Town of Barrington, New Hampshire Request for Qualifications

For

Town Offices Design-Build Services



Due: Thursday, September 19, 2019

No later than 12:00pm

Deliver by USPS to:
Town of Barrington
Qualifications for Barrington Town Offices
PO Box 660
Barrington, NH 03825

Deliver in person or by UPS/FedEx to:
Town of Barrington
Qualifications for Barrington Town Offices
333 Calef Highway
Barrington, NH 03825

Questions to Conner MacIver, Town Administrator
(603) 664-7395

cmaciver@barrington.nh.gov
www.barrington.nh.gov



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

Request for Qualifications – Town Offices Design-Build Services – 2019

Table of Contents

SECTI	ON 0 – INTRODUCTION	3
SECTI	ON 1 – BACKGROUND	4
1.1	History: Seeking a Permanent Town Hall	4
1.2	Project Description	5
1.3	Operations	7
1.4	Special Considerations	8
SECTI	ON 2 – GENERAL INFORMATION/REQUIREMENTS	10
2.1	Process	10
2.2	Requirements	10
SECTI	ON 3 – SCOPE OF SERVICES	12
3.1	In Progress or Completed (Outside of Scope)	12
3.2	Scope of Services	13
SECTI	ON 4 – SUBMISSION REQUIREMENTS	14
4.1	Availability to Undertake the Project	14
4.2	Experience with Providing Design-Build Services	14
4.3	Qualifications of Design Build Contractor	15
4.4	Ability to Manage Construction Safety and Risk	1 <i>6</i>
SECTI	ON 5 – EVALUATION AND SELECTION	17
5.1	Evaluation of Qualifications	17
5.2	Selection Process	17
5.3	Anticipated Selection Timeline	18
SECTI	ON 6 – COMPANY IDENTITY	19
SECTI	ON 7 – APPENDIX AND RESOURCES	20
7.1	Appendix A – Lot Creation Subdivision Plans	20
7.2	Appendix B – Space Needs	20
7.3	Appendix C – Previous Barrington Town Hall Materials	20
7.4	Appendix D – Town Hall Building Committee	20
7.5	Resources	20

Request for Qualifications – Town Offices Design-Build Services – 2019

SECTION 0 – INTRODUCTION

The Town of Barrington, New Hampshire, is seeking statements of qualifications pertaining to the design and construction of a Town Offices facility. **This \$1.9 million project was approved by voters in March of 2019**. The facility will be approximately 10,000 square feet, replacing a rented facility used since 2011. Starting in 2011, over \$400,000 has been spent on various plans, designs, and studies. These materials will be available to the selected firm. The facility will be constructed on a six-acre parcel of undeveloped land on Calef Highway (Route 125). This project will be designed during fall/winter 2019/2020 and constructed during spring/summer 2020.

All interested firms are invited to a non-mandatory meeting on Wednesday, September 4th which will be followed by a site visit. At this meeting, the Town Hall Building Committee and Town Administrator will be available to answer questions and provide additional information. An official amendment to this request for qualifications will be issued after the meeting providing all questions, answers, and additional information discussed at the meeting. This meeting will be held at 7:30am at the Barrington Fire Station (774 Franklin Pierce Highway), firms are encouraged to RSVP to Conner MacIver (cmaciver@barrington.nh.gov) by September 3rd.

All statements must be received by, 12:00 PM, prevailing time, on September 19, 2019. Interested parties must submit twelve (12) copies of their statements (plus an electronic version) each marked with the company name, address, and "Qualifications for Barrington Town Offices". The responses shall contain the information required, in the sequence listed, and be duly tabbed for easy location and evaluation. Statements should be addressed to the Town of Barrington, "Qualifications for Barrington Town Offices", 333 Calef Highway, PO Box 660, Barrington, NH 03825. The Town of Barrington reserves the right to reject any and all statements. Based upon the submitted information, qualified candidates will be scheduled for interviews on September 30th or October 1st.

Copies of the request for qualifications may be obtained, without charge, from the Barrington Town Offices at 333 Calef Highway, Barrington, NH 03825, telephone number (603)-664-9007, or on the Town's website using the following link: https://www.barrington.nh.gov/home/bids/town-offices-request-qualifications. If you wish to receive automatic notification regarding additional information or amendments to the this RFQ, please submit your contact information at that web address.

