

REQUEST FOR PROPOSAL

The City of Rochester is accepting sealed proposals with the Request for Qualifications. The proposal is for Architectural Services related the City Hall Annex Project. All proposals must be submitted in a sealed envelope plainly marked:

City Hall Annex RFQ
Architectural Services
RFQ # 14-31
City of Rochester
31 Wakefield Street
Rochester NH 03867

All proposals must be received no later than February 27, 2014 at 2:30 pm. Actual opening will begin at 2:45 pm. No late bids, faxed, emailed or telephone bids will be accepted. Bid proposals and specification may be obtained by visiting www.rochesternh.net , emailing purchasing@rochesternh.net , or by contacting the Purchasing Agent at City Hall, 31 Wakefield Street, Rochester, NH 03867, (603) 335-7602. All questions in reference to the proposal must be submitted in writing (email preferred) to the Purchasing Agent.

A mandatory site walk through will be conducted on February 13, 2014 at 9AM. All interested parties shall meet in the Council Chambers Conference Room, Rochester City Hall, 31 Wakefield Street Rochester NH.

**City of Rochester, NEW HAMPSHIRE
REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL ARCHITECTURAL SERVICES
DETAILED INFORMATION**

I. GENERAL

The City of Rochester is soliciting statements of qualifications (SOQ's) from architectural firms to provide professional architectural services to advise the City of the potential use opportunities of, and renovation required to the former Police Department building, hereafter referred to as the City Hall Annex. Selected consultant shall also evaluate the suitability of the existing structure to support any further active City function based on the condition of the structure. The City desires to use the Annex in such a capacity as its potential may allow to support City staff which currently reside at City Hall.

The City of Rochester is home to approximately 31,000 residents. Its government consists of a governing body consisting of the Mayor and 12 Counselors with a City Manager presiding over a full staff.

1-A Background

The City Hall Annex is a vacant, two-story brick building with a hip style slate roof that was built approximately 1903. It is adjacent to the City Hall building at 31 Wakefield, St. It is not on the New Hampshire or National Register of Historic Places, however, it is located in the City's Historic District. The Annex was constructed as a fire station and early on contained stable facilities in the basement. In 1975 The Fire Department moved to a new adjacent building on Summer St. The Annex later served as a court room and then as the Police Station until 2004.

The exterior footprint is approximately 68 feet in depth by 56 feet in width. The building has a basement and two floors. There is no attic floor. Approximate square footage of each floor is 3,000 square feet with an overall area of approximately 9,000 square feet including basement. Structural elements consist of timber, brick, steel and granite components. Original structural components were timber and steel interior and brick load bearing walls exterior. At some unknown point in the past, the interior timber framing was augmented in places with steel beams and columns and concrete floor slabs were placed. First and second floors are 4 inch concrete slabs. The building is adjacent to, and connected by means of a second story covered walkway and a basement tunnel to the City Hall building at 31 Wakefield St. Electrical panels in the basement provide emergency power to portions of City Hall and the Fire Department from an electric generator at the building exterior. Past structural evaluations have indicated that significant structural modifications may be needed to bring the building into current code compliance.

Currently most staff which may eventually inhabit the Annex in some form reside at the City Hall building. It is the desire of the City to explore future staff uses of the Annex in conjunction with their current functions in the City Hall building. Specific potential uses of the Annex are unknown or remain undecided for lack of detailed architectural

information on the Annex, and current space needs assessments of staff offices for which consultant will establish through this contract. However, it is desired that the Annex spaces imbue the modern, flexible, multi-function space-efficient concepts addressing basic office, conference and storage space, which may allow reconfiguration with ease as space and functional needs change. Options are to be innovative, but not exotic and cost-prohibitive for a community such as Rochester.

Currently the building is unoccupied. In the Summer of 2013, portions of the slate and flat roofs, and a large large, prominent dormer on the west elevation was repaired by Skyline Roofing, Inc. of Manchester, NH to stop water leaks. In the Fall of 2013, extensive interior demolition and environmental remediation was conducted by EnviroVantage of Epping, NH. Demolition removed non-structural component substrates for microbial growth and minor quantities of asbestos-containing materials. The demolition further removed all non-structural components from the interior of the building. Follow up air testing confirmed microbial growth is no longer present. Some asbestos-containing materials remain encapsulated in the floor systems and are presumed to reside there in perpetuity. Structural engineering services for the renovation were provided by Emmanuel Engineering of Stratham, NH. The current interior layout consists of largely open space; structural components that remain are those deemed to be necessary.

