



# **Architectural Services Public Safety Buildings Request for Qualifications RFQ(2022-046) Town of Salem NH**

## **SALEM PURCHASING**

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Prepared for and in coordination with the  
**Municipal Buildings Advisory Committee**  
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## TOWN OF SALEM NEW HAMPSHIRE

### REQUEST FOR QUALIFICATIONS

The Town of Salem is seeking qualification-based proposals from firms for professional design services for the following:

#### **RFQ 2022-046 ARCHITECTURAL SERVICES - PUBLIC SAFETY BUILDINGS**

The Town of Salem NH seeks submittal of qualifications from a qualified Firm who is interested in providing professional architectural services including engineering for the anticipated services that may include but are not limited to design and construction of a new Police Station, West Side Satellite Fire Station, and renovation, rehabilitation, and new building additions to the Central Fire Station. The selected Firm will work with an Owner's Project Manager and the Municipal Building Advisory Committee (MBAC) ultimately reporting to the Board of Selectmen. Scope, contract, and fee will be established after selection.

Proposals are welcomed and will be received by Gia Faccadio - Purchasing Agent, Town of Salem, New Hampshire on or before **November 30, 2022, 1:00 PM** at the Purchasing Department, Town Hall, 33 Geremonty Avenue, Salem NH 03079. There will be a scheduled pre-proposal walk through of Police Station and Central Fire for this request on Wednesday, November 9, 2022, starting at 7:00 AM at the Police Station, 9 Veterans Memorial Parkway, then proceeding to Central Fire, 152 Main Street. Walk through will begin promptly at 7:00AM.

One (1) signed original hard copy, ten (10) separate hard copies, and one (1) electronic copy (in PDF format on a portable USB flash drive) of the qualifications proposal shall be submitted in a secure package clearly marked **"RFQ 2022-046 ARCHITECTURAL SERVICES - PUBLIC SAFETY BUILDINGS"**

Proposals delivered after the appointed time and date will not be considered.

General information, proposal instructions, and the scope of work are available at the Town Purchasing Department Website:

[Current Bids, Proposals and Awards | Salem NH \(townofsalemnham.org\)](https://townofsalemnham.org/CurrentBidsProposalsandAwards)

The Town of Salem NH reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; to award contracts or to cancel this Request for Qualifications if it is in the Town's best interest to do so.

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## 1. Introduction

The Town of Salem (TOWN) is seeking to contract with a professional firm to provide architectural and engineering services (FIRM) to provide design professional drawings for a new Police Station, possibly a new West Side Satellite Fire Station, and renovation/rehabilitation of the existing Central Fire Station. FIRM's are requested to submit their proposals to the Purchasing Agent, at the Town Hall, 33 Geremonty Drive, Salem, NH, in accordance with the instructions contained within this Request for Qualifications (RFQ). The TOWN at its sole discretion may retain multiple FIRM's for each respective project moreover Additional Services (Section 8) for other buildings listed here should the direction or guidance thereof be warranted, requested, or recommended: North Fire Station, South Fire Station, Fire Training Facility, Department of Public Works (Municipal Services), Rail Trail Facilities, Senior Center, and Parks/Recreation Facilities.

A Municipal Buildings Advisory Committee (MBAC) was charged by the Board of Selectmen (BOS) in June of 2021 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. The Salem School District has had great success over the last decade with renovation of all elementary schools, major rehabilitation, renovation, and new construction at the high school, and currently renovating and new construction of the Woodbury Middle School. The Town let an RFQ for an Owners Project Manager in April 2021 and selected Trident for oversight of projects thereof based on the Salem School Model approach. There have been several attempts and/or proposals over the past twenty years for new or renovated facilities all of which failed to garner support. The most recent effort for a new building was a Public Safety Complex (\$24,000,000) for Police and Fire which failed to pass town vote approval during 2015. The TOWN is currently in design for a new Town Hall Building.