The Town of Barrington reserves the right to accept or reject any or all proposals and/or to limit the project to a portion, based on the availability of funds and/or as deemed in the best interest of the Town.

Approved: August 26, 2019 Page 3 of 21

Request for Qualifications – Town Offices Design-Build Services – 2019

SECTION 1 – BACKGROUND

1.1 History: Seeking a Permanent Town Hall

- 1.1.1 In 2011 employees of the Barrington Town Offices vacated the former school located on Ramsdell Lane (previously Province Lane) due to flooding, mold, and asbestos. At that time, the Town began renting the property at 333 Calef Highway as Town Offices. Between 2011 and 2019 voters were presented with multiple renovation and new construction approaches to a permanent Town Hall.
- 1.1.2 Through the various failed attempts, Town officials refined the space needs, designs, and the approach to achieving voter support. More than \$400,000 has been spent on designs, space needs analyses, and bid documents. In 2019, the Select Board presented voters with a proposal to design-build a Town Hall of less than 10,000 square feet for \$1.9 million. The design-build approach is especially appropriate to this project due to the time and money which has already been spent determining what Barrington needs from a Town Hall. This proposal received support from the community which voted to appropriate the funds.
- 1.1.3 After receiving approval for the project, the Select Board created the Town Hall Building Committee. The Town Hall Building Committee Charge can be found in the Appendix and Resources (Section 7). The Select Board appointed three (3) community members, three (3) staff members, and two (2) Select Board members:
 - Casey O'Brien, Chair
 - Community Member
 - Conner MacIver, Secretary
 - Town Administrator
 - Andrew Knapp
 - Select Board Chair
 - George Bailey
 - Select Board Member
 - Brian Lenzi
 - Community Member
 - Robert Tessier
 - Community Member
 - John Huckins
 - Building Inspector/Code Enforcement Officer
 - Paul Sanders
 - Facilities Manager

Approved: August 26, 2019 Page 4 of 21

Request for Qualifications – Town Offices Design-Build Services – 2019

1.2 Project Description

- 1.2.1 The Land: The six-acre lot was recently subdivided from tax map 223, lot 26. Plans from the approved subdivision can be found at Appendix A (lot is labeled as "C1"). This a raw lot which has not previously been developed and there are no existing structures, services, or utilities. The lot is mostly flat with wetlands reducing the buildable envelope to approximately four-acres. As seen in Appendix A, the access to this lot will be from the newly constructed road which bisects the lots labeled "C1" and "C2". This parcel shall be developed in such a way that would allow for future expansion or additional municipal facilities. Development will include; the building, parking area, utilities, landscaping, drilled well, septic system, and associated site improvements. This lot is located ¼ mile north of the current Town Offices at 333 Calef Highway.
- 1.2.2 The Building: This municipal office building will house the following Town Departments; Town Clerk's Office, Tax Collector's Office, Planning and Land Use Office, Assessing/Building Inspection/Code Enforcement Office, Finance/Administration/Select Board Office. The building's primary function will be to serve the public. At this time, the facility will be staffed daily by eleven (11) full-time employees and three (3) part-time employees. The meeting room will serve as the Town's primary emergency operations center (EOC).

Approved: August 26, 2019 Page 5 of 21



Request for Qualifications – Town Offices Design-Build Services – 2019

1.2.3 The Space Needs: Please see below for the anticipated space needs as refined from multiple, professional, space needs analyses. The building shall be less than 10,000 square feet. See Appendix B for document.

