REQUEST FOR DESIGN BUILD SERVICES FOR RENOVATIONS TO MACHINE TOOL SHOP Project NC 12-10

At Nashua Community College

June 20, 2012

PURPOSE:
Nashua Community College is seeking a proposal from qualified, interested parties to provide Design Build Services for a renovation to the Machine Tool Shop at Nashua Community College. The successful applicant will provide the Nashua Community College with design and construction services for renovations to the existing Machine Tool Shop.

This project includes:
1. Design and Construction of Renovations to the Machine Tool Shop at Nashua Community College.
2. The project construction budget is $200,000. This does not include equipment or furnishings, but does include all design and construction costs.
3. Substantial completion is required by Friday, November 9th, 2012.
4. The successful bidder will provide all necessary architectural, mechanical, electrical, and structural design, as well as, all construction services.
5. The finished project is to be fully code compliant and will require a certificate of occupancy from the City of Nashua.

Proposal Instructions: BIDS WILL BE ACCEPTED FROM QUALIFIED FIRMS ONLY. To qualify interested firms must complete and submit Exhibit E on or before Friday, June 29th, 2012. The exhibit requests the following information:
1. Name, address, brief history and description of firm.
2. Résumés of key personnel to be assigned to this project.
3. List and qualifications of sub consultants to be used on the Project.
4. List and qualifications of sub-contractors to be used on the Project.
5. Related projects / areas of expertise / experience. Include descriptions of other projects of similar scope designed and built by this firm and reference contact information.
6. Design/Build firms must have a minimum of (3) three years experience within the last (5) five years with design and construction of projects of similar scope and complexity.
7. A brief description of the firm’s approach to project designing and implementation.

The selection committee will select up to six (6) qualified firms to submit the Request for Proposal. The selected firms will be notified by Thursday, July 5th, 2012 (see Exhibit F for scoring criteria)
Note: All Request for Proposals (RFP’s) will become property of Nashua Community College once submitted.

AWARD PROCESS:
All responses will be reviewed by the Selection Committee. The Selection Committee shall evaluate the proposals and shall be composed of Nashua Community College Representatives and a CCSNH Representative. This decision shall be based on the criteria of the scoring sheet (see Exhibit H).

The bidders will provide a detailed cost proposal and a schematic layout and elevation of the project. The proposal will be judged by the selection committee on total cost and completeness of the proposal and plan submitted.

Proposal Inquires: All inquiries concerning this request shall be made in writing to: Scott Bienvenue, Plant Engineer Manager, Nashua Community College, 505 Amherst Street, Nashua, NH 03063; e-mail @ccsnh.edu, phone (603) 882-6923 ext. 1553.

Proposal Inquires: All inquiries concerning this request shall be made in writing to: Scott Bienvenue, Plant Engineer Manager, Nashua Community College, 505 Amherst Street, Nashua, NH 03063; e-mail @ccsnh.edu, phone (603) 882-6923 ext. 1553.

Project information shall be posted to the website ccsnh.edu/capitalimprovements/ Nashua, NC 12-10 Renovations to the Machine Tool Shop.

SITE VISITS:
The project site is available for viewing by interested parties during normal business hours, Monday through Friday, 8:30am to 4:00 pm. All visitors are to notify Nashua Community College of their intent to visit and sign in upon arrival. Visits can be coordinated through the Plant Maintenance Engineer, Scott Bienvenue tel. (603) 882-6923 ext 1553, Cell (603) 340-1953. MANDATORY SITE VISITS: A mandatory site is required for all RFP submissions, which will be coordinated through Scott Bienvenue.

Evaluation and Award of Contract:
The RFP process is a procedure allowing the Community College System of New Hampshire to award these contracts for Design Build Construction Services to the respondent whose qualifications and proposal best meet the interest of Nashua Community College, with the lowest price not being the determining factor in the selection.

1. Submitted proposals will be judged by a selection committee to a pre-established set of criteria included as Exhibit H.
2. The proposal achieving the highest score will be asked to enter into a contract with the Nashua Community College.
3. Contractor shall not begin work until a fully executed contract has been received and the contractor has received the notice to proceed.

