

MBAC

MUNICIPAL BUILDINGS ADVISORY COMMITTEE
AUGUST 5, 2021

MBAC

The Municipal Buildings Advisory Committee is hereby established as an ad hoc group to review, evaluate, and make recommendations to the Board of Selectmen regarding town-owned buildings, not including Police or Fire, for the consideration of major capital improvements.

TITLE VI - PUBLIC OFFICERS AND EMPLOYEES CHAPTER 91-A

MBAC - CHARGE

The Municipal Buildings Advisory Committee is hereby established to create a plan and/or strategy for the coordination of specific investments for capital improvements and general maintenance of key Town Buildings and properties that support public services to the residents and visitors of Salem.

PROCUREMENT GUIDELINES

RFQ - Request For Qualifications

An RFQ is a qualifications-based selection process. It is NOT a bid. It is a request for firms to submit their qualifications to be considered for a project. It is applicable for professional services. The intent of an RFQ is to allow the Town to select who they feel is the most qualified for a project. The Town can negotiate a fee with its chosen selection and if terms cannot be reached, it has the option to go to the second choice and so on.

BUILDINGS

- Town Hall
- District Court
- Ingram Senior Center
- DPW (All Buildings)
- Transfer Station
- Pine Grove Cemetery Garage
- Parks Building (Old Rockingham Road)
- Palmer School

- Millville Circle Recreation Building
- Hedgehog Park Recreation Building
- Old Town Hall
- Old Library
- Old School House
- Old Hose House
- Depot Train Station

RFQ 2021-011

OWNER'S PROJECT MANAGER

The TOWN wishes to select an OPM to provide all **relative services** defined herein for the design and construction of renovations and reconstruction of the Salem Town Hall which was built in 1967.

7. OPM General Services

PROFESSIONAL SERVICES

Consulting:

- Attend regular meetings with the Facility Committee, the Designer, the contractor(s), consultants, and engineers during the Project to advise the TOWN on budget, schedule, quality, scope, and all other proprietary issues.
- Serve as the TOWN's representative in the oversight and administration of the design contract, negotiations with the designer if required, the coordination of the design team's activities, and in the provision of leadership with respect to the implementation of the design, bidding, and construction phases by all parties. The OPM shall also serve as the TOWN's representative in the oversight and administration of the construction contract, including maintaining certificates of insurance, bonds, and so forth from the contractor, designer, and others, as necessary.
- The OPM shall be familiar with any programs for funding assistance and/or grant opportunities, and if applicable, submit on the TOWN's behalf, and if awarded, ensure that the project meets all the requirements to receive the maximum reimbursement and/or funding with supporting documentation.

MINIMUM QUALIFICATIONS

- a) OPM must be a registered architect or professional engineer and have at least five (5) years of relevant experience in the construction and supervision of construction of buildings. In the event the OPM is not a registered architect or professional engineer they must have at least seven (7) years of relevant experience in the construction and supervision of construction of buildings in New Hampshire and/or Massachusetts.
- b) As the OPM, shall have completed or been involved in at least five (5) projects that were for public buildings, were publicly bid, and that included providing services including but not limited to, providing advice and consultation with respect to design, value engineering, scope of the work, cost estimating, general contractor and subcontractor prequalification, scheduling, construction and the selection, negotiation with and oversight of a designer and a general contractor for the project, ensuring the preparation of time schedules which shall serve as control standards for monitoring performance of the building project, and assisting in project evaluation including, but not limited to, written evaluation of the performance of the design professional, contractors, and subcontractors.

