

**Town of Conway,  
New Hampshire**

**REQUEST FOR PROPOSALS:**

**CONWAY RECREATION CENTER  
FACILITY NEEDS AND  
IMPROVEMENT STUDY**

**May 2017**

# TOWN OF CONWAY, NEW HAMPSHIRE

## REQUEST FOR PROPOSALS: CONWAY RECREATION CENTER FACILITY NEEDS AND SITE ALTERNATIVE ANALYSIS

### I. INTRODUCTION

The Town of Conway, New Hampshire is soliciting proposals from architectural, engineering, or other technical service firms to provide professional services to the Town. Conway is a municipality serving a residential population of approximately 10,000 located in in Carroll County, New Hampshire. The Town provides a range of municipal services to its residents, businesses and many visitors.

The Town seeks the services of a qualified and experienced consulting team to conduct a facility needs and improvement study. This study will require the consultant to accomplish the following core tasks:

- a. Work with the Conway Rec Planning Committee to conduct a Demand and Needs Analysis which will review existing space and programs and will work with the community to identify programmatic space needs for future recreation programs and services at the facility.
- b. Examine the Conway Recreation Center (CRC) to determine its adequacy to provide these services through renovation and expansion.
- c. Provide an estimate of cost for renovating and or expanding the CRC to meet the needs identified in the Demand and Needs Analysis.

**The study will include three major tasks that will require a separate bid price for each as is described in Section IV Scope of Services.**

All such work shall be done under the direction of the Recreation Planning Committee (“the Committee”) and the Board of Selectmen. The scope of services does not include design of any municipal structures.

### **Description of Building**

The Conway Recreation Center consists of an approximately 7,000 square foot historic school building that was constructed in the early 1900s. It served as an elementary school until 1987 when it was given to the Town for the recreation program. This structure is largely in its original condition although heating and cooling systems have been updated and energy efficient windows have been installed. It includes several offices, a kitchen, lounge, gym and two game and activity rooms plus a variety of storage areas.

Attached to this structure is a gymnasium, foyer and office spaces constructed by the school district in 1977. This addition totals 4,900 square feet. The exterior includes parking, a baseball /soccer field and a playground.

These facilities are primarily used for programs aimed at children ages through 5-14. These include sports leagues, a teen center and a summer camp. Adult programs such as pickle ball are also offered.

## II. PROCEDURES

### A. MANDATORY PRE-PROPOSAL CONFERENCE

There will be a mandatory pre-submission meeting at Conway Recreation Center, 1808 E. Main Street, Center Conway NH 03813 at 10:00 A.M., Tuesday, May 23, 2017. This meeting will consist of a walk-through of the CRC. There will be an opportunity to review plans and drawings and staff will be available to answer any questions from potential respondents.

### B. SUBMISSION PERIOD

Respondents must submit their Proposals on or before 4:00 P.M. Tuesday, June 13, 2017. The Town expects to select the Awardee from among the respondents within 30 days of the submission deadline.

### C. PREPARATION OF PROPOSAL

Each Proposal must be prepared concisely, avoiding the use of elaborate promotional materials. For ease of review, the Proposal must follow the outline in Section III of this RFP, entitled **Requirements**. Each Proposal must fulfill the stipulations outlined in Section III, be clearly numbered, and must completely answer all questions listed.

### D. NUMBER OF COPIES OF PROPOSAL

**A minimum of six (6) copies of the Proposal must be submitted to the Town.**

### E. INQUIRIES AND SUBMISSION OF PROPOSALS

Questions about the RFP and the submission of Proposals shall be directed to:

Earl W. Sires  
Town Manager  
1634 E. Main St.  
Center Conway, NH 03813  
603-447-3811 x10 [esires@conwaynh.org](mailto:esires@conwaynh.org)

Technical Inquiries shall be directed to:

Paul DegliAngeli  
Town Engineer  
1634 E. Main St.  
Center Conway, NH 03813  
603-447-3811 x23 [pauld@conwaynh.org](mailto:pauld@conwaynh.org)

All Proposals must be received at the above address before the end of the submission period, either by hand delivery, courier or by certified mail in a sealed envelope. Proposals shall be directed to the Town Manager at the above address. **Electronic submittals will not be considered** and the Town is under no obligation to return Proposals. It is requested that any and all contact with the authorized contact persons be made by e-mail. No contact with any other Town personnel other than the authorized contact persons is allowed until such time as an award has, or awards have, been made. Violation of this provision may be grounds for immediate disqualification. Questions about the RFP, and the submission and content of the Proposal must be directed to the authorized contact persons.

