

City of Portsmouth, New Hampshire
REQUEST FOR QUALIFICATIONS #19-12
Construction Management Services
for
Renovation of Portsmouth Municipal Complex
INVITATION

The City of Portsmouth, New Hampshire (“Owner”) seeks Statements of Qualifications for construction management services for the renovation of 7,500sf within the Portsmouth Municipal Complex at 1 Junkins Avenue in Portsmouth, NH. Sealed Statements of Qualifications, plainly marked RFQ#19-12 Construction Management Services for the Renovation of the Portsmouth Municipal Complex” on the outside of the mailing envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until **2:00 p.m. on January 26, 2012.**

The Project Work will include pre-construction and construction management services necessary to renovate 7,500sf within the Portsmouth Municipal Complex including without limitation: design; partial demolition; masonry, metals, and wood work; finishes; installation of mechanical, plumbing, electrical and information technologies. The Construction Manager will be responsible for overall administration and coordination of the Project and will be expected to work closely with the City. The estimated construction cost is \$600,000.

A mandatory pre-proposal meeting will be held on Thursday January 19, 2012 @ 9:00 AM. The meeting will start in the lobby of the City Hall and proceed with a tour of the proposed renovation areas.

Qualification packages may be obtained from the City’s web site at <http://www.cityofportsmouth.com/finance/purchasing.htm>, by contacting the Purchasing Coordinator at the above address, or by calling the Purchasing Coordinator at 603-610-7227. Addenda to this request for qualifications, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading. Addenda and updates will NOT be sent directly to vendors. Vendors submitting qualifications should check the web site daily for addenda and updates after the release date. Vendors should print out, sign and return addenda with the submittals. Failure to do so may result in disqualification.

The City of Portsmouth reserves the right to reject any or all statements of qualifications, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the City.

City Of Portsmouth, New Hampshire
REQUEST FOR QUALIFICATIONS #19-12
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for
Renovation of Portsmouth Municipal Complex

PURPOSE AND BACKGROUND

The City of Portsmouth, New Hampshire (“Owner”) seeks Statements of Qualifications for construction management services for the renovation of 7,500sf, within the Portsmouth Municipal Complex at 1 Junkins Avenue in Portsmouth, NH, to accommodate moving of the Portsmouth School Department Administrative offices from their current location at Little Harbor School. The Project Work will include pre-construction and construction management services necessary to renovate the Portsmouth Municipal Complex including without limitation: design/construction documents; partial demolition; masonry, metals, and wood work; finishes; installation of mechanical, plumbing, electrical; and information technologies. The Construction Manager will be responsible for overall administration and coordination of the Project and will be expected to work closely with the City. The estimated construction cost is \$600,000.

CONSTRUCTION SCHEDULE

The Owner anticipates that construction manager’s preconstruction services will begin immediately after contract execution; construction is anticipated to be completed on or about July 1, 2012.

CONSTRUCTION MANAGER’S SERVICES

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

1. Working with the Owner in the pre-construction phase to provide final design/construction documents; such efforts to include recommendations for renovation improvements and cost savings.
2. Providing cost estimating, such estimating to be accomplished without creating obligations to prospective subcontractors;
3. Providing construction sub-bidding services, recommending subcontractors and vendors, and contracting with such subcontractors;
4. Providing Project scheduling, including but not limited to all construction activities as well as integrating the schedules related to equipment and furniture systems as provided by others;
5. Providing construction phase management, coordination, inspection, supervision, safety and quality control services;
6. Construction phase records keeping and accounting; and
7. Attending meetings with the Owner as necessary, throughout the design and construction processes.
8. Maintaining and distributing minutes of all meetings with the Owner in a timely manner.

DESCRIPTION OF THE SELECTION PROCESS

Statements of Qualifications (“Submittal”) will be evaluated by a Selection Committee comprised of the Owner’s representatives. The Selection Committee may request additional information of Respondents.

The Selection Committee will identify the 3 most-qualified firms and invite those firms for an interview. The Selection Committee will thereafter make a recommendation, to the City Manager, of the top ranked firm.

If the Owner is unable to reach an agreement with the firm selected, the Owner may proceed to negotiate with any other qualified firm.

SELECTION CRITERIA

Qualifications will be reviewed and evaluated by the Selection Committee based on the following criteria:

1. Construction management experience with projects of similar size and complexity.
2. Construction management experience renovating occupied office facilities.
3. Experience producing design/construction documents.
4. Demonstrated experience with phasing of construction.
5. Reputation for effective construction management services with established internal policies and procedures.
6. History of effective schedule and budget management for projects of similar scale and complexity.
7. Professional qualifications of individuals assigned to the Project.
8. Current work schedule availability.
9. Proposed compensation structure.