	, I	1.1	
Administration			
Town Administrator	270 ft. ²		
Welfare	200 ft. ²	Planning and Land Use	
Finance Director	140 ft. ²	Planner	150 ft. ²
Files/Copy/Storage	130 ft. ²	Files/Copy/Storage	150 ft. ²
Finance Officer	100 ft. ²	Plan Review	120 ft. ²
	840 ft. ²	Counter/Lobby	100 ft.^2
Select Board		Administrative Assistant	80 ft. ²
Files/Copy/Storage	130 ft. ²		600 ft. ²
Administrative Assis	stant 100 ft. ²	General and Meeting	
	230 ft. ²	Meeting Room	1,025 ft. ²
Town Clerk		Secure Storage	$1,000 \text{ ft.}^2$
Counter	270 ft. ²	Mechanical/Data	500 ft. ²
Vault/Archive	270 ft. ²	Restrooms	450 ft. ²
Office	150 ft. ²	Conference Room	300 ft.^2
Files/Copy/Storage	150 ft. ²	Break/Lunch Room	200 ft. ²
Private Meeting	100 ft. ²	General Storage	200 ft. ²
	940 ft. ²	Facilities	100 ft.^2
Tax			3,775 ft. ²
Tax Collector	160 ft.^2		
Deputy Tax Collecto		Net Area	7,615 ft. ²
Counter/Lobby	80 ft. ²		
Files/Copy/Storage	60 ft. ²	Circulation, Walls, and Voids	
	400 ft. ²	Circulation at 20%	1,525 ft. ²
Building and Assessing		Walls/Voids at 10%	760 ft.^2
Building Inspectors	240 ft.^2		2,285 ft. ²
Work/Meeting Area			
Files/Copy/Storage	150 ft. ²		
Plan Review	100 ft.^2	Cross Square Foot	οσο
Counter/Lobby	100 ft. ²	Gross Square Footage	
Administrative Assis	stant 80 ft. ²	9,900 ft. ²	
	830 ft. ²		•

1.2.4 The Design: The selected firm will provide design services for this project.

Approved: August 26, 2019 **Page 6 of 21**



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

Request for Qualifications – Town Offices Design-Build Services – 2019

This project differs slightly from a traditional design-build approach due to the well-developed designs, plans, and bid documents which exist. It will be unnecessary for the selected firm to start the design from scratch. Please see Appendix C for the most recent design set. Aspects of this project have changed, including the location; please use these documents as a reference to better understand the type of project expected. Documents include the 2015 Town Hall Project Manual and the 2015 Town Hall Bid and Construction Set.

1.2.5 Project Oversight: The Town will employ the professional services of a Clerk of the Works. This position will have the authority to exercise independent judgement and approve minor change orders. The Select Board will monitor the project and will be involved in significant decision-making and change orders.

1.3 Operations

- 1.3.1 General: The Town Offices serve the 9,000 residents of Barrington. This facility is also the hub for Barrington's separately located services; Police, Fire, EMS, Recreation, Library, Highway, and the Transfer Station. The Town Offices are trafficked on a daily basis by members of the public, employees, and commercial interests.
- 1.3.2 Finance/Administration/Select Board: The Town Administrator, Finance/Human Resources Director, Finance Officer, Municipal Office Administrator, and Welfare Caseworker will work from one unit in this facility. This unit primarily serves internal services functions with occasional outside visitors. These offices should accommodate private conversations, security, mail distribution, and flexible workspace (for visiting Department Heads and staff).
- 1.3.3 Town Clerk: The Town Clerk, Deputy Town Clerk and a Town Clerk Assistant will regularly be staffed in this office. The Town Clerk's office is the most regular, heavily-trafficked, office in the facility. On a monthly cycle, residents visit this office to register vehicles, trailers, boats, and dogs. The public also visits this office for vital records and election-related activities. This office will have three service windows situated in a way to prioritize the customer service experience and minimize disruptions. The service windows should be isolated from lobby and waiting area noise. The recent renovations to the Durham Town Hall effectively isolate the acoustics of patrons waiting and patrons being served. This office will

Approved: August 26, 2019 Page 7 of 21



Request for Qualifications – Town Offices Design-Build Services – 2019

house a vault for records retention and security.

- 1.3.4 Tax Collector: The Tax Collector and Deputy Tax Collector will work from this office. This office accommodates year-round traffic with much heavier traffic during the twice-annual tax bill due dates. The two service windows should allow private conversations without interruption from lobby or waiting area noise.
- 1.3.5 Planning/Land Use: The Town Planner and Land Use Administrative Assistant will work from this office. The functions of this office are planning and land use which serve developers and residents alike. This office will utilize plan storage, large format scanning, and large screen plan viewing. This office should be co-located with the Building Inspection office with a shared meeting area to review plans and meet with residents or commercial entities.
- 1.3.6 Assessing/Building Inspection/Code Enforcement: The Building Inspector/Code Enforcement Officer, Deputy Building Inspector/Code Enforcement Officer and Building/Assessing Administrative Assistant will regularly staff this office. Flexible space with two work stations will be available for assessing functions which are currently fulfilled by contracted services. Residents, contractors, builders, real estate agents, and many others frequent this office for a variety of services. This office should be co-located with the Planning/Land Use office with a shared meeting area to review plans and meet with residents or commercial entities.
- 1.3.7 Meeting Room/Emergency Operations Center: The 1,000 square foot meeting area should be a flexible/dividable space which can be isolated from the Town Offices. This room should be outfitted with audio/visual equipment sufficient for conducting and recording meetings and events. This space should be capable of serving as the emergency operations center, including generator-backup.

