



TOWN OF GILFORD

BOARD OF SELECTMEN
47 Cherry Valley Road
Gilford, NH 03249

REQUEST FOR PROPOSALS ARCHITECTURAL SERVICES PUBLIC WORKS FACILITIES BUILDINGS January 12, 2023

The Town of Gilford is soliciting proposals for professional consulting services related to the design of a new Public Works administrative and maintenance facility and the repurposing of the existing building as a cold storage facility.

GENERAL INFORMATION

The Gilford Department of Public Works consists of five divisions: Administration, Highways, Buildings & Grounds, Vehicle Maintenance, Solid Waste, and Sewer. With the exception of solid waste services that are operated out of a separate, off-site facility, all of the other operations are managed at the existing headquarters facility situated on 34 acres at 55 Cherry Valley Road (Map/Lot 226-54).

There are currently twenty-one full time employees and one part-time employee who will be working in the new facility, (1 Director, 1 Operations Manager, 1 Secretary, 1 Clerk, 3 Mechanics, 1 Sewer System Operator, 1 Highway Superintendent, 1 Buildings & Grounds Superintendent, 2 Equipment Operators, 4 Truck Drivers, 4 Laborers, and 2 Custodians).

The current fleet includes: 2 Front-End Loaders, 2 Backhoes, 1 Excavator, 2 Skidsteers, 1 Trailer-Mounted Jet-Rodder unit, 1 John Deere 6105 Tractor, 1 Street Sweeper, 1 3-Ton Roller, 2 Wood chippers, 6 Dump Trucks, 3 Light Duty Dump Trucks, 6 Pick-up Trucks, 2 Vans, 3 SUVs, and multiple trailers. The DPW is also responsible for maintenance of 16 police and 14 fire emergency response vehicles as well as associated trailers.

The existing operations building is two stories consisting of approximately 11,520 total square feet, of which 2,592 square feet on the main level is allocated for administrative purposes and 8,928 square feet on the lower level is allocated primarily for vehicle maintenance related purposes along with a combined employee kitchen/locker room. There are also two attached sheds – one for tools and the other for storage of chemicals. This building will be repurposed as a cold storage facility, thereby reducing the need for storage space in the new facility.

Additional DPW structures on-site include a combination salt shed and cold storage building, a sand storage shed, and a dilapidated six-stall sander storage facility. The

Town does not anticipate moving any of these facilities, however, a new sander storage facility will be desired as part of the new building project.

There are also numerous exterior storage areas designated on-site for aggregates, equipment, vehicles, supplies, and miscellaneous surplus objects.

The DPW operations site is bisected by Gunstock Brook, which traverses under an access road through a 50'L x 24'5"W x 8'11"H aluminum arched culvert built in 1986.

Most of the pavement around the site is in poor condition and will require resurfacing (if needed) as part of the project to ensure proper drainage and improve the overall aesthetics and maintenance (snow removal) of the property.

The existing building is serviced by a 1988 Caterpillar Model 3116 generator (100 Kw/480 Volt) using diesel fuel and a waste oil heater. It is unlikely that these appliances will be needed for the cold storage facility, so a determination will have to be made on their potential re-use.

SCOPE OF SERVICES

The below tasks constitute the work to be performed by the consultant engaged by the Town.

Task 1 Space Needs Analysis

The Town has decided it needs to construct a DPW facility somewhere on the site of the current facility. The consultant will be required to assist the Town in recommending an appropriate footprint and layout for the new facility by taking into account current and future space needs, with an estimated design life of 30-40 years. Space needs should be based upon professional estimations and prior construction experiences for comparable or similar facilities.

The consultant will be required to provide a detailed analysis (with supporting background information) in the form of recommendations for dimensions of workspaces to perform the following functions:

- Vehicle/Equipment Maintenance Bays suitable for both light duty and heavy duty vehicles and equipment. (to include ventilation for exhaust, re-use of existing portable vehicle lifts and installation of new vehicle lifts as needed)
- Small Equipment/Gantry Bay/crane
- Welding/fabrication Bay
- Paint Bay/booth (to include ventilation for fumes)
- Wash Bay
- Chemical Storage
- Tire Storage & Tire Repair Area
- Tools, Parts & Supply Storage
- Custodial Supplies Storage
- Building & Grounds Workshop (to include collection & ventilation for sawdust)

- Unisex Restroom
- Mechanical Room
- Plow & sander storage area
- Bunk Room
- Training/Lunch Room
- Full Kitchen
- Conference Room
- Restrooms with showers and lockers: male and female (ADA compliant)
- Office space for Director, Operations Manager, Sewer Superintendent, Head Mechanic, Highway Superintendent, Buildings & Grounds Superintendent, Custodial Staff, Clerks, Interns, and future growth
- Public Reception Area
- Secretary's Work Area
- Plan & File Storage Room with plan table

It is expected that concurrence with the DPW Building Needs committee and the Board of Selectmen will be required at this point before the project moves ahead to Task 2.

