

**Town of Lincoln, New Hampshire**  
**REQUEST FOR QUALIFICATIONS**

**For**

**General Contractor Services**

**For**

**Construction of the New Town of Lincoln Police Department Facility**

**INVITATION**

The Town of Lincoln, New Hampshire (“Owner”) seeks Statements of Qualifications for General Contractor services for the construction of a new Town of Lincoln Police Department Facility located at the intersection of Pollard Rd and Mansion Hill Rd, Lincoln, NH. Sealed Statements of Qualifications, plainly marked “**RFQ-New Town of Lincoln Police Department Facility**” on the outside of the mailing envelope, addressed to the Town of Lincoln, Attention Town Manager, 148 Main St/PO Box 25, Lincoln, NH 03251, will be accepted until 3:00 p.m. on Monday, August 28, 2023. Proposals received after the deadline will not be accepted.

The town of Lincoln, NH will be building a 14,000 square foot police department located on the corner of Mansion Hill Road and Pollard Road. The building will include a Booking & Intake, Property & Evidence, Patrol, Investigation, PD Support, Administration, Dispatch, Records, and common spaces for the public. The site is relatively flat and will utilize existing street utilities/site drainage along with providing additional site requirements to support the facility. The building will be constructed with concrete frost walls, wood framing walls, pre-engineered wood roof trusses and a mixture of exterior finishes from vinyl siding to panelized stone veneer. The interior portion of the building is mainly wood stud framing with drywall finish and a few areas of concrete block for security requirements. The purposed construction schedule is set for 12 months with a starting date of November 1, 2023.

Vehicular traffic adjacent to the work area must not be interrupted and interference with adjacent residential properties minimized. The contractor will provide a work plan in Section II identifying conceptually how they intend to address these issues.

Qualification packages may be obtained from the Town’s website at [lincolnnh.org](http://lincolnnh.org), by contacting the Town Hall at the above address, or by calling the Town Hall at 603-745-2757. Addenda to this proposal, if any, including written answers to questions, will be posted on the Town of Lincoln website under the project heading. Questions about this RFQ may be addressed to the Town Manager.

The Town of Lincoln reserves the right to reject any or all statements of qualifications, 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.

**Town of Lincoln, New Hampshire**  
**REQUEST FOR QUALIFICATIONS**

**For**

**General Contractor Services**

**For the**

**Construction of the New Town of Lincoln Police Department Facility**

**PURPOSE AND BACKGROUND**

The Town of Lincoln, New Hampshire (“Owner”) seeks Statements of Qualifications for GC Services for the New Town of Lincoln Police Department Facility in Lincoln, NH. The Project Work will include without limitation: selective demolition, masonry pre-cast concrete construction, cast in place concrete, masonry, miscellaneous metals, window replacement, mechanical, electrical and a limited amount of interior framing and finishes.

The General Contractor (GC) will report to the Town’s selected project representative, and be responsible for overall administration and coordination of the Project. The GC will be expected to work closely with the Owner and the Architect, Lavallee Brensinger Architects. The GC will be sensitive to work conducted on the other side of the wall they will be working on.

**CONSTRUCTION SCHEDULE**

The Owner anticipates that General Contractor’s services will begin immediately after contract execution. At this time, the schedule is anticipated to begin in October 2023, with Project Completion in November 2024.

**GENERAL CONTRACTOR’S SERVICES**

The General Contractor’s responsibilities shall include all professional services consistent with the industry accepted roles of a General Contractor. They shall include, but not be limited to:

1. Providing construction sub-bidding services, recommending subcontractors and vendors, and contracting with such subcontractors;
2. Work with the Owner and Lavallee Brensinger Architects (Architect) to obtain all necessary permits.
3. Providing Project scheduling, including but not limited to all preconstruction and construction activities as well as coordinating the schedules related to services, equipment and furniture and technology systems as provided by others;
4. Providing construction phase management, coordination, inspection, supervision, safety and quality control services;
5. Construction phase records keeping and accounting; and
6. Attending meetings with the Owner and/or Architect as necessary, throughout the construction processes.
7. Maintaining and distributing minutes of all meetings with the Owner and Architect in a timely manner.
8. Management, cleanup and disposal of all materials removed from the site.

## **DESCRIPTION OF THE SELECTION PROCESS**

Statements of Qualifications (“Submittal”) will be evaluated by a Selection Committee comprised of the Owner’s and Architect’s representatives. The Selection Committee may request additional information of Respondents.

The Selection Committee will identify the 3 to 4 most-qualified firms and invite those firms to respond to a Bid Invitation. The Selection Committee may conduct interviews in response to the Bid Invitation. If the Owner is unable to reach an agreement with the firm, the Owner may proceed to negotiate with any other firm that may subsequently be selected by the Joint Building Committee.

### **Tentative Selection Schedule**

- |  |                    |
|--|--------------------|
| • Statements of Qualifications due         | August 28, 2023    |
| • Selection Committee Review and Selection | September 8, 2023  |
| • Bid Document Issued                      | September 11, 2023 |
| • Bids Due                                 | October 13, 2023   |

## **SELECTION CRITERIA**

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

1. Construction experience with Police and Public Safety projects of similar size and complexity. Provide a minimum of 3 similar scale and scope completed projects in the past 5 years and provide valid client references for these projects.
2. Construction experience of construction within an active residential neighborhood.
3. Reputation for effective General Contractor services with established internal policies and procedures.
4. History of effective schedule and budget management for projects of similar scale and complexity.
5. Professional qualifications of key individuals assigned to the Project.
6. Current work schedule availability.
7. Bonding capability of \$6M minimum.