1.4 Special Considerations

- 1.4.1 Facility must meet needs of Barrington for a minimum of 50 years.
- 1.4.2 Facility must prioritize the safety and security of staff (use of access control system) and ensure separation of staff and the public.
- 1.4.3 Facility must meet the acoustic needs of the various operations. Sound-proofing for closed offices during confidential conversations; sound-dampening for the multiple service windows; isolation of mechanical equipment, etc.

Approved: August 26, 2019 Page 8 of 21



Request for Qualifications – Town Offices Design-Build Services – 2019

- 1.4.4 Facility must use climate-controlled zones for energy efficiency and maximum comfort.
- 1.4.5 Facility must maximize the use of natural light.
- 1.4.6 Firm should primarily employ tried and true means, methods, and materials; avoiding new and untested products/methods.
- 1.4.7 Systems should be BACnet compatible for future use of building management software.
- 1.4.8 Facility must utilize energy efficient means, methods, and materials. Including the consideration of heat pumps, insulated concrete forms, closed-cell insulation, etc. The Town shall be supplied with all necessary information for applicable rebate programs.
- 1.4.9 Facility needs to aesthetically fit into Barrington's rural character.
- 1.4.10 Compliance with all state and local laws, codes, fire codes, ordinances, and Americans with Disabilities Act (ADA).

Approved: August 26, 2019 Page 9 of 21

Request for Qualifications – Town Offices Design-Build Services – 2019

SECTION 2 – GENERAL INFORMATION/REQUIREMENTS

2.1 Process

- 2.1.1 The Town of Barrington is soliciting statements of qualifications to aid in the selection of a firm to provide design-build services for the design and construction of an approximately 10,000 square foot new Town Offices facility off Calef Highway in Barrington, NH. Statements of qualifications shall be in accordance with the terms, conditions, and requirements set forth in this request for qualifications.
- 2.1.2 This request for qualifications (RFQ) is the first step in a two-step process for selecting a design-build firm for the project. This RFQ provides the information necessary to prepare and submit qualifications for consideration and initial ranking by the Town of Barrington. The Town Hall Building Committee prepared the RFQ and will be evaluating the responses. Based on the initial ranking, the Town Hall Building Committee may select up to four (4) of the top ranked firms to participate in an interview process.
- 2.1.3 In the second step of the process, the highest-ranking qualified respondents will be requested to attend an interview with the Town Hall Building Committee to discuss the submission and answer additional questions. The submissions are due September 19th; the interview invitations will be announced on September 25th; and the interviews will be conducted on September 30th and October 1st. The Town Hall Building Committee will rank the finalists and make a recommendation to the Select Board. The Select Board will make the final selection on October 7th.

2.2 Requirements

- 2.2.1 Respondents shall indicate potential project personnel. Finalization of the design-build team will occur after a firm is selected.
- 2.2.2 Responses received after the response submission deadline will not be considered. Respondents are solely responsible for ensuring that their qualifications are delivered as required. Delays caused by any delivery service will not be grounds for an extension of the response submission deadline.
- 2.2.3 After the submission deadline (noon on September 19th), all information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public

Approved: August 26, 2019 Page 10 of 21



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

Request for Qualifications – Town Offices Design-Build Services – 2019

disclosure.