Notice of this RFQ will published the week of October 30, 2022, in the following newspapers: Lawrence Eagle Tribune (weekly daily newspaper covering the Merrimack Valley and Essex County, Massachusetts, and southern New Hampshire), Union Leader (weekly daily newspaper of Manchester NH and covering southern New Hampshire), and the Portsmouth Herald (six-day daily newspaper serving greater Portsmouth New Hampshire), and posted on the TOWN website: [Current Bids, Proposals and Awards | Salem NH \(townofsalemnh.org\)](https://www.townofsalemnh.org/CurrentBidsProposalsandAwards)

The TOWN will accept proposals delivered in person or by mail. All proposals must be received by 1:00 p.m. on November 30, 2022, to be considered. **Proposals submitted by fax or email will not be considered.** One (1) signed original hard copy, ten (10) separate hard copies, and one (1) electronic copy (in PDF format on a portable USB flash drive) of the qualification's proposal shall be submitted in a secure package. All proposals must be submitted to:

Gia Faccadio – Purchasing Agent  
Salem Town Hall  
33 Geremonty Drive  
Salem, NH 03079

This is not a price competition, but rather the TOWN's decision will be based upon the FIRM's

qualifications and experience with similar projects. The FIRM shall be a professional and registered architect and engineer in New Hampshire and/or Massachusetts, have at least ten (10) years of relevant experience in the design and engineering of buildings. The Initial contract will be funded for pre-design services including conceptual design of a footprint of the Police Station and if approved West Side Satellite Fire Station, and Central Fire. The FIRM must have the ability to develop concepts appropriate for public safety needs applicable to the community in consideration of public input and cost analysis . The selected FIRM will work with MBAC and the OPM ultimately reporting to the BOS.

The TOWN, through MBAC, will evaluate proposals and enter into negotiations with the highest scoring proposer for the Police Station first. If unsuccessful, the TOWN may attempt to negotiate with the second highest scoring proposer. The TOWN reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; to award contracts or to cancel this RFQ if it is in the TOWN's best interest to do so.

## **2. Submission Deadline and Instructions**

FIRM's are requested to submit proposals clearly marked **"RFQ 2022-046 ARCHITECTURAL SERVICES - PUBLIC SAFETY BUILDINGS"** with the FIRM's name and address on the front. One (1) signed original hard copy, ten (10) separate hard copies, and one (1) electronic copy (in PDF format on a portable USB flash drive) of the qualification's proposal shall be submitted in a secure package. **Proposals submitted by fax or email will not be considered.**

FIRM's must also execute and include in the sealed submission the Signatory Pages. All proposals become the property of the TOWN of which has the right to disclose information contained in the proposals once awards have been made.

All outer envelopes/packages must be labeled **"RFQ 2022-046 ARCHITECTURAL SERVICES - PUBLIC SAFETY BUILDINGS"** with the FIRM's name and address on the front, addressed to:

Gia Faccadio – Purchasing Agent  
Salem Town Hall  
33 Geremonty Drive  
Salem, NH 03079

No proposals will be accepted after the time and date noted: November 30, 2022, 1:00PM. Late delivery of materials due to any type of delivery system issue shall be cause for rejection. Proposals must be signed through the Cover letter (Section 11a) by the individual, partner, or designated representative for the FIRM who is authorized to enter into contracts. Proposals may be dropped off in person at the front counter, front entrance lobby in Town Hall. There is a drop box located outside of the front entrance for off/after hour deliveries. This drop box will be checked and emptied at 1PM on November 30<sup>th</sup>.

## **3. Questions, Addendum, or Proposal Modification**

Questions concerning this RFQ must be submitted in writing or email to the TOWN Contact Person:

Gia Faccadio  
33 Geremonty Drive  
Salem, NH 03079  
Email: [gfaccadio@salemnh.gov](mailto:gfaccadio@salemnh.gov)

**Questions/inquiries by email MUST have the subject line as: “RFQ 2022-046 ARCHITECTURAL SERVICES - PUBLIC SAFETY BUILDINGS” to be considered.**

Questions/inquiries must be received by 5:00 p.m. on November 15, 2022 to be considered. Questions/inquiries may be delivered, mailed, or emailed. Written responses will be posted on the TOWN’s website: [Current Bids, Proposals and Awards | Salem NH \(townofsaalemnh.org\)](https://www.townofsaalemnh.gov/Current%20Bids,%20Proposals%20and%20Awards%20-%20Salem%20NH) by Addendum by 1:00 p.m. on November 18, 2022.

