



TOWN OF GREENFIELD

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Request for Qualification

Town of Greenfield, New Hampshire

Construction Management Services for Renovations to the Greenfield Meeting House

Proposals Due: May 21, 2024 by 12:00 p.m.

The Town of Greenfield is seeking Statements of Qualifications from firms for construction management services for renovations to the Meeting House, located at 776 Forest Road, Greenfield, NH. The Project Work will include pre-construction and construction management services in alignment with AIA Document A133–2009, Owner/Construction Manager as Constructor Agreement—Cost of Work Plus Fee with a Guaranteed Maximum Price.

The selected Construction Manager will also serve as the General Contractor for the project and will be responsible for selecting and managing the subcontractors needed to complete the renovations. The selected Construction Manager will be required to contract directly with subcontractors and will be fully responsible for their work.

The Town will hold a mandatory site visit on May 15, 2024 at 10:00 a.m. at the Meeting House, 776 Forest Road.

Any questions regarding this RFQ must be submitted to the Town no later than May 16, 2024. All questions will be answered in writing and shared in the form of an addendum to the RFP that will be posted on the Town's website no later than May 17, 2024.

Summary and Background

The Greenfield Meetinghouse in Greenfield, New Hampshire was constructed in 1795 and is celebrated as the oldest meetinghouse in New Hampshire to continually serve both church and state. Throughout the ensuing centuries, the building has constantly evolved to continually meet the needs of its community. The building started its life as a simple Federal-style, second-period meetinghouse with twin porches on either end of a longitudinally oriented “barn-style” meetinghouse. Over time the building was adapted into the present form with secular town meeting hall on the first floor and ecclesiastical church on the second. The building is currently used by the Town for public meetings and is also rented out for private events.

The Town was awarded a grant through the New Hampshire Land and Community Heritage Investment Program (LCHIP) in December of 2017 for historic building study. In 2022, the Town selected Misiaszek Turpin PLLC Architects to prepare construction and bidding documents and assist with construction oversight for the restoration and renovations.

The project brings this historic structure into the modern era by addressing ADA accessibility issues, waterproofing the basement, connecting to public wastewater infrastructure, and modernizing heating and

cooling systems. The building has been used continuously for Town Meeting and voting, which, in conjunction with recreation activities and community center activities, provides residents with a strong connection to the Town and their community. The Meeting House building has several significant issues that restrict universal access. The challenges that prevent the center from fully meeting the needs of the community are significant and this project addresses those challenges by:

1. Prioritizing accessibility and ADA compliance, including elevator installation and repairs to the front entrance and sill.
2. Installation of ADA-compliant restrooms.
3. Connecting to public sewer.
4. Renovation of community kitchen.
5. Weatherizing and insulation of windows.
6. Address water infiltration, moisture, and mold in lower level.

The chosen Construction Manager will be expected to work closely with the Town and the Architect, Misiaszek Turpin PLLC, throughout the duration of the project.

Schedule

It is anticipated that the Construction Manager's preconstruction services will commence immediately after contract execution. The Construction Manager will be responsible for delivering a complete construction estimate at the completion of Design Development and developing a bid package for subtrades. The Construction Manager will work with the selected subcontractors to maintain a project scope within the project budget. Bidding is expected to commence in July 2024, with construction anticipated to begin in Fall of 2024. The project is to be completed by August 31, 2025, as specified in the Town's contract with the State of New Hampshire.

Construction Manager Services

The Construction Manager's responsibilities shall include all professional services consistent with the industry accepted roles and standards of a construction manager and general contractor. They shall include, but not be limited to:

1. Working with the Architect and the Town in the pre-construction phase to develop final plans. These efforts may include recommendations for design improvements and cost savings.
2. Establishing a guaranteed maximum price (GMP) for the construction phase with the Town and employing cost control management to stay within the GMP.
3. Providing cost estimating, such estimating to be accomplished without creating obligations to prospective subcontractors.
4. Providing construction bidding services, recommending subcontractors and vendors, and contracting directly with such subcontractors.
5. Ensuring compliance with Special Provisions as required by key project funders. This includes providing evidence of compliance with historic preservation as required by LCHIP funder and the Secretary of Interior Standards for Rehabilitation projects.
6. Providing project scheduling, including but not limited to all preconstruction and construction activities as well as coordinating the schedules related to services, equipment and furniture, and technology systems as provided by others.
7. Providing construction phase management, coordination, inspection, supervision, safety, and quality control services.

8. Construction phase records keeping and accounting.
9. Attending meetings with the Town and/or Architect as necessary throughout the design and construction processes.
10. Maintaining and distributing minutes of all meetings with the Town and Architect in a timely manner.

