Statement of Qualifications for Architectural Services

Relating to the:

Belmont Municipal Facilities Project
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October 22, 2013

Attn: Jeanne Beaudin - Town Administrator  
Town Of Belmont  
143 Main Street  
Belmont, NH 03220

Re: Statement of Qualifications for Architectural Services Relating to the  
Belmont Municipal Facilities Project

Dear Jeanne, Selectmen, and Committee Members,

Port One Architects in collaboration with Bonnette Page & Stone Corp. is pleased to submit this qualifications package in response to the Town’s RFQ noted above. We have an understanding of the scope of work as discussed in the RFQ and believe this team is qualified to provide a successful conceptual design and future renovations to the Belmont Mill building for use as Town Offices. Each of our firms has extensive experience with municipal infrastructure design and construction. Together, Port One Architects and Bonnet Page & Stone have completed several publicly-funded, municipal projects including both new construction and additions/renovations under the Design/Build method.

We understand that the Belmont Mill building holds exceptional historic relevance in the Town and region. It’s character and integrity should be preserved for the future including both the exterior and interior. To this end, the proposed team of qualified architectural, engineering and construction professionals has been assembled to carry-out the goals and expectations of the Town and its stakeholders.

Enclosed in this qualifications package is further information about our proposed team and our experience with municipal clients and publicly-funded projects.

To the best of our abilities all information contained in this submittal is complete and accurate. Please feel free to contact any of our references for the purpose of further evaluation. Please do no hesitate to contact us with any questions regarding our Team, this submittal or the information included within.

Respectfully Submitted,  
Port One Architects Inc.

[Signature]

Kelly Davis AIA, NCARB  
Principal  
file
SECTION I

Description of the Respondent
I-A: Firm Description

Port One Architects, Inc was established on the principle of providing smart, efficient, and low-impact design for clients in the greater New England region.

Our office is located in Portsmouth, New Hampshire's west end. Our design efforts focus on creating cost savings and efficiencies in the design and construction process through an integrative, whole-building approach. Our clients require careful consideration of capital costs, but also operational efficiency over a facility's life-cycle.

While our experience covers a broad range of project types including multi-family affordable housing, commercial, retail, educational and public safety facilities our primary focus is the design of publicly funded institutions and municipal infrastructure. Most notably, the recent completion of the Londonderry Fire Department - North Station earned LEED Silver rating making it the first LEED certified fire station in the State of New Hampshire. Other current and recent municipal projects include Farmington Public Safety, Hopkinton Dept. of Public Works and Hopkinton Fire Department.

Our mission is to provide high quality architectural design, programming and construction administration services emphasizing low-impact, healthy and efficient solutions.

BPS
Bonnette, Page & Stone Corp.

For over 42 years, Bonnette Page & Stone Corp. has provided a full range of construction and planning services to their clients throughout the state of New Hampshire. Working on their fifth decade of building construction, BPS continues to be a leader in the industry by maintaining a high standard of excellence and pride in their services.

With experience in all types of commercial and municipal construction, the BPS staff brings a wealth of knowledge to the project team that will assist a client in developing the best solution for their needs and assure a successful project for all involved.

- Feasibility Studies
- Property Searches and Evaluation
- Design, Permitting, and Approvals
- Management of All Project Scheduling
- Financial Assistance
- Full Commercial and Residential Construction Services
- Owner Training for Building Maintenance and Systems Operations
- Building Envelope and Energy Use Studies
- Application of Green Technology and Earth-Friendly Products
**I-B: Organizational Chart**

Town of Belmont, NH

Town Officials & Committee Members

Port One Architects
Architects of Record

Civil / Structural Engineers (as required)

TF Moran

BPS
General Contractor

Subcontractors

**I-C: Key Professionals**

Architect of Record: **Kelly Davis, NCARB, AIA (Port One Architects)** - Kelly will be responsible for the design and construction document/specification creation for the project and will provide project management and construction administration oversight throughout.

Account Executive: **Randy Remick, President (Bonnette, Page & Stone)** - Randy will act as 'Account Executive' for the project and will oversee the design/build process.

Project Manager: **Barry Salta (Bonnette, Page & Stone)** - Barry will be responsible for coordination of subcontractors, materials, scheduling and implementation.

Site Foreman: **Bob Ferguson (Bonnette Page & Stone)** - Bob will manage the day to day on-site construction and implementation activity.

