

# RFQ/RFP for Design and Construction Management Services

Renovations and Additions to the Durham Police Facility

**DURHAM POLICE DEPARTMENT**

March 15, 2015

Authored by: Chief David Kurz

# RFQ/RFP for Design and Construction Management Services

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Renovations and Additions to the Durham Police Facility

Located at:

86 Dover Road

Durham, NH 03824

## Proposal Submission Deadline:

April 23, 2015 @ 4:00 PM

Technical Questions should be directed to:

Chief David Kurz

(603)868-2324

[dkurz@ci.durham.nh.us](mailto:dkurz@ci.durham.nh.us)

Director Public Works Michael Lynch

(603)868-5578

[mlynch@ci.durham.nh.us](mailto:mlynch@ci.durham.nh.us)

## Background:

This document constitutes a request for qualifications and proposal packages from Design/CM teams for the design and budget development of a 36' x 46' three story addition to the existing Durham Police Facility.

The existing Durham Police Facility is located at 86 Dover Road and is insufficient for employees and residents to conduct police related business. The Town's intent is to add an addition and determine potential renovation to the existing facility that may be necessary and/or appropriate. The Town has looked at an initial design covering size and location of interior components.

## Process

An informational meeting will be held on **Thursday April 9, 2015 at 9AM** at 86 Dover Road, Durham, NH. At this session a brief presentation will be made of the project intent, and the site and police facility will be available for inspection.

Proposals are due April 23, 2015, 4pm in pdf format to [dkurz@ci.durham.nh.us](mailto:dkurz@ci.durham.nh.us) and [mlynch@ci.durham.nh.us](mailto:mlynch@ci.durham.nh.us). Interviews of selected firms will be held on April 30, 2015 at the Durham Police Station conference room, located at 86 Dover Rd, Durham. The interviews will last 75 minutes with at least 15 minutes between sessions.

It is our intent to check references and make a final selection that would be presented to the Durham Town Council by May 7, 2015 for their approval.

## PROPOSAL CONTENT AND FORMAT

At a minimum, the submission will require the following:

### Cover Letter

- Provide a cover letter indicating the name of the firms making the submission.
- Summarize the overall experience, approach, and understanding of this project that make your team stand out.

### Relevant Credentials, Qualifications, and Experience

- Formally declare the names of all sub-consultant firms (and optionally, major sub-contractors who the Design/CM proposes to be a part of the Design/CM team).
- Summarize the relevant credentials, qualifications, and experience of the individuals proposed for the Design/CM team from the primary firm(s), all sub-consultants, (and optionally major subcontractors). Emphasis should be on recent experience that is most relevant to this project).
- Provide resumes for all key individuals. Identify and describe the roles for each individual.
- Note any projects where individuals from the construction manager, architecture, and/or mechanical/electrical engineering firms have worked together.

### Project Approach, Challenges, and Opportunities

- Provide a narrative outlining the significant challenges and opportunities of this project.
- Identify the critical elements necessary to skillfully deliver a successful project. This can be seen as an opportunity for the respondent to suggest ideas and design concepts they have allowed for in their proposal and to illustrate an understanding of the requirements, scope, and intent of the project.
- Provide **six (6)** illustrations, sketches, and/or layouts to best demonstrate a vision for the project. This is an opportunity for the respondent to convey an understanding of the site and the nature of this building, and demonstrate their design capabilities. This is not to be construed as requiring a complete design upon which an award would be based.
- What services or products can you offer us to make a strong case for public funding? Use examples from previous projects that you have done, if appropriate.

### Project Funding

- The funding for this project has not yet been authorized. A request for funding for 2016 is anticipated to be made to the Durham Town Council during the 2016 budget deliberations. In addition, for any project requiring borrowing of one million dollars or more, the Durham Town Charter requires a vote at the regular town election held in March of 2016 with a two-thirds vote in favor.

### Projected Contract Sum

- Identify the proposed fee for Part A (Schematic Design, Design Development and Construction Documents sufficient to develop an anticipated eventual Guaranteed Maximum Price (Part B GMP) to be determined upon completion of the Contract Document design phase). For this proposal, given the sum total of all the information provided or referenced in connection with this solicitation or reasonably inferable there from, provide a best professional estimate of what the projected contract cost will be, presuming a construction start of spring of 2016.
- Provide an order of magnitude estimate in a 16 division breakdown with adequate descriptions, noting assumptions made, to demonstrate your understanding of the key cost elements. This estimate shall be the basis on which the design proceeds.
- Confirm that all basic and additional services as identified in the Design/CM form of agreement will be provided and identify any additional services or deliverables proposed to be included to add extra value for the Owner. Please identify any qualifications or exceptions to the form of contract that has been provided.
- Make specific mention of any areas where the Owner's requirements have either been exceeded or have not been met.

- Note: Failure to deliver future project milestone estimates or a final agreement, inclusive of all such requirements, for no more than the stated projected project contract sum, provided the absence of concealed conditions, additional Owner imposed requirements, or conflicting or indefinite provisions, shall entitle the Owner to terminate the agreement, retain rights to work product to date, and engage another Design/CM.

## PROPOSAL SELECTION CRITERIA

- To the degree possible, the Town desires to retain the services of a team from New Hampshire, preferably one familiar with the Town of Durham and willing to work for peanuts or the monetary equivalent.
- Demonstrated depth of knowledge and understanding of the project objectives, challenges, and opportunities.
- Ability to articulate a coherent approach to this project and its critical elements, using examples from relevant experience.
- Creative, innovative and thoughtful vision that creates a modern, well-functioning, energy-efficient space.
- Ability to identify key issues and how they will be handled.
- Ability of key personnel to relate to the needs and expectations of the community.
- Strategies to manage and control costs.
- Respondent's perceived level of candor, inclusiveness, ability to listen, follow direction, and spirit of collaboration.
- Other added value or additional stated deliverables, which would be received by the Town, will also be considered.
- Respondent's proposed budget figure projecting the anticipated eventual Part B GMP contract amount given the sum total of all information provided or referenced in connection with this solicitation or reasonably inferable therefrom.

## TERMS OF THIS RFQ/RFP

- Revisions, Amendments, and Cancellation - The Town may extend the deadline date for qualifications submission if, in the Town's opinion, the revisions make this necessary. The Town may also cancel this solicitation, in whole or in part, or reject all submissions when this action is deemed to be in the best interest of the Town of Durham.

- Acceptance of Submissions - The Town reserves the right to accept or reject any or all submissions received as a result of this solicitation, to waive minor irregularities, or to negotiate with any respondent, in any manner necessary, to serve the best interests of the Town of Durham.
- Incurred Expenses - Any costs incurred by the respondent in preparing and submitting a response to this RFQ will be the sole responsibility of the respondent and will not be reimbursed by the Town.
- Economy of Preparation - Submission packages should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of this solicitation.
- Discrepancies and Clarifications - The Town reserves the right to request clarification of any aspect of materials received or to request further information that might be required to adequately evaluate credentials and qualifications.
- The successful firm shall supply the appropriate insurance and professional liability coverage prior to commencing work.