

**DESIGN AND CONSTRUCTION  
CONSULTING SERVICES FOR**

**RENOVATIONS FOR NURSING AND SCIENCE LABS**

**AT WHITE MOUNTAINS COMMUNITY COLLEGE  
BERLIN, NH**

**Project WMC24-04**

**July 23, 2024**



**WMC24-04**

## **Request for Qualifications**

### **For: Design and Construction Consulting Services for RENOVATIONS FOR NURSING AND SCIENCE LABS At White Mountains Community College – Berlin, NH**

**Purpose:** - The Community College System of New Hampshire (CCSNH) is seeking qualifications from qualified, interested parties to provide “**Design and Construction Consulting Services**” involved in the RENOVATIONS FOR NURSING AND SCIENCE LABS at White Mountains Community College.

The project will include: The renovation of the existing Nursing and Science Labs at WHITE MOUNTAINS COMMUNITY COLLEGE in Berlin, NH. It includes Mechanical, Electrical, Gas, and Fire Protection Systems Upgrades. Additionally, there will be Laboratory Equipment, Nurses Stations, Patient Care Equipment, Emergency Stand-by Generator, Specialty IT/Educational Video Systems, New HVAC & Controls System, Propane System at Labs, etc.

The laboratory building will serve as a place for students to engage in real life, hands on applications in NURSING AND SCIENCE. The facility will include both classrooms and laboratory spaces for the teaching of nursing.

**Total Design, Construction, Permitting, Testing, Furnishing and Equipment, etc. budget is \$3.7 million.**

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 requirements, administration needs and all applicable code requirements. Applicants must be registered Architects in the State of New Hampshire and registered to do business with 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. Governor Sununu has signed SB 599 into law which means the State Fire Code will be effective August 13, 2024. This will adopt the editions of NFPA 1 & 101. Please plan accordingly with permit applications, as applications submitted August 13, 2024, or later will require the 2021 edition of NFPA 1, NFPA 101 and the referenced editions, including amendments.

Sub-consultants shall include but not limited to: Structural, Electrical, and Mechanical.

**Proposal Instructions: PROPOSALS WILL BE ACCEPTED FROM QUALIFIED FIRMS ONLY.**

**Interested organizations must submit the attached DESIGN QUALIFICATION FORM.**

**RFQ Due Date: Five (5) copies** of the information above must be dated and signed by the submitter and received by Community College System of New Hampshire, ATTN: Matthew Moore, P.E., Director of Capital Planning, 26 College Drive, Concord, NH 03301 **no later than 2 p.m. Tuesday, August 13<sup>th</sup>, 2024.**

**Also send a copy electronically via email to: [memmoore@ccsnh.edu](mailto:memmoore@ccsnh.edu), of the information by 2 p.m.**

**Tuesday, August 13th, 2024:** Submissions received after that date and time will be marked as “Late,” will not be eligible for consideration in this process and will be returned to the submitter unopened. There will be no exceptions to this requirement.

**Evaluation Process:** All eligible responses will be considered for inclusion on a short list of accepted applicants. Short listed applicants will be invited to present their qualifications and an associated program narrative within the project budget to a College Selection Committee.

The RFQ/RFP process is a procedure allowing White Mountains Community College to award this contract for Design and Construction Administration Services to the applicant whose submittal best meets the interests of Great Bay Community College.

The Design Firm shall not begin work until a fully executed contract has been received and the Design Firm has received the notice to proceed.

Proposal Inquiries: all inquiries concerning this request shall be made in writing (e-mail acceptable) and shall be submitted to **Matthew Moore, P.E., Director of Capital Planning and Development, [memmoore@ccsnh.edu](mailto:memmoore@ccsnh.edu), 26 College Drive Concord, NH 03301, phone (603) 230-3565, cell (603) 344-5377.** If necessary, any updated information regarding the RFQ will be posted at [www.ccsnh.edu/bidding/](http://www.ccsnh.edu/bidding/).

#### **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 [www.ccsnh.edu/open-bids](http://www.ccsnh.edu/open-bids). **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: Design and Construction Consulting Services for a new RENOVATIONS FOR NURSING AND SCIENCE LABS**

**At White Mountains Community College – Berlin, NH**

## **DESIGN QUALIFICATION FORM**

**(Maximum of Five 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 200 miles.

### **NAME OF FIRM SUBMITTING PROPOSAL:**

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

- 1) Name, address, of the Design 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) List of key personnel to be assigned to this project. *(Include recent, with time employed with firm)*

- a) Project Manager \_\_\_\_\_
- b) Principal in Charge \_\_\_\_\_

4) List and qualifications of sub consultants to be used on the Project. (*Include resume with past projects, and those done with the firm*)

a) Architect:  
\_\_\_\_\_  
\_\_\_\_\_

b) Mechanical designer:  
\_\_\_\_\_  
\_\_\_\_\_

c) Structural designer:  
\_\_\_\_\_  
\_\_\_\_\_

d) Electrical designer:  
\_\_\_\_\_  
\_\_\_\_\_

e) Civil Designer:  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

6) A brief description of the firm's approach to project design and implementation.

\_\_\_\_\_  
\_\_\_\_\_

- 7) Related projects / areas of expertise / experience. Include descriptions of other projects of similar scope designed and built by this firm. Include reference contact information:

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NAME OF REFERENCE PROJECT \_\_\_\_\_

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

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

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

Approx. Contract value \_\_\_\_\_

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

Address \_\_\_\_\_

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

**END OF DESIGN QUALIFICATION FORM**

### Request for Qualifications

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#### **DESIGN SCORING CRITERIA FOR CANDIDATES SCORE SHEET**

This criteria list will be used by the Selection Committee to score the qualified submission.	Possible Points
Design Firm's Similar Experience in the local area with project of this dollar value; experience with building type i.e. NURSING facilities, laboratories, classrooms and staff and faculty offices etc., in a college environment.	40
Design Firm's Experience with local sub consultants that will be used on this project.	15
Quality will be the level of experience of the management personnel of the designer. This will include the Project Manager.	
<b>AWARD REQUIREMENTS For the Design Team:</b> <ul style="list-style-type: none"> <li>• Similar Experience and Qualifications in the local area with a project of this dollar value; experience with building type i.e. HVAC Laboratories, Electrical Technology Laboratories, classrooms and staff and faculty offices etc., in a college environment.</li> <li>• Proven ability to meet schedule on similarly complex projects.</li> <li>• Experience, time with firm, and education.</li> <li>• 3 years' experience with the firm.</li> <li>• Experience with New Hampshire Building Code</li> </ul>	
<b>Design Firm:</b>	
• Project Manager	10
• Architect	20
<b>Sub-Consultants:</b>	
• Mechanical Designer	10
• Electrical Designer	10
<b>GRAND TOTAL</b>	100

**END OF DESIGN SCORE SHEET**