I-B: Structure of Contract

The structure of this project consists of the Department of Public Works (DPW)'s review of consultant Statements of Qualifications (SOQ), ratings development, DPW development of a short list of consultant candidates for presentational interview and ratings and final selection. Prior to submission of SOQs, the Annex and City Hall building facilities will be open to prospective consultants for a MANDATORY site walk to afford the opportunity to become familiar with the Annex facility will be held on February 13, 2014 at 9AM. Consultants and City Staff will meet at Rochester City Hall, 31 Wakefield Street Rochester NH in the Council Conference Room. During the course of the project, the architect will report directly to DPW which has been delegated to oversee this project.

I-C: Scope of Services

In general, the Scope of Services herein consists of the selected consultant's detailed advisement to the City on potential options with their respective construction costs to establish optimal, and fully outfitted office space at the Annex building to support current and future staff functional requirements. It will be noted that similar services were obtained in previous years. However, the recommendations were considered to be exotic and cost-prohibitive. The City currently seeks innovative options in the basic areas of office, conference and storage space. Below are listed specific requirements herein.

Following conclusion of the Scope of Services herein, the City may at its own election approach the selected consultant to modify this contract to expand consultant's role to Architect of Record for the renovation project of the existing facility based upon their findings and recommendations and consultation with the City, or for potential follow-on design and construction oversight of a new facility. In such capacities the consultant may

provide services to produce standard drawings and contract documents, manage permitting, make presentations to local officials, review bids, assist in bidder selection, and provide construction engineering, surveillance/administration, furnishings and equipment outfitting oversight for full commissioning.

Requirements Herein:

Below tasks constitute the base contract Scope of Services. Prospective consultants shall include lump sum sub-unit costs for each task and sub-task specified. Note that multiple tasks include formulation of construction budgets. This requirement is set to establish wholeness of each task and it is understood that this sub-task is to be formulated one time and is not to be proposed and invoiced as a multiple services. When completed and accepted by the City, tasks will be paid for upon invoicing. Prospective consultants shall note that the City reserves the right to not exercise all tasks shown, determine the order of work, or negotiate with the consultant on alternative or additional tasks. Upon contract award consultant shall prepare for City approval a detailed project timeline with defined milestones.

Task 1 Review of Existing Documentation: Review of existing documentation shown under *I-E: Existing Information*. Existing information will be provided at the scheduled site walk.

Task 2 Project Meetings: The selected consultant shall, at a minimum, be required to attend one kick off meeting with DPW/Senior City Staff, upwards of five progress meetings with DPW/Senior City Staff, and one final presentation meeting with DPW/Senior City Staff.

Task 3 Assessment of Multi-Office Space and Functional Needs of City Staff: Assess the current and future functional needs of the City Staff as they relate to the potential space opportunities of the Annex. Assess functional needs by including a detailed assessment of the current layout and locations of offices at City Hall. Assess individual and multi-office storage areas at City Hall. Conduct separate, dedicated interviews with the senior representatives of the following staff elements:

- City Manager
- Director of Finance
- Director of Economic Development
- City Clerk
- Codes and Ordinances
- Planning
- Welfare
- Human Resources

Assess current core individual office functions at City Hall as they relate to space and define space opportunities at the Annex which would improve such functions both inter-staff and with the public. Provide four hard copy bound sets and electronic file.

Task 4 Structural/Building Envelop Review: Provide a detailed interior and exterior structural review of the current Annex structure. Determine all necessary exterior and interior structural upgrades and their related construction costs required to bring the building into current code compliance. Include necessary modifications to the building envelope. Provide guidance on how significant structural remediation could be avoided or mitigated through use of the International (Existing) Building Code or Section 3409 of the International Building Code. Past structural evaluations indicate that significant structural modifications may be required to bring the building up to current codes. Thus, renovation of the existing structure may be found to be cost-prohibitive when compared with building new in the same approximate footprint to support the desired functions. Include all findings in a written report that is signed by a structural engineer registered in New Hampshire and by the Architect. Provide four hard copy bound sets and electronic file.