- 2.2.4 All deliverable documents including drawings, electronic files and correspondence shall become the property of the Town of Barrington to be used in any manner determined by the Town without further payment of any additional fees to the design-build contractor. The design team will furnish all as-built documents at no cost upon completion.
- 2.2.5 Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFQ process shall be at the sole risk and responsibility of the respondent. Respondents submit qualifications at their own risk and expense.
- 2.2.6 By submitting its qualifications in response to this RFQ, respondent accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" contractor(s) will require subjective judgments by the Town of Barrington.
- 2.2.7 At this time, the project will be funded with all local appropriations and will not require compliance with the Davis-Bacon Act or other wage requirements.
- 2.2.8 Statements, when received, shall be irrevocable for a period of ninety (90) calendar days following the date received. The Select Board's judgment shall be final, and the right is reserved by the Town, through its Select Board, to reject any or all statements as they may determine incomplete, and to waive defects in any form or minor irregularities where the best interest of the Town would be served.
- 2.2.9 Any clarifications or interpretations of this RFQ that affect or change its requirements will be distributed by the Town of Barrington to all respondents. All additional information will also be made available on the Town's website. Questions regarding this RFQ can be made to Conner MacIver, Town Administrator at (603) 664-7395, cmaciver@barrington.nh.gov. The deadline for questions September 12th.

Approved: August 26, 2019 Page 11 of 21

Request for Qualifications – Town Offices Design-Build Services – 2019

SECTION 3 – SCOPE OF SERVICES

3.1 In Progress or Completed (Outside of Scope)

- 3.1.1 The lot for this project was recently created through the subdivision process of the Town of Barrington Planning Board. The selected firm will not need to duplicate work already performed. Materials gathered and data collected for the subdivision process will be available to the selected firm. Contact information is listed in the Resources section (7.5) for the organizations which have already worked on this lot. The selected firm will not need to start from scratch for aspects which are in progress. See the following list for in progress or completed tasks.
 - Surveying (including topography, wetlands, and test pits)
 - Right of way research
 - Traffic control and detour plans
- 3.1.2 The Town of Barrington is advised by a Technology Committee comprised of Information Technology experts from the community. This group will be responsible (in conjunction with the Select Board) for selecting the data center engineering firm/network infrastructure company. Technology is a critical component of the Town Offices and will be able to invest the time and resources to select the most appropriate sub-contractor for this aspect of the project. The contracted cost for this aspect of the project will not be included in the contract with the select firm. Additionally, the Town is willing to add language to the contract limiting the general contractor's responsibility for the performance of this, Town-selected, sub-contractor. The selected general contractor will be solely responsible for the supervision and scheduling of this sub-contractor in the same capacity as other sub-contractors. The scope of this sub-contractor will be as follows:
 - All data runs
 - Patching
 - Labeling and numbering
 - Fiber optic runs
 - Wire trays
 - Certifying data cables

Approved: August 26, 2019 Page 12 of 21

Office of the Select Board Request for Qualifications – Town Offices Design-Build Services – 2019

3.2 Scope of Services

- 3.2.1 The selected firm shall provide services to the Town of Barrington in some or all of the following areas:
 - Surveying
 - Town Offices design (preliminary and final)
 - Insuring that plans and construction meet all codes and ordinances
 - Permitting and payment of all permits, fees, and costs
 - Coordination of wetland, environmental and historic concerns
 - Meeting with Select Board, Clerk of the Works, and Town Hall Building Committee as necessary
 - Shop plan review
 - Construction
 - Construction inspection and field review
 - Impacts on abutting properties
 - Meeting with regulatory agencies
 - Utility relocation and coordination
 - Special inspections
 - Geotechnical engineering
 - As built drawings

Approved: August 26, 2019 Page 13 of 21

Request for Qualifications – Town Offices Design-Build Services – 2019

SECTION 4 – SUBMISSION REQUIREMENTS

Respondents shall carefully read the information contained in the following criteria and submit a qualifications package which contains all of the information requested for this RFQ. Incomplete qualifications will be considered non-responsive and subject to rejection. Interested parties must submit twelve (12) copies of their statements (plus an electronic version) each marked with the company name, address, and "Qualifications for Barrington Town Offices". The responses shall contain the information required, in the sequence listed, and be duly tabbed for easy location and evaluation.

4.1 Availability to Undertake the Project

- 4.1.1 Provide a statement on the availability and commitment of the respondent, its principal(s) and assigned professionals to undertake the project.
- 4.1.2 Provide a proposed schedule. The final schedule and deadlines will be negotiated in the contract.

