DESIGN AND CONSTRUCTION
CONSULTING SERVICES
FOR A NEW
HVAC/ELECTRICAL TECHNOLOGY
LABORATORY BUILDING
AT
MANCHESTER COMMUNITY COLLEGE
MANCHESTER, NH

Project MCC15-03

MAY 4, 2015
MCC15-03

Request for Qualifications

For: Design and Construction Consulting Services for a new
HVAC/ELECTRICAL TECHNOLOGY LABORATORY BUILDING
At Manchester Community College – Manchester, NH

Purpose: - The Community College System of New Hampshire (CCSNH) is seeking qualifications from qualified, interested parties to provide “Design and Construction Consulting Services” involved in the creation for a new HVAC/ELECTRICAL TECHNOLOGY LABORATORY BUILDING at Manchester Community College.

The project will include: A new stand-alone two story approximately 26,000 sq. ft. building. MANCHESTER COMMUNITY COLLEGE’s HVAC/ELECTRICAL TECHNOLOGY LABATORY facilities are overcrowded and cannot accommodate industry-standard equipment and training. Programs have been at capacity. MANCHESTER COMMUNITY COLLEGE will be able to increase the number of classrooms and laboratory’s and class program capacity, and will have the space to house state-of-the-art equipment. Industry projections indicate continued growth in employment demand in HVAC/ELECTRICAL TECHNOLOGY occupations. MANCHESTER COMMUNITY COLLEGE will continue to prepare the next generation of HVAC/ELECTRICAL TECHNOLOGY technicians for NH industries. MANCHESTER COMMUNITY COLLEGE is located in NH's largest city and accessible to thousands of learners.

The laboratory building will serve as a place for students to engage in real life, hands on applications in HVAC/ELECTRICAL TECHNOLOGY.

The HVAC program (heating, ventilation, air conditioning) includes commercial and institutional applications, to include chillers, various heat pump applications, commercial boilers, and state of the art large scale air handling systems.

The ELECTRICAL TECHNOLOGY program includes residential, commercial, high and low voltage, communications, building automation, programmable logic controllers (PLG), motors, and transformers.

The facility will also have: a) classrooms and laboratory spaces for the teaching of renewable resources systems including geothermal, variable refrigerant flow building systems, and solar, etc.; b) classrooms and laboratory spaces for Industry related safety training to include OSHA, NFPA 70.5, and confined space training, and c) Storage for pipes, wire, equipment, and related supplies.

Total Design, Construction, Permitting, Testing, Furnishing and Equipment, etc. budget is $7 million. Construction to start spring of 2016, with Substantial Completion achieved by June 30th, 2017.

The consultant will assist The Community College System of New Hampshire in developing, planning, performance criteria, specifications, construction low bid documents and construction administration according to the Community College System of New Hampshire requirements, administration needs and
all applicable code requirements. Applicants must be registered Architects in the State of New Hampshire and registered to do business with the State of New Hampshire. Applicants must have experience with Chapter 155-A New Hampshire Building Code Section 155-A:13 Building Requirements for State Funded Buildings.

Sub-consultants shall include but not limited to: Structural, Electrical, Mechanical, and Civil (permitting NHDES Alteration of Terrain).

Proposal Instructions: PROPOSALS WILL BE ACCEPTED FROM QUALIFIED FIRMS ONLY.

Interested organizations must submit the attached DESIGN QUALIFICATION FORM.

RFQ Due Date: Five (5) copies of the information above must be dated and signed by the submitter and received by Manchester Community College, ATTN: Susan Huard, President, 1066 Front Street, Manchester, NH 03102 no later than 3 p.m. Monday, May 18, 2015. Also send a copy electronically via email to: memoore@ccsnh.edu, of the information by 3 p.m. Monday, May 18, 2015:

Submissions received after that date and time will be marked as “Late,” will not be eligible for consideration in this process, and will be returned to the submitter unopened. There will be no exceptions to this requirement.

Evaluation Process: All eligible responses will be considered for inclusion on a short list of accepted applicants. Short listed applicants will be invited to present their qualifications and an associated program narrative within the project budget to a College Selection Committee. The short list of applicants will be determined no later than May 22th, 2015. Interviews with the short listed firms will be held June 10, 2015. Additional information and requirements will be supplied to the short listed firms.

ADDENDUM:

In the event it becomes necessary to add to or revise any part of this RFQ prior to the scheduled submittal date, the addendum will be posted to the CCSNH website at www.ccsnh.edu/open-bids. Before your submission, always check the website for any addenda that may have been issued which would affect the RFQ.

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

The Community College System of New Hampshire reserves the right to waive any and all informalities in its best interest.
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DESIGN QUALIFICATION FORM

(Maximum of Five Pages for scoring purposes), additional information may supplement this form.

Qualifications to perform the work: Designer 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 200 miles.

NAME OF FIRM SUBMITTING PROPOSAL:

Proposal Instructions: Each response must include the following information:

1) Name, address, of the Design 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:

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

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

NAME OF REFERENCE PROJECT _______________________________________________________
Location of Project _________________________________________________________________
Date work performed _______________________________________________________________
Description of Project ______________________________________________________________
Approx. Contract value ______________________________________________________________
Name of Owner _________________________________________________________________
Address _________________________________________________________________
Contact Information _______________________________________________________________

END OF DESIGN QUALIFICATION FORM
Request for Qualifications

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DESIGN SCORING CRITERIA FOR CANDIDATES
SCORE SHEET

This criteria list will be used by the Selection Committee to score the qualified submission.

<table>
<thead>
<tr>
<th>Description</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Firm’s Similar Experience in the local area with project of this dollar value; experience with building type i.e. HVAC/ELECTRICAL TECHNOLOGY facilities, laboratories, classrooms and staff and faculty offices etc., in a college environment.</td>
<td>30</td>
</tr>
<tr>
<td>Design Firm’s Experience with local sub consultants that will be used on this project.</td>
<td>10</td>
</tr>
<tr>
<td>Quality will be the level of experience of the management personnel of the designer. This will include the Project Manager.</td>
<td></td>
</tr>
</tbody>
</table>

AWARD REQUIREMENTS For the Design Team:
- Similar Experience and Qualifications in the local area with a project of this dollar value; experience with building type i.e. HVAC Laboratories, Electrical Technology Laboratories, classrooms and staff and faculty offices etc., in a college environment.
- Proven ability to meet schedule on similarly complex projects.
- Experience, time with firm, and education.
- 3 years’ experience with the firm.
- Experience with New Hampshire Building Code

Design Firm:
- Project Manager 10
- Architect 20

Sub-Consultants:
- Mechanical Designer 15
- Electrical Designer 15

GRAND TOTAL 100

END OF DESIGN SCORE SHEET