Project Designer/Mgr.: Evan Mullen, Associate AIA (Port One Architects) - Evan will be responsible for design documentation and coordination with the BPS Project Manager during design and construction.

Consulting Engineer: Robert Duval PE (TF Moran) - Robert will oversee the civil and structural components of the project as needed under consultation to the Architect.
Wm. Kelly Davis AIA  
Managing Principal - Port One Architects, Inc.  
Project Architect/Manager

New Hampshire #1579  
Massachusetts # 8571  
Maine #1868  
Rhode Island # 3501  
NCARB Certificate #39203

Education:  
Boston Architectural College, B. Architecture, 1981, Boston, MA  
Northeastern University, B. A. Economics, 1970, Boston, MA

Affiliations:  
American Institute of Architects  
Council of Educational Facility Planners Int’l. (CEFP)  
Northeast Sustainable Energy Association: NESEA  
PlanNH

Representative Projects:  
- Hopkinton Dept, Public Works - Hopkinton, NH  
- Farmington Public Safety, Farmington, NH  
- Hopkinton Fire Department, Hopkinton, NH  
- Londonderry Fire North Station - Londonderry, NH  
- E. Hollis Street Fire Station - Nashua, NH  
- Londonderry Fire South Station - Londonderry, NH

Project Reference:  
- Neal Cass - Town Mgr.  
  603-746-3170  
- Keith Trefethen - Town Admin.  
  603-775-2208  
- Neal Cass - Town Mgr.  
  603-746-3170  
- Darren O'Brien - Chief.  
  603-432-1124  
- Brian Monissey - Chief.  
  603-594-3651  
- Darren O'Brien - Chief.  
  603-432-1124

Evan Mullen, Associate AIA  
Project Designer - Port One Architects, Inc.

Education:  
Boston Architectural College, M. Arch Candidate 2013  
University of New Hampshire, Bachelor of Science, Business Administration 2004

Awards/Honors:  
PlanNH (Alfred T. Granger) Fellowship Award 2011

Affiliations:  
Plan NH - Member  
American Institute of Architects - Associate Member  
Big Brother/Big Sister of the Greater Seacoast  
Young Professionals for Mentoring (YP4M)

Representative Projects  
- Londonderry Fire North Station - Londonderry, NH  
- Hopkinton Fire Department - Hopkinton, NH  
- Farmington Public Safety - Farmington, NH  
- Hopkinton Dept. Public Works - Hopkinton, NH  
- Londonderry Fire South Station - Londonderry, NH

Project Reference:  
- Darren O'Brien - Chief.  
  603-432-1124  
- Neal Cass - Town Mgr.  
  603-746-3170  
- Keith Trefethen - Town Admin.  
  603-775-2208  
- Neal Cass - Town Mgr.  
  603-746-3170  
- Darren O'Brien - Chief.  
  603-432-1124
SECTION II

Narrative
Narrative

- Design Philosophy

We strongly advocate an integrated design approach. Thinking about structures as a whole-building rather than a sum of individual parts is the most cost effective way of delivering a functional, healthy and energy efficient building.

- Design Approach

The approach to a project like the Belmont Municipal Facilities requires the participation of the Owner, User and design team members including the General Contractor at the beginning of the project. The creation of the Project Team allows members to work together to promote two-way communication and critical thinking about how the building is designed, renovated and operated to meet the demands of the Town's various Administration Departments.

- Prior Design Service Experience

Port One Architects has designed several projects both new construction and addition/renovations for the use of municipal facilities as reflected in the relevant experience section of this qualifications package. Design services provided for projects of similar scale and complexity that reflect our range of experience include:

- Hopkinton Fire Department Addition & Renovation - (Current)
- Farmington Public Safety Facility - (Current)
- Hopkinton DPW Facility - (Recently Completed)
- Durham Town Hall Feasibility Study and Schematic Design
- Boscawen Town Offices and Police Department
- Eliot, ME Town Offices
- Londonderry Fire Department North Station
- Strafford Elementary School Addition & Renovation

- Prior Public-Sector Clients

Municipalities and other publicly-funded organizations have been and continue to be our primary clients. Our process for project management through a team-based, and highly communicative approach allows for public input, involvement of stakeholders and transparency at all levels of the project.

Regardless of the method of project delivery, we insist on establishing a working relationship with the Owner to ensure the project goals and expectations are met.

