REQUEST FOR QUALIFICATIONS

Architectural Consulting Services for a
New Automotive Building
and Master Plan for future Marine and Mobil Diesel Technologies Programs
and at a later date
Design Services to renovate the vacated automotive area for
Future Culinary Arts Program
At
Lakes Region Community College, Laconia, NH

Purpose: Lakes Region Community College is seeking qualifications from qualified, interested parties to provide “Architectural Consulting Services” involving the design of a New Automotive Building in Laconia, N.H.

The project may include more than one phase:

Phase I: Architectural Consulting Services for a New Automotive Building, funded for construction, and Master Plan for future Marine and Mobil Diesel Technologies Programs, approximately 30,000 square foot building. Design services to renovate the vacated automotive area for future Culinary Arts. Available funding for this project is $3.3 million including design, permitting, construction, and furnishing.

The consultant will assist LRCC in developing plans, performance criteria, specifications, permitting, construction bid documents and construction administration according to LRCC and CCSNH requirements, administration needs and all applicable code requirements. Applicant team shall include an Architect registered in the State of New Hampshire and registered to do business with the State of New Hampshire. Sub-consultants shall include but not limited to: Structural, Electrical, Mechanical, and Civil (permitting NHDES Alteration of Terrain and Wetlands).

Phase II: If funded in FY 2016/2017: complete Construction Drawings for the Marine and Mobil Diesel Technologies Building and Construction Administration for the Marine and Mobil Diesel Technologies Building and Renovation for Culinary Arts.
**STEP 1:**
Interested organizations must submit their RFQ electronically via email: memoore@ccsnh.edu and Two (4) paper copies must be received by Lakes Region Community College, ATTN: John Harrington, 379 Belmont Road, Laconia, NH 03246 of the following information by **3:00 pm**

**Thursday, November 21, 2013:**
1. Name, address, a brief history and description of the firm and prime sub consultants (Civil, Environmental (including wetlands permitting), Electrical, Mechanical and Structural).
2. Resumes of key personnel and consultants that will be assigned to this project
3. Related projects/areas of expertise/experience, to include descriptions of other projects designed by this firm that are similar to this project. Include reference contact information.
4. A brief description of the firms approach to planning, designing and implementing the project

**RFQ Due Date:** The information above no later than **3:00 p.m., Thursday, November 21, 2013.**

**Evaluation Process:** All eligible responses will be considered for inclusion on a short list of accepted applicants. The short list of applicants will be determined no later than **3:00 pm on Tuesday, November 26, 2013.**

**STEP 2:**
Short listed applicants will be invited to present their qualifications to a College Selection Committee. CSNH reserves the right to retain and use any material supplied.

**AWARD PROCESS:**
All responses will be reviewed by the Selection Committee. The Selection Committee shall evaluate the proposals and shall be composed of Lakes Region Community College Representatives and a CCSNH Representative. Interviews with the short listed firms will be held **Wednesday, December 11, 2013.** This decision shall be based on the criteria of the scoring sheet provided to the shortlisted firms.

The successful applicant will then be asked to provide a proposal for the work. LRCC will enter into negotiations regarding the terms of the contract with the highest ranked firm. Should LRCC be unable to reach agreement on contract and price, they will proceed to negotiations with the next ranked firm.

The RFQ/RFP process is a procedure allowing Lakes Region Community College to award this contract to the applicant whose submittal best meets the interests of Lakes Region Community College.

The Design Firm shall not begin work until a fully executed contract has been received and the Design Firm has received the notice to proceed.

Proposal Inquiries: all inquiries concerning this request shall be made in writing (e-mail acceptable) and shall be submitted to Matthew Moore, P.E., Director of Capital Projects and Facilities, email: memoore@ccsnh.edu, 26 College Drive Concord, NH 03301, phone (603) 230-3565, cell (603) 724-5718. If necessary any updated information regarding the RFQ will be posted at www.ccsnh.edu/bidding/. Consultants to monitor this website for updates.
SITE VISITS:
The project area which is proposed to be in the southwest corner of the parking lot and beyond for parking, behind Lakes Region Community College. The site is available to visit at any time.

ADDITIONAL PROJECT REQUIREMENTS:
- CAD based design documents are to be generated for the project. CAD based drawings to become the property of CCSNH for their use.

