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CITY OF MANCHESTER

Department of Public Works

July 20, 2020

REQUEST FOR QUALIFICATIONS

MEMORIAL HIGH SCHOOL ATHLETIC COMPLEX REHABILITATION (TRACK, SYNTHETIC FIELD & TENNIS COURTS)

Manchester FY21-500-03

The City of Manchester, NH, Department of Public Works requests qualifications for Design and Construction Administration Services for a rehabilitation of the athletic complex at Memorial High School. The City intends to contract with a single firm to prepare construction drawings, specifications and contract documents as well as estimates of project cost at appropriate stages of the design, bid phase assistance, construction contract award, and inspection/contract administration services during and after construction.

PROJECT DESCRIPTION

The project includes renovation of the existing tennis courts and track as well as replacement of the synthetic multi-use field inside of the track. Design services are to be completed by December 7, 2020 culminating in receipt of construction bids not later than January 15, 2021. Facilities are released for construction on June 1, 2021 and substantial completion required by August 1, 2021.

It shall be the successful firm's responsibility to ensure that the design and contract documents provide for a functional facility that can be delivered within the limits of the preliminary schedule and budget. Design services shall include survey of existing facility conditions and any related items as well as an analysis of the subsurface drainage system and select base materials. Submittal of cost estimates, plans and contract documents are required at the 50% and 90% mark of design review. It is expected that cost effective materials and construction techniques will be employed with bid schedules that allow flexibility in making post-bid adjustments to materials, quantities, and scope of the construction contract.

STATEMENT OF QUALIFICATIONS

Qualifications shall be submitted to **KC Moran**, City of Manchester, Department of Public Works, 475 Valley Street, Manchester, NH 03103 no later than **2:00pm (EST) on Thursday, August 6th, 2020**. Four hardcopies and one electronic copy of the Statement of Qualifications shall be submitted in a sealed

envelope clearly marked, “Request for Qualifications, Memorial High School Athletic Complex Rehabilitation, Manchester FY21-500-03” and include the following:

- Name, address, and contact information for the project point-of-contact
- Brief history and description of firm
- Résumés of principle, project manager, and key personnel assigned to this project
- Related projects / areas of expertise / experience with similar projects
 - Project descriptions
 - Involvement of team subcontracts
 - Reference contact information
- A brief description of the firm’s approach to project planning, design and implementation

The City reserves the right to accept or reject any and all responses, at its sole discretion, received as a result of this RFQ, to waive minor irregularities, and to conduct discussions with any or all prospective applicants, in any manner necessary, to secure additional information or clarification.

EVALUATION CRITERIA

Upon receipt of the above information, the City will evaluate firms, conduct interviews with a select number of firms, develop formal project specifications, and request detailed scope and fee proposals from a minimum of three firms. Qualifications received by the date and time specified shall be evaluated for completeness, accuracy, and the following criteria:

- Firm history and resources
- Evaluation of qualified personnel and relevant project experience
- Understanding of project scope and requirements
- Staffing capacity relative to the project
- Elements of project approach, methodology, and implementation
- Realistic opinion of schedule for project milestones
- Familiarity with local area and construction practices
- Quality control procedures
- Reference check

For any additional information concerning the project, contact KC Moran at the City of Manchester Department of Public Works, (603) 624-6444, kmoran@manchesternh.gov. The City of Manchester, New Hampshire is an affirmative action equal employment opportunity employer.