As indicated in the list above, Port One Architects has extensive experience working with municipalities in providing design services. Additionally, we have often collaborated with Bonnette Page & Stone on a variety of successful projects delivered under the design-build and CM method including:

- Pelham High School HVAC system upgrade
- Strafford Elementary School renovations and 10 classroom addition
- Littleton Police Department
- Lononderry South Fire Station
- Stratham Police Station
- Farmington K-3 Elementary School
- Carroll Police Department Schematic Design / Cost Estimating
- Plymouth Police & Fire Schematic Design / Cost Estimating

- Professional Qualifications

Kelly Davis AIA, NCARB: Principal - Port One Architects
30+ years in municipal and commercial architectural design and construction administration

Evan Mullen, Associate AIA: Project Designer/Manager - Port One Architects
6 years in municipal and commercial architectural design; 4 years in business related project management
Narrative

History of Project Management

Our most recent municipal project delivered under the design/build method was the Hopkinton Department of Public Works. The project was delivered on-time and under budget. Refer to Relevant Experience section for specific project information.

The most recent projects completed as a collaboration between Port One Architects and Bonnette Page & Stone are the Pelham High School HVAC upgrade and locker replacement, and the Strafford Elementary School classroom addition and partial building renovation. In both cases, the project was delivered on-time and within budget. The Strafford School Project Team was able to return $6 to the Town due to diligent design and project management.

Engaging Owner & Stakeholder

The process for engaging Town Hall staff, Town Officials, and other stakeholders begins at the earliest stage of the project and continues through construction and occupancy. Our approach involves the following:

- Establishment of the Project Team, including Town Hall staff, other stakeholders, Architect, consulting Engineer(s) as needed, General Contractor and any relevant subcontractors who are critical to the design phase
- Set project Goals and Expectations
- Determine strategy to meet Goals and Expectations
- Establish a project schedule and timeline
- Determine the method and means of communication among Team members
- Solicit information from Town Hall staff and other building users
- Outline energy and indoor environmental quality goals
- Regularly scheduled meetings to evaluate the process
- Post-occupancy consultations and adjustments of building systems

Efficiency

Our commitment to energy efficiency and healthy working environment extends well beyond the typical measures of low wattage bulbs and well insulated exterior walls. We believe that a building's systems have to work in harmony to create functional, and comfortable spaces for healthy and productive occupants.

Additionally, efficient systems working together create durable, long-lasting buildings that continue to serve the public well into the future. Some of the standards and guidelines that we follow to meet energy goals include LEED, Energy Star, and ASHRAE. The 2009 International Existing Building Code and the 2009 International Energy Code will provide conformance guidelines.
SECTION III

Relevant Experience of the Respondent
- Portsmouth City Hall Boiler House
  Portsmouth, NH

  **Scope of Work:** Facility Assessment & Restoration
  **Date of Completion:** June 2012
  **Reference:** Rick Dolce
                (603) 427-1530

  The Portsmouth City Hall Boiler House project began with a facilities analysis to examine existing conditions and provide a report including structural, mechanical, electrical and historical components to be upgraded along with the central boilers which service the City Hall Complex. The project is currently in the review and bidding phase awaiting budget approval.

- Boscawen Municipal Office & Police Department
  Boscawen, New Hampshire

  **Scope of Work:** Historic Renovations & Addition
  **Reference:** Michael Wright - Town Administrator
                603-796-9188

  This 13,000 s.f., $1.45 million project included the adaptive reuse and restoration of the historic 1866 Penacook Academy into the Boscawen Municipal Offices. The attached 1960s elementary school was also converted into the Boscawen Police Department.

- Londonderry North Fire Station
  **LEED - Silver**
  Londonderry, NH

  **Scope of Work:** New Fire Station Facility
  **Date of Completion:** February 2011
  **Reference:** Chief Darren O’Brien
                603-432-1124

  The 7,400 s.f. North Fire Station services the northern tier of the city. The facility houses 4-6 full-time emergency responders. This station has achieved the first LEED certification for a fire station in the State of New Hampshire reaching Silver level under the U.S.G.B.C. LEED for New Construction program and was funded primarily through ARRA funding.
Hopkinton Dept. Public Works
Hopkinton, NH

Scope of Work: New Construction
Date of Completion: October 2013
Contact: Neal Cass - Town Administrator
         (603) 746-3170
Delivery Method: Design-Build

The 13,750 SF pre-engineered metal building houses DPW employees and equipment. The exterior is constructed of energy efficient insulated wall and roof panels. The interior includes offices, ADA restrooms with showers, and locker rooms. A mezzanine above the office space is designed for additional storage and equipment. Building systems include a complete fire protection system with sprinklers, as well as radiant heating in the concrete slab flooring powered by a biomass boiler system.