Submission Requirements

Proposals shall include the following components:

1. Cover Letter: A brief cover letter including the firm name, address, primary contact person, and contact's phone number and email.
2. Introduction:
 - Summary of firm's background and history, including experience working on similar historic building projects.
 - Statement indicating the firm's understanding of the project's objectives, scope, and requirements for the construction management and general contractor services described above.
3. Project Team and Qualifications: Provide the name, role, and qualifications of each team member who will be assigned to work on this project.
4. Project Schedule: Provide a schedule for both pre-construction and construction activities associated with the project.
5. References: Provide the client name, contact person, telephone number, and email for at least three clients for whom you have completed similar projects in the past. Prior experience with LCHIP projects or construction/renovation of historic buildings preferred.
6. Other information, qualifications, and/or exceptions that the firm may consider appropriate.

Selection Process

Proposals will be evaluated by representatives of the Town and the Architect (Selection Committee). Interviews with the top-ranked firm(s) are anticipated. Firms should be prepared to send the proposed team to the interviews. The Selection Committee will rank the firms and make a recommendation to the Board of Selectmen, which will make a final selection.

Selection criteria shall include, but not be limited to the following:

- Qualifications
- Experience
- Project Team
- Technical Ability
- Project Understanding
- Availability
- Quality of Proposal
- References

The selected consultant shall enter into an agreement with the Town for the construction management services stipulated as a “Not to Exceed” fee. Payment for services will be calculated on a time and material basis at rates agreed to by the Town with an upper not to exceed amount. If the Town cannot reach agreement on a scope and fee with the selected firm, the Town reserves the right to begin negotiations with the second rated firm, and so on, until an agreement is reached.

This is an equal opportunity/affirmative action program. All qualified participants will receive consideration without regard to race, color, religion, creed, age, sex, or national origin. Small businesses, minority-owned businesses, and section 3 businesses are encouraged to apply.

Timelines

The anticipated schedule for selecting the Construction Manager is as follows:

Request for Qualifications	by 5/07/2024
Pre-Proposal Meeting	5/15/2024
Qualifications Due	5/21/2024
Interview Notification	Within two weeks of Qualifications Due date
Interviews	Shortly after notification
Selection	TBD
Contract Negotiations	TBD
Contract Approval	TBD

Submission Information

Proposals as outlined above must be received at Greenfield Town Office, P.O. Box 256, 7 Sawmill Road, Greenfield, NH 03047 no later than 12:00 p.m. May 21, 2024, in order to be eligible for consideration. To be considered complete, submissions must include five (5) copies of the Qualifications Package plus one in PDF format on a flash drive and must be delivered to Aaron K. Patt, Town Administrator, Town of Greenfield, P.O. Box 256, 7 Sawmill Road, Greenfield, NH 03047 in a sealed envelope clearly marked: “RFQ – Construction Management Services for Renovations of the Greenfield Meeting House.”

A mandatory site visit is scheduled at the Meeting House, 776 Forest Road, Greenfield, NH for May 15, 2024, at 10:00 a.m.

Any technical questions regarding this request for qualifications should be directed to Aaron K. Patt, Town Administrator, at (603) 547-3442, ext. 1 or townadministrator@greenfield-nh.gov. Any questions regarding this RFQ must be submitted no later than May 16, 2024. All questions will be answered in writing and shared in the form of an addendum to the RFQ that will be posted on the Town’s website no later than May 17, 2024.

Reservation of Rights

The Town of Greenfield reserves the right to reject any or all proposals or accept the proposal the Town deems to be in its best interest. The Town reserves the right to request additional data or information or a presentation in support of written proposals, however the Town may award a contract based on the proposals received, without additional submissions. The Town further reserves the right to:

- Extend the RFQ period;
- Not award a contract for the requested services;
- Waive any irregularities or informalities in any proposals;
- Accept the proposal deemed to be the most beneficial to the public and the Town;

- Negotiate and accept, without advertising, the proposal of any other company in the event a contract cannot be successfully negotiated with the selected firm; and
- Retain products submitted by responders to this RFQ for its own use at its sole discretion.

The Town reserves the right to make such inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm.

The Town reserves the right to negotiate directly with the firm selected for additional project work including design, construction administration services, and/or additional project engineering and design services.

Indemnification

The Town will require the following indemnification language in all contracts related to this project:

To the fullest extent permitted by law, Contractor shall protect, indemnify, save, defend and hold harmless the Town of Greenfield, including its officials, agents, volunteers and employees ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, economic injury or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Contract or the activities of Contractor or its agents, employees, contractors or subcontractors, and even if caused in part by any negligent act or omission of Indemnified Parties.

In addition, and regardless of respective fault, Contractor shall defend, indemnify and hold harmless the Indemnified Parties for any costs, expenses and liabilities arising out of a claim, charge or determination that Contractor's officers, employees, contractors, subcontractors or agents are employees of the Indemnified Parties, including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages or taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, Medicare, state or federal taxation, and/or any other similar obligation associated with an employment relationship.

The Contractor's obligations to defend, indemnify and hold harmless the Indemnified Parties hereunder shall survive the term of this Contract.

The Town of Greenfield shall not be required to defend or indemnify the Contractor, any subcontractor, or any professional service provider.

Posted 5/07/24: Town website, NH Municipal Association