



**REQUEST FOR QUALIFICATIONS
Architectural Services
Durham, New Hampshire**

March 14, 2017

The Town of Durham, NH is soliciting letters of interest and qualification statements for architectural services to complete preliminary design options for renovation/expansion of Churchill Ice Rink in Durham, NH. Please submit qualifications statements and backup information totaling no more than 15 pages on or before 3:00 PM on Wednesday March 29, 2017. Please contact the Parks and Recreation Director at (603) 817-4074 for more information.

The Town of Durham Parks and Recreation Committee is interested in exploring options for the renovation and/or expansion of the existing rink. As a second option, we would like to explore the costs and impact to the existing property of constructing a new rink structure. This would be on a very schematic nature for cost comparison purposes.

The following is a list of items that the Parks and Recreation Committee and other partners have identified as priorities for renovation/expansion at the facility. The items are not listed in any particular order:

- 1.) Ventilation/heating/cooling system
- 2.) Updated/expanded locker rooms, restrooms, coaches/refs room.
- 3.) Address storage needs.
- 4.) Enclose rink while keeping connection to the outdoors.
- 5.) Updated/expanded office space to include 2-3 additional office spaces.
- 6.) Redesigned check-in, retail/rental spaces with separate skate sharpening area.
- 7.) Address Zamboni location in regards to participant foot traffic and safety.
- 8.) Heated/dry spectator space that also functions as a multi-purpose room (MPR).
- 9.) Expanded footprint of facility if possible
- 10.) Improved team benches with raised scores box

The ideal design would incorporate as many of the above items as possible in the proposed recommended preliminary design concept. In addition, a goal of the Committee is finding a way to execute these changes in a phased renovation/expansion to be completed over a multi-year period.

This RFQ is to select a consultant to prepare preliminary design options, and construction cost estimates to be submitted for consideration by the Durham Parks and Recreation Committee. Depending on the final chosen options, the Committee may decide to continue with the selected consultant or re-advertise the project for final design and construction documents. The consultant selection is based on a Qualification-Based Selection process. Up to three candidates

will be short listed and interviewed by the Committee. The final candidate will be chosen by the Town based on the best qualifications and experience.

The following documents are available for your use. Previous plans have been completed for the Churchill Rink property and are available for review at the Parks and Recreation Department office.

- Topographic Plan for Town of Durham of Tax Map 11, Lots 9-2,11-3&11-4 prepared by Doucet Survey, Inc. dated January 2006
- Construction Plan Town of Durham Old Jackson Landing Road, prepared by MJS Engineering dated February 15, 2008.
- Upper Parking Area Grading & Drainage Plan Town of Durham Old Jackson Landing Road, prepared by MJS Engineering dated February 15, 2008.
- Jackson's Landing Master Plan prepared by Woodburn & Associates LA, May 30, 2008

The following are the submission requirements for this RFQ. Interested firms should submit four (4) copies of the Statement of Qualifications. Statements should include the following minimum information, which will be used to evaluate the firms. Please keep RFQ submittal to a maximum of 15 pages.

1. Name, address, brief history and description of the size and experience of the firm.
2. Resumes of key personnel to be assigned to this project.
3. Related projects, experience, and areas of expertise. Include a description of other similar projects designed by the firm, and related references.
4. A brief description of the firm's approach to planning and design to meet the Committee's goals, especially on the implementation of the project on a phased approach.
5. Other information you consider pertinent to your firm's consideration.

Submissions are to be labeled:

“Architectural Services for Preliminary Design at Churchill Rink”
and be delivered by 3:00pm (EST) on Wednesday March 29, 2017 to:

Durham Parks & Recreation Department Office
2 Dover Road
Durham, NH 03824

The Town of Durham reserves the right to accept or reject any or all submissions, to waive technical or legal deficiencies, and to accept, in part or in whole, any submission that it deems, at its sole discretion, to be in the best interest of the Town of Durham. The Town also reserves the right to cancel this Request for Qualifications at any time for any reason.

Questions may be directed to:

Rachel Gasowski Director of Parks & Recreation (603) 817-4074 rgasowski@ci.durham.nh.us	Mike Sievert Chairman of Parks & Recreation 603-659-4979 mikesievert@mjs-engineering.com
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