



## **Request for Qualifications**

**For:**

### **System-Wide Term Agreements for Architectural and Engineering Services Community College System of New Hampshire Project CHA23-06**

**Purpose:** The Community College System of New Hampshire is seeking qualifications from interested architectural and engineering firms to provide **Design, Planning and Construction Services** for facilities projects. A minimum of three (3) firms representing one or more discipline/s for: Architectural, Civil/Structural, Mechanical and Electrical services will be selected for award of a term agreement. **Agreements will be awarded for three (3) year term agreements for a not to exceed value of \$250,000 per term.** Organizations may apply for an additional period at the conclusion of their three (3) year term agreement, per CCSNH Board Policies #542.4 and #542.5 (CCSNH Board Policies can be found at: <https://www.ccsnh.edu/about-ccsnh/policies/Board Policies-Section 500 Facilities>)

**A sample list of projects:**

**\$3.2m Critical Maintenance (fire suppression systems, RTU replacements, roof replacement, parking lot and lighting).**

**\$1m for Nashua Community College to renovate space for a Respiratory Therapy program.**

**Updating prior facilities mechanical, electrical, plumbing & fire protection assessment and coordinating with a new monitoring software.**

**Master Plans.**

**Possible Critical Maintenance and or Renovation Projects, federally funded.**

The consultant will assist The Community College System of New Hampshire in developing, planning, performance criteria, specifications, construction low bid documents and construction administration according to the Community College System of New Hampshire and all applicable code requirements. Applicants must be registered to do business in the State of New Hampshire. Applicants must have experience with Chapter 155-A New Hampshire Building Code Section 155-A:13 Building Requirements for State Funded Buildings.

The consultants will assist the Community College System office in providing or coordinating professional design services for:

Design, planning, peer review or commissioning, preparation of construction documents, coordination of building systems, construction administration, and on-site observation for various projects. Types of services required may include a complete design or any combination of the above for both new and existing facilities. Applicants for design contracts must be registered Architects and/or Engineers in the State of New Hampshire.

**Response Instructions: Interested organizations must submit the attached STATEMENT OF QUALIFICATIONS FORM.**

**Proposal Inquires:** All inquiries concerning this request shall be made to: Matthew Moore P.E., Director of Capital Planning and Development, Community College System of New Hampshire, 26 College Drive, Concord, New Hampshire, 03301-76407. Email: [memooore@ccsnh.edu](mailto:memooore@ccsnh.edu), Phone: (603)230-3565, Cell: (603) 344-5377.

**Proposal Due Date: Friday April 24th, 2023 no later than 3 p.m.**

All submissions must be received at the office of Matthew Moore P.E., Director of Capital Planning and Development, Community College System of New Hampshire, sent electronically via email to: [memooore@ccsnh.edu](mailto:memooore@ccsnh.edu) on Friday April 24th, 2023 no later than 3 pm.

**Evaluation and Award of Contract:** No interview is anticipated. A minimum of three (3) firms representing one or more discipline/s will be selected for award of a term agreement. **Agreements will be awarded for three (3) year term agreements for a not to exceed value of \$250,000 per term.** The RFQ process is a procedure allowing the Community College System to award these contracts for Consulting Services to the submitters whose qualifications best meet the interest of the Community College System. (CCSNH Board Policies can be found at: [www.ccsnh.edu/about-ccsnh/board-policies-system-policies-and-fees](http://www.ccsnh.edu/about-ccsnh/board-policies-system-policies-and-fees), Board Policies-Section 500 Facilities)

**The firms selected will be determined no later than June 20<sup>th</sup>, 2023, for anticipated funding starting July 1<sup>st</sup>, 2023.**

**ADDENDUM:**

In the event it becomes necessary to add to or revise any part of this RFQ prior to the scheduled submittal date, the addendum will be posted to the CCSNH website at <https://www.ccsnh.edu/about-ccsnh/bidding-rfp/>. Before your submission, always check the website for any addenda that may have been issued which would affect the RFQ.

Any change, correction or deviation to this RFQ must be addressed in a written addendum. Verbal changes will not be allowed.

**The Community College System of New Hampshire reserves the right to waive any and all informalities in its best interest.**



## **Request for Qualifications**

**For:**

**System-wide Term Agreements for Architectural and Engineering Services  
Community College System of New Hampshire**

### **STATEMENT OF QUALIFICATIONS FORM**

**(Maximum of SEVEN Pages for scoring purposes), additional information may supplement this form.**

**Qualifications to perform the work:** Designer must have a minimum of three (3) years' experience within the last five (5) years with design and construction of projects of similar scope and complexity within New Hampshire.

**Proposal Instructions: Each response must include the following information:**

- 1) NAME OF FIRM SUBMITTING PROPOSAL:  
Name, address, phone/fax, website, email of the Firm.  
  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 2) Brief history and description of firm. *(Include area of expertise and list past pertinent Projects):*  
  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 3) Doing Business as: Individual \_\_\_\_\_ Partnership \_\_\_\_ Corporation\_\_\_\_  
In State of \_\_\_\_\_

- 4) Provide detail of experience with the State Energy Code, Section 155-A:13 Building Requirements for State Funded Buildings.

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- 5) Provide a brief description of the firm's approach to project designing and implementation.

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- 6) Provide a brief description of related areas of expertise and experience.

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## **RELATED PROJECTS**

1) NAME OF REFERENCE PROJECT: \_\_\_\_\_

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\_\_\_\_\_

Location of Project: \_\_\_\_\_

\_\_\_\_\_

Date work performed: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approx. Contract Value: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Information: \_\_\_\_\_

\_\_\_\_\_

Name of the Architect or Engineer: \_\_\_\_\_

\_\_\_\_\_

OTHER PERTINENT PROJECT INFORMATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2) NAME OF REFERENCE PROJECT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of Project: \_\_\_\_\_

\_\_\_\_\_

Date work performed: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approx. Contract Value: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Information: \_\_\_\_\_

\_\_\_\_\_

Name of the Architect or Engineer: \_\_\_\_\_

\_\_\_\_\_

OTHER PERTINENT PROJECT INFORMATION: \_\_\_\_\_

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3) NAME OF REFERENCE PROJECT: \_\_\_\_\_

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Location of Project: \_\_\_\_\_

\_\_\_\_\_

Date work performed: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

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Approx. Contract Value: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Information: \_\_\_\_\_

\_\_\_\_\_

Name of the Architect or Engineer: \_\_\_\_\_

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OTHER PERTINENT PROJECT INFORMATION: \_\_\_\_\_

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4) NAME OF REFERENCE PROJECT: \_\_\_\_\_

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Location of Project: \_\_\_\_\_

\_\_\_\_\_

Date work performed: \_\_\_\_\_

Description of Project: \_\_\_\_\_

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Approx. Contract Value: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Information: \_\_\_\_\_

\_\_\_\_\_

Name of the Architect or Engineer: \_\_\_\_\_

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OTHER PERTINENT PROJECT INFORMATION: \_\_\_\_\_

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5) NAME OF REFERENCE PROJECT: \_\_\_\_\_

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Location of Project: \_\_\_\_\_

\_\_\_\_\_

Date work performed: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approx. Contract Value: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Information: \_\_\_\_\_

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Name of the Architect or Engineer: \_\_\_\_\_

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OTHER PERTINENT PROJECT INFORMATION: \_\_\_\_\_

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**END OF DESIGN QUALIFICATION FORM**