If any changes are made to this RFQ, an Addendum will be posted on the TOWN’s website. It is the sole responsibility of the FIRM to ascertain the existence of any addenda and/or modifications issued by the TOWN. As this RFQ has been published on the TOWN’s website, all FIRM’s are responsible for checking the website for any addenda and /or modifications that are subsequently made to this RFQ.

The TOWN accepts no liability for and will provide no accommodations to FIRM’s who fail to check for addendums and/or modifications to this RFQ and subsequently submit an inadequate or incorrect proposal. All proposals submitted in response to this RFQ shall remain firm for sixty (60) days following the submittal deadline. It is anticipated that the contract will be awarded within thirty (30) days after the submittal deadline.

The FIRM is not to communicate directly with any employee of the TOWN, except as specified in this RFQ and no other individual employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFQ.

The FIRM may communicate with the Contact Person, Gia Faccadio, in the event this RFQ is incomplete or the bidder is having trouble obtaining any part of the RFQ electronically through the Town website including, and without limitation, any form and/or attachments.

#### **4. Modifications to Proposal**

The FIRM may correct, modify, or withdraw a proposal by written notice received by the TOWN prior to the time and date set for the proposal opening. Proposal modifications must be submitted in a sealed envelope clearly labeled “Modification No. \_\_\_\_\_.” Each modification must be numbered in sequence and must reference the original RFQ.

#### **5. Pre-Proposal Conference/Briefing**

There will be a scheduled pre-proposal walk through of Police Station and Central Fire for this request on Wednesday, November 9, 2022, starting at 7:00 AM at the Police Station, 9 Veterans Memorial Parkway, then proceeding to Central Fire, 152 Main Street. Walk through will begin promptly at 7:00AM. Questions by FIRM’s may be asked however they will remain unofficial including any responses by the TOWN until or unless the aforementioned is submitted per Section 3 with answers through addendum.

## **6. General Project Narrative**

The TOWN is a community of just under 30,000 residents located in Rockingham County, New Hampshire. Through an evaluation of an inventory of public buildings, deficiencies, some more significant than others, have been documented in several buildings specifically public safety including Police and Fire. A Facility Needs Assessment Study (FNA) was conducted in 2019 to determine the physical condition and capacity of existing facilities. To assess whether existing facilities are adequate to provide a level of service within the Town. Adequacy is intended to be in line with generally accepted standards and “best practices” for modern day Fire and Police services. A desired outcome is to be consistent with benchmarks for safety used by comparable Fire and Police Departments in comparable communities.

The Police Department is located at 9 Veterans Memorial Parkway was originally constructed in 1966 at 3,724 GSF. Several additions since then currently have brought it to 13,880 GSF and of which includes double wide trailers. The FNA findings and/or most notably deficiencies were as follows:

- Inadequate space in the sallyport to accommodate more than one cruiser.
- Inadequate space to securely house vehicle evidence.
- Inadequate space for public access functions and large meetings.
- Inadequate capacity to accommodate mandated staff training.
- Inadequate office areas to accommodate current and future employees.
- Inadequate space to safely process and store evidence.
- Building age will call for electrical, HVAC and plumbing upgrades to maintain operation in the near future.
- Building lacks the capacity to accommodate upgraded technology integration needs.
- Facility includes portable/modular buildings and sheds that are inappropriate to support the facility needs of the department.
- Inadequate parking capacity to accommodate current and future staff.
- Inadequate parking capacity to accommodate public visitors.
- Current site contains challenges and restrictions such as wetlands and mandated setbacks on otherwise developable portions of the site.

The Fire Department currently has three stations located throughout the Town; Central, North, and South. Over the past decade the Fire Department has seen increased calls to the west side of Town and has since demonstrated a need for a fourth station, West Side, including being endorsed by the current Board of Selectmen. The station will serve an area of the Town that has been steadily developing, notwithstanding includes heavy commercial/industrial, rural neighborhoods, and abuts the Rockingham Mall and new Tuscan Village Development. Per national standard response times, the west side is currently under served. This future facility is intended to be a satellite station situated on a four to five acre parcel yet to be determined.

