

**REQUEST FOR QUALIFICATIONS (RFQ)
ARCHITECTURAL SERVICES
FOR
THE CONCEPTUAL DESIGN AND PLANNING OF
THE BELMONT MUNICIPAL FACILITIES PROJECT
RFQ # 13-01-MFP
Amended – October 1, 2013**

1. INVITATION:

The Town of Belmont New Hampshire is soliciting Statements of Qualifications from firms interested in providing Architectural Services relating to the conceptual design and future renovations to the existing Belmont Mill for use as Town Offices to be known as the Belmont Municipal Facilities Project. Firms with relevant design experience and qualifications are encouraged to submit. The purpose of the RFQ process is to identify the most qualified respondents. The firm ultimately selected by the Town will provide full architectural services for the design and/ or construction administration of the renovations to the existing Belmont Mill for use as Town Offices and associated improvements, as directed by the Town.

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 **October 23, 2013**.

3. PROJECT DEFINITION:

A. Project Description

The Town of Belmont intends to renovate the existing Belmont Mill for use as Town Offices. The selected firm will be required to bring the project through the Town's site approval process.

B. Project Schedule

The schedule is as follows:
Issuance of RFQ – September 18, 2013

Receipt of Architectural Consultant Responses – October 23, 2013
Architectural Short List to be interviewed – November 4, 2013 (subject to change due to availability of Board of Selectmen)

4. ARCHITECT SCOPE OF SERVICES:

The final Scope of Services, together with the Architectural fee, will be included in the final executed agreement. The Architect shall provide traditional basic architectural services and other authorized special services (interior design and landscape design) appropriate to the project.

The firm selected will work with the Board of Selectmen, Town Administrator and Town Hall Staff to update the Town Hall Needs Assessment, focusing especially, but not exclusively, on (a) how anticipated developments in technology may necessitate modifying parts of the program (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.

This project is intended to be completed using a design-build approach via either a true design-build firm or two separate firms consisting of an architectural and construction management firms.

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 design.

- G. Commitment to developing an energy efficient and healthy building.
- H. Prior experience using the design-build concept of construction management.

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 Municipal Facilities Project– Qualifications Submittal."

Submittals shall be delivered to the following addressee at or before October 23, 2013.

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 Architectural Services Relating to the Belmont Municipal Facilities Project", (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 architectural 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 as the Architect, 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 Architect's 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 design.
- G. Commitment to developing an energy efficient and healthy building.
- H. Prior experience using the design-build concept of construction management.

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 October 11, 2013.

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