

TOWN OF RYE
REQUEST FOR PROPOSALS
TOWN HALL SPACE PROGRAMMING & CODE COMPLIANCE
RENOVATION PLAN

The Town of Rye, New Hampshire is seeking proposals from qualified firms to provide consulting and engineering services for a space programming and code compliance study for the renovation of the Rye Town Hall.

Sealed Statements of Proposals (Submittals), plainly marked “**RFP Rye Town Hall**” on the outside of the mailing envelope, addressed to the Town of Rye, Selectmen’s Office, 10 Central Road, Rye, NH 03870 will be accepted until 2:30 p.m., Thursday, June 13, 2019.

I. HISTORY

The Rye Town Hall was built as a Methodist Episcopal Church in 1839. In 1873 the town voted to buy the Methodist Church and it was dedicated as a town hall on November 19, 1873. In 1890 the town voted to put an addition on the back of the building with the same wood structure with a brick foundation. The building was used primarily for town meetings, plays and other gatherings well into the 20th century. Improvements for a kitchen on the first floor were made in April 1957 and another addition to the building was added to the 1890 addition to provide space for the Town Clerk, Town Treasurer and Tax Collector (who used to work out of their homes). This construction took place in 1974. The plans of the addition are on file in the Town Hall Building Department. In 2002, there were interior renovations made which included an additional bathroom and lunchroom on the second floor and office space reconfiguration on both levels. In 2012, a geothermal energy project was completed to heat and cool the existing town hall using energy extracted from groundwater.

II. SCOPE OF WORK

The intent of this project is to analyze administrative and public space needs, address code compliance and guide the Town in meeting present and future governmental needs more efficiently. The selected firm shall provide a building evaluation and a feasibility assessment of modifying and/or expanding the existing building to fully meet the Town’s current and future needs for public and Town department uses and become ADA and code compliant as required. This study will have sufficient detail to include sketches and an estimate of costs for the Town to make an informed decision regarding any subsequent design development activities.

The consultant must be familiar with historic preservation standards and have historic building experience as well as familiarity with

- The Secretary’s Standards for the Treatment of Historic Properties, specifically the Standards for Rehabilitation;
<https://www.nps.gov/tps/standards/four-treatments/treatment-rehabilitation.htm>

- Guidelines for Rehabilitating Historic Buildings; and
https://www.nps.gov/tps/standards/four-treatments/standguide/rehab/rehab_approach.htm

Services provided by the consultant will include:

1. Assess space needs both for public purposes and for Town department functions, both now and in the future, by consulting past reports, and refining the space programming of the existing Town Hall building contained in these reports, with input from staff and the Board of Selectmen.
2. Participate in meetings with the Board of Selectmen.
3. Identify requirements to bring the existing building into full code compliance where needed while respecting the historic nature of the interior and exterior of the building.
4. Provide basic designs, with proposed floor plans, elevations, work scheduling and cost estimates, for the restoration and expansion alternatives if needed, of the Rye Town Hall sufficiently to allow the Town to decide whether to proceed to a subsequent design phase.
5. Describe the size, scope and estimated cost of the project, including architectural, structural, mechanical and electrical systems, and other elements as necessary to inform the community about the project.
6. Identify possible funding and/or grant opportunities for the Town Hall project.
7. Provide and present to the Board of Selectmen a final report with proposed sketches of the exterior, interior work space, graphics and an executive summary to document the findings.

III. DESCRIPTION OF THE SELECTION PROCESS

A Proposal (“Submittal”) will be evaluated by the Town and presented to the Board of Selectmen. The Town may request additional information of respondents. The Town may request an interview as part of the assessment process.

If the Selectmen are unable to reach an agreement with the firm selected, the Selectmen may proceed to negotiate with any other firm that meets the criteria.

IV. SELECTION CRITERIA

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

1. Consultant’s experience and approach to similar studies
2. Consultant’s experience with historic buildings
3. References from previous design and construction projects
4. Professional qualifications of individuals assigned to the Project
5. Proposed timeline for completing project.
6. Cost

V. STATEMENT OF QUALIFICATIONS CONTENTS

SECTION I – Description of the Respondent in narrative form addressing the following:

1. Transmittal Letter
2. The Respondent's areas of specialization
3. Firm history, honors and awards
4. Location of home and branch offices
5. Names of the principal officers of the firm; and type of organization: Individual or sole proprietorship, professional corporation, partnership, joint venture, etc.
6. Key Professionals: Identify the key members of Respondent's team that would be involved in the project and describe their area of expertise and what role they will perform in the study
7. Resumes: Provide resumes of any person identified as a key professional
8. Proposed methods for conducting the study and respondent's experience using the methods.
9. Lump sum fee proposal to provide all services. Proposed fee to include all labor, equipment, materials and expenses. "Reimbursable" expenses shall be included in the lump sum fee.
10. Any general conditions, limitations, or other qualifying statements on which the proposal or fee is based.
11. Labor rates of team members
12. Other information, qualifications and/or exceptions that the Respondent may consider appropriate to raise during the selection process

SECTION II – Relevant Experience of the Respondent

The Consultant will provide for reference, three (3) similar projects done within the last five years which best exemplify your qualifications for this RFP. For each project identified in SECTION II, prepare a Project Summary table organized as follows:

1. Name, location and dates of project
2. Services provided including the Team Members who were actually involved in the project and their role.
3. Contact information for the Client contact person

VI. SUBMITTAL PACKAGE

- In total, six (6) copies of the Submittals, including attachments, are required, plus one electronic submittal on a flash drive.
- Pages shall be no larger than letter-size (8½ x 11 inches) or, if folded to that dimension, twice letter size (11 x 17 inches). It is acceptable to produce the Submittal on both sides of the paper.
- The envelope in which the Submittals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification as follows:
"RFP Rye Town Hall"
- Submittals shall be delivered to the following address before 2:30 p.m. on Thursday, June 13, 2019. Town of Rye, Selectmen's Office, 10 Central Road, Rye, NH 03870

VII. INSURANCE

The awarded vendor at their cost will be required to provide certificate of liability insurance naming the Town of Rye as additional insured. The proposer must supply a current commercial general liability insurance certificate to the Town of Rye. The following shall be listed as a minimum before any work commences:

Commercial General Liability Insurance, Limits:

Each occurrence: \$1,000,000

Damage to Premises: \$300,000

Med Expenses: \$5,000

Personal Injury: \$1,000,000

General Aggregate: \$2,000,000

Products-Comp/AGG: \$2,000,000

Workers Compensation: \$1,000,000 per Occurrence

Workers Compensation: \$1,000,000 per Employee

VII. RESERVATION OF RIGHTS

The Town of Rye reserves the right to reject any or all Statements of Proposals, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the Town.

The Selectmen further reserve the right to undertake such investigation as it deems necessary to evaluate the qualifications of the Respondent and to evaluate its proposal. All concepts, designs, information and cost-savings ideas that may be generated during the selection process shall become the property of the Town of Rye.

END OF RFP