

RENOVATE  
& RESTORE



Friends  
*of the*  
Greenfield Community  
Meetinghouse

# **Request for Qualifications for Architectural Services for Renovations to the Greenfield Meeting House**

For Design Services to renovate the historic Town Meeting House

**January 1, 2022**

Prepared by:

Town of Greenfield Selectboard

and

The Friends of the Greenfield Meeting House Board of Directors

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## **SECTION 1 – INVITATION TO RESPOND**

The Town of Greenfield, NH, is inviting Qualification Statements in response to this Request for Qualifications (RFQ) from Architectural Firms to provide a pool of comprehensive professional Design, Architectural and Engineering services to restore and renovate the Historic Community Meeting House in the Center of Town. Through this RFQ process, the Town expects to select and establish a Design/Architectural Service agreement with the selected Architectural Firm that can assist the Town with Designing and Estimating the Renovations, to be used in achieving an LCHIP Grant and approval of a Bond by Town Meeting vote in the Spring of 2023.

The Respondents to this RFQ are herein referred to as “The Architect”, “Respondent”, or “Bidder”.

The Town reserves the right to reject any or all submittals, as it shall deem in the best interests of the Town. The Town also reserves the right to waive any informalities or technicalities in submittals as it shall deem in its best interest. All submittals will become the property of the Town.

The selection process may include a screening review and evaluation of proposals by Town staff and Selectboard and/ or the Friends of the Greenfield Community Meeting House Board (FGCMH). Firms submitting proposals that best meet the requirements of the Town may be invited to an interview.

The Town is an equal opportunity employer. Local, minority, and women owned businesses are encouraged to participate.

The Town is seeking proposals that demonstrate, at a minimum, the following capabilities:

- A. Restorations and Renovations to Historic Structures.
- B. Demonstrates knowledge in determining best strategies in finding appropriate energy efficacy strategies for building envelope upgrades that meet LCHIP Guidelines.
- C. Experience with Net Zero, energy-efficient and sustainable design. Familiarity with Passive House principles will be looked upon favorably
- D. Cost control methods and change order history
- E. Prompt and effective communication and response to Town staff and consultants
- F. Ability to satisfactorily complete projects even when there are compressed timelines
- G. Experience working in partnership with Town committees and consultants to communicate the essence of the project to the Town Citizens.

## **SECTION 2 – INSTRUCTIONS TO RESPONDENTS**

**The Town Representatives:**

Town of Greenfield Selectboard

7 Sawmill Road  
Greenfield, NH 03047

Town Administrator: Aaron Patt: [greenfieldnhbos@myfairpoint.net](mailto:greenfieldnhbos@myfairpoint.net)

Friends of the Greenfield Community Meeting House  
Board Member Chair: Sheldon Pennoyer [skp@spennoyerarchitects.com](mailto:skp@spennoyerarchitects.com)

### **Contacts**

Questions regarding this RFQ should be directed to Aaron Patt or Sheldon Pennoyer prior to January 21, 2022

### **Schedule to Receive Qualifications Statements**

Qualifications Statements are to be received by The Town on or before January 28, 2022 at 2:00 pm. Any proposals received after the time specified will be disqualified.

### **Submitting Qualifications Statements**

Qualifications Statements defining the requested information and supporting documentation must be submitted electronically in PDF format via email to Aaron Patt [greenfieldnhbos@myfairpoint.net](mailto:greenfieldnhbos@myfairpoint.net) or delivered to the Town office in electronic format on Flash Drive or other acceptable storage device. Respondents' firm name must appear on each page of their submission. Subject of email and Qualifications Statement file name to be, "RFQ for Greenfield Meeting House (and Respondent's name)". Supporting documentation if sent as a separate file to have Respondent's firm name as part of file name. Please also send a copy to Sheldon Pennoyer at [skp@spennoyerarchitects.com](mailto:skp@spennoyerarchitects.com).