4.2 Experience with Providing Design-Build Services

- 4.2.1 Provide statement on respondent's experience with municipal office buildings within the past five (5) years (specify experience with town hall construction).
- 4.2.2 Provide detailed information on your firm's design-build service experience for projects with a similar scope of work. List five (5) projects in order of priority, with the most relevant project listed first. Provide the following information for each project listed.
 - Project name, location and description;
 - Color images (photographic or reproductions);
 - Construction cost;
 - Total cost;
 - Number of change orders requested;
 - Number of change orders approved;
 - Final project size in gross square feet;
 - Type of construction (new, renovations, or expansion);
 - Names of architectural, engineering, and technical consultants;
 - References for each project listed including:
 - Owner's name and contact person; and
 - Address, telephone number, and email address of contact

Approved: August 26, 2019 Page 14 of 21



Request for Qualifications – Town Offices Design-Build Services – 2019

person. The Town may contact any and all references provided during any part of the RFQ

- 4.2.3 Demonstrate that the principal staff who will be assigned the work have experience in design and construction of municipal facilities.
- 4.2.4 Evidence that the firm has performed or is performing design-build services similar to the scope of services for municipal government clients. Provide a listing of municipal or local government clients for whom general engineering or design-build services have been provided. Include client name, address, contact person, telephone number, number of years of service provided, and parameters covered.
- 4.2.5 Identify completed projects, of any type, for which your firm has received an award for construction excellence from a recognized organization and provide description information for each.

4.3 Qualifications of Design Build Contractor

- 4.3.1 Provide a narrative describing the respondent's unique qualifications as they pertain to municipal office projects.
- 4.3.2 Describe your management philosophy for the design-build construction method.
- 4.3.3 Provide statement on respondent's experience with International Energy Conservation Code or other similar energy conservation measures.
- 4.3.4 Describe your quality assurance program. Explain the methods used to ensure quality control during the construction phase of a project.
- 4.3.5 Identify which aspects of the scope of services are expected to be performed inhouse and which aspects would be contracted out.
- 4.3.6 Identify any subcontractor or firm that may be used during the course of the contract. Describe your methodology for advertising, evaluating, and selecting design partners, and qualified subcontractors.
- 4.3.7 Demonstrate that the firm and the principal staff who will be assigned the work have a thorough understanding of performing work in New Hampshire and the requirements for the program for all phases of work (codes, ordinances, ADA, etc.).
- 4.3.8 Provide details on any past or pending litigation, or claims filed against your firm within the past five (5) years.
- 4.3.9 Identify if your firm is currently in default on any bond loan agreement or financing agreement with any bank, financial institution, or other entity. If so, specify date(s), details, circumstances, and prospects for resolution.

Approved: August 26, 2019 Page 15 of 21

Request for Qualifications – Town Offices Design-Build Services – 2019

4.4 Ability to Manage Construction Safety and Risk

- 4.4.1 Briefly describe the firm's approach for anticipating, recognizing, and controlling safety risks and note the safety resources that the firm provides for each project's safety program.
- 4.4.2 Provide the firms Experience Modification Rate (EMR) for the last three (3) years.

Approved: August 26, 2019 Page 16 of 21

Request for Qualifications – Town Offices Design-Build Services – 2019

SECTION 5 – EVALUATION AND SELECTION

<u>5.1</u> Evaluation of Qualifications

- 5.1.1 The evaluation of the qualifications shall be based on the requirements described in this RFQ. All properly submitted qualifications will be reviewed, evaluated, and ranked by the members of the Town Hall Building Committee. The top ranked respondents will be selected by the Town to participate in an interview process.
- 5.1.2 Qualifications shall not include any information regarding respondent's fees, pricing, or other compensation. Such information should be provided from firms during the interview process.
- 5.1.3 Criteria evaluated for qualifications:
 - Demonstrated capability, competence, and qualifications to perform the design-build services for this project.
 - Project execution plan and technical competence as a design-build contractor.
 - Utilization of project scheduling throughout the design and construction phases in design-build contracting.
 - Proposed quality control process for the entire project duration.
 - Experience of appointed staff.
 - Schedule and time to perform work.
 - Experience of supervisory personnel.
 - Experience and capabilities of the firm.
 - Evidence of financial stability of the firm.
 - Successful completion of similar scope of work.
 - References.
 - Distance from Barrington.
 - History bringing projects in on time and within budget.

