

City Of Portsmouth, New Hampshire
REQUEST FOR QUALIFICATIONS # 37-17

For

General Contractor Services

For

City Hall Building Masonry and Window Replacement

INVITATION

The City of Portsmouth, New Hampshire (“Owner”) seeks Statements of Qualifications for General Contractor services for the City Hall Building Masonry and Window Replacement Project at 1 Junkins Ave Portsmouth, NH. Sealed Statements of Qualifications, plainly marked **RFQ # 37-17, “City Hall Building Masonry and Window Replacement”** on the outside of the mailing envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until **12:00 p.m. on Friday February 10, 2017**. Proposals received after the deadline will not be accepted.

The Project Work will include all demolition and construction services necessary to remove and replace the existing brick veneer and windows from the north, south, east, and west facade walls of City Hall and Police Department, including a new approximately 385 SF one story addition built at the Police Department entrance (west). New windows, face brick, precast masonry and curtain wall will be then be installed. This is an occupied building with limited area for staging, materials and equipment storage. As such the scope of work shall be sequenced and phased to accommodate ongoing Owner operations including but not limited to maintaining and protection of exits for open public egress and ingress points, limit temporary enclosures of windows to one work week prior to permanent installations (unless otherwise agreed to), limitations/restrictions of interior access and/or other required Means and Methods to complete the scope of work determined necessary by the Contractor in accordance with specifications and in agreement with the Owner. Vehicular traffic adjacent to the work area must not be interrupted. Contractor will provide a work plan identifying conceptually how they intend to address these issues.

Qualification packages may be obtained from the City’s web site at www.cityofportsmouth.com, by contacting the Purchasing Coordinator at the above address, or by calling the Purchasing Coordinator at 603-610-7227. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading. Questions about this RFQ may be addressed to the Purchasing Coordinator.

The City of Portsmouth reserves the right to reject any or all statements of qualifications, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the City.

City Of Portsmouth, New Hampshire
REQUEST FOR QUALIFICATIONS # 37-17

For

General Contractor Services

For the

City Hall North Building Masonry and Window Replacement

PURPOSE AND BACKGROUND

The City of Portsmouth, New Hampshire (“Owner”) seeks Statements of Qualifications for GC Services for the City Hall North Building and Window Replacement Project in Portsmouth, NH. The Project Work will include without limitation: selective demolition, masonry pre-cast concrete construction, cast in place concrete, masonry, miscellaneous metals, window replacement, mechanical, electrical and a limited amount of interior framing and finishes

The General Contractor (GC) will report to the Owner’s Project Manager, and be responsible for overall administration and coordination of the Project. The GC will be expected to work closely with the Owner and the Architect, Lavallee Brensinger Architects. The GC will be sensitive to work conducted on the other side of the wall they will be working on.

CONSTRUCTION SCHEDULE

The Owner anticipates that General Contractor’s services will begin immediately after contract execution. At this time, the schedule is anticipated to begin in March 2017, with Project Completion March 2018.

GENERAL CONTRACTOR’S SERVICES

The General Contractor’s responsibilities shall include all professional services consistent with the industry accepted roles of a General Contractor. They shall include, but not be limited to:

1. Providing construction sub-bidding services, recommending subcontractors and vendors, and contracting with such subcontractors;
2. Work with the Owner and LBA (Architect) to obtain all necessary permits.
3. Providing Project scheduling, including but not limited to all preconstruction and construction activities as well as coordinating the schedules related to services, equipment and furniture and technology systems as provided by others;
4. Providing construction phase management, coordination, inspection, supervision, safety and quality control services;
5. Construction phase records keeping and accounting; and
6. Attending meetings with the Owner and/or Architect as necessary, throughout the construction processes.
7. Maintaining and distributing minutes of all meetings with the Owner and Architect in a timely manner.
8. Management, cleanup and disposal of all materials removed from the site.

DESCRIPTION OF THE SELECTION PROCESS

Statements of Qualifications (“Submittal”) will be evaluated by a Selection Committee comprised of the Owner’s and Architect’s representatives. The Selection Committee may request additional information of Respondents.

The Selection Committee will identify the 3 to 5 most-qualified firms and invite those firms to respond to a Bid Invitation. The Selection Committee may conduct interviews in response to the Bid Invitation.

Tentative Selection Schedule

- Statements of Qualifications due February 10, 2017
- Selection Committee Review and Selection February 17, 2017
- Bid Document Issued February 17, 2017
- Bids Due February 27, 2017

SELECTION CRITERIA

Qualifications will be reviewed and evaluated by the Selection Committee based on the following criteria:

1. Construction experience with curtain wall and masonry of similar size and complexity. Provide a minimum of 3 similar scale and scope completed project in the past 5 years and provide valid client references for these projects.
2. Construction experience phasing of construction within an active neighborhood and occupied building.
3. Reputation for effective general contractor services with established internal policies and procedures.
4. History of effective schedule and budget management for projects of similar scale and complexity.
5. Professional qualifications of key individuals assigned to the Project.
6. Current work schedule availability.
7. Bonding capacity of \$3 to \$4M min.