This Agreement is comprised of the following documents listed below:
.1 Modified AIA Document B101-2007, Standard Form Agreement Between Owner and Architect to be furnished to short listed firms.
- Exhibit A Modified AIA Document A201-2007 General Conditions of the Contract for Construction to be furnished to short listed firms.
- Exhibit B - Architect’s Scope and Fee Description and Architects design schedule
- Exhibit C – Architects Rate Schedule
- Exhibit D - is the insurance requirements
- Exhibit E - Design Qualification Form
- Exhibit F - Design Firm Scoring Criteria for the qualified firms
- Exhibit G - State Building Code Section 155-A:13 with High Performance Design Standards

CONTRACT INFORMATION

FORM OF CONTRACT
The Design Firm who is awarded the contract will need to complete an AIA B101 -2007 contract (to be furnished to the short listed firms) and provide the required Corporate Resolution (corporations/LLC) or Partnership Certificate of Authority or Sole Proprietor Certification of Authority, whichever applies, to show the individual signing the contract is authorized to do so.

INSURANCE:
The Design Firm awarded the contract will need to furnish an insurance certificate which includes the following:

See Exhibit D for full individual insurance requirements.

DESIGNER CERTIFICATIONS:
The Designer, who is awarded the contract must either be duly registered as a vendor authorized to conduct business in the State of New Hampshire or if not will need to submit a completed Alternate W-9 form (no fee) with the contract and must be willing to comply with all terms and conditions of the State of New Hampshire.

CONTRACT TERM:
The term of any resulting contract shall end on or before June 30, 2015, unless extended to include phase 2.

Lakes Region Community College shall have the right to terminate the contract at any time by giving the Designer a thirty (30) day written notice.
PAYMENT AND COMPENSATION:
Payment terms: Partial payments are allowed once the work has been invoiced, approved, and accepted by Lakes Region Community College.

ADDITIONAL INFORMATION:
- Applicants are responsible for having ascertained pertinent local conditions, such as equipment, conditions, locations, accessibility, and general character of the site, knowledge of conditions affecting the work. The act of submitting a proposal is to be considered as full acknowledgment that the applicant inspected the site and is familiar with the conditions and requirements of these specifications.

- The College reserves the right to make a written request for additional information from a Designer/Vendor to assist in understanding or clarifying a proposal. The responses are to be provided in writing.

- All local, state and federal regulations are to be followed. Any fines assessed to the College due to the lack of these regulations being followed will be the responsibility of the successful Design Firm.

- If applicable, vendor is responsible for calling Dig Safe System, Inc., a private locating service. Any fines, damages, etc. assessed to the College due to failure to obtain a Dig Safe permit and to have utilities located by a private company will be the responsibility of the successful Designer.

- Shirts are required to be worn at all times on the work site, smoking is allowed only in vehicles.

- After the award, the Designer shall submit a list of all key personnel and subconsultants.

- The College reserves the right to request a criminal background check on any employee of Design Firm. The College also in its discretion may decide that anyone with a criminal history, other than traffic violations that have not been annulled, will not be allowed to work at the project site.

COMPLIANCE BY DESIGNER WITH LAWS AND REGULATIONS - EQUAL EMPLOYMENT OPPORTUNITY
In connection with the performance of the Services, the Designer shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Designer, including, but not limited to, civil rights and equal opportunity laws. In addition, the Design Firm shall comply with all applicable copyright laws. During the term of any contract, the Designer shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination. If the contract is funded in any part by monies of the United States, the Designer shall comply with all the provisions of Executive Order No. 11246 (“Equal Employment Opportunity”), as supplemented by the regulations of the United States Department of Labor (41C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States shall issue to implement
these regulations. The Designer further agrees to permit the State or United States access to any of the Designer’s books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of a proposed contract.

**ADDENDUM:**

In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, the College will send addenda to your email. **Before your submission,** always check for any addenda or other materials that may have been issued which would affect the RFQ/RFP. posted at [www.ccsnh.edu/bidding/](http://www.ccsnh.edu/bidding/). Consultants to monitor this website for updates.

Any change, correction or deviation to this RFQ/RFP must be addressed in a written addendum. Verbal changes will not be allowed.

**The College reserves the right to waive any and all informalities in its best interest.**
EXHIBIT D

INSURANCE REQUIREMENTS

TYPES OF INSURANCE REQUIRED

Professional/Errors & Omissions Liability Insurance
Professional or E&O insurance is required of all Architects and Engineers who provide the design and engineering for buildings and other structures.