<u>5.2</u> Selection Process

- 5.2.1 The Town Hall Building Committee will review the qualifications and select finalists from among the design-build contractors that respond to this RFQ.
- 5.2.2 The Town Hall Building Committee will conduct interviews with up to four (4) finalists.
- 5.2.3 The Town Hall Building Committee will make a recommendation to the Select Board for a firm to be chosen for the town offices design-build

Approved: August 26, 2019 Page 17 of 21



project.

5.2.4 The Select Board will choose a firm and negotiate a services contract. This contract will be structured with a price not to exceed.

<u>5.3</u> **Anticipated Selection Timeline**

Task	Date
Request for Qualifications Advertised	August 27, 2019
Non-Mandatory Meeting and Site Visit	September 4, 2019
Deadline to Ask for Additional Information	September 12, 2019
Request for Qualifications Submittal Deadline	September 19, 2019
Finalist Selections Announced	September 25, 2019
Finalist Interviews	September 30 and
Finalist Interviews	October 1, 2019
Final Decision by Select Board	October 7, 2019
Contract Execution	October 22, 2019

Page 18 of 21 Approved: August 26, 2019



Request for Qualifications – Town Offices Design-Build Services – 2019

SECTION 6 – COMPANY IDENTITY

Com	pany Name
Maili	ng Address
City_	StateZip
Princ	ipal Place of Business (if different than above)
Phon	eE-Mail
Cont	act Name
Cont	act Title
Auth	orization (Person signing must be authorized to sign a contract with the Town of Barrington
The t	indersigned, an authorized agent of his/her company, hereby certifies:
[]	I am familiar with all terms, conditions, and specifications herein stated;
[]	My organization is qualified to perform work and services as included;
[]	I received and acknowledged (No.) addenda.
	Date
Signa	ture

Approved: August 26, 2019 Page 19 of 21

Request for Qualifications – Town Offices Design-Build Services – 2019

SECTION 7 – APPENDIX AND RESOURCES

7.1 Appendix A – Lot Creation Subdivision Plans

- 7.1.1 The Ridge at Greenhill Full Subdivision Plan
- 7.1.2 The Ridge at Greenhill Commercial Lots Only

7.2 Appendix B – Space Needs

7.2.1 Barrington Town Hall Space Needs

7.3 Appendix C – Town Hall Designs, Plans, and Renderings

- 7.3.1 Previous Barrington Town Hall Materials
 - 2015 Town Hall Project Manual FOR REFERENCE
 - 2015 Town Hall Bid and Construction Set FOR REFERENCE

7.4 Appendix D – Town Hall Building Committee

- 7.4.1 Town Hall Building Committee Charge
- 7.4.2 Minutes May 29, 2019
- 7.4.3 Minutes June 12, 2019
- 7.4.4 Minutes June 27, 2019
- 7.4.5 Minutes July 10, 2019
- 7.4.6 Minutes July 24, 2019
- 7.4.7 **Minutes August 7, 2019
- 7.4.8 **Minutes August 21, 2019
 - **Once finalized, these minutes will be published at: https://www.barrington.nh.gov/town-hall-building-committee.

7.5 Resources

- 7.5.1 Barrington Zoning Ordinance
- 7.5.2 Civil Engineers for The Ridge at Greenhill
 - Beals Associates PLLC
 - 70 Portsmouth Ave.
 - Stratham, New Hampshire
 - (603) 583-4860
- 7.5.3 Land Surveyors for The Ridge at Greenhill
 - Doucet Survey Inc.
 - 102 Kent Place

Approved: August 26, 2019 Page 20 of 21



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board

- Request for Qualifications Town Offices Design-Build Services 2019
- Newmarket, New Hampshire 03857
- (603) 659-6560
- 7.5.4 Wetland/Soil Consultant for The Ridge at Greenhill
 - Gove Environmental Services Inc.
 - 8 Continental Drive
 - Building 2, Unit H
 - Exeter, New Hampshire 03833
 - (603) 778-0644
- 7.5.5 Site Work and Road Work for The Ridge at Greenhill
 - Severino Trucking Company, Inc
 - 512 Raymond Road
 - PO Box 202
 - Candia, New Hampshire 03034
 - (603) 483-2133

Page 21 of 21