Central Fire Station was built in 1967 and currently occupies 13,570 GSF and is located at 152 Main Street. The FNA findings and/or most notably deficiencies were as follows:

- Inadequate space in the apparatus bays to accommodate emergency response vehicles needing to be housed in this facility.
- Inadequate space for vehicle maintenance on FD vehicles to be performed efficiently.
- Inadequate capacity to accommodate mandated staff training.
- Inadequate office areas to accommodate current and future employees.
- Staff quarters are inadequate to accommodate larger crews needed to respond to calls for service.
- Inadequate space to accommodate Inspection Services. Combined staff of FD Inspections and Town Inspections could work more efficiently with better service.
- Building age will require major electrical, HVAC and plumbing upgrades to maintain operation, safety and efficiency in the near future.
- Life safety concerns include narrow exit stairways, no fire alarm system, and no sprinkler system.
- Building lacks the capacity to accommodate upgraded technology integration needs.
- Building and site does not accommodate public meetings.
- Inadequate parking capacity to accommodate current and future staff.
- Inadequate parking capacity to accommodate public visitors.

The Town of Salem NH Police and Fire Departments strive for outstanding public safety service and delivery. The Town itself is in a resurgence of redevelopment including more housing and retail areas and this is expected to continue throughout the Route 28 corridor with the completion of the Tuscan Village Development. The expectations and levels of service thereof have increased exponentially, and operations have been hampered by facility related issues. There have been several failed attempts at new facilities and land purchases over the past twenty years for this very request here borne by public opposition. As mentioned previously, the Town has taken a more strategic approach to these issues and chosen the model put forth by the Salem Schools which has been successful. The selected FIRM must have the ability, notwithstanding portfolio, to promote and vet their finished product to a conservative tax community.

## **7. FIRM General Services**

The following is a description of expected general services to be considered. A final scope, including which buildings, specifically Police, or perhaps Fire, referenced as “Building”, will be created and agreed upon.

### **TASK 1 – PROGRAMMING + CONCEPT PLANNING**

#### **Schedule: 8 weeks**

- Attend Kick-off meeting with the Salem Project Team and Owner’s Project Manager (OPM) to establish the project goals and objectives.
  - Discuss and establish clear channels for project correspondence.
  - Discuss and establish project schedule and deliverables.
  - Identify key issues/concerns for Building, functions, and uses.



- Identify the Town's sustainability goals related to building materials, equipment, and site conditions.
- Conduct and lead a multi-step series of Programming Workshops with the Salem Project Team, OPM and leadership of each department currently operating out of the Building. Workshops will be structured to assess the Town's current and future needs.
- Develop draft program for Building with associated space summary.
- Develop a statement of objectives and guiding principles for Conceptual Design and diagrams for alternative schemes (3).
- Attend a meeting with the Municipal Buildings Advisory Committee (MBAC) to present project work completed to date. Receive feedback/comments regarding draft program and statement of objectives and guiding principles.
- Develop final design program for Building with associated space summary. Incorporate options to use existing components and features whenever possible.

#### **DELIVERABLES**

- Comprehensive Program Assessment (Excel format) and Recommendations.
- Adjacency, Blocking and Stacking Diagrams, Alternative Conceptual Plans.
  - New Building (full demolition of existing building).
  - Renovation (modest addition if needed to meet program).
  - Renovation (partial demolition of existing building)/Addition.

#### **TASK 2 – CONCEPTUAL DESIGN + ESTIMATING**

##### **Schedule: 4 weeks design + 3 weeks estimating**

- Develop three alternative conceptual designs for evaluation. Incorporate feedback from the Salem Project Team and OPM provided in Task 1.
  - New Building (full demolition of existing building)
  - Renovation (modest addition if needed to meet program)
  - Renovation (partial demolition of existing building)/Addition
- Prepare conceptual floor plans, site plans, 3D building models, renderings, and visual aids for each of the three alternatives.
- Attend a meeting with Salem Project Team to review alternative conceptual designs. Receive feedback and revise alternative conceptual designs, if needed.
- Evaluate pros and cons for each alternative conceptual design. Consider construction sequencing and overall project phasing as it relates to community impacts, operations, continuation of services, operational costs, and construction cost.
- Prepare preliminary cost estimates (costs per square foot and soft costs) for each of the three alternative conceptual designs.
- Develop proposed construction schedule/implementation plan for each of the three alternative conceptual designs.
- Attend regularly scheduled meeting with MBAC to present alternative conceptual designs and associated cost estimates and schedules. Include discussion of pros and cons for each alternative conceptual design.