LIMITS OF INSURANCE REQUIRED

Commercial General Liability: Contractor agrees to maintain in full force during the term of this contract and until the completion of this project Commercial General Liability insurance with the following minimum limits of liability:

- $1,000,000 per occurrence Limit for bodily injury/property damage
- $1,000,000 per occurrence Personal and advertising injury
- $2,000,000 aggregate Products/completed operations
- $2,000,000 aggregate Policy aggregate
- $5,000 per person Medical expense

Automobile Liability Insurance: Contractor agrees to maintain in full force during the term of this contract and until the completion of this project Commercial Automobile Liability insurance for all owned, non-owned, and hired vehicles/trucks. The minimum limit of liability shall be $1,000,000 each accident, combined single limit for Bodily Injury and Property Damage.

Workers’ Compensation Insurance: Contractor agrees to maintain in full force and effect Workers’ Compensation insurance which provides statutory coverage for Workers’ Compensation claims and Employers’ Liability insurance subject to minimum limits of:

- $500,000 each accident Bodily injury by accident
- $500,000 each employee Bodily injury by disease
- $500,000 policy limit Bodily injury by disease

or the minimum limits required by Contractor’s Umbrella insurer.

Workers’ compensation requirements as required by NH law must be followed, and includes, in part, providing proof by the Contractor of workers’ compensation insurance coverage for all of
its employees on this site. The Contractor awarded the work is also to submit information as required under RSA 21-I: 81 B. This law requires, among other things, the Contractor to provide timely information on employee and subcontractor identity, including all CFOs and principals on a log for this purpose, and for the College to post this information on a publicly accessible website. (Note: Any exemptions demonstrated by the Contractor can be noted in the contract in Exhibit C.)

**Umbrella Liability Insurance**: Contractor agrees to maintain in full force and affect Umbrella Liability insurance which provides excess following form coverage over the underlying Commercial General Liability, Automobile Liability, and Employers Liability policies previously described. The Umbrella/Excess policy will provide minimum limits of liability of $5,000,000 per occurrence and aggregate - and the aggregate limit should be provided on a “per project or job” or location basis.

**Professional Liability Insurance**: Architect/Engineer agrees to maintain in full force during the term of this contract and for a period of one (1) year after the completion of this project, Architects and Engineers Professional Liability (Errors and Omissions) insurance subject to a minimum per occurrence and aggregate limit of $3,000,000. Note: The scope of coverage and limit provided by the policy shall encompass the Architect/Engineers obligations as defined in the project agreement.

**Personal Property Insurance**: “Builder’s Risk” coverage does not provide coverage for the Contractor’s business personal property – tools, equipment, etc. As such, coverage must be provided by Contractor for this exposure.

The certificates are required to name Great Bay Community College as additional insured.

END OF EXHIBIT D
EXHIBIT E

REQUEST FOR QUALIFICATIONS

Architectural Consulting Services for a New Automotive Building

At

Lakes Region Community College, Laconia, NH

DESIGN QUALIFICATION FORM

THIS FORM IS TO BE SUBMITTED WITH THE PROPOSAL

Qualifications to perform the work: Design Firms must have a minimum of three (3) years experience within the last five (5) years with design and construction of projects of similar scope and complexity within 100 miles.

NAME OF FIRM SUBMITTING PROPOSAL:

Proposal Instructions: Each response must include the following information:

1) Name, address, of the Design Build Firm.

2) Brief history and description of firm. (Include area of expertise and list past pertinent projects)

3) List of key personnel to be assigned to this project. (Include recent, with time employed with firm)

   a) Project Manager
   b) Principal in Charge
4) List and qualifications of sub consultants to be used on the Project. *(Include resume with past projects, and those done with the firm)*

a) Architect
b) Mechanical designer
c) Structural designer
d) Electrical designer
e) Civil Designer

5) Provide detail of experience with the State Energy Code, including the newly enacted requirement to meet RSA compliance with USGBC Section 189.1

6) Related projects / areas of expertise / experience. Include descriptions of other projects of similar scope designed and built by this firm. Include reference contact information.

7) A brief description of the firm’s approach to project designing and implementation.

NAME OF REFERENCE PROJECT ____________________________________________

Location of Project ______________________________________________________

Date work performed ____________________________________________________

Description of Project __________________________________________________

Approx Contract value __________________________________________________

Name of Owner __________________________________________________________

Address _________________________________________________________________

Contact Information _____________________________________________________

END OF EXHIBIT E
EXHIBIT G

REQUEST FOR QUALIFICATIONS

Architectural Consulting Services for a New Automotive Building

At

Lakes Region Community College, Laconia, NH

State Building Code Section 155-A:13
With
High Performance Design Standards