Durham Town Offices
Durham, New Hampshire

Scope of Work: Space Needs Assessment & Schematic Design
Reference: Todd Selig - Town Administrator
           603-868-5572

The Durham Town Office Space Needs Assessment consisted of two phases: The first included a space needs analysis of the existing building. The second phase included a facilities assessment and schematic design of an existing building for the potential renovation to accommodate Town Offices.

Strafford Elementary School
Strafford, NH

Scope of Work: Addition / Renovation
Date of Completion: 2011
Project Cost: $5,600,000
Contact: Dr. Michael Ludwell - Superintendent SAU 44
         (603) 942-1290

The Strafford Elementary School project began with a programmatic space needs study and an investigation into the existing building envelope and HVAC systems. Schematic design led to efficiency improvements in the mechanical systems and an infill addition in the current courtyard space.
Gale Memorial Library
Location: Laconia, New Hampshire
Owner: City of Laconia
Architect: J. Stewart Roberts Associate, Inc.
Contract Amount: $3,327,500.00
Square Feet: 10,000 Addition 11,000 Renovation
Completion Date: October 2005

Hampstead Public Library
Location: Hampstead, New Hampshire
Owner: Town of Hampstead
Architect: Tenant Wallace Architects
Contract Amount: $523,200.00
Completion Date: July 2004

Laconia Waste Water Facility
Location: Laconia, New Hampshire
Owner: State of New Hampshire DES
Architect: H.L. Turner Group
Contract Amount: $201,600.00
Square Feet: 8,600
Completion Date: December, 2003

Bridgewater Safety Complex
Location: Bridgewater, New Hampshire
Owner: Town of Bridgewater
Architect: Brackley Shaw
Contract Amount: $500,000.00
Square Feet: 7,200
Completion Date: December 2003

Laconia Police Station
Location: Laconia, New Hampshire
Owner: City of Laconia
Architect: SMRT
Contract Amount: $2,656,410.00
Square Feet: 18,000
Completion Date: May 2003
Carroll County Resource Center
Location: Tamworth, New Hampshire
Owner: Tri-County Community Action
Architect: Tenant Wallace Architects
Contract Amount: $2,283,000.00
Square Feet: 12,000
Completion Date: August 2002

Cook Memorial Library Additions & Renovations
Location: Tamworth, New Hampshire
Owner: Town of Tamworth
Architect: Dennis Mires
Contract Amount: $536,465.00
Square Feet: 5,200
Completion Date: December 2001

Bureau of Emergency Communications
Location: Laconia, New Hampshire
Owner: State of New Hampshire
Architect: State of New Hampshire
Contract Amount: $1,055,900.00
Square Feet: 7,500
Completion Date: May 2001

Glenciff Home Renovations
Location: Glencliff, New Hampshire
Owner: State of New Hampshire
Architect: Team Design, Inc.
Contract Amount: $382,900.00
Square Feet: 5,500
Completion Date: October, 2000

Humphrey Road Recreation Facility
Location: Derry, New Hampshire
Owner: Town of Derry
Architect: Udelsman Associates
Contract Amount: $424,424.00
Square Feet: 5,600
Completion Date: September, 2000
Alexander Carr Pavilion
Location: Derry, New Hampshire
Owner: Town of Derry
Architect: Udolsman Associates
Contract Amount: $103,400.00
Square Feet: 1,400
Completion Date: September 2000

Winham Fire Station
Location: Windham, New Hampshire
Owner: Town of Windham
Architect: Landry Architects
Contract Amount: $1,712,300.00
Square Feet: 16,000
Completion Date: May 2000

Chester Fire Station
Location: Chester, New Hampshire
Owner: Town of Chester
Architect: Team Design Inc.
Contract Amount: $529,000.00
Square Feet: 8,700
Completion Date: June 1999

Lincoln Municipal Building
Location: Lincoln, New Hampshire
Owner: Town of Lincoln
Architect: Samyn-D’Elia Architects, P.A.
Contract Amount: $963,600.00
Square Feet: 12,200
Completion Date: December 1998

Gordon-Nash Library ADA Renovations
Location: New Hampton, New Hampshire
Owner: Gordon-Nash Library
Architect: Frank P. Marinace Architects, P.A.
Contract Amount: $70,200.00
Square Feet: 3,000
Completion Date: June 1998