Selected Proposers may be contacted by the Town's authorized contact persons with questions aimed at clarifying their submission.

## **F. LONGEVITY OF PROPOSALS**

A Proposal may be withdrawn at any time prior to the date specified as the closing date for acceptance. However, no Proposer may withdraw or cancel a Proposal for a period of forty-five (45) days following the closing date for acceptance, nor shall the successful Proposer withdraw or cancel or modify the Proposal, after having been notified that the Proposal has been accepted by the Town, except at the request of the Town, or with the Town's written consent.

## **G. METHOD OF SELECTION OF AWARDEE**

The Committee will evaluate each Proposal with emphasis on the following factors:

- a. Experience in performing municipal building inspection, building and fire code analysis, land use and planning services
- b. Demonstrated relevant experience and past history in completing projects of comparable value and scope to the type contemplated by this RFP
- c. Reasonableness of fees and costs
- d. Expertise and technical approach of the Proposal, explaining the degree to which the Proposer's interpretation of the work meets the needs and goals of the Town
- e. Quality of project team's overall organizational strength
- f. References
- g. Quality of the Proposal – adherence to Section III – **Requirements** (following), to include conciseness, clarity and readability

After review and consideration, the Committee will forward a recommendation to the Board of Selectmen.

## **H. RIGHT OF REJECTION BY THE TOWN**

Notwithstanding any other provisions of this RFP, the Town reserves the right to select the respondent that best meets the requirements of the RFP, and not necessarily to the lowest proposer. Further, the Town reserves the right, for any or no reason and in its sole and absolute discretion, to (1) amend, in whole or part this RFP, (2) withdraw or cancel this RFP, and (3) accept or reject any or all Proposals prior to execution of the contract for the Project for any or no reason and with no penalty to the Town.

## **I. NOTICE OF AWARD**

The Town shall inform the Awardee that they have been selected by means of a Notice of Award issued by the Town. Neither the selection of a Proposer as the Awardee nor the issuance of a Notice of Award shall constitute a binding commitment on behalf of the Town to enter into any contract with the Awardee, as any binding arrangement must be set forth in definitive documentation negotiated between and signed by the Awardee and the Town.

## **J. CONTRACT NEGOTIATIONS**

The Town intends to enter into contract negotiations with the firm or firms selected, who shall be required to enter into a written contract or contracts (hereinafter, the "Contract") with the Town in a form satisfactory to the Town Board of Selectmen.

The Town reserves the right to negotiate the terms and conditions of the Contract(s) with the selected Proposer(s), if any. These negotiations could include all aspects of Services and fees. Neither the selection of a Proposer nor the negotiation of the Contract with such Proposer(s) shall constitute a binding commitment on behalf of the Town to enter into a Contract with such Proposer(s), as any binding arrangement must be set forth in the Contract signed by both parties and is subject to all requisite approvals.

The selected firm will be required to provide proof of liability, workers compensation and errors & omissions insurance to limits acceptable to the Town, with the Town listed as an Additional Insured on the liability coverages. Contracts will require that the firm indemnify and hold harmless the Town.

## **III. REQUIREMENTS**

The awarding of the Contract shall go to the Proposer that best satisfies the requirements set forth in Subsections IV and V herein below.

Furthermore:

- a. The completed report shall be sealed by a State of New Hampshire Licensed Professional Engineer., a State of New Hampshire Licensed Professional Architect or International Code Council Certified Building Inspector.

## **IV. SCOPE OF SERVICES**

Task 1: Demand and Needs Analysis

- a. Work with the Committee to conduct a Demand and Needs Analysis for the CRC. This analysis will quantify and identify both the facility and recreational programming needs that the community would like to see provided at the facility. In order for the Town to develop a long range plan for providing the right recreational facilities and programs, at the CRC, it must understand what the community wants with respect to these recreational programs and facilities. This study may draw on comparative data from other communities, national and state standards and trends, past levels of service standards, public involvement, and in particular, identified community demands.
- b. Meet with Departmental representatives to determine and catalogue existing services, personnel and equipment of Conway Recreation Department.