## Due Diligence

Prior to submission of the Qualification Statement the Respondent shall make, and shall be deemed to have made, a careful examination of this RFQ to understand the nature of services to be provided, including, but not limited to, Architectural Design, Engineering Design, Evaluation of spatial needs, Energy Modeling, Energy Efficiency Goals, Timing, Scope of Services and other items.

Respondents will be required to comply with all Federal, State and Local Laws, Ordinances and Codes including the latest Building and Fire Codes in force.

## Contents of Qualification Statement

Interested firms are required to submit Qualifications Statements according to the following areas. Firms are asked to include specific responses to all questions.

1. **Cover Letter and Signatures:** A maximum one-page, dated Introductory Letter must be submitted including the legal name of the respondent, address, telephone number, and the name, title, and signature of the person(s) authorized to submit the Proposal on behalf of the firm.
2. **Table of Contents:** A Table of Contents of the material contained in the Proposal should follow the Cover Letter.
3. **Executive Summary:** The Executive Summary should contain an outline of your general architectural and business approach along with a brief summary of your qualifications to engage in a professional relationship with The Town of Greenfield, NH.
4. **Narrative:** Provide a Comprehensive Narrative of the architectural, planning, energy modeling, and engineering services offered by your firm. The narrative should include the following:
  - a. ***Experience.*** Describe your experience with historic preservation and renovation projects that involved grants from the New Hampshire Land and Community Heritage Investment Program (LCHIP).
    - i. Please list historic projects done over the past five years with an emphasis on restoration.
    - ii. Project construction costs.
    - iii. Description of your firm's role.
    - iv. Project reference contact names and telephone numbers for similar types of projects.
    - v. Describe your firm's experience and policy regarding Energy Efficiency, Sustainability efforts, Passive House, LEED or other

sustainable certificates. What percentage of your projects are “above code” for energy efficiency?

- vi. Explain how your firm has the capacity to complete the work along with other contracted workloads.

- b. **Personnel.** Please list the Architect(s) or other professionals in your firm who would be involved in the design, bidding or construction phases of the project. Indicate preferred consulting firm(s) used by your firm in the following areas:

- i. Structural Engineering
- ii. Mechanical, Electrical, Plumbing Engineering including controls and energy modeling
- iii. Civil Engineering
- iv. Technology
- v. Landscape Architect
- vi. Commissioning Agent

Include resumes/vitae of personnel who would likely be assigned to the Greenfield Community Meeting House. Specifically define the role of each person and outline his or her individual experience. Indicate who would serve as the primary contact from that firm to the Town. If the firm utilizes resources from more than one office, indicate office locations and how work would be coordinated.

- 5. **Professional Fees.** All respondents are to submit a basis for fee proposal that compliments the service that is being requested. Provide an estimate of the cost to respond to the Scope of Services in SECTION 5.

## **SECTION 3 – SELECTION PROCESS**

### **Facilities Improvement Committee**

The Facilities Improvement Committee is composed of Members of the Greenfield Selectboard, Town Administrator Aaron Patt, and 3 members of the Friends of the Greenfield Community Meeting House Board of Directors.

### **Initial Screening**

The Facilities Improvement Committee will review Qualification Statements submitted by architectural firms and has the right to select firms submitting a proposal to be invited to participate in interviews. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Administration and the Board reserve the right to request clarifying information subsequent to submission of the proposal.

### **Oral Interviews**

The Facilities Improvement Committee may interview any, all or none of the architectural firms recommended from the initial screening.

### **Greenfield Selectboard**

The architectural firm(s) selected by the Committee will be recommended to the Town Selectboard. The Town Selectboard will make the final selection of the architectural firm. Staff will be authorized to enter into agreements.

### **Evaluation Factors**

Not necessarily in order of precedence:

1. Experience and expertise of the firm and its consultants on Historic Preservation Projects.
2. Experience with Energy Efficiency and Sustainable Design such as LEED, Passive House or other pertinent experience.
3. Successful Architectural designs as perceived by the Town and FGCMH Board.
4. Ability to evaluate historic buildings and work with the completed Building Evaluation.
5. Ability to communicate and follow up promptly and efficiently with Town personnel.
6. Capable personnel to manage the project in the office and supervise/administration of construction in the field.