Task 2 Site Analysis

Once the Town has accepted the preliminary space needs estimates and square footage requirements, the consultant will be required to assist the Town in choosing the location for the new facility while also taking into account geologic and environmental conditions, permitting, site preparation costs and the impact of the proposed site on existing operations. It is anticipated the consultant will make at least two recommendations (with cost estimates for subsurface work including grading and excavation, foundation and flooring, drainage, erosion controls, etc.) based upon the analysis performed.

Task 3 Existing Building Renovations

The consultant shall be required to prepare design specifications for renovations to the existing building as follows:

- Removal of the existing wood-framed roof, upper and lower level interior walls – except for load bearing walls (if any are required), upper level floors, all plumbing and bathroom appliances, electrical wiring and fixtures, and heating system components.
- Removal of existing exterior siding and repairs to the existing lower level wood-framed exterior walls and foundation as needed.
- Construction of new wood-framed roof storage trusses on top of the repaired exterior walls and foundation to enable the lower level to be fully utilized for truck, and equipment storage with appropriate ceiling heights.
- Any available square footage of the upper level shall be used for storage purposes in a single room. The load level capacity rating for the second floor storage shall be 250 lbs/sf.

- Installation of a new metal roof, new siding, new windows and exterior doors. (NOTE: there will need to be some type of manual opening bypass on each of the overhead doors.)
- Installation of new LED lighting fixtures and electrical systems.

Task 4 Preliminary Conceptual Design of New Facility & Preparation of Cost Estimates

Upon the completion of Tasks 1-3, the consultant will be required to submit at least two conceptual architectural building renderings that show a proposed interior floorplan and exterior elevation suggestions for the new facility that illustrate all four sides and the roof along with preliminary cost estimates.

As part of the cost analysis task, the consultant shall be required to provide recommendations on HVAC options for new facility, however, neither the use of individual heat pumps nor a geothermal system for climate controls are desired. The use of radiant floor heating for the Vehicle/Equipment Maintenance Bays should be included in the evaluation. Air conditioning for the entire building shall also be evaluated.

All building designs must conform to all applicable building codes, (structural, plumbing, electric, fire safety. etc.) as otherwise required by New Hampshire law.

It is anticipated that all office workspaces in the new facility shall be equipped with multiple telephone, ethernet (category 6 cable) and coaxial cable television connections in addition to electric power as otherwise required by applicable building codes.

The cost estimates developed shall take into account all foreseeable expenses to the Town to bring the project to completion, including, but not limited to final design, architectural services, engineering services, outside consultants, demolition, disposal, materials, labor, site work, and DPW operational components (such as lifts, compressed air distribution, lubricant distribution, appliances, furniture etc.) It is anticipated construction will begin in April of 2025 and the architects' estimates will be used to secure funding approval by the voters at a Town Meeting.

The proposed report shall include detailed cost estimates for all aspects of design and construction and provide for unanticipated contingencies to the greatest extent possible. The Town reserves the right to make changes to preliminary designs based upon cost estimates in order to develop a final project budget that is likely to be approved by the voters as may be ultimately determined by the Board of Selectmen.

Task 5 Final Design

Upon completion of Task 4 and approval by Town officials of the existing building renovations and new building design concept, the consultant will be required to prepare final designs (in the form of construction drawings and material specifications) to be used as the basis for permits, bid solicitations and construction. Components of the final design shall include detailed specifications for all construction aspects of the project, including, but not limited to items such as concrete, structural, mechanicals &

plumbing, electrical & LED lighting, siding & insulation, windows & doors, roofing, flooring, interior walls, ventilation, paving, etc.

The Town will want to review and provide comments on the development of construction drawings and bid documents at 35%, 70% and 100% completion levels. Draft documents may be submitted to the Town electronically.

Task 6 Bid Assistance

Upon approval of the final designs by Town officials, the consultant will be required to prepare a bid specifications and documents for potential bidders, assist the Town with pre-bid meetings, responding to bid inquiries, preparing bid addendum, performing a review and tabulation of bids received and identification of the apparent lowest qualified bidder.

Task 7 Construction Observation

Upon acceptance of the bid and award of a construction contract by the Town, the consultant shall be required to act as the Town's project architect and oversee construction compliance with the bid specifications, process all change orders, determine significant completion, prepare punch lists and determine project completion. It is anticipated the project will require a full-time clerk of the works to be provided by the architectural firm. The Town shall be responsible for all fees associated with product testing during the construction phase, however, testing requirements shall be developed by the project architect.

GENERAL CONDITIONS:

Indemnification: The Town's insurance carrier (Primex) does not permit it to indemnify any contractors or their agents for services performed. Therefore, the Town will not agree to any indemnification contract language for any of the parties involved in this project.

Ownership of documents: It shall be understood and agreed by all parties that once the Town has fully paid for any work performed under this RFP and all activities related thereto, the Town shall not relinquish any ownership rights to the documents and records that may be generated on its behalf. (In other words, the Town shall own the work and products it pays for.)

The Town of Gilford assumes no responsibility for any costs associated with the preparation of proposals or participation in the selection process in response to this RFP.