SUBMITTAL/STATEMENT OF QUALIFICATIONS

Submittal Package

- In total, six (7) copies of the Submittals, including attachments, are required. Five (5) of the copies shall be spirally bound (or other semi-permanent binding method). One (1) copy should be clipped together to facilitate document reproduction if necessary.
- Pages shall be no larger than letter-size (8 1/2 x 11 inches) or, if folded to that dimension, twice letter size (11 by 17 inches). It is acceptable to produce the Submittal on both sides of the paper in the seven (7) bound documents.
- The box in which the Submittals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification as follows: **“Statement of Qualifications For RFQ # 37-17 City Hall North Building Masonry Wall and Window Replacement**

- Submittals shall be delivered to the following address before 12:00 p.m. on Friday February 10, 2017: City of Portsmouth, Purchasing Department, 1 Junkins Avenue, Portsmouth NH 03801

Submittal Format for Statement of Qualifications

OUTSIDE COVER AND FIRST PAGE shall contain:

1. The Title: "Statement of Qualifications For **RFQ # 37-17 , City Hall North Building Masonry Wall Replacement and Window Replacement**
2. The name and address of the Respondent, and
3. The Submittal date.

TABLE OF CONTENTS: Include a table of contents.

TRANSMITTAL LETTER: Include a short (one to three page) Transmittal Letter.

The Transmittal Letter will include:

1. A Summary of why the Respondent believes itself to be the most qualified.
2. A statement indicating that to the best of the Respondent's abilities, all information contained in the Submittal is complete and accurate.
3. A statement granting the Owner and its representatives authorization to contact any existing or previous client of the Respondent (or a Respondent's Team Member) for purposes of obtaining an independent evaluation of the Respondent's or a Respondent's Team member's performance. A minimum of 3 similar projects successfully completed within the past 5 years.
4. At least one copy of the transmittal letter must have the original signature of an officer of each principal firm that comprises the Respondent (not a sub-consultant).
5. A statement to hold harmless any person, corporation, agency or other entity from any claim or course of action arising out of any response given to the City of Portsmouth for the purpose of investigating the firm's qualifications.
6. Respondent Contact Information: Provide the following information about the person who is designated to be the Respondent's key contact with the City:
 - A. Name.
 - B. Title.
 - C. Office phone number.
 - D. Facsimile number.
 - E. E-Mail address.

STATEMENT OF QUALIFICATIONS

SECTION I - Description of the Respondent in narrative form

1. The Respondent's areas of specialization;
2. Total number of professionals organized by seniority (i.e., 75 professionals 25 of whom have 20 or more years with the firm, 35 that have 10 or more years with the firm ...);
3. Internal resources (i.e., accounting , legal, survey, engineering, support staff)
4. Firm history;
5. Honors and awards, or other certifications;
6. Location of home and branch offices;

7. Names of the principal officers of the firm;
8. Type of organization: Individual or sole proprietorship, professional corporation, partnership, joint venture, etc.; and
9. Identification of the major consultants and subcontractors if known.
10. Key Professionals: Identify the key members of Respondent's team that would be involved in the project and describe their area of expertise and what role they will perform in the Construction Team.
11. Resumes: Provide resumes of any person identified as a key professional. The resumes should contain the following:
 - A. Name.
 - B. Professional registrations, including New Hampshire
 - C. Educational background.
 - D. Employment history.
 - E. Proposed role in the Project.
 - F. An identification of other relevant projects in which the person has been involved and a name/phone number of a representative of any project cited that can be contacted for a reference.
 - G. Other information you believe to be relevant.
12. Describe the Respondent's experience and proposed method for dealing with bidding subcontracted work.
13. Identify any work that Respondent anticipates being performed by the Respondent's own work forces.
14. Describe the Respondent's pre-construction services.
15. Provide financial references and current bonding limits.
16. Describe the Respondent's construction safety program and safety record.
17. Describe any current or past (within last 7 years) litigation, arbitration or mediation related to any construction or construction management contract.
18. Other information, qualifications and/or exceptions that the Respondent may consider appropriate to raise during the selection process.

SECTION II -Relevant Experience of the Respondent

Please identify no more than six relevant projects which best exemplify your qualifications for this Project, including but not limited to experience with working on occupied building projects. Minimum of 3 similar scope and size projects successfully completed within the past 5 years.

For each project identified in SECTION II, prepare a Project Summary table organized in the following manner:

1. Name of project.
2. Building Type and size.
3. Project location.
4. Date of opening.
5. Total project cost.
6. Awards or certifications, including sustainability programs.
7. Written Project description with three exterior photos or renderings.
8. Delivery method.
9. A statement acknowledging if the project was completed on time and on budget as well as number and cost of change orders.
10. If the project was phased, describe the phasing.

11. Describe the services Respondent provided including the Team Members who were actually involved in the project and their role.
12. Contact information for the Client contact person or project manager.

RESERVATION OF RIGHTS

The City of Portsmouth reserves the right to reject any or all statements of qualifications, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent bidding/proposal process, or to negotiate without further process any contract as may be in the best interest of the City.

The Owner further reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the Respondent and to evaluate its proposal. Firms may be asked to submit releases as part of the investigation and review of qualifications. Failure to provide a release if requested will result in disqualification. All concepts, designs, information and cost-savings ideas that may be generated during the selection process shall become the property of the City of Portsmouth.