QUALIFICATIONS BASED PROPOSAL

The proposal should be as follows:

a) Cover Letter - one (1) page: A Cover Letter identifying the OPM, their place of business, name and telephone number of the person to contact regarding the subject RFQ. The Cover Letter shall be authored and signed by an individual, partner, or designated representative of the OPM that is sanctioned to enter into contracts – This is the One (1) signed original hard copy whereas the other ten (10) may be copies. The Cover Letter should be formal and intelligible yet clearly demonstrate the OPM's candidacy for this request.

b) Knowledge and Experience – one (1) page: This should be a more detailed narrative from the OPM of qualifications that includes a summary of experience specifically addressing Section 7 of this request.

c) Team Lead – one (1) page: A resume for the OPM'S designee to be placed in charge to manage the services included in the RFQ and who will be the direct point of contact with the TOWN. The resume may include experiences or accomplishments of the designee at a previous employer however the TOWN would prefer that the designee have at least been Team Lead on a minimum of two (2) projects in whole for the OPM.

d) Key Personnel – one (1) page: Additional staff employed by the OPM that will be utilized for any or all specific services included in the RFQ. Please illustrate strengths, licenses, and certifications of which may include experiences or accomplishments by Key Personnel at a previous employer.

e) Subcontractors – one (1) page: Include professional subcontractors/subconsultants that the OPM has used, will use, worked for, or collectively with, on similar projects.

f) Projects – five (5) pages maximum: This should be a more detailed narrative from the OPM describing and establishing the requirements detailed in Section 7 of this request. Projects completed are NOT limited to New Hampshire.

g) Public Presentation: Two Parts

A project by the OPM that clearly encapsulates those requirements in Section 7, preferably, from selection by a public entity to ribbon cutting of completed project. Please see NOTE in Section 11 below.

(i) Project - One (1) page: Project narrative or outline, purpose, and audience of the Public Presentation.

(ii)PDF Document on the USB Drive: A PDF of a Presentation that was previously done by the OPM to deliver and/or promote a project to a respective town committee, town board, public, or other interested parties. For example: a completed plan or proposal presenting findings including next steps: designer selection, a pre-design development budget with colored conceptual building and site plans, conceptual 3D site modeling, architectural and engineering design renderings, construction cost estimate associated with the project, construction administration, and all costs including inflation considering deferment.

h) Letter of Recommendation – one (1) page: A Letter of Recommendation signed by a public official explaining the deliverables provided to the municipality involving a project by OPM relative to those qualifications required of this request.

i) References – one (1) page: A list of not less than five relevant references must be included. References may be contacted after selection to determine if the OPM is responsive and responsible.

QUALIFICATIONS EVALUATION AND SCORING

- a) Qualifications Based Proposal**
- b) Knowledge and Experience**
- c) Team Lead**
- d) Key Personnel**
- e) Projects**
- f) Public Presentation**

Highly Advantageous*	3-5 points	Response excels on the specific criterion
Advantageous	2 points	Response meets evaluation standard for the criterion
Least Advantageous	1 point	Response does not fully meet the criterion or leaves a question or issue not fully addressed
Does Not Meet	0 points	Does not address the criterion

preferably public facilities

RFQ EVALUATION PACKET

RFQ EVALUATION PACKET

<p>Owner's Project Manager Request for Qualifications (RFQ 2021-011) Town of Salem March 2021</p> <p>Nicole McGee, Finance Director Christine Wholley, Purchasing Agent</p> <p>Christopher A. Dillon, Town Manager</p> <p>EVALUATOR: _____</p> <p>DATE: _____</p>

herein:

- **Least Advantageous** – The OPM's **Key Personnel** have cumulative experience of more than thirty (30) years and support most of the qualifications and specific guidelines set forth herein.
- **Does Not Meet** – The OPM's **Key Personnel** have cumulative experience of less than thirty (30) years and support some of the qualifications and specific guidelines set forth herein.

e) **Projects** - The OPM shall have completed or been involved in at least five (5) projects that were for public buildings as the OPM presentation services, engineering services, design services, permitting assistance, bid and proposal development services, construction and contract administration, feasibility reports, and cost/benefit analysis for rehabilitation or construction of buildings. The OPM selection process by the TOWN for this RFQ closely

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mirrors the Massachusetts selection process therefore the "*including at least one (1) publicly selected in Massachusetts*", below is NOT a misprint. The TOWN would like to see that any prospective OPM has been publicly selected as such through Massachusetts guidelines and qualifications.