The Project Manager for the Town shall be the Director of Public Works, in consultation with the Town Administrator; however, the project owner shall at all times be the Gilford Board of Selectmen.

Questions or concerns about this Request for Proposals should be addressed in writing to Meghan Theriault, Director of Public Works at dpwdirector@gilfordnh.org.

PROPOSAL REQUIREMENTS:

Due Date:

Proposals are due to be received by the Town no later than 4pm, Friday, February 17, 2023. Reply to the Department of Public Works, 55 Cherry Valley Road, Gilford, NH 03249. It is requested that nine hard copies and one electronic copy be submitted. This is not a sealed bid process and all documents received are subject to the provisions of the New Hampshire Right To Know Law (RSA 91-A). It is anticipated that a "short list" will be developed for further review by the DPW Building Needs Committee, to include the likelihood of "interviews" during late February or early March. It is also anticipated that the Board of Selectmen will select the "winning proposal" at a public meeting scheduled for March 22, 2023.

Approach strategy & timeframes:

The proposal should include a brief summary of the consultant's understanding of the project and describe the general approach to be used with timeframes for the completion of each task along with the expectations you have of the Town's participation and obligations. Describe in detail how the consultant intends to work with Town staff. There should be a breakdown by task of the anticipated meetings that will take place and the estimated hours assigned to its staff for each task. It is important that the selected consultant be capable of providing evidence of its commitment and past results in responding to its client's needs in a timely manner, completing projects on time, and its ability to do this project efficiently with flexibility and creativity.

Fees:

The proposal must include a total, not to exceed fee for Tasks 1-5, broken down by task. Task 6 fees shall be time and materials based upon estimated hours. Fees for services shall include all deliverables and subcontractor expenses (if any), except for reimbursements for the copying of bid documents and specifications. A summary of the firm's billing practices should also be provided.

Project team (personnel & subcontractors):

The proposal should include a list of all personnel and subcontractors (with their personnel, if applicable) to be assigned to the project with a list of each person's responsibilities, credentials and past experiences.

Project experience:

The Town is seeking a firm that has extensive experience in the design of a public works facility or facilities designed to accommodate similar work environments, which include vehicle fleets, maintenance service, storage, 24/365 emergency response and administrative staff. The proposal should include a list of at least five (5) relevant projects in which the firm and/or its personnel played a key role. A summary of the firm's history should also be included.

References:

The proposal must include a list of at least five (5) client references (with contact information) for related services performed within the past ten (10) years. A description of those pertinent projects should also be included with a list of the services provided by key personnel to be engaged in the Gilford DPW project. (Prior experience on municipal DPW facilities will be considered as part of the Town's proposal evaluation process.)

Insurances:

Proposals must include a copy of sample insurance certificates with dollar coverage amounts to cover assigned personnel who will be engaged on behalf of the Town. The Town reserves the right, however, to negotiate additional terms and coverages upon acceptance of the proposal. In addition, the Town will require an original certificate of insurance with a cancellation limitation clause that identifies the Town of Gilford as an additional insured prior to the start of any actual work.

Proposed contract with waivers and exclusions:

Provide a sample contract form to be used as a basis for an agreement with the Town of Gilford, with the understanding that both parties reserve the right to negotiate all actual terms and conditions to achieve mutual agreement. Contract proposals should list all waivers, limitations and exclusions, however, it must be noted that the Town will not agree to limit the professional liability of the Towns Consultant to the value of the contract. Contract proposals should also include reference to this RFP as a basis of understanding.

Conflicts of interest:

The proposal must include a statement on how the firm will prevent or mitigate any perceived conflicts of interest that may exist based on relationships with Town officials or other clients.

Withdrawal of proposal:

Any of the consultants who submit a proposal in response to this RFP may withdraw their proposal at anytime in writing prior to the execution of a contract, in which case the Town shall turn to the next best qualified firm (using its sole discretion) for the negotiation of a contractual agreement.

Additional information:

Proposals should include a statement regarding any past, present or pending litigation with a governmental agency or other owner.

Interested consultants are invited to include any additional information they deem necessary to demonstrate the respondent is adequately prepared in technical experience to meet the needs of the Town on this project.

While not required as a prerequisite for submitting a proposal, any site plans, floor plans or schematic drawings representing the consultant's initial conceptual thinking about this project would be welcome and will be viewed as strengthening the overall proposal.

Proposal evaluation and basis for award:

The Town reserves the right to accept or reject any proposal and to waive minor defects or informalities; and to request additional information from prospective consultants. The evaluation and selection of the best qualified firm is not intended to be a process of determining the low bid. Ultimately, the Town shall base its decision upon the following criteria:

- Capacity and skill to perform the services requested
- Understanding of the project
- Previous design and construction of similar facilities, including but not limited to public works garage and administrative offices.
- Any past projects or relationships with the Town of Gilford
- Reasonableness of timeframes offered
- Quality and thoroughness of the proposal
- Performance during the interview process
- Fees
- Sufficiency of resources
- Travel distances to the Town from the consultant's base of operations of key personnel
- Any other applicable factors as the Town may determine to be necessary and appropriate