Task 5 Non-Structural Code Compliance Requirements: Identify ADA, fire, safety, environmental, etc. requirements necessary to bring the Annex building into full code compliance. Include construction cost estimates and construction schedules to implement new systems or modifications to existing components to achieve code compliance. Report shall be signed by the Architect. Provide four hard copy bound sets and electronic file.

Task 6 Annex Potential Uses Report: Provide a written report on the findings and recommendations for Annex use(s) which are based upon the Assessment of Multi-Office Space and Functional Needs of City Staff, Structural Review and Code Compliance Requirements. Recommendations may include staff split-use or individual office split-use of City Hall and the Annex for certain functions. They further may include use of Annex for relocation of some offices or portions of offices. Report shall be signed by the Architect. Provide four hard copy bound sets and electronic file.

Task 7 Annex Suitability Report: Provide a detailed narrative that assesses the suitability for renovation of existing building to support active City use. The discussion shall be an evaluation of the measures required, and their associated costs to bring the building up to current code and support the uses recommended. Provide professional conclusions as to whether it is cost effective for the City to renovate the existing structure vs. build new in the same approximate footprint. Include detailed construction renovation cost data to support conclusions. Report to be signed by the Architect. Provide four hard copy bound sets and electronic file.

Based upon the results of Task 7 and consultation with City, a City decision will be made whether to pursue renovation of existing building, or consider a new building at the same approximate location.

Task 8a./8b. Annex Conceptual Designs or New Facility Conceptual Designs: This task represents development of conceptual designs of the existing building (a.), or, should Task 7 indicated that renovation of existing building is cost-prohibitive when compared

with replacing with a new building of similar size in same approximate location, (b.) development of conceptual designs of a new building.

(a.) Renovation of Existing: Based on the Assessment of Multi-Office Space and Functional Needs of City Staff, Structural/Envelop Review, Code Compliance Requirements, Annex Potential Uses Report and Annex Suitability Report, and consultation with the City, develop and provide at a minimum two conceptual designs consisting of floor plans for the existing Annex building and accompanying conceptual interior elevation renderings. Plans will address interior schemes such that flexible, open and multi-use space to support staff functions is conveyed, and the building is code compliant. Conceptual designs shall further describe or show how the building physically interfaces with City Hall at the ground level and the elevated walkway. Include details on the use of the latest available modular partition systems, furnishings and equipment. Further, that it is ADA compliant, energy and resources efficient, cabled and wired for modern office equipment including state of the art presentation equipment, and possesses and maintains the latest indoor air quality. Option for installation of an elevator is desired. Options shall be explored to retain portions of current interior architecturally-historic features such as brick and timber if it is found to be economically positive. Each design shall be unique in the uses of each floor of the building. Exterior work shall be in accordance with Chapter 42.33 of the City Ordinances pertaining to the Historic District. Design graphics shall be the latest edition of AutoCad, or preferably a premier industry program of wide recognition and use designed for conceptual facilities design. Architect shall sign all renderings and/or drawings. Provide four hard copy sets and all electronic files.

or

(b.) New Facility: Develop and provide two conceptual designs consisting of two sets of floor plans and their accompanying conceptual exterior elevation renderings for a new Annex building to be located in the approximate same location. It is assumed that a new building would inhabit the current footprint more or less. Perform research to determine the potential size of such a facility. Provide exterior construction materials. It is desired that the exterior of a new building emulate the architecturally historic period of the current building and City Hall. Exterior work shall be in accordance with Chapter 42.33 of the City Ordinances pertaining to the Historic District. Design graphics shall be the latest edition of AutoCad, or preferably a premier industry program of wide recognition and use designed for conceptual facilities design. Architect shall sign all renderings and/or drawings. Provide four hard copy sets and all electronic files.