DETAILED PROJECT DESCRIPTION

SCOPE OF SERVICES:

Interior renovation of infrastructure equipment and finishes to the Machine Shop and adjacent storage area at Nashua Community College. Successful bidder will provide all necessary
architectural, mechanical, electrical and structural design, as well as, construction services and necessary building permits. Finished project to be fully code compliant in all areas of construction to include but not limited to life safety, NFPA, and ADA.

**Scope of services:**

**Architectural:**
- Construction of a 21 seat computer lab with access to hallway and machine shop lab.
- Construction of faculty office space with access to hallway and machine shop lab. Office area to have observation windows to the machine shop lab.
- Construction of 16 seat computer lab with access to machine shop only. Room to have observation windows to the machine shop lab.
- Cut-in and install new doorways to adjacent storage area
- Supply and install 2’x 4’ Armstrong ceiling throughout machine shop lab, office, and computer rooms. Armstrong ceiling tiles to be “Cortega Second Look II” and grid system to be “Prelude XL 15/16”.
- Demo existing computer room, steel cage storage areas.
- Remove existing windows on North wall in Machine Shop and adjacent storage area, infill, insulate, and make weather tight openings.

**Mechanical:**
- Decommission/demo/remove old heating and ventilation units and associated piping, ductwork, and electrical components.
- Install new fan forced heaters throughout the machine shop to replace existing.
- Supply and install ductwork and ceiling registers into new ceiling grid for a balanced HVAC system for the machine shop, computer rooms and office.
- Supply and install new multi-person hand wash basin and emergency eyewash/shower in new location.
- Supply and install exhaust fan for grinding station and heat treat ovens.
- Supply and install compressed air system with drier, piping, valves and connections to 30 drops located throughout machine shop.
- Compressed air system to be Kaeser 7.5 H.P. rotary screw w/ air dryer and tank combination 32 CFM @ 125 PSI or better.

**Electrical:**
- Design and supply and install new distribution system to provide power to machines throughout machine shop.
- Supply and install 4 E.P.O. safety switches to power down machines. One located in the office and 3 located throughout the machine shop.
- Decommission/demo existing lighting system. Supply and install new energy efficient lighting into ceiling grid to provide lighting levels as needed for machine shop operations. Lighting must have night lights and emergency back-up for code compliance.
- Provide multiple circuits to operate computer rooms, and provide raceways for installation of data cables.
- Supply and install 12 strand fiber optic cable from college MDF to Machine Shop.
Paint:
- Supply and install Industrial zero Voc Water based Epoxy 2 coats.
- 2 color tone pattern with a stripe applied per manufacturer’s specification.
- Sherwin Williams or Benjamin Moore.

Flooring:
- Supply and install 1/8” thick urethane mortar product across machine shop, office and 16 seat computer room floors. Applied per manufacturer’s specification.
- Supply and install Collins and Aikman carpet in 21 seat computer room.

Fire Protection:
- Fire Sprinkler work and retrofit as needed to meet code compliance.

ADDITIONAL PROJECT REQUIREMENTS:
- All equipment removed from the shop is to be turned over to the college for salvage.
- A one year warranty is to be provided for all work performed.
- Building design and equipment list is to be approved by the College prior to ordering or installation of materials.
  - Submittal is to be made, with acknowledgement by the design professional; and the design builder that the project requirements are met.
- CAD based design documents are to be generated for the final design and finished project.
- Power and cable requirements are to be included in the design.
- Work shall be done with a minimum amount of disruption to the College activities. This may include off hours work, which is to be scheduled in advance with the College Administration.
- All workers will need to have a visible ID badge.
- Remove and legally dispose of all waste generated by the work.
- Asbestos testing and removal at pipe insulation elbows.
- Phased construction timeline that allows for class lab work with students working in the lab for day and evening (8:00am-11:00pm Monday through Friday). The college would anticipate the use of a temporary wall with a dust barrier separating the work lab work from the construction area. The college would further anticipate the lab space to move to the newly renovated space and vacating the old area so that phase of construction could begin. The goal is to operate classes with a minimum of interference with the construction process and have little to no time lost for educational requirements.
- Construction may occur between the hours of 6am – 11pm Monday thru Friday. After August 31st, 2012 construction may occur on Saturdays between the hours of 7am -4pm.
- Liquidated damages will be assessed at $500 per day under the conditions of the AIA A 141 (see exhibit I section 3.2).
NOTE: Exhibits A through I and the RFP form constitute the complete documents for this proposal. Exhibits B, and C will be issued with the contract to the successful applicant.

