

City of Portsmouth, New Hampshire
REQUEST FOR QUALIFICATIONS #41-23

Construction Management Services
for the
Fit Out Renovation of Space for RJLA at Community Campus

INVITATION

The City of Portsmouth, New Hampshire (“Owner”) seeks Statements of Qualifications for construction management services for the fit out renovation of space for the Robert J. Lister Academy “RJLA” at Community Campus at 100 Campus Drive in Portsmouth, NH. **Sealed Statements of Qualifications, plainly marked “RFQ #41-23 Construction Management Services for the RJLA Fit Out Renovation” 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 **2:00 p.m. on March 27, 2023**.

The Project Work will include pre-construction and construction management services necessary to complete the fit out renovation for Robert J. Lister Academy “RJLA” including without limitation: partial demolition, concrete, masonry, foundations, metals, and wood work; finishes; installation of mechanical, plumbing, electrical and security systems; and information technologies. The Construction Manager will be responsible for overall administration and coordination of the Project and will be expected to work as part of the team closely with the City and the architect, JSA Design of Portsmouth, NH. The renovated space will be designed to meet the requirements of the NH Department of Education for a public school. The estimated construction cost is \$3 million.

Qualification packages may be obtained from the City’s website at www.cityofportsmouth.com. 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 may be addressed to the Purchasing Coordinator at purchasing@cityofportsmouth.com.

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.

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for the
Fit Out Renovation of Space for RJLA at Community Campus

PURPOSE AND BACKGROUND

The City of Portsmouth, New Hampshire (“Owner”) seeks Statements of Qualifications for construction management services for the fit out renovation of space for the Robert J. Lister Academy “RJLA” at Community Camps, 100 Campus Drive in Portsmouth, NH. The Project Work will include pre-construction and construction management services necessary to complete the fit out renovation for the Robert J. Lister Academy “RJLA” including without limitation: partial demolition. concrete, masonry, and wood work; finishes; installation of mechanical, plumbing, electrical and security systems; and information technologies. Renovation will be done in part while other building occupants are in session with the least possible impact to their programs.

The Construction Manager will be responsible for overall administration and coordination of the Project and will be expected to work as part of the team closely with the City and the architect, JSA Design of Portsmouth, NH. The renovated space will be designed to meet the minimum standards of the State of New Hampshire for public schools. The estimated construction cost is \$3 million.

The Robert J. Lister Academy “RJLA” is presently housed in an 18,300 square foot building constructed in 1930, with addition in 1985, located at 35 Sherburne Road. The current structure does not meet present program needs and requires significant improvements. Additional background materials can be found on the City of Portsmouth website at <https://www.cityofportsmouth.com/school/rjlacademy>.

CONSTRUCTION SCHEDULE

The Owner anticipates that construction manager’s preconstruction services will begin immediately after contract execution. Bidding is expected to commence in June 2023 with construction anticipated to begin in September 2023.

CONSTRUCTION MANAGER’S SERVICES

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

1. Working with the Architect and Owner in the pre-construction phase to develop final plans; such efforts to include recommendations for design improvements and cost savings;
2. Establishing a guaranteed maximum price for the construction phase with the Owner;

3. Providing cost estimating, such estimating to be accomplished without creating obligations to prospective subcontractors;
4. Providing construction sub-bidding services, recommending subcontractors and vendors, and contracting with such subcontractors;
5. 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;
6. Providing construction phase management, coordination, inspection, supervision, safety and quality control services;
7. Construction phase records keeping and accounting;
8. Attending meetings with the Owner and/or Architect, as necessary, throughout the design and construction processes;
9. Maintaining and distributing minutes of all meetings with the Owner and Architect in a timely manner; and
10. Overseeing adherence to the requirements of the State of New Hampshire Administrative Rules for Minimum Standards in Public Schools during construction.

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 responding firms and invite those firms to respond to a Request for Proposals. The Selection Committee may conduct interviews in response to the RFP. The Selection Committee will thereafter make recommendations to the Portsmouth School Department for the final selection of a firm for the project.

If the Owner is unable to reach an agreement with the firm selected by the Portsmouth School Department, the Owner may proceed to negotiate with any other firm that may subsequently be selected by the Portsmouth School Department.

Tentative Selection Process

- Statements of Qualifications due
- Selection Committee Review and Selection
- Request for Proposal Issued
- Proposals Due
- Selection Committee Review/Interviews
- Final Selection

SELECTION CRITERIA

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

1. Construction management experience with projects of similar size and complexity.
2. Construction management experience renovating & constructing schools, specifically demonstrating an understanding of the functional and operational aspects of schools.
3. Demonstrated experience with phasing of construction around an active school site.
4. Reputation for effective construction management services with established internal policies and procedures.
5. History of effective schedule and budget management for projects of similar scale and complexity.
6. Professional qualifications of individuals assigned to the Project.
7. Current work schedule availability.

SUBMITTAL/STATEMENT OF QUALIFICATIONS

Submittal Package

- In total, eight (8) copies of the Submittal, including attachments, are required. Seven (7) of the copies shall be spirally bound (or other semi-permanent binding method). One (1) copy should be unbound and single-sided 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: **“RFQ #41-23 Statement of Qualifications For Construction Management Services for the Fit Out Renovation for RJLA”**.
- Submittals shall be delivered to the following address before **2:00 p.m. on March 27, 2023**: City of Portsmouth, Finance/Purchasing Department, 1 Junkins Avenue, Portsmouth NH 03801.

Submittal Format for Statement of Qualifications

OUTSIDE COVER AND FIRST PAGE shall contain:

1. The Title: "RFQ #41-23 Statement of Qualifications For Construction Management Services for the Fit Out Renovation for RJLA";
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 the 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.
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;
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.;
9. Identification of the major consultants 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, including 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 bidding subcontracted work;
 13. Identify 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; and
 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 (6) relevant projects which best exemplify your qualifications for this Project, including but not limited to experience with School construction management.

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 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.