Task 9 Construction Phasing and Cost Estimates Annex Renovation or New Annex Building: Provide detailed narratives on construction component phasing and logistics and their interaction with neighboring City Hall and parking areas for Task 8 (a.) or (b.) as selected. Provide detailed, sound construction budget estimates on the projects required to support each conceptual design. Annotate the size, scope and costs including

interior and exterior architectural, structural, mechanical, electrical, environmental, communications, furnishings, miscellaneous equipment and audio/visual systems. Include construction engineering/administration/surveillance cost estimates. Include project execution timelines. To be signed by the Architect. Provide four hard copy sets and all electronic files.

Task 10 Funding Opportunities: Identify possible funding and/or grant opportunities for the projects. Determine the advantages the building may have regarding code compliance mitigation if it were to become an historic structure. Determine the measures necessary for the building to become eligible as an historic structure with consultation with the Preservation Alliance, State and Federal historic agencies and other pertinent organizations. Provide a written report on findings signed by the Architect. Provide four hard copy sets and all electronic files.

Task 11 Final Report: Provide a final bound report which includes all required studies and conceptual designs, signed by the Architect. Provide four bound copies. Provide electronic file of report and electronic files of all supporting documents.

Task 12 City Council Presentation: Provide a graphical presentation which provides the overview of all work herein and final Architect recommendations to the full City Council at a regularly scheduled City Council meeting. Prepare a graphical PowerPoint presentation. Provide electronic files. Field and answer questions of the Governing Body.

I-D: Timeline

All work under this contract shall be completed, submitted and accepted no later than 02 June 2014. Should the existing building be found economically suitable for renovation vs. building new, it is the City's desire to have the renovation complete with a fully functional Annex by mid-calendar year 2015.

I-E: Existing Information

Limited information on the facility is known to exist. A comprehensive space needs study for both City Hall and the Annex, below were developed but is currently viewed as approaching obsolescence. Complete architectural/engineering drawings for the facility are not known to exist. However, the following information is available for review and will be provided to each prospective consultant during the site walk:

1. Structural Report: Steffensen Engineering Associates, Inc., 22 December 2011
2. Structural Report (Issued as Draft): H. E. Bergeron Engineers, 18 May 2007
3. Structural Report: JSN Associates, Inc., 12 October 2006
4. Organizational Redesign Analysis, Carole K. Barnett, UNH Whittemore School of Business and Economics , 05 April, 2006

Not included is a detailed analysis and conceptual design that was completed in 2007 but is considered too exotic and cost-prohibitive for the City.

I-F: Selection Process

The City will utilize the following general selection process.

1. Interested architects will provide written statements of qualifications (SOQ's) to the City based on the guidelines and information in this RFQ.
2. The Department of Public Works (DPW) will review and rank all SOQ's based upon the criteria established in this RFQ.
3. If the choice of an architect is obvious to the DPW, DPW may recommend award the contract based on the results of the SOQ review and without further evaluation.
4. However, if further evaluation is desired, approximately 3 firms may be short-listed to participate in an interview/presentation process. Additional information may be requested.
5. Based on the findings of the DPW, a recommendation will be made to superior City officials to award the contract to the successful firm.
6. The City will then proceed to award a contract with the selected firm
7. The City reserves the right to reject any and all proposals at any time, waive minor informalities in the screening process and/or terminate the selection process at any time.

II. SOQ CONTENT

There is a 40-page limit for the SOQ's. That is 40-pages to read or view. Key elements to each SOQ should include the following items:

1. Cover Letter***2. Understanding of Need***

The consultant should clearly state their understanding of the City's need and the role the architect should play for this project. Specific examples and insights will be useful in this section.

3. Approach

The consultant should attempt to describe their general approach to serving as an architect for a community like Rochester, how they will communicate with the different departments at the City, and what policies they will follow when interacting with the City on projects and on a day to day basis. They should also explain the tools/methods/techniques they propose to use during the course of the contract. A proposed scope of services and/or approach shall be provided for the project. The firm shall provide the suggested scope of work only. Do not submit hours or fees related to the proposed scope of work.

4. Experience

The consultant shall provide a description of their experience and expertise providing similar work for similar sized communities. All applicable experience should be presented.

5. Project Team

Describe the proposed project team for the contract. Describe who will be the key contacts and leaders of the team. Include resumes and credentials. Discuss who will interact with the City and the organizational structure that will be proposed. Discuss subconsultants that will be used and why their services are important. For example, the

use of a site designer, structural engineer, mechanical engineer, and/or electrical engineer for building services.