- Attend regularly scheduled meeting with the Board of Selectmen (BOS) to present alternative conceptual designs and associated cost estimates and schedules. Include discussion of pros and cons for each alternative conceptual design.

#### **DELIVERABLES**

- Preliminary conceptual designs (three alternatives) – plans, cost estimate, schedule/implementation plan and summary of pros and cons.
- Final conceptual designs (three alternatives) – plans, cost estimate, schedule/implementation plan and summary of pros and cons.
- Presentation.

### **TASK 3 – EXISTING CONDITIONS VERIFICATION + BASE REVIT MODEL**

**Schedule: 4 weeks – concurrent with Task 2**

- Gather and review available Building documents, including site plans, existing building plans, studies, and reports. If after review of existing building information more recent or more detailed building information is required, conduct 3D immersive scanning of the building to create a record of the existing conditions.
- Develop a comprehensive facility “check list” to be used in a field survey of the building. The check list will include items such as the building envelope, interior finishes, building systems, accessibility and life safety needs, site conditions, environmental conditions, utilities, as well as any other items/conditions necessary for a comprehensive facility assessment.
- Conduct a field survey of the building and site conditions with key members of the design team. This field survey should include code, life safety, environmental and utility assessment. The Salem Project Team will coordinate a schedule for the field survey and will be present to identify critical items/issues.
- Construct base existing conditions Revit model using documents provided by the Town with selective field verification. If extensive field verification is required, the designer will alert the Town of an additional service need.

#### **DELIVERABLES**

- Existing Conditions Assessment Verification / Updated Capital Needs Report including probable costs by system for i) immediate needs, ii) within 5 years, and iii) within 10 years. *This report will capture deferred maintenance for the facility but will not include renovation/repurposing costs.*

### **TASK 4 – SCHEMATIC DESIGN**

**Schedule: 6 weeks + 3 weeks for cost estimating**

- Develop preferred option.
- Cost estimate of schematic design
- Attend meeting with Salem Project Team and OPM to review design documents and receive feedback. Revise design documents, as needed.

- Attend regularly scheduled meeting with MBAC to present schematic design and associated cost estimates and schedules.
- Attend regularly scheduled meeting with the Board of Selectmen (BOS) to present schematic design and associated cost estimates and schedules. Include discussion of pros and cons for each alternative conceptual design.

#### **DELIVERABLES**

- Schematic design documents (architectural plans, sections, elevation, MEP/FP, site/civil, structural, outline specification, cost estimate).
- 3 renderings (using SketchUp): One exterior, two interior.

#### **TASK 5 – DESIGN DEVELOPMENT**

##### **Schedule: 16 weeks**

- Based on feedback from the Salem Project Team and OPM, begin design development of the preferred conceptual design.
- Identify options for temporary relocation of Building offices and swing space alternatives necessary for implementation of the preferred conceptual design.
- Prepare design plans for site development and building (floor plans, elevations, and renderings).
- Prepare narrative describing building systems. Ensure the project remains in full compliance with all applicable federal, state, and local laws, rules and regulations. Consider energy savings associated with upgraded building systems.
- Prepare project specifications, cost estimate and schedule/implementation plan.
- Coordinate value engineering to ensure that construction materials and methods specified are the most appropriate and cost effective for the application.
- Identify possible outside funding sources.
- Attend meeting with Salem Project Team and OPM to review design documents and receive feedback. Revise design documents, as needed.
- Attend regularly scheduled meeting with MBAC to present design development and associated cost estimates and schedules.
- Attend regularly scheduled meeting with the Board of Selectmen (BOS) to present design development and associated cost estimates and schedules.

#### **DELIVERABLES**

- Design Development documents – plans, specifications, cost estimate, schedule/implementation plan and associated summary/narrative.
- Presentation.

#### **TASK 6 – CONSTRUCTION DOCUMENTS**

##### **Schedule: 20 weeks**

- Based on feedback from the Salem Project Team and OPM, finalize construction documents for bidding.