- **Highly Advantageous** – The OPM has completed or been involved in at least five (5) or more projects that were for public buildings including at least one (1) publicly selected in Massachusetts.
- **Advantageous** – The OPM has completed or been involved in three (3) to five (5) projects that were for public buildings including at least one (1) publicly selected in Massachusetts.
- **Least Advantageous** – The OPM has completed or been involved in at least three (3) projects that were for public buildings including at least one (1) publicly selected in Massachusetts.
- **Does Not Meet** – The OPM has completed or been involved in less than three (3) projects that were for public buildings.

f) **Public Presentation – Part (ii) ONLY, PDF Document on the USB Drive:** A PDF of a Presentation that was previously done by the OPM to present a project to a respective town committee, town boards, public, and other interested parties.

- **Highly Advantageous** – The OPM's presentation was professionally done, technical but precise, informative, and specific to the objective and the audience.

Highly Advantageous*	3-5 points	Response excels on the specific criterion
Advantageous	2 points	Response meets evaluation standard for the criterion
Least Advantageous	1 point	Response does not fully meet the criterion or leaves a question or issue not fully addressed
Does Not Meet	0 points	Does not address the criterion

RFQ EV/

e) **Projects** - The OPM shall have completed or been involved in at least five (5) projects that were for public buildings as the OPM presentation services, engineering services, design services, permitting assistance, bid and proposal development services, construction and contract administration, feasibility reports, and cost/benefit analysis for rehabilitation or construction of buildings. The OPM selection process by the TOWN for this RFQ closely mirrors the Massachusetts selection process therefore the "*including at least one (1) publicly selected in Massachusetts*", below is NOT a misprint. The TOWN would like to see that any prospective OPM has been publicly selected as such through Massachusetts guidelines and qualifications.

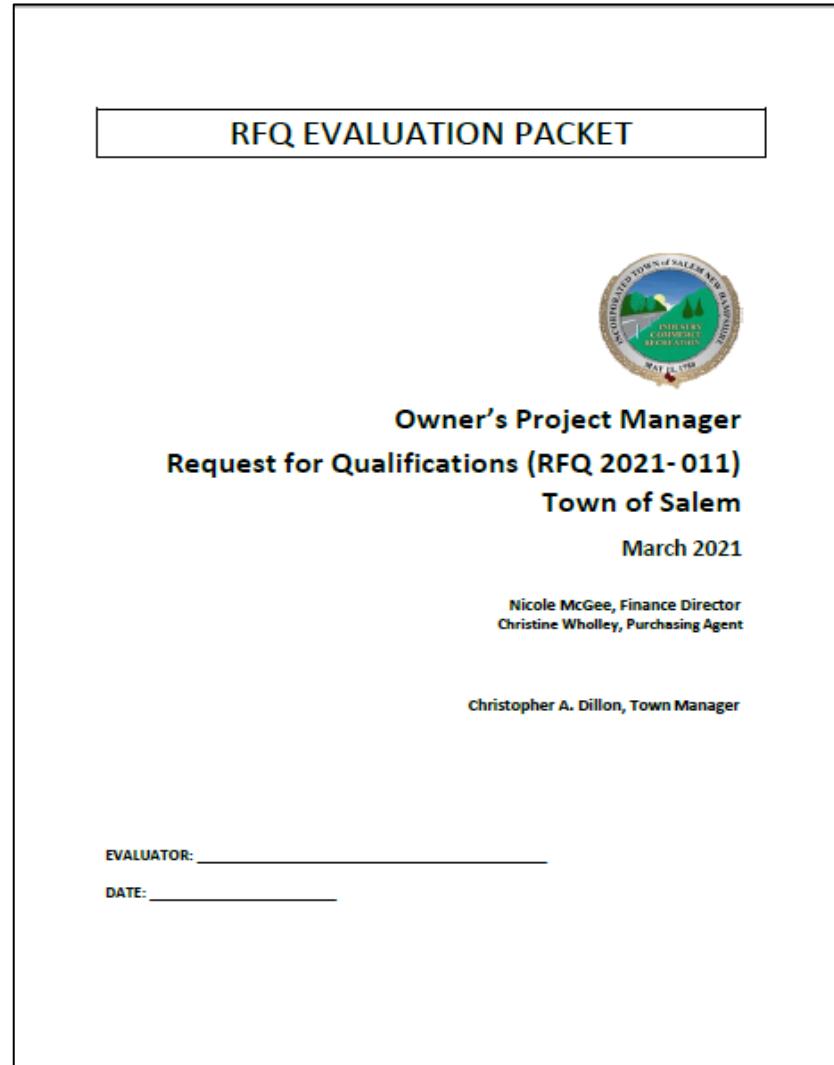
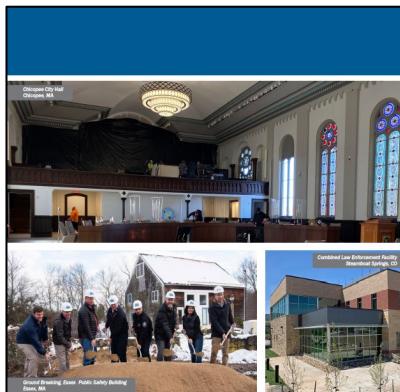
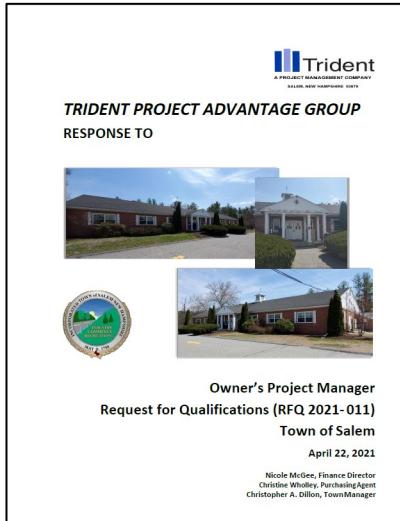
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- **Advantageous** – The OPM has completed or been involved in three (3) to five (5) projects that were for public buildings including at least one (1) publicly selected in Massachusetts.
- **Least Advantageous** – The OPM has completed or been involved in at least three (3) projects that were for public buildings including at least one (1) publicly selected in Massachusetts.
- **Does Not Meet** – The OPM has completed or been involved in less than three (3) projects that were for public buildings.

