



**REQUEST FOR QUALIFICATIONS**  
**For**  
**CONSTRUCTION MANAGEMENT SERVICES**  
  
**FOR PROJECTS**  
**FOR**

**THE COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE**  
**SYSTEMWIDE, NH**

**Project SYS25-06**

**May 6, 2025**



**SYS25-06**

**Request for Qualifications**  
**For**  
**Construction Management Services**  
**For New Projects**  
**For The Community College System Of New Hampshire**  
**Statewide, NH**

**Purpose:** - The Community College System of New Hampshire (CCSNH) is seeking qualifications from qualified, interested parties to provide **“Construction Management Services”** for facilities projects. Several firms will be selected. Nashua Community College and NHTI Concord’s Community College already have a Construction Manager. One Construction Managers will be selected to work at WMCC colleges, one or two Construction Manager/s will be selected to work at colleges as needed.

See attached sample list of projects, Exhibit “A”. Some projects may be federally funded with federal requirements, no federal wage rates.

The Construction Manager will assist The Community College System of New Hampshire in cost estimating, design, pre-construction, bidding, permitting and managing all phases of construction, quality control and quality assurance, according to the Community College System of New Hampshire and all applicable code requirements.

Notes:

- 1) All estimates will be detailed in material and labor costs by trade using the traditional CSI Division of the Work.
- 2) A CPM (Critical Path Method) Project Schedule will be developed and submitted with the Design Development estimate.

**RESPONSIBILITIES**

The Construction Manager shall be expected to perform all professional services consistent with the industry accepted roles of a Construction Manager. In general, they shall include, but shall not necessarily be limited to:

- Attending meetings with the Owner and/or Architect as necessary, throughout the design and construction processes, including public presentations as needed.
- Assuming charge of, and responsibility for all Project phasing and scheduling, including but not limited to, all construction activities as well as integrating the schedules related to cabling, furniture, and equipment systems as provided by others. The Construction Manager's preparation and maintenance of a master project schedule shall not imply responsibility for the performance of contractors separately employed by the Owner. Note: It may be necessary to construct portions of the work outside of normal business hours.

- Assuming charge of, and responsibility for, all Project cost estimating. Estimating shall be an ongoing effort as needed to inform the design process, with formal estimates presented upon completion of each design phase. Such estimating shall be accomplished by the Construction Manager, without creating obligations to prospective sub-bidders. It shall be the Construction Manager's responsibility to satisfy themselves that they have acquired an understanding of the Project adequate for the proper preparation of such estimates. The accuracy of construction estimating shall be of utmost importance.
- Conduct constructability reviews, providing recommendations regarding design strategies, materials, equipment selections, and cost assessments.
- The Construction Manager will obtain State building permits, thru the State Fire Marshal's Office.
- Pricing of alternates and allowances as needed.
- Construction Sub-bidding and Sub-contracting, including the pre-ordering of long lead items.
- Construction coordination, inspection, supervision, safety, and quality control services.
- Review and verification of additional costs, if any, as may be requested by subcontractors.
- Construction phase submittal/shop drawing review, approval, processing, and coordination.
- Construction phase records and accounting, including electronic Record Drawings.
- Project close-out and building start-up management and coordination.

Applicants must have local experience in Construction Management of projects of similar size and scope, experience in new construction and renovation work in occupied buildings by college students and the ability to provide bonding and insurance coverage.

**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: [memoore@ccsnh.edu](mailto:memoore@ccsnh.edu) Phone: (603)230-3565, Cell: (603) 344-5377.

**RFQ Due Date: May 23, 2025, No later than 2 pm.** All submissions must be dated and signed by the submitter and received electronically by the Community College System of New Hampshire, by appropriately identifying the RFQ response in the subject area of the email and emailing: Matthew Moore, Director of Capital Planning and Development, email address: [memoore@ccsnh.edu](mailto:memoore@ccsnh.edu) **no later than 2 p.m., Friday, May 23, 2023.** Submissions received after that date and time will be marked as "Late," will not be eligible for consideration in this process. There will be no exceptions to this requirement.

**Evaluation and Award of Contract:** All eligible responses will be considered for inclusion on a short list of accepted applicants. No interview is anticipated but may be requested. The contract will be a Community College System of New Hampshire Construction Management Agreement. If no agreement is reached with the highest scoring firm negotiations will be terminated and negotiations with the runner up will be pursued.