#### **DELIVERABLES**

- Final construction documents – plans, specifications, cost estimate, schedule/implementation plan and associated summary/narrative.

#### **TASK 7 – PRESENTATION TO THE COMMUNITY**

- Develop a detailed Community Engagement plan, with input from the Salem Project Team and OPM. The plan will include outreach with key groups and individuals identified by the Salem Project Team.
- Present the Project to the MBAC, BOS, Budget Committee, and other community boards, as needed. Presentations will include graphics to show financial impacts, prepared in coordination with the Salem Finance Director.
- Develop presentation materials (boards, flyers, notices, digital content, and slideshows) to inform the community about the Project.

#### **DELIVERABLES**

- Community Engagement Plan
- Presentation Materials

#### **TASK 8 – MEETING AND GENERAL SERVICES**

- Attend and lead regular project progress meetings, held monthly or as needed, with the Salem Project Team, OPM, and Construction Manager (if applicable).
- Attend regularly scheduled meeting with the MBAC and BOS to present project progress. A minimum of four meeting with MBAC and 4 meetings with BOS are anticipated and noted within previous Task descriptions.
- Attend and lead up to two public meeting/presentations focusing on educating the community about the Project.

#### **DELIVERABLES**

- Presentations
- Meeting agendas, notes, and minutes

### **8. Additional Services**

This RFQ will select a FIRM for the Police Station however the TOWN at its sole discretion, may retain the FIRM, and/or other FIRM's submitting to this RFQ, for other buildings discussed here, i.e., West Side Fire and Central Fire. Moreover should the direction per MBAC be warranted, requested, or recommended for other buildings: Department of Public Works (Municipal Services), North and South Fire Stations, Fire Training Facility, Senior Center, Rail Trail Facilities, and Parks/Recreation Facilities.

## **9. Selection and Award**

MBAC may select as many as three finalists depending on the quality and number of submittals. Finalists may be required to appear for an interview, mock presentation, and/or provide additional information to MBAC, provided that all finalists are afforded an equal opportunity to do so. It is the intention of MBAC to then make a selection for consideration to the BOS and then enter into a contract. The TOWN reserves its right to negotiate with the next highest ranked selection if a contract cannot be reached. The TOWN may also at its sole discretion, providing it has at least two other high ranking selections (Alternates), other than the highest selection, use those Alternates for this request and any other building listed above in Section 8, other than Police, through and as a separate contract.

## **10. Minimum Qualifications**

Each FIRM must demonstrate that it meets the following minimum qualifications:

- a) FIRM must be a registered architect and/or professional engineer and have at least ten (10) years of relevant experience in the design, engineering, and development of construction of buildings.
- b) As the primary architect or designer, the FIRM 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 design, value engineering, scope of the work, cost estimating, general contractor and subcontractor prequalification, scheduling, construction, including programming and phasing, ensuring the preparation of schedules for timely completion of the building project, assisting in project evaluation including, but not limited to, written evaluation of the performance of the design, associated professionals, contractors, and subcontractors.
- c) Possess all necessary current licenses and registrations, either within the firm or through sub- contracted consultants, to meet minimum qualifications and perform the work.
- d) Provide evidence of insurance for general liability, automobile, worker's compensation (statutory) and professional services liability, as required.

Comprehensive General Liability	\$ 1,000,000/\$ 2,000,000
Auto Liability: Property Damage	\$ 1,000,000/\$ 1,000,000
Personal Injury	\$ 1,000,000/\$ 2,000,000
Workmen's Compensation	as required by the State of New Hampshire

- e) Provide a letter of recommendation from a public official explaining the deliverables provided to said municipality by FIRM involving a project relative to those qualifications required of this request.
- f) The FIRM shall comply with all applicable federal, state, and local laws and regulations and must not be debarred from State or Federal projects.

- g) Complete submission of required statements and forms.

## **11. Qualifications Based Proposal**

The FIRM shall submit One (1) signed original hard copy, ten (10) separate hard copies, and one (1) electronic copy (in PDF format on a portable USB flash drive) of the qualification's proposal. The eleven (11) submissions shall be bound and not have any loose pages or material. Each section of criteria shall be its own, i.e., a new section should not begin on the backside of the previous section. Double sided pages count as two pages. The one (1) electronic copy shall be identical to the physical proposal including a separate document for the Public Presentation described below in Section 11g. There shall be no additional or promotional items included and/or as separate documents on the flash drive. Text should be sized eleven (11) or better for main wording while footnotes or picture text if applicable can be as small as eight (8).