specific criterion
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riterion

EVALUATOR: _____
DATE: _____

Massachusetts		
▪ Does Not Meet – The OPM has completed or been involved in less than three (3) projects that were for public buildings.		
Highly Advantageous*	3-5 points	Response excels on the specific criterion
Advantageous	2 points	Response meets evaluation standard for the criterion
Least Advantageous	1 point	Response does not fully meet the criterion or leaves a question or issue not fully addressed
Does Not Meet	0 points	Does not address the criterion

QUALIFICATIONS RANKING MATERIALS



RFQ 2021-011 Owner's Project Manager Qualifications Rankings Sheet			
		Reviewer:	Date:
Scoring: Provide a 0 (Does Not Meet) to 5 (Highly Advantageous) score for each listed criteria for each firm.			
Highly Advantageous*	3-5 points	Response excels on the specific criterion	NVS
Advantageous	2 points	Response meets evaluation standard for the criterion	TRIDENT
Least Advantageous	1 point	Response does not fully meet the criterion or leaves a question or issue not fully addressed	
Does Not Meet	0 points	Does not address the criterion	
<small>* The OPM is reminded of the following in Section 9b: "preferably public facilities"</small>			
Qualifications Based Proposal	Quality of submission by the OPM to clearly illustrate its ability, submission readability, correct use of grammar and syntax, responsiveness to format and instructions of the RFQ, and understanding of the TOWN's request.		
Knowledge and Experience	OPM must be a registered architect or professional engineer and have at least five (5) years of relevant experience in the construction and supervision of construction of buildings. In the event the OPM is not a registered architect or professional engineer they must have at least seven (7) years of relevant experience in the construction and supervision of construction of buildings in New Hampshire and/or Massachusetts. As the OPM, shall have completed or been involved in at least five (5) projects that were for public buildings, were publicly bid, and that included providing services including but not limited to, providing advice and consultation with respect to design, value engineering, scope of the work, cost estimating, general contractor and subcontractor prequalification, scheduling, construction and the selection, negotiation with and oversight of a designer and a general contractor for the project, ensuring the preparation of time schedules which shall serve as control standards for monitoring performance of the building project, and assisting in project evaluation including, but not limited to, written evaluation of the performance of the design professional, contractors, and subcontractors.		
Team Lead	A resume for the OPM's designee to be placed in charge to manage the services included in the RFQ and who will be the direct point of contact with the TOWN. The resume may include experiences or accomplishments of the designee at a previous employer however the TOWN would prefer that the designee have at least been Team Lead on a minimum of two projects in whole for the OPM.		
Key Personnel	Additional staff employed by the OPM that will be utilized for any or all specific services included in the RFQ. Please illustrate strengths, licenses, and certifications of which may include experiences or accomplishments by Key Personnel at a previous employer.		
Projects	The OPM shall have completed or been involved in at least five (5) projects that were for public buildings as the OPM presentation services, engineering services, design services, permitting assistance, bid and proposal development services, construction and contract administration, feasibility reports, and cost/benefit analysis for rehabilitation or construction of buildings. The OPM selection process by the TOWN for this RFQ closely mirrors the Massachusetts selection process therefore the "including at least one (1) publicly selected in Massachusetts", below is NOT a misprint. The TOWN would like to see that any prospective OPM has been publicly selected as such through Massachusetts guidelines and qualifications.		
Public Presentation	A PDF of a Presentation that was previously done by the OPM to present a project to a respective town committee, town boards, public, and other interested parties.		
TOTAL SCORE		NVS	TRIDENT

