

**Town of Conway, New Hampshire
Library Board of Trustees**

**Request for Qualifications: Design and Construction Management
Services for the Repair and Reconstruction of Historic
Brownstone Facade**

August 10th, 2022

1. Introduction and Project Background

The Library Board of Trustees, Town of Conway New Hampshire (Trustees) is requesting Statements of Qualification (SOQs) from architectural, engineering, or other technical service firms to provide professional services to the Town.

Founded in 1900, the Conway Public Library is a community hub for lifelong learning, local history, early childhood literacy, and technology access. The library annually circulates approximately 80,000 items and is a member of the Northern New Hampshire Library Cooperative. The library is open 56 hours per week, six days per week and offers over 500 programs per year.

The Conway Public Library building was constructed in 1900. It is a brick building of Neo-Classical design with an entryway and brownstone facade on its northern side. On March 31, 2022 a truck impacted the library facade at high speed destroying two brownstone columns and a pilaster on the west side of the entry facade. The two columns measured approximately 16 ft. by 20 in. and the pilaster measures 8 ft. by approximately 8 inches. The building itself also suffered damage in the form of displacement of granite and brownstone architectural elements and the loss of mortar between elements.

Subsequently, the Trustees engaged the Portland, Maine engineering firm of Barba+Wheellock to conduct a Condition Assessment of the building. Their report is included as an addendum to this RFQ.

The Trustees seek the services of a qualified and experienced team to design and manage a program for the repair and reconstruction of the badly damaged historic facade.

All such work shall be done under the direction of the Library Building Committee (“the Committee”) and the Library Board of Trustees.

2. Procedures

a. Mandatory Pre-Submission Meeting: Because of the unique design requirements and aesthetic sensitivity of this Project, there will be a mandatory pre-submission meeting at the Conway Public Library, 15 Greenwood Avenue, Conway NH 03818 at 3PM, August 16th, 2022. The meeting will include an opportunity to inspect the Project area and an explanation of the Project requirements. Staff will be available to answer questions.

b. Submission and Format of SOQs: Responses must be submitted on or

before 4:00 P.M. September, 2nd, 2022. A minimum of six (6) copies of the SOQ must be submitted. All SOQs must be directed to the Library Director (at the address below) and must be received, by hand delivery, courier or by certified mail in a sealed envelope. **Electronic submittals will not be considered.** The Trustees are under no obligation to return submitted materials. The SOQ must follow the outline in Section 4 of this RFQ, entitled Requirements. Each SOQ must address all questions contained therein. All materials submitted will be the property of the Trustees.

c. Inquiries: Questions about the Project components, the RFQ or the submission of SOQs shall be directed to:

David Smolen
Library Director
15 Greenwood Ave.
Conway, NH 03818
603-447-5552 dsmolen@conwaypubliclibrary.org

d. Method of Selection of Awardee: After review and consideration, the Committee will forward a recommendation to the Library Board of Trustees for final decision. The Committee will evaluate each SOQ according to the following factors:

- Specific credentials, expertise and experience in the design of solutions to the repair and reconstruction of similar historic buildings.
- Construction management.
- Familiarity with the requirements of applicable federal or state historic preservation requirements relevant to the Project.
- Demonstrated relevant experience and past history in completing projects of comparable value and scope of the type contemplated by this RFQ.
- Expertise and technical approach of the SOQ, explaining the degree to which the team's interpretation of the work meets the needs and goals of the Trustees.
- Quality of Project team's overall organizational strength.
- References.
- Quality of the SOQ, (adherence to Section 4 – Requirements), conciseness, clarity and readability.

e. Notice of Award and Contract Negotiations: The Trustees expect to select the Awardee within 30 days of the submission deadline. The Committee will then enter into contract negotiations with the selected team.

f. Right of Rejection: The Trustees reserve the right to select the

respondent that best meets the requirements of the RFQ and to amend, withdraw, or cancel this RFQ.

3. Scope of Services

- a. **Develop a Plan of Work:** Meet with the Building Committee to determine an appropriate and preferred plan to accomplish the needed work to replace building elements and repair damage to building.
- b. **Design and Specifications:** Based on agreed upon Project approach, prepare a design and specifications for the fabrication and installation of replacement architectural elements and to make additional repairs to the building where needed.
- c. **Bid Specifications and Scope of Work:**
Prepare construction documents including cost estimates, plans, details, specifications and bid documents, for Project based on approved design. The selected Respondent shall be responsible for determining and incorporating federal and local requirements into construction documents. The selected Respondent shall submit the documents to State Historic Preservation Office and any other agency, as applicable.
- d. **Solicitation and Review of Bids:** Prepare a bid package for the Project and solicit submissions from qualified contractors. Conduct a pre-bid conference and review submitted bid packages.
- e. **Construction Monitoring and Administration:** Monitor Project construction and implementation to ensure project is completed in accordance with design. Provide regular updates to Building Committee on construction progress.

4. Written SOQ Submission Elements

- a. **Service Summary:** Provide a description of the key points of your submission stating the reasons your firm is qualified to provide the services required by the Project. The contact information of your contact person(s) must be included in your cover letter.
- b. **Qualifications:** Provide background information on your firm, including but not limited to:
 - Business overview
 - Summary of relevant accomplishments, particularly those involving services similar to those required for the Project
 - Any other information that will permit the Trustees to determine capability of respondent to meet Project requirements
- c. **Resumes:** Please provide resumes of the individuals that will comprise your

team. Describe only the people who will actually work on the Project and specify the role each would play.

d. Subcontractors: Provide a list of any sub-contractors that may be used.

e. References: Names, titles, and contact information for three (3) clients, for whom your team has completed similar projects.

f. Organizational Chart: Illustrate the relationship(s) of the individuals and firms that comprise your team including the principal-in-charge, project manager, and sub-consultants.

g. Conflicts of Interest: Please disclose any information that may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the Town of Conway or the Library Board of Trustees.

5. Additional Conditions and Information

a. The Trustees reserve the right to conduct discussions with, and to request additional information from, one or more respondents and to negotiate separately with any source whatsoever. Further, the Trustees reserve the right to waive any irregularity in any SOQ received or any other aspect of this solicitation.

b. SOQs submitted to the Trustees may be disclosed to the public in accordance with RSA 91-A.

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