The proposal should be as follows:

- a) **Cover Letter – one (1) page:** A Cover Letter identifying the FIRM, 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 FIRM 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 FIRM's candidacy for this request.
- b) **Knowledge and Experience – one (1) page:** This should be a more detailed narrative from the FIRM 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 FIRM'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 and OPM. 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 FIRM.
- d) **Key Personnel – one (1) page:** Additional staff employed by the FIRM 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 FIRM 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 FIRM 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 FIRM that clearly encapsulates that in Section 7, preferably, from selection by a public entity, design, and construction of completed project. **Please see NOTE in Section 12.**

**(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 FIRM 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: final design for funding consideration including but not limited to: development budget with colored conceptual building and site plans, conceptual 3D site modeling, architectural and engineering design renderings, construction cost estimate, phasing 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 FIRM 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 FIRM is responsive and responsible.

The FIRM shall include one (1) signed Signatory Pages of the following respectively to be included in the submission separate from the bound Qualifications Proposal:

**12. Comparative Evaluation Criteria**

All proposals will be evaluated based upon the specific comparative evaluation criteria. The following point schedule will be utilized:

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

\* The FIRM has designed multiple Public Facilities.

The following will be evaluated and scored accordingly:

**a) Qualifications Based Proposal** - Quality of submission by the FIRM 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.

- **Highly Advantageous** - Provided a professionally organized proposal following all guidelines for format and materials. Proposal was comprehensive yet readable meeting all understanding of the RFQ and established the ability of the FIRM.
  - **Advantageous** – Provided a professionally organized proposal meeting most guidelines for format and materials. Proposal was comprehensive but consuming and challenging to read meeting most understanding of the RFQ. Mostly established the ability of the FIRM.
  - **Least Advantageous** – Provided an inadequate proposal that missed on most of the guidelines for format and materials. Proposal struggled to meet the understanding of the RFQ and failed to establish the ability of the FIRM.
  - **Does Not Meet** – Proposal did not demonstrate an understanding of the RFQ.
- b) **Knowledge and Experience** – FIRM must be a registered architect or professional engineer in NH and have at least ten (10) years of relevant experience in the design and construction of buildings. As the FIRM, 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, facility study and/or master planning, presentation services, engineering services, design services, permitting assistance, bid and proposal development services, construction and contract administration, feasibility reports, and cost/benefit analysis including for renovation, rehabilitation, or new construction of buildings.
- **Highly Advantageous** – The FIRM meets minimum qualifications and has more than fifteen (15) years experience all-inclusive of qualifications requested.
  - **Advantageous** – The FIRM meets minimum qualifications and has eleven (11) to fifteen (15) years experience all-inclusive of qualifications requested.
  - **Least Advantageous** – The FIRM meets minimum qualifications and has up to ten (10) years experience all-inclusive of qualifications requested.
  - **Does Not Meet** – The FIRM does not meet minimum qualifications.
- c) **Team Lead** - A resume for the FIRM’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 and OPM. 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 FIRM.
- **Highly Advantageous** – The FIRM’S **Team Lead** has more than ten (10) years experience all-inclusive of qualifications requested, has been involved directly as a lead role in seven (7) or more projects, including at least four (4) projects as an employee of the FIRM.
  - **Advantageous** – The FIRM’S **Team Lead** has more than seven (7) years experience all-inclusive of qualifications requested, has been involved directly as a lead role in five (5) or more projects, including at least three (3) projects as an employee of the FIRM.
  - **Least Advantageous** – The FIRM’S **Team Lead** has more than five (5) years experience all-inclusive of qualifications requested, has been involved directly as a lead role in three (3) or more projects, including at least two (2) projects as an employee of the FIRM.



