

Request for Proposals

Town of Whitefield Library Renovation and Expansion Project Owner's Project Manager (OPM)

The Town of Whitefield (Owner) seeks Proposals from firms for an Owner's Project Manager (OPM) for the Renovation and Expansion of the Whitefield Public Library located at 8 Lancaster Road, Whitefield, NH. Proposals will be accepted until Wednesday, May 22, 2024, at 4:00 p.m. We strongly encourage minority and women-owned businesses to submit proposals for consideration. Electronic proposals should be in PDF format to Courtney Vashaw at whitefieldpubliclibrary@gmail.com and Judy Ramsdell at administrativeassistant@whitefieldnh.org with the subject line "Owner's Project Manager for the Whitefield Library project"

The Owner reserves the right to reject any or all proposals, to proceed or not to proceed with any proposal, or to negotiate without further process any contract as may be deemed by the Owner to be in the best interest of the Owner.

Any questions must be submitted in writing by e-mail to Courtney Vashaw, Director of the Whitefield Public Library, at whitefieldpubliclibrary@gmail.com by Monday, May 13, 2024 at 4:00 pm. All questions will be answered and posted at www.whitefieldpubliclibrary.org by Tuesday, May 14, 2024, at 4:00 pm.

BACKGROUND

The Whitefield Public Library is a historic building and one of the nine remaining Carnegies in the state constructed in 1904 with an addition in 2012. The library is the heart of the community. Our mission is to provide people with the resources they need to live their best lives. We serve the most at-risk and marginalized, including the elderly, veterans, unhoused, LGBTQ+, and low SES, many who come in for company, assistance, and a warm space. Everything we do is designed to maximize the public good at the lowest possible cost. Library services are free or low-cost to be accessible to everyone. In a community with high needs and few resources, our services are essential. We are looking to renovate and expand the library to meet our mission and support our growing programs and community's needs. The project will serve as an important community space to host many activities and resources while improving accessibility for all. This project is funded in part by New Hampshire CDFA, USDA and Congressionally Designated Spending Funds.

The chosen OPM will be expected to work closely with the Owner, The Library Building Committee, the Architect, and contracted firms. The estimated total project cost is \$2 million.

SCOPE OF SERVICES

The OPM will provide consulting and project management services to coordinate and manage the design, bid, and building process of the Whitefield Library Renovations to ensure that design, construction, and other related activities are implemented, monitored, maintained, and integrated, consistent with the established budget, schedule and other objectives on behalf of the Town of Whitefield.

Services shall continue through substantial use and occupancy by the Owner and Project closeout. The OPM must provide information as requested during any final auditing conducted by funders or other parties.

The chosen firm/person will perform the work necessary to complete the following scope of work: providing third-party review services and documentation for the project. This service will be provided on behalf of The

Town of Whitefield in partnership with the Library Building Committee to review and approve construction costs, financing, methods, timelines, and anticipated values.

The OPM responsibilities shall include all professional services consistent with the industry-accepted roles of an OPM. They shall consist of, but not be limited to:

- Working with the Architect, Owner and Library Building Committee in the pre-construction phase to develop a total project budget; such efforts to include recommendations for design improvements and cost savings that will comply with the Owner's budget constraints;
- Reviewing the guaranteed maximum price for the construction phase with the Owner's Team and reviewing cost control management to stay within the GMP on the Owner's behalf;
- Reviewing the cost estimates for completeness and accuracy. Advise Owner's Team on options for consideration;
- Work with the Owner's Team to develop a phasing plan as necessary analyze any cost and schedule implications;
- Ensuring compliance with Special Provisions as required by key project funders.
- Reviewing the Architect and CM's Project scheduling, including but not limited to all preconstruction and construction activities, as well as reviewing the schedules related to services, equipment, furniture, and technology systems as provided by others;
- Providing construction phase inspection and quality control services;
- Reviewing construction phase records keeping and accounting;
- Attending meetings with the Owner Team and/or Architect as necessary, throughout the design and construction processes;
- Reviewing minutes of all meetings with the Owner's Team and Architect in a timely manner;
- Reviewing the CM's monthly updated cash flow projections.

DELIVERABLES

The OPM responsibilities shall include all professional services consistent with the industry-accepted roles of a OPM working. They shall include, but not be limited to:

- Work with the Architect and CM to confirm scope alignment with the Owner's Project Requirements, as well as to confirm the Project budget.
- OPM shall review the design development and construction schedule for completeness and accuracy, noting design milestones and necessary Owner inputs to keep a consistent workflow.
- The OPM shall attend all necessary meetings and be responsible for all duties normally associated with project administration in a timely and efficient manner so as not to hinder the progress of the project.
- The