7. Experience working with state agencies and inspections as it relates to similar types of renovation projects.
8. Past record of meeting time schedules and budgets for comparable projects, accuracy of plans and minimum amount for change orders. Completeness and quality of the Proposal.
9. Recommendations and/or visits to completed projects with designated personnel.
10. Interview, if invited.
11. Fee schedules.
12. Resources available and ability to meet tight deadlines when needed.



## **SECTION 4 – SCHEDULE**

The Town of Greenfield anticipates the following Schedule:

January 1, 2022	RFQ Release Date
January 14, 2022	Site visit
January 21, 2022	Deadline for Questions
January 28, 2022	RFQ Due Date
February 10, 2022	Screening and Interviews
February 17, 2022	Architect Selection
TBD	CM selection

### **DESIGN SCHEDULE TO BE DETERMINED**

Summer 2022	Design, pricing and public information submission to ballot
Fall 2022	Construction Documents
March 2023	Vote
Summer 2023	Construction

## SECTION 5 - SCOPE OF SERVICES

Provide all customary Architectural and Engineering Design and Documentation services as required to Design and Construct the renovations to the Community Meeting House. The Historic Building Assessment Documents can be found at: <https://www.greenfield-nh.gov/meeting-house/pages/historic-building-assessment-documents> . The project shall include but not be limited to the work described in the Assessment Documents.

The contract between the Town and Architect shall be B-133 Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition. Specific services include, but are not limited to:

1. Provide a Basis of Design (BOD), based on the Owner's Project Requirements.
2. Identify The Team to include The Architect's Design Team.
3. Assist in selection of a Construction Manager (CM) as Constructor: to work with The Team through all phases of Pre-Design, Design and Construction, and support the CM in their effort to give input on materials, methods, costs, and timing.
4. Assist the Town in keeping costs down and value engineering where necessary.
5. Identify all required consultants and coordinate with them through all phases of Pre-Design, Design and Construction Services for an Integrated Project Delivery.
6. Meet regularly with the Town and their Representatives throughout all phases.
7. Provide customary Architectural Design Services in phases – Pre-Design, Schematic Design, Design Development, Construction Documents and Construction Phase Services.
8. Assist the Town in keeping the public apprised of the ongoing design initiative by means of PowerPoint Presentations, in-person presentations or other means culminating in the public awareness and buy-in for the March 2023 vote.
9. Assist the Town with all necessary information to apply for any Local, State, or Federal funds which may be available and for any other Rebates or Incentives for design and construction of the Project available from any entity including Utilities or government agencies.
10. Provide an estimate of fees broken down as follows: (to include all consultants)
  1. Phase I, Schematic Design Fees:
  2. Phase II, Design Development Fees:
  3. Phase III, Construction Document Fees:
  4. Phase IV, Value Engineering Fees:
  5. Phase V, Construction Administration Fees:

## **SECTION 6 - STANDARD TERMS AND CONDITIONS**

### **Assignment**

The successful Respondent may not assign, sell, or otherwise transfer this contract without written permission of The Town of Greenfield.

### **Contract**

The successful Respondent and the Town will execute AIA Document B133 – 2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition.

### **Town Policies**

While the COVID 19 Pandemic continues, all cautions, including masks and social distancing, must be followed by all personnel on Town Property. Any personnel with symptoms, positive COVID test, must quarantine per state guidelines.

### **Invoices And Payments**

Payments will be made net (30) unless otherwise agreed upon.

### **Insurance**

The successful Respondent shall show evidence of insurance in the following amounts:

Commercial General Liability	\$ 1MM / \$2MM
Automobile Liability	\$ 250,000
Workers' Compensation	Statutory Limits
Professional Liability	\$ 2MM / \$2 MM