Task 2 : Building and Site Analysis

- a. Conduct a site analysis to determine if the CRC adequately serves the needs of the recreation department in its present state and if the site could support an expanded

building or increased intensity of use within the existing building in the future. Site conditions to consider:

- i. vehicle parking (public and staff) loading and off-loading
  - ii. pedestrian accessibility
- b. Conduct a building analysis of CRC that will include thorough inspection, description and determination of condition of various building systems as installed within the buildings.
- i. The building's thermal envelope
  - ii. The electrical system
  - iii. The mechanical system:
    - A. Plumbing
    - B. HVAC
  - iv. The fire alarm/security system
  - v. The fire suppression – automatic sprinkler system
  - vi. Interior finishes
  - vii. Accessibility
- c. Propose building improvements and expansion that may be required to address the results of the Demand and Needs analysis results. Specifically, determine space needed for each program, service and required staffing to provide the intended services for the long range horizon (25+ years).

### Task 3 : Cost

- a. Prepare an estimate of probable costs by CSI or AIA spec sections to renovate/expand the existing facility.
- b. Compare the renovation costs to the probable costs to demo the existing facility and build new.

## V. WRITTEN PROPOSAL SUBMISSION ELEMENTS

Satisfactory Proposals shall be comprised of the following:

- a. Narrative Response (to be included in the Proposal document near the beginning) shall include:
  - i. Service Summary: This should provide a description of the key points of your Proposal, specifically addressing why your firm is qualified to provide the services in connection with the Scope of Services of the Project. The email address, telephone number, and facsimile number of your Proposal's contact person(s) must be included in your cover letter.
  - ii. Qualifications: Provide background information on your firm, including but not limited to:
    - a) Business overview
    - b) Summary of relevant accomplishments, particularly those involving services similar to those required for the Project
    - c) Any other information that will permit the Town to determine capability of respondent to meet all contractual requirements
  - iii. Fees/Costs: Provide information pertaining to fees or costs, including the fully burdened billable hourly rates charged for the services of employees of the firm. In addition to being organized pursuant to an employee roster, fees and costs should be listed for out-of-pocket expenses. Provide a proposed cost to deliver the Scope of Services required to complete the Work.
  - iv. Resumes: Please provide resumes of the individuals who would comprise your operational team, the principal-in-charge, and the project manager. Describe only the people who would actually work on the Town's account. Specify the role each would play, as well as what backup coverage would be available in time of conflicting engagements.
  - v. A list of any sub-contractors who may be used to perform the Work.
  - vi. Additional information that you believe pertinent to the Town's requirements. (Please include your company/team internet links to websites.)
- b. References: Names, titles, addresses and phone numbers of key contacts for three (3) customers, particularly those for whom the respondent has undertaken projects similar to the Work. If possible, please supply at least two (2) contacts for references within New Hampshire.
- c. Organizational Chart: Please illustrate the relationship(s) of the individuals and firms to each other that would comprise your operational team, principal-in-charge, project manager, and sub-consultants on an organizational chart.
- d. Conflicts of Interest:

1. Please disclose:
  - i. Any material financial relationships that your firm or any firm employee has that may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the Town.
  - ii. Any family relationship that any employee of your firm has with a member, employee, or official of the Town that may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the Town.
  - iii. Any other matter that your firm believes may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the Town.

## **VI. ADDITIONAL CONDITIONS AND INFORMATION**

- a. All materials submitted in response to this RFP will become the property of the Town.
- b. The Town reserves the right to conduct discussions with, and to request additional information from, one or more respondents. No respondent shall have any rights against the Town as a result of such discussions.
- c. The Town reserves the right to negotiate separately with any source whatsoever.
- d. The Town reserves the right to waive any irregularity in any Proposal received or any other aspect of this solicitation.
- e. Submission of a Proposal in response to this RFP shall constitute an offer on the part of the successful respondent to become the Awardee, and to enter into a contract to undertake or complete the Project.
- f. The Town and its respective officials and employees make no representation or warranty and assume no responsibility for the accuracy of the information set forth in this RFP provided by others. Further, the Town does not warrant nor make any representations as to the quality, content, accuracy or completeness of the information, text, graphics, links or other facet of this RFP once it has been downloaded or printed from this or any server, and hereby disclaims any liability for technical errors or difficulties of any nature that may arise in connection with the Webpage on which this RFP is posted, or in connection with any other electronic medium utilized by respondents or potential respondents in connection with or otherwise related to the RFP.
- g. Proposals submitted to the Town in response to this RFP may be disclosed in accordance with RSA 91-A. A respondent submitting a Proposal may provide in writing, at the time of its submission, a detailed description of the specific information contained in its submission which it has determined is a trade secret and which, if disclosed, would substantially harm such respondent's competitive position. This characterization shall not be determinative, but will be considered by the Town when evaluating the applicability of any exemptions in response to a request made per RSA 91-A.