SUBMITTAL/STATEMENT OF QUALIFICATIONS

Submittal Package

- In total, five (5) copies of the Submittals, including attachments, are required.
- Pages shall be no larger than letter-size (8 1/2 x 11 inches) or, if folded to that dimension, twice letter size (11 by 17 inches). It is acceptable to produce the Submittal on both sides of the paper.
- The package in which the Submittals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification as follows: **“Statement of Qualifications For RFQ #19-12 Construction Management Services for Renovation of Portsmouth Municipal Complex”**.
- Submittals shall be delivered to the following address before **2:00 p.m. on January 26, 2012**:
City of Portsmouth, Purchasing Department, 1 Junkins Avenue, Portsmouth NH 03801

Submittal Format for Statement of Qualifications

OUTSIDE COVER AND FIRST PAGE shall contain:

1. The Title: "Statement of Qualifications for RFQ # 19-12 Construction Management Services for Renovation of Portsmouth Municipal Complex"
2. The name and address of the Respondent, and
3. The Submittal date.

TABLE OF CONTENTS: Include a table of contents.

TRANSMITTAL LETTER: Include a short (one to three page) Transmittal Letter.

The Transmittal Letter will include:

1. A Summary of why the Respondent believes itself to be the most qualified.
2. A statement indicating that to the best of the Respondent's abilities, all information contained in the Submittal is complete and accurate.
3. A statement granting the Owner and its representatives authorization to contact any existing or previous client of the Respondent (or a Respondent's Team Member) for purposes of obtaining an independent evaluation of the Respondent's or a Respondent's Team member's performance.
4. At least one copy of the transmittal letter must have the original signature of an officer of each principal firm that comprises the Respondent (not a sub-consultant).
5. A statement to hold harmless any person, corporation, agency or other entity from any claim or course of action arising out of any response given to the City of Portsmouth for the purpose of investigating the firm's qualifications.
6. Respondent Contact Information: Provide the following information about the person who is designated to be the Respondent's key contact with the City:
 - A. Name.
 - B. Title.
 - C. Office phone number.
 - D. Facsimile number.
 - E. E-Mail address.

STATEMENT OF QUALIFICATIONS

SECTION I - Description of the Respondent in narrative form

1. The Respondent's areas of specialization;
2. Total number of professionals organized by seniority (i.e., 75 professionals 25 of whom have 20 or more years with the firm, 35 that have 10 or more years with the firm ...);
3. Internal resources (i.e., accounting , legal, survey, engineering, support staff)
4. Firm history;
5. Honors and awards;
6. Location of home and branch offices;
7. Names of the principal officers of the firm;
8. Type of organization: Individual or sole proprietorship, professional corporation, partnership, joint venture, etc.; and
9. Identification of the major consultants if known.

10. Key Professionals: Identify the key members of Respondent's team that would be involved in the project and describe their area of expertise and what role they will perform in the Construction Team.
11. Resumes: Provide resumes of any person identified as a key professional. The resumes should contain the following:
 - A. Name.
 - B. Professional registrations, including New Hampshire
 - C. Educational background.
 - D. Employment history.
 - E. Proposed role in the Project.
 - F. An identification of other relevant projects in which the person has been involved and a name/phone number of a representative of any project cited that can be contacted for a reference.
 - G. Other information you believe to be relevant.
12. Describe the Respondent's experience and proposed method for dealing with bidding subcontracted work.
13. Identify any work that Respondent anticipates being performed by the Respondent's own work forces.
14. Describe the Respondent's pre-construction services.
15. Provide financial references and current bonding limits.
16. Describe the Respondent's construction safety program and safety record.
17. Describe any current or past (within last 7 years) litigation, arbitration or mediation related to any construction or construction management contract.
18. Proposed compensation structure.
19. Labor rates of team members.
20. Other information, qualifications and/or exceptions that the Respondent may consider appropriate to raise during the selection process.

SECTION II -Relevant Experience of the Respondent

Please identify no more than six relevant projects which best exemplify your qualifications for this Project.

For each project identified in SECTION II, prepare a Project Summary table organized in the following manner:

1. Name of project.
2. Building Type and size.
3. Project location.
4. Date of opening.
5. Total project cost.
6. Awards or certifications.
7. Written Project description with three exterior photos or renderings.
8. Delivery method.
9. A statement acknowledging if the project was completed on time and on budget.
10. Describe the services Respondent provided including the Team Members who were actually involved in the project and their role.
11. Contact information for the Client contact person or project manager.

RESERVATION OF RIGHTS

The City of Portsmouth reserves the right to reject any or all statements of qualifications, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the City.

The Owner further reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the Respondent and to evaluate its proposal. Firms may be asked to submit releases as part of the investigation and review of qualifications. Failure to provide a release if requested will result in disqualification. All concepts, designs, information and cost-savings ideas that may be generated during the selection process shall become the property of the City of Portsmouth.