RFQ 2021-011 OWNER'S PROJECT MANAGER

Original Schedule
No longer applicable

SCHEDULE

13. Schedule

Below is a general schedule subject to change. The TOWN operates on a Calendar Year (JAN – DEC) and the objective for this year – 2021, or FY21, is to install, and/or contract, with both the OPM and Designer to get to 25% design for a FY22 budget submission for full design.

Subject	Description	Action	Date
1. OPM RFQ	Advertised and collected	Selected OPM signs contract with TOWN.	March 19, 2021 April 22, 2021
2. OPM RFQ	Proposal period over	TOWN reviews and selects	May 5, 2021
3. OPM Selection	Contract Agreement	Selected OPM signs contract with TOWN.	May 10, 2021
4. OPM	BOS Meeting	OPM introduced to BOS	May TBD
5. Project	Phase I	OPM begins meetings with Facility Committee (FC) Meetings forward TBD	May 17, 2021
6. Project	Phase I	OPM, FC, develop, advertise RFQ for qualified Designer	May 31, 2021
7. Project	Phase I	OPM, FC Select Designer	June 25, 2021
8. Project	Phase I	OPM drafts, submits, negotiates, and finalizes Designer contract with Town	July 15, 2021
9. Project	Phase I	Designer conceptual, 25% design	Beginning October 2021
10. Project	Phase I	TOWN, FC, OPM, Designer Project Promotion	October 2021 – March 2022
11. Project	Phase II	TBD	March 2022

RFQ 2021-020 ARCHITECTURAL SERVICES

New Schedule

OPM and Architect on board by OCT 14
Plan for BOS

SCHEDULE

Subject	Description	Action	Date
1. FIRM RFQ	Advertised and collected	Selected OPM signs contract with TOWN.	Aug 2, 2021 – Sept 2, 2021
2. FIRM RFQ	Proposal period over	TOWN reviews and selects	Sept 16, 2021
3. FIRM Selection	General Services Agreement	Selected FIRM signs contract with TOWN.	Oct 14, 2021
4. FIRM	BOS Meeting	FIRM introduced to BOS	OCT TBD
5. Project	Phase I	FIRM begins meetings with MBAC and OPM Meetings forward TBD	Late October
6. Project	Phase I	Phase I Design Scope Developed (Knightly Room)	Early November
7. Project	Phase I	Phase I Construction Schedule Set	TBD
8. Project	Phase I	FIRM drafts, submits, negotiates, and finalizes full design contract with Town	TBD