6. *Availability*

It is important that the selected Architect be capable of responding to the City's needs in a timely manner, complete projects on time, and be an efficient resource for the City. The SOQ should address the consultant's approach to ensuring that the City's needs will be met by their firm.

7. *References*

Firms responding to this RFQ must provide a list of at least five (5) municipal client references (with contact information) within New Hampshire for which the firm or members of the firm have provided similar or related services within the past 5 years. A description of pertinent projects and current contact information for the agency authority should be provided. It should also detail past working relationships with Construction Managers.

III. SELECTION CRITERIA

The City will screen and rank the SOQ's based on the criteria outlined in this section. Top-ranked firms may be identified for further consideration, if further consideration is warranted. The City may then complete additional evaluations on the selected consultants such as a review of the firm's fee schedule, participation in an interview process, etc. Using a combination of the information provided in the SOQ and the additional information received from the finalists, DPW will make a final choice to award the architectural contract to the most qualified consultant.

A brief description of the primary selection criteria is provided below:

1. *Proximity of firm to Rochester.*

The City wishes to work closely with the selected firm and desires fast and effective service. The consultant should address how they will provide effective service and how they will address travel costs and travel time issues. Although not required, the City desires to engage with a consultant and a project team located within one hour (+/-) drive from the City limits.

2. *Experience and familiarity with the City of Rochester.*

Firms and firm members who have specialized experience with or who have gained a specialized understanding of the City of Rochester will be considered above firms and engineers without such an understanding. Describe your firm or firm member's experience and/or describe the level of familiarity gained during the RFQ process.

3. *References*

The selection committee will perform reference checks for each candidate. A minimum of five (5) municipal clients in New Hampshire where similar or related work was performed must be provided. References should also be able to describe the firm's responsiveness, availability, and ability to complete projects in a timely and orderly manner.

4. *Experience as an Architect on Similar Projects.*

Experience in the role of architect for other communities for similar projects will be considered positively. Proof of an understanding of the role of the architect and a track record of effectively providing this service is preferred.

5. *Consultant's understanding and approach and quality of the SOQ.*

These selection criteria will allow the City to award points based on the quality of the SOQ, the consultant's understanding of the City's needs, the consultant's approach to the work, or any other quality about the consultant's proposal that sets it apart from any others.

A summary of the selection criteria points is provided in the following table.

Selection Criteria Relative Weight

1. Location of firm 5
2. Familiarity with City 5
3. References 40
4. Experience and Similar Experience 30
5. Understanding and Approach; Quality of SOQ 20

Total 100

IV. FEE PROPOSAL

The proposed fee must be submitted in a separate sealed envelope, marked on the outside as "FEE". The proposal shall be detailed in table format. Firms shall submit an hourly rate schedule for the project team, summary of expense charges, and shall identify how sub-consultants are handled if/when utilized (i.e., mark-up). The fee proposal shall only be opened after technical proposals have been reviewed and ranked. The selected consultant will enter into an agreement with the City for the proposed services stipulated as a "Not to Exceed" fee.

V. SUBMISSION REQUIREMENTS

Each consultant must submit 6 Copies of the proposal, Fees envelope, and include one digital copy of proposal to the City by no later than February 27, 2014 at 2:30pm. These will be submitted in a sealed package clearly marked:

City Hall Annex RFQ
Architectural Services
RFQ # 14-31
City of Rochester
31 Wakefield Street
Rochester NH 03867

The City of Rochester reserves the right to accept or reject any or all proposals, or parts thereof; and further to make modifications as it deems are in the best interest of the City. It also reserves the right to retain all proposals submitted, and to use any ideas included within a proposal, regardless of whether that proposal is the final selection. The City further reserves the right to undertake such investigations it deems necessary to evaluate the qualifications of the Respondent and to evaluate its proposal.