**AWARD PROCESS:**

All responses will be reviewed by the Selection Committee. The Selection Committee shall evaluate the proposals and shall be composed of CCSNH Representatives.

The Community College System of New Hampshire will enter into negotiations regarding the terms of the contract with the highest ranked firms. Should the Community College System of New Hampshire be unable to reach an agreement on contract and price, they will proceed to negotiations with the next ranked firm.

The RFQ/RFP process is a procedure allowing the Community College System of New Hampshire to award this contract for Construction Management Services to the firms whose submittals best meets the interests of Community College System of New Hampshire.

The Construction Manager Firm shall not begin work until a fully executed contract.

**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/about-ccsnh/bidding-rfp/](http://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.**



SYS 25-06

**Request for Qualifications/Proposals**

**Construction Management Services  
For New Projects For  
The Community College System Of New Hampshire  
Statewide, NH**

**STATEMENT OF QUALIFICATIONS FORM**

**Submit this Qualification Form for each CCSNH College location your firm is interested in, with personnel and experience local to that area.**

**This submittal is for college or colleges:** \_\_\_\_\_

**Qualifications to perform the work:** Construction Manager must have a minimum of three (3) years' experience with Construction Management of projects of similar scope and complexity within New Hampshire.

**NAME OF FIRM SUBMITTING QUALIFICATIONS:** \_\_\_\_\_

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

- 1) Name, address, email & phone number of the Construction Management Firm.

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- 2) Brief history and description of firm. *(Include area of expertise and list past pertinent projects) (Score up to 20 Points)*

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- 3) List of key personnel to be assigned to this project. *(Include recent projects completed, with time employed with firm)*. (Score up to 20 points)

Project Manager \_\_\_\_\_

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Principal in Charge \_\_\_\_\_

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- 4) Related projects / areas of expertise / experience. Include descriptions of other projects in the area. of similar scope built by this firm. Include reference contact information. (Score up to 20 points)

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- 5) A brief description of the firm's approach to project Construction Management, substantial completion, and successful project close out on time. (Score up to 20 Points)

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- 6) Provide the firm's Construction Management Fee and Rates. (Score up to 20 Points)

Construction Management Services Fee (Percentage) \_\_\_\_\_ %

Construction Changes in the Work Fee (Percentage) \_\_\_\_\_ %

Insurance (Percentage) \_\_\_\_\_ %

Performance and Payment Bonds (Percentage) \_\_\_\_\_ %

**RELATED PROJECTS (FIVE MAXIMUM USING THESE FORMS)**

(Used for scoring above)

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

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

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

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

Approximate Contract value \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

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

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

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

Approximate Contract value \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

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

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

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

Approximate Contract value \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

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

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

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

Approximate Contract value \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

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

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

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

Approximate Contract value \_\_\_\_\_

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

Address \_\_\_\_\_

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

**END OF QUALIFICATION FORM**



Sample List of CCSNH Projects for  
Construction Manager  
Project # SYS25-06  
Exhibit "A"

Description (projects may be funded thru federal monies thus federal requirements, no federal wage rates)	Estimate
<b>Great Bay Community College</b>	
Renovations for a Welding Lab. Must be able to generate a GMP immediately, then start demolition. GBCC must move out of current location December 2025. Must have classes start January 2026.	\$1,000,000
<b>Lakes Region Community College</b>	
Mechanical, Electrical and Plumbing projects	\$400,000
Automotive Building add boiler	\$300,000
<b>Manchester Community College</b>	
Waterline Replacement	\$230,000
Parking Lot Paving	\$300,000
Roof replacements over Childcare & Exercise Room	\$300,000
<b>NCC Community College</b>	
Already has a Construction Manager	\$0
<b>NHTI Concord's Community College</b>	
Already has a Construction Manager	\$0
<b>River Valley Community College</b>	
Boiler Replacement	\$1,000,000
<b>White Mountains Community College</b>	
GOFERR Nursing Lab Renovations**Renovations for a Welding Lab. Must be able to generate a GMP immediately, then start demolition, etc. Must have classes start May 2026.	\$3,200,000

\*\*Please be advised there may be federal funded projects added  
May be deferred maintenance projects for any college