



TOWN OF BARRINGTON

NEW HAMPSHIRE

Town Hall Building Committee Charge

1. Follow all Right to Know (RSA 91-A) rules for public meetings including posting, open meetings and minutes. This is an advisory subcommittee of the Select Board which will have oversight and approval authority on recommendations.
2. Review recent design-build projects/bid documents. Develop a request for qualifications (RFQ) for the design-build of the Barrington Town Hall. This RFQ should include all design requirements as decided by the Building Committee. Submit the RFQ to the Select Board as a recommendation, include recommended deadlines and dates.
3. Review previous plans, designs, and studies to be used as a resource for developing design requirements.
4. Work with Town Hall Department Heads to incorporate site design needs into the design parameters.
5. While developing design requirements, prepare a recommendation to the Board which includes essential/mandatory items and alternatives for those items which are valuable but not essential.
6. Prepare an advertising recommendation including a list of firms to send the document directly to and identify other locations to achieve broad participation in the responses.
7. Once the Select Board advertises the RFQ, the Building Committee will be responsible for reviewing and answering questions of the respondents. Substantive answers may require input from the Select Board. All answers or changes should be shared with all interested firms responding to the RFQ (allowing any bid already received to be altered based on the additional information).
8. The Request for Qualifications will be collected at the Town Hall and returned to the Building Committee for review. The Building Committee is expected to review the responses, including interviews, and make a recommendation to the Board. The Committee is asked to recommend a first, second, and third choice to the Board. The Select Board will award the project.
9. The Building Committee will not participate in the construction phase of this project.