

Facilities Condition Assessment



REQUEST FOR PROPOSALS

March 21, 2024

Town of Northfield, NH
21 Summer Street
Northfield, NH 03276

The Town of Northfield will accept proposals from qualified vendors interested in providing a town-wide facilities condition assessment for the following buildings:

- Town Hall
- Police Station
- Highway Garage and outbuildings
- Transfer Station

Project Overview

The consulting firm shall conduct a facilities condition assessment (FCA) on the listed properties. Assessment should include identification of current facility, condition deficiencies, recommended corrections for deficiencies, including recommendations for facility use optimization.

Scope of Work

The facility condition assessment will consist of the following phases:

Phase I	Facility Assessment Planning
Phase II	On-Site Facility Condition Assessment
Phase III	Facility Condition Assessment Report Preparation

Proposal (Submittal) Requirements

If submitting a paper proposal, please send to: Town of Northfield Attention: Stephanie 21 Summer St Northfield NH 03276 All submitted proposals will be reviewed by: Capital Improvements Program Committee Bids will remain in effect for a minimum of 30 days.

A. Company Information

Provide general information including:

1. Name of company as registered with the NH Secretary of State or other state of incorporation.
2. Description of company.
3. Name(s) of company owner(s).
4. Number of years in business.

B. Project Experience and References

Provide a description of 3 completed projects. Include the following information:

1. Company and Owner information.
2. Company Contact information and title.
3. Original contract value and date.
4. Brief description of each project.
5. Sample report of similar project.

Include a Cover Letter that provides a statement of ability to complete the project given the current workload, cite any conflicts of interest, and a 30-day guarantee on proposal terms.

Qualifications/Experience of Key Personnel: Describe the qualifications and experience of key personnel who will be assigned to this project to perform the work described in the Scope of Work. Experience should include direct experience with the subject matter. This includes personnel to perform significant leadership, management, or creative functions and who the project manager will have the most contact with during this project and any proposed subcontractors.

Plan Approach and Timeline: A descriptive narrative of your understanding and proposed approach to successfully perform the project.

Provide a not-to-exceed cost proposal for all work described under the Scope of Work

C. Work Requirements

1. Work Schedule

All work shall be completed during normal working hours (Monday to Friday, 8 am to 5 pm depending on the building) unless approved otherwise by the Town.

2. Worker Conduct

The following criteria must be adhered to by the Vendor:

- a. Drug-free workplace; no alcohol or controlled substances are permitted on the grounds (unless the user provides proof of physician prescription)
- b. No Tobacco use including chew, snuff and any smoking product anywhere on school grounds
- c. American Disabilities Act (ADA) compliance
- d. Hazardous waste management compliance
- e. Trash disposal to be in proper recycling bins or waste receptacles
- f. No Firearms on premises
- g. No cursing or use of foul language
- h. No harassment of any kind toward staff or visitors

3. Care of Work Site

Selected Vendor shall take care to prevent damage to the existing building systems, equipment, and finishes. Any damage to such shall be repaired by the Selected Vendor to the approval of the Town's Agent. Work site shall be kept clean and free of all debris, waste materials and trash.

Tools, equipment, and materials shall be kept clear of all points of egress and access (doors, windows, sidewalks, driveways). Materials shall only be stored in locations approved by the Town. All driveways used for emergency vehicle access shall be kept clear of vehicles and equipment.

D. Evaluation and Award

Following receipt and review of proposals by the Town, the selected firm(s) may be invited to an on-site interview to make presentations of the proposed solutions. Those directly responsible for the implementation of this project must attend. The decision to interview respondents will be at the sole discretion of the Capital Improvements Program Committee based on the evaluation of each proposal. In order to be considered, a proposal shall comply with the requirements set forth in this RFP document.

The following minimum criteria will be used to evaluate proposals received:

1. Vendor knowledge, expertise and experience in the planning, project management and execution of the services required.
2. Capability of proposed plan to meet Towns requirements.
3. Completeness and quality of proposal.
4. Quality of references received.
5. Cost of services to be provided.

The Town may conduct interviews of some, all, or none of the firms' submitting proposals. The Town reserves the right to waive technical irregularities in submissions or to reject any or all proposals if to do so is in the best interest of the Town. The Town may also choose to award all or any combination of project components if it's in the best interest of the Town to do so.

RFQ Questions

- Questions shall be submitted to:
townadmin@northfieldnh.gov no later than 12:00 pm, April 30, 2024.
- If necessary, any amendment(s) to this RFP or general questions and answers will be posted on the Towns website at <https://www.northfieldnh.org/>
- Final submissions shall be remitted to the Town of Northfield, Attn: Stephanie Giovannucci 21 Summer Street Northfield, NH 03276 or via email at: sgiovannucci@northfieldnh.gov no later than 12:00 pm EST on May 1, 2024. No late submissions will be accepted.