- Exhibit A details the scope of work described in this RFP
- Exhibit B details the method of Payment as detailed in the RFP
- Exhibit C details any special conditions to the contract. None are included in the Proposal scope.
- Exhibit D is the insurance requirements
- Exhibit E is the pre-qualification form included with this RFP. This form MUST be submitted and approved for the Proposal to be accepted. The approval form must be submitted prior to the Proposal
- Exhibit F is the Scoring Criteria for the qualified firms
- Exhibit G is the Bid Form
- Exhibit H is the Scoring Criteria for design build
- Exhibit I is the AIA A141 sample contract

CONTRACT INFORMATION

FORM OF CONTRACT
The Contractor who is awarded the contract will need to complete an AIA A141 contract (See Exhibit I) 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 Contractor awarded the contract will need to furnish an insurance certificate which includes the following:

The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefit of the State and Nashua Community College, the following insurance: Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than $250,000 per claim and $2,000,000 per incident, or the current statutory cap on the State’s liability, and fire and extended coverage insurance covering all property, in an amount not less than 80% of the whole replacement value of the property.

This insurance is in addition to the workers’ compensation insurance requirements outlined above in this document.

The certificates shall contain a clause prohibiting cancellations or modifications of the policy earlier than 10 days after written notice thereof has been received by the College.

See Exhibit D for full individual insurance requirements.

BOND/SECURITY AND POWER OF ATTORNEY:
NH RSA 447:16 requires contracts for construction, repair or rebuilding of public buildings or other public works (not including design work) over $35,000 to include a payment bond or other security in an amount equal to 100% of the contract price. Other types of contracts may also have bond/security requirements for payment and/or performance. In such
contracts, the bond and power of attorney of the person executing the bond must be included in the contract.

**CONTRACTOR CERTIFICATIONS:**
The Design Build Contractor 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 **Friday, November 9th, 2012** not including warranties. Completion for the project shall be no later than **Friday, November 9th, 2012**.

Nashua Community College shall have the right to terminate the contract at any time by giving the Contractor 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 Nashua Community College. Final retainage of 5% shall be due 45 days after final acceptance and receipt of all warranties, “asbuilts”, lien releases, operations and maintenance manuals and all closeout documents.

**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.

- Any questions regarding the contents of this request will be discussed at the site visit. If there are any questions, please contact Scott Bienvenue [ccsnh.edu](mailto:ccsnh.edu).

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

- Required Material Safety Data Sheets (MSDS) for material brought on site by the successful Contractor must be available on site at all times.

- 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 Contractor.

- If applicable, vendor is responsible for calling Dig Safe System, Inc., a private locating service. A private locating service is needed as with the exception of natural gas, all utilities on the campus of Nashua Community College are privately owned. 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 Contractor.
• Shirts are required to be worn at all times on the work site, smoking is allowed only in vehicles, no radios or headsets are allowed, food is available in the Café. All parking for vehicles and equipment must be cleared through the College. Use of cell phones and radios are prohibited while vehicles are in motion. Posted speed limits are to be obeyed. Infractions of rules can result in the offender being asked to leave the campus.

• After the award, the Contractor shall submit a list of all key personnel and subcontractors.

• The College reserves the right to request a criminal background check on any employee of Contractor. 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 CONTRACTOR WITH LAWS AND REGULATIONS - EQUAL EMPLOYMENT OPPORTUNITY**

In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws. During the term of any contract, the Contractor 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 Contractor 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 Contractor further agrees to permit the State or United States access to any of the Contractor’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 its website .ccsnh.edu/capitalimprovements/. Before your submission, always check for any addenda or other materials that may have been issued which would affect the RFP by checking this website.