Each consultant must submit six (6) copies of their SOQ in sealed package. The package shall include a digital version of SOQ and the sealed envelope labeled FEES. FAXED, ELECTRONIC OR E-MAIL COPIES WILL NOT BE ACCEPTED in lieu of this requirement

VI. LIMITATIONS

This RFQ does not commit the City of Rochester to paying any costs incurred by consultant in the submission or presentation of a proposal, or in making the necessary studies for the preparation thereof. Further, the City of Rochester reserves the right to:

- Accept or reject any and all submittals received as a result of this RFQ at any time;
- Negotiate with qualified consultants;
- Cancel the RFQ, in part or in whole, if it is determined to be in the best interest of the City
- Waive minor irregularities and formalities in the RFQ submittals;
- Seek further SOQ's for architectural design and construction services contracts;
- The City reserves the right to seek clarification on any point in any SOQ at any phase of the selection process;

No guarantee of work, financial obligation, or other assurance is made to any respondent of this RFQ whether selected or not for the role of architect.

VII. THRESHOLD REQUIREMENTS

1. The Project Manager identified as the primary client contact shall be a Professional Architect licensed in the State of NH.
2. Consultants shall be duly licensed and certified to perform the professional services offered by the proposal.
3. Each firm agrees that any and all work product belongs to the City which may use the material at its own risk if services with the architect are terminated.
4. Each firm, by the submission of an SOQ, understands and agrees that the award of a contract shall be contingent upon the successful applicant providing the City with proof of the following insurance coverage:

Liability insurance in the amount of \$1,000,000.00 or greater, as follows:

- a. Comprehensive commercial general liability insurance, including personal injury liability, blanket contractual liability and broad-form property damage liability coverage. The following minimum limits are required: Aggregate - \$1,000,000.00; Products - \$1,000,000.00; Personal & Advertising Injury - \$1,000,000.00; Each occurrence - \$1,000,000.00
- b. Commercial automobile liability insurance as a result of death or bodily injury to any persons, or destruction of or damage to any property arising out of the ownership, maintenance or use of any owned, non-owned or hired motor vehicle with limits of not less than \$1,000,000.00 per occurrence. All coverage shall be on an occurrence basis and not on a claim made basis.

- c. Workers compensation coverage as required by law with a waiver of subrogation in favor of Town including Employer's liability coverage with limits of not less than \$500,000.00 per occurrence.

Professional liability insurance, including errors and omissions, with limits of not less than 1,000,000.00 per occurrence and \$2,000,000 policy aggregate.

The following inclusions to the engineer's certificate of insurance shall be made:

- a. Waiver of transfer of rights of recovery against others to City.
- b. It is agreed that this insurance is primary to and non-contributory with any insurance maintained by Town.
- c. The General Liability Coverage and Automobile Liability shall include endorsements for additional insured, naming the "CITY OF ROCHESTER", its elected officials, employees, agents and volunteers as an additional insured. The additional insured endorsement shall be attached to the certificate of insurance.
- d. The additional insured shall contain a severability of interest provision in favor of the City and a Waiver of Subrogation in favor of Town.
- e. All insurance shall provide a 30 day notice of cancellation or material change.

VIII. FALSE OR MISLEADING STATEMENTS

If the review committee feels, at any time, that a consultant's SOQ contains false or misleading statements, references, or any other matter which does not support a function, attribute, capability, or condition as stated by the firm or firms submitting, the submittal shall be rejected, regardless of the status or the phase of the selection process.

IX. PRE-PROPOSAL CONFERENCE

There will be a pre-submission meeting and site visit, to which attendance is mandatory. This meeting will be held in the City Hall Council Conference Room, 31 Wakefield Street Rochester NH, on February 13, 2014 at 9AM. A walk-through of Annex will be immediately following.

X. ADDITIONAL QUESTIONS/REQUESTS FOR INFORMATION

All questions in reference to the proposal must be submitted in writing (email preferred) to the Purchasing Agent

XI. AWARD OF CONTRACT

Upon making the final determination of ranking, the City will proceed to execute a contract with the top ranked firm. If negotiations are not successful the City may choose to negotiate with the second ranked firm submitting a proposal, and so forth, until a contract is negotiated. The City reserves the right, at its sole discretion, to end negotiations at any time and at any stage in the process, and to not award a contract to any firm. All firms not selected will be notified by the City of its decision. It is estimated that a contract will be awarded to the selected consultant in March of 2014.