.

I-D Resumes: Provide resumes of any person identified as a key professional. The resumes should contain the following:

- A. Name.
- B. Educational background.
- C. Employment history.
- D. Proposed role in the project.
- E. An identification of other relevant projects in which the person has been involved and a name/phone number of a representative of any project cited that can be contacted for a reference.

- F. Other information you believe to be relevant.

Section II – Narrative:

Set forth are the criteria on which the selection will be made. Your proposal should be organized to clearly address:

- A. Design philosophy and approach to design in general.
- B. Prior design service experience with projects of similar scale and complexity.
- C. Prior experiences with public-sector clients and processes for projects of similar scale and complexity.
- D. Professional qualifications of individuals assigned to the project.
- E. History of effective schedule and budget management for projects of similar scale and complexity.
- F. Use of processes that creatively engage Town Hall staff and other stakeholders in all stages of study.
- G. Prior experience in developing space projections and feasibility analysis of options that address effective use of existing buildings, energy efficiency and cost-effectiveness.
- H. Demonstrated creativity in renovation and adaptive reuse of historic public buildings.

Section III - Relevant Experience of the Respondent

III-A Summary of Relevant Projects Where the Respondent's Firm Was the Architect

List no more than six relevant projects. A relevant project is one which best exemplifies your qualifications for this project. At least two projects must be municipal facilities:

- A. Name of project
- B. Type of building(s)
- C. Project location
- D. Initial project estimated cost
- E. Final total project cost
- F. Project description
- G. Project delivery method
- H. Describe the services your firm provided
- I. Indicate which team members were actually involved in the project and specify their role.
- J. Provide a statement acknowledging if the project was completed on time/on budget.
- K. Provide a few illustrative photographs or renderings, if available.

8. RESERVATION OF RIGHTS

- A. The Town 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.
- B. Nothing in this document shall require the Town to proceed with design and/or Construction services.

9. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS and INFORMATION

- A. A complete package of this RFQ including attachments can be obtained from the Town of Belmont web site at www.belmontnh.org
- B. The Town 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.
- C. An RFQ pre-submittal conference will not be held. The Town welcomes questions on or before May 18, 2018.

Questions regarding this solicitation should be addressed to:

Town Administrator Jeanne Beaudin
Town of Belmont
143 Main Street
Belmont, NH 03220
Phone (603) 267-8300
FAX (603) 267-8327
E-Mail: townadministrator@belmontnh.org