## **SUBMITTAL/STATEMENT OF QUALIFICATIONS**

### **Submittal Package**

- In total, six (6) copies of the Submittals, including attachments, are required. Five (5) of the copies shall be spirally bound (or another semi-permanent binding method). One (1) copy should be clipped together to facilitate document reproduction if necessary.
- Pages shall be no larger than letter size (8 1/2 x 11 inches) or, if folded to that dimension, twice letter size (11 by 17 inches). It is acceptable to produce the Submittal on both sides of the paper in the seven (7) bound documents.

- The box in which the Submittals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification as follows: **“Statement of Qualifications For New Town of Lincoln Police Department Facility**
- Submittals shall be delivered to the following address before **3:00 p.m. on Monday, August 28, 2023: Attention Town Manager, Town Hall, 148 Main St/PO Box 25, Lincoln, NH 03251, Lincoln, NH**

## **Submittal Format for Statement of Qualifications**

OUTSIDE COVER AND FIRST PAGE shall contain:

1. The Title: "Statement of Qualifications For **New Town of Lincoln Police Department Facility**
2. The name and address of the Respondent, and
3. The Submittal date.

TABLE OF CONTENTS: Include a table of contents.

TRANSMITTAL LETTER: Include a short (one to three page) Transmittal Letter.

The Transmittal Letter will include:

1. A Summary of why the Respondent believes itself to be the most qualified.
2. A statement indicating that to the best of the Respondent's abilities, all information contained in the Submittal is complete and accurate.
3. A statement granting the Owner and its representatives' authorization to contact any existing or previous client of the Respondent (or a Respondent's Team Member) for purposes of obtaining an independent evaluation of the Respondent's or a Respondent's Team member's performance. A minimum of 3 similar projects successfully completed within the past 5 years.
4. At least one copy of the transmittal letter must have the original signature of an officer of each principal firm that comprises the Respondent (not a sub-consultant).
5. A statement to hold harmless any person, corporation, agency or other entity from any claim or course of action arising out of any response given to the Town of Lincoln for the purpose of investigating the firm's qualifications.
6. Respondent Contact Information: Provide the following information about the person who is designated to be the Respondent's key contact with the Town:
  - A. Name.
  - B. Title.
  - C. Office phone number.
  - D. Facsimile number.
  - E. E-Mail address.

## **STATEMENT OF QUALIFICATIONS**

### **SECTION I - Description of the Respondent in narrative form**

1. The Respondent's areas of specialization;
2. Total number of professionals organized by seniority (i.e., 75 professionals 25 of whom have 20 or more years with the firm, 35 that have 10 or more years with the firm ...);
3. Internal resources (i.e., accounting, legal, survey, engineering, support staff)
4. Firm history;

5. Honors and awards, or other certifications;
6. Location of home and branch offices;
7. Names of the principal officers of the firm;
8. Type of organization: Individual or sole proprietorship, professional corporation, partnership, joint venture, etc.; and
9. Identification of the major consultants if known.
10. 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 Construction Team.
11. Resumes: Provide resumes of any person identified as a key professional. The resumes should contain the following:
  - A. Name.
  - B. Professional registrations, including New Hampshire
  - C. Educational background.
  - D. Employment history.
  - E. Proposed role in the Project.
  - F. An identification of other relevant projects in which the person has been involved and a name/phone number of a representative of any project cited that can be contacted for a reference.
  - G. Other information you believe to be relevant.
12. Describe the Respondent's experience and proposed method for dealing with bidding subcontracted work.
13. Identify any work that Respondent anticipates being performed by the Respondent's own work forces.
14. Provide financial references and current bonding limits.
15. Describe the Respondent's construction safety program and safety record.
16. Describe any current or past (within last 7 years) litigation, arbitration or mediation related to any construction or construction management contract.
17. 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**

Please identify no more than six relevant projects which best exemplify your qualifications for this Project, including but not limited to experience with working on occupied building projects. Minimum of 3 similar scope and size projects successfully completed within the past 5 years.

For each project identified in SECTION II, prepare a Project Summary table organized in the following manner:

1. Name of project.
2. Building Type and size.
3. Project location.
4. Date of opening.
5. Total project cost.
6. Awards or certifications, including sustainability programs.
7. Written Project description with three exterior photos or renderings.
8. Delivery method.
9. A statement acknowledging if the project was completed on time and on budget as well as number and cost of change orders.

10. Describe the services Respondent provided including the Team Members who were actually involved in the project and their role.
11. Contact information for the Client contact person or project manager.

### **RESERVATION OF RIGHTS**

The Town of Lincoln, NH reserves the right to reject any or all statements of qualifications, 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 Owner further reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the Respondent and to evaluate its proposal. Firms may be asked to submit releases as part of the investigation and review of qualifications. Failure to provide a release if requested will result in disqualification. All concepts, designs, information and cost-savings ideas that may be generated during the selection process shall become the property of the Town of Lincoln, NH.