- **Does Not Meet** – The FIRM’s **Team Lead** has more than five (5) years experience all-inclusive of qualifications requested, has been involved directly as a lead role in two (2) or more projects, including at least one (1) project as an employee of the FIRM.
- d) **Key Personnel** - Additional professional staff employed by the FIRM 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.
- **Highly Advantageous** – The FIRM’s **Key Personnel** have cumulative experience of more than fifty (50) years and support the full range of qualifications and specific guidelines set forth herein.
  - **Advantageous** – The FIRM’s **Key Personnel** have cumulative experience of more than forty (40) years and support the full range of qualifications and specific guidelines set forth herein.
  - **Least Advantageous** – The FIRM’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 FIRM’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 FIRM shall have completed or been involved in at least five (5) projects that were for public buildings as the FIRM providing, 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 FIRM selection process by the TOWN for this RFQ closely mirrors the Massachusetts selection process therefore the “*including at least two (2) publicly selected in Massachusetts*”, below is **NOT** a misprint. The TOWN would like to see that any prospective FIRM has been publicly selected as such through Massachusetts guidelines and qualifications including working with OPM to complete a project.
- **Highly Advantageous** – The FIRM has completed or been involved in at least five (5) or more projects that were for public buildings including at least two (2) publicly selected in Massachusetts.
  - **Advantageous** – The FIRM 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 FIRM 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 FIRM 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 FIRM to present a project to a respective town committee, town boards, public, and other interested parties.

- **Highly Advantageous** – The FIRM’s presentation was professionally done, technical but precise, informative, and specific to the objective and the audience.
- **Advantageous** – The FIRM’s presentation was professionally done, somewhat technically challenging, informative, met the objective and the audience.
- **Least Advantageous** – The FIRM’s presentation was professionally done, overly technical, rambling, met the objective but may have lost the audience.
- **Does Not Meet** – The FIRM’s presentation was unprofessional and misguided, overly technical, and too long.

**NOTE:** As part of the Interview the FIRM may be asked to present the Public Presentation, which was included as part of their proposal, to a mock board and/or committee.

### 13. Schedule

Below is a general schedule subject to change. The TOWN operates on a Calendar Year (JAN – DEC) and the objective for this request is to contract with a FIRM to get to 25% design work done in FY23 and prepare for a Warrant Article in 2024.

Subject	Description	Action	Date
1. FIRM RFQ	Advertised and collected		OCT 30, 2022 – NOV 30 , 2022
2. FIRM RFQ	Proposal period over	TOWN reviews begin	NOV 31, 2022, 2021
3. FIRM Selection	General Services Agreement	Selected FIRM signs contract with TOWN.	JAN 2023
4. FIRM	BOS Meeting	FIRM introduced to BOS	MARCH - TBD
5. Project	Design Tasks Commence	Design Schedule Set	MARCH - TBD

## **APPENDIX A**

### **SIGNATORY DECLARATION**

I, the undersigned, acknowledge completion and receipt of the Authorized Signatory Declaration Form, and fully understand my responsibility as an Authorized Signatory on this document and all subsequent forms thereof requiring signature. In particular I understand rules regarding the referencing, checking, and verification as necessary for disclosure to award this bid or proposal as requested and defined within this document. The bid document as submitted has not been altered knowing all information must be filled out correctly for consideration. It is hereby understood that the Town of Salem reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; to award contracts, or to cancel this request, if it is in the Town's best interest to do so.

Written Name of Authorized Signatory: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **NON-COLLUSION STATEMENT**

By Submission of the Bid or Proposal, the Bidder Certifies that:

1. This bid or proposal has been independently arrived at without collusion with any other competitor or potential competitor;
2. This bid proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the opening of bids or proposals for this project, to any other bidder, competitor, or potential competitor;
3. No attempt has been made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
4. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf;
5. That attached hereto (if a corporate bidder) is a certified copy of a resolution authorizing the execution of the certificate by the signatory of this bid or proposal on behalf of the corporate bidder.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **INDEMNIFICATION AGREEMENT**

The successful vendor agrees to indemnify, investigate, protect, defend, and save harmless the Town of Salem, NH, it's officials, officers, agents, and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials, equipment or supplies in connection with the performance of this contract and from any and all claims and losses accruing or resulting to any person, firm or corporation which may be injured or damaged by the vendor in the performance of this contract. In any case, the forgoing provisions concerning indemnification shall not be construed to indemnify the Town for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Town or its employees. This indemnification shall survive the expiration or early termination of this contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*