Any change, correction or deviation to this RFP must be addressed in a written addendum. Verbal changes will not be allowed.
The RFQ response is due on **June 29th, 2012 by 10:00am** and the RFP response is due by **July 23rd, 2012 by 10:00am**. Your response must include all the materials requested in the RFQ and RFP. Proposals should be mailed or hand carried to:

Nashua Community College  
Attention: Amber Wheeler, Chief Financial Officer, Nashua Community College  
505 Amherst Street, Nashua, N.H. 03063

The College is not responsible for proposals not received due to equipment failure, mail delays, etc. E-mail is NOT an acceptable form of submission. If you want to ensure your proposal was received please verify by calling Amber Wheeler at (603) 578-8983 or cell (603) 809-7009.

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

Project NC 12-10
Design Build Services
For Renovations to the Machine Tool Shop
At Nashua Community College

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 Nashua Community College as additional insured.

END OF EXHIBIT D
DESIGN BUILDER QUALIFICATION FORM

THIS FORM IS TO SUBMITTED WITH THE PROPOSAL

Qualifications to perform the work: Design/Build Companies 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.

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) Field Superintendent
   c) 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) Specialty Designer

5) List and qualifications of major sub contractors to be used on the Project.

   a) Electrical Contractor
   b) Mechanical Contractor
   c) Misc metal

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

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.

8) 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 F**

**Project NC 12-10**  
Design Build Services  
For Renovations to the Machine Tool Shop  
At Nashua Community College

**DESIGN BUILD SCORING CRITERIA FOR QUALIFIED CANDIDATES**

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<thead>
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<th>Possible Points</th>
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<tr>
<td>1. Quality of the list and qualifications of contractor and Subcontractor</td>
<td>40</td>
</tr>
<tr>
<td>2. Quality of the related projects/areas of expertise/experience</td>
<td>40</td>
</tr>
<tr>
<td>3. Quality of description of the firm's design approach</td>
<td>20</td>
</tr>
</tbody>
</table>

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Grand Total 100

**END OF EXHIBIT F**
Exhibit G

Project NC 12-10
Design Build Services
For Renovations to the Machine Tool Shop
At Nashua Community College

BID FORM

Company Name:

_____________________________________________________________________

Address:

____________________________________________________________________________

Telephone Number:

___________________________________________________________________

Fax Number:

______________________________________________________________________

E-mail Contact name and address:

________________________________________________________

Allowance for Unforeseen Conditions, (twenty thousand dollars) ADD $20,000.00

Project Cost Total $____________________

Acknowledgement of Addenda (if any) Addenda ______________________________

______________________________
REFERENCE INFORMATION CONFIRMING CONTRACTORS AND MAJOR SUBCONTRACTORS MEET REQUIRED QUALIFICATIONS TO BE INCLUDED WITH THE BID (Exhibit E)

Signature:
_________________________________________________________________________

Printed Name:
_________________________________________________________________________

Title: _____________________________________________________________________

Date: _____________________________________________________________________

This bid must be signed by a person authorized to legally bind the bidder.

END OF EXHIBIT G
### DESIGN BUILD SCORING CRITERIA

<table>
<thead>
<tr>
<th>Category</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Quality of the Design Build Team</td>
<td>35</td>
</tr>
<tr>
<td>2. Quality of the Design</td>
<td></td>
</tr>
<tr>
<td>(Does the design show all the items required in the Request for Proposal and addenda, if submitted)</td>
<td>45</td>
</tr>
<tr>
<td>3. Cost</td>
<td></td>
</tr>
<tr>
<td>(Points awarded as follows; 20 for lowest, 15 for 2\textsuperscript{nd} 10 for 3\textsuperscript{rd}, 5 for 4\textsuperscript{th}, none for any below)</td>
<td>20</td>
</tr>
</tbody>
</table>

Grand Total                                      100

**END OF EXHIBIT H**