TOWN HALL - CIP

2022 – 2027 CIP

TOWN HALL

Town Hall	Municipal Services	Public Works	Buildings/Facilities	Normal	04/01/2024	10/01/2025	Building Renovation/Construction	Replace or repair existing facilities or equipment		\$7,000,000
Town Hall	Municipal Services		Buildings/Facilities	Normal	04/01/2022	10/01/2023	Design Engineering	Replace or repair existing facilities or equipment		\$400,000

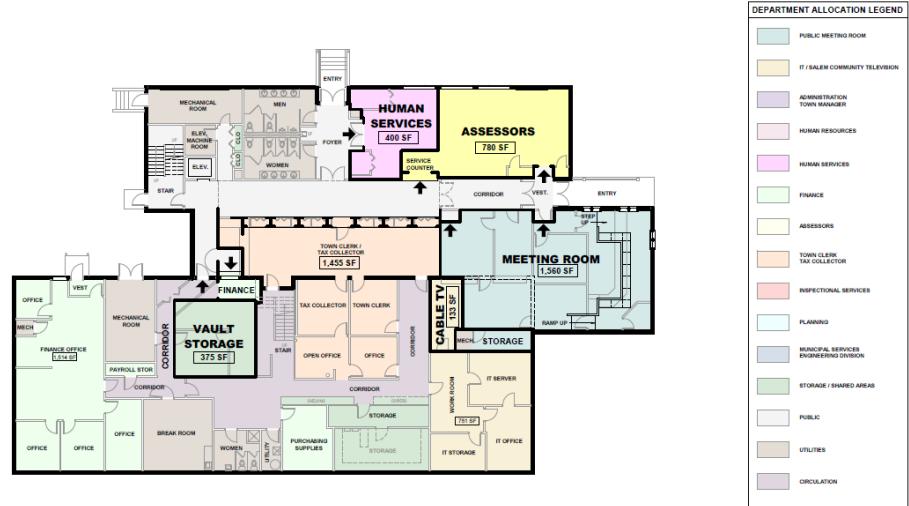
Town Hall

Department	Municipal Services
Project Category	Buildings/Facilities
Department Priority	Normal
Anticipated Start Date	04/01/2022
Anticipated Completion Date	10/01/2023
Project Description	Design Engineering
Primary Effect of Project	Replace or repair existing facilities or equipment
Rationale for Project	Alleviates substandard conditions or deficiencies. Improves the quality of existing services. Provides operating costs
Narrative Justification	This project will provide funding for all relative services for the reconstruction of the Salem Town Hall which was completed in 2017 that outlined numerous deficiencies in the building. The building is 12,200 square feet on the lower level and 6,900 square feet on the upper level. The building was constructed of a concrete masonry foundation with a brick and stone facade. Several additions were added over the years to the building, and a second addition was constructed in 2017 to accommodate the NH Department of Motor Vehicles. The building was built in 1910 and the area is now used by the TOWN for meetings and events. The project will be constructed with OPM/MBAC and BOS approval. The project will be completed in 2023.

6-Year Funding Total	\$400,000
6-Year Estimate Total	\$0
Service Location of Project	33 Geremonty Drive
Service Area of Project	Town Hall



TOWN HALL



SALEM TOWN HALL BUILDING

SPACE PLANNING STUDY

PREPARED BY HL TURNER GROUP, INC. • ARCHITECTS • ENGINEERS • BUILDING SCIENTISTS • 27 LOCKE RD, CONCORD, NH 03301, USA • 603.228.1122 • 603.228.1124 • www.hlturner.com

CONCEPTUAL 1ST FLOOR - SCHEME "B"

SCALE: AS NOTED
DATE: 04/02/2018

TURNER GROUP

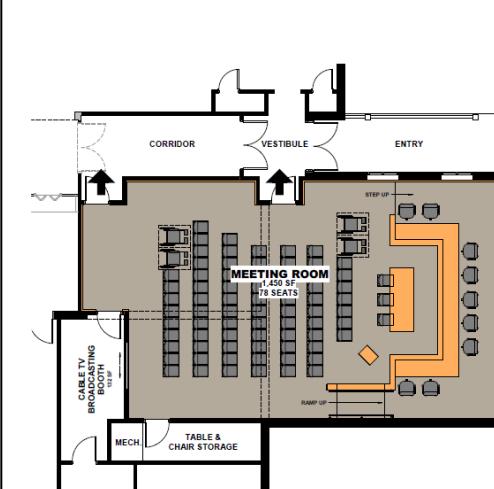
SALEM TOWN HALL BUILDING

SPACE PLANNING STUDY

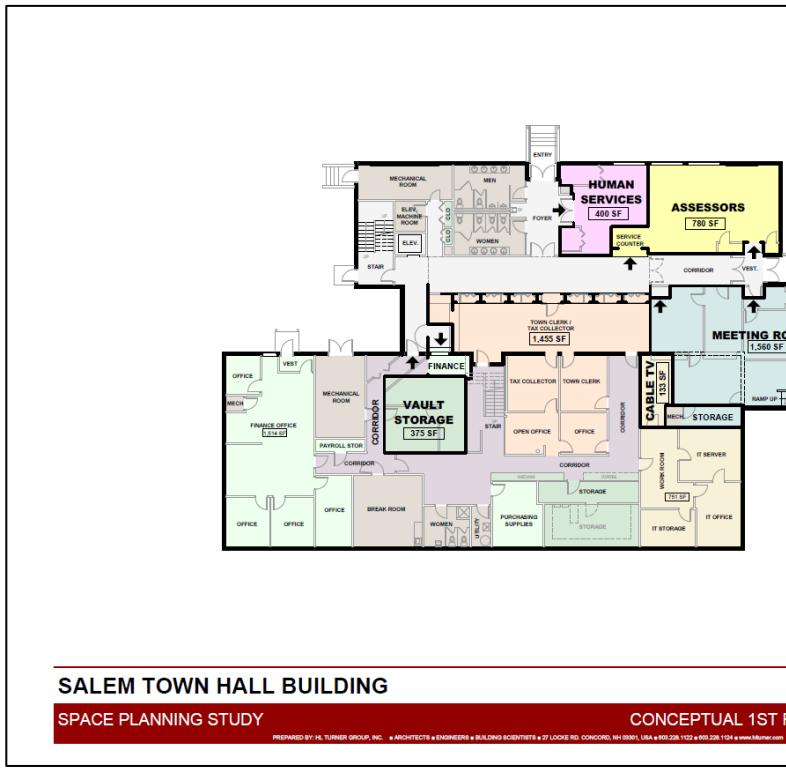
CONCEPTUAL MEETING ROOM FLOOR PLAN AND PERSPECTIVE RENDERING

SCALE: AS NOTED
DATE: 04/02/2018

TURNER GROUP



TOWN HALL



MEETING ROOM FLOOR PLAN AND PERSPECTIVE RENDERING

SCALE: AS NOTED
DATE: 04/02/2018
TIME: 10:00 AM

PREPARED BY H. TURNER GROUP, INC. • ARCHITECTS • ENGINEERS • BUILDING SCIENTISTS • 27 LOCKE RD, CONCORD, NH 03301, USA • 603.228.1122 • 603.228.1124 • www.turnerinc.com



TURNER
GROUP

PARKS BUILDING - CIP

Old Rockingham Road Warehouse

Department	Municipal Services	6-Year Funding Total	\$50,000
Division	Public Works	6-Year Estimate Total	\$50,000
Project Category	Buildings/Facilities	Service Location of Project	Old Rockingham Road St. Mary's Lane
Department Priority	Normal	Service Area of Project	53 Old Rockingham Road
Anticipated Start Date	04/01/2022		
Anticipated Completion Date	11/01/2022		
Project Description	Building Demolition		
Primary Effect of Project	Replace or repair existing facilities or equipment		
Rationale for Project	Alleviates substandard conditions or deficiencies, Reduces long term operating costs		
Narrative Justification	The warehouse at Old Rockingham Road also known as the "pink Barn" is utilized for off seasonal storage and helps with recreational storage. The building is situated on a corner lot (0.4 acres) on Old Rockingham Road and St. Mary's Lane. The building incurs minor upkeep expenses and would be best served to be demolished and sell the lot at auction to use funds for future facility needs. Part of this request would be to purchase storage containers to be placed at DPW for any items currently in the building.		

DISCUSSION