

REQUEST FOR PROPOSALS
Town of Littleton
Architectural Services for Recreation Facility

The Town of Littleton (Town) is requesting proposals from qualified individuals or firms licensed by the State of New Hampshire to complete architectural feasibility assessment, design and construction related services for the design of a new Recreation Facility located at Remich Park in Littleton, NH.

For a complete copy of the RFP contact Susan McQueeney at Town of Littleton, 125 Main Street, Suite 200, Littleton NH 03561. Telephone: 603-444-3996 Ext. 10; email: susan@townoflittleton.org Proposal must arrive at the Littleton Town Offices in Littleton, NH by 3:00p.m. on Friday, January 27, 2017. Applicants submitting proposals by mail should allow adequate time to ensure receipt of their proposal by the deadline. Proposal may be submitted via e-mail. Proposals received after 3:00 pm on Friday, January 27, 2017 will not be considered. Please submit original proposal to – Recreation Facility RFP, Andrew Dorsett, Town Manager, Town of Littleton, 125 Main Street, Suite 200, Littleton, NH 03561.

The Town reserves the right to select and negotiate with any qualified respondent whose capabilities, experience and approach are considered by the Town to be in the best interests of the project. The Town is an equal opportunity/affirmative action agency. All qualified proposals will receive consideration without regard to race, color, creed, age, sex, or national origin. Proposals will be taken under advisement by the Town in terms of which is most responsive to the community's needs. Selection will be qualifications based. This project may be funded with federal and state grants.

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Introduction and Background

The purpose of this RFP is to seek a qualified architect licensed by the State of NH to assist the Town of Littleton with the Phase I feasibility analysis of a new Recreation Facility at Remich Park and Phase II Design and bidding assistance for the facility.

The Town is soliciting proposals from firms or individuals with relevant experience in architectural design, feasibility analysis and bidding services for Municipal Recreation Departments to perform the Scope of Services as outlined in this RFP.

Background:

The Town of Littleton has nine recreation sites managed by the Littleton Parks and Recreation Commissioners. Remich Park is the largest facility and has numerous fields, courts, playgrounds and a pool. Remich Park also has a structure that has been utilized for office space, public bathrooms, equipment storage and snack bar. This facility has been closed to the public due to its deteriorating condition. At the 2016 Annual Town Meeting, the Littleton Parks and Recreation Commissioners were authorized to begin designing a replacement facility.

Project Scope

The Town would like to complete this work in two distinct phases. The first phase is a feasibility assessment to review the conditions of the existing facility, determine the needs / requirements for a new facility and develop concepts and budgets that could be presented to the Town. Assuming a positive response from the Town, Phase II would be the completion of building design and bidding assistance to obtain accurate construction costs. Construction would not begin until funds are raised and appropriated by the Town.

Scope of Services:

The following tasks are to be completed as part of the scope of work:

PHASE I

TASK I. Project planning and Preliminary Work

1. Project Scoping / Review of Existing Information
2. Assessment of existing facility
3. Coordination with Parks Department and Commission to determine future needs and requirements for a recreation facility

TASK II. Conceptual Plans

1. Prepare conceptual plans for the project for review and approval by the Town and Parks Commission
2. Provide Budget Cost for facility construction and operation

PHASE II

TASK III. Facility Design and Governmental Approvals

1. Prepare comprehensive engineering and construction plans and obtain necessary approvals

TASKIV. Bidding Documents / Bidding Assistance

1. Preparation of bid documents for the construction of the project
2. Assistance during bidding process including review of bids and recommendation for contract award.

TASK V. Construction Phase

1. Regular site observations of the contractor during construction phase and sign off on construction drawings and review of applications for payment with the contractor.
2. Complete Record Drawings
3. Complete final project close-out

Qualifications:

All firms or individuals submitting a proposal must be licensed Architects by the State of NH and have demonstrated experience with municipal recreation projects.

Deliverables:

Deliverables include feasibility analysis, budget estimates and conceptual plans for Phase I. Phase II deliverables include contract documents and construction plans.

Required Proposal Components:

Organizational Background

Proposals shall include a description of the applicant's ability to meet the requirements of this RFP, a description of prior experience in relevant areas, resume of all staff involved in the proposed work and any subcontractors.

Project Approach and Project Understanding

The plan of action for accomplishing the tasks outlined in the scope of services including staff assigned and number of hours allocated to each task. Include any recommendation for amending proposed Scope of Work.

Budget

Proposals shall include a budget for performing the Scope of Services.

Schedule

A timeline for the project showing each task, event and the decision points shall be included.

References

Please supply three references that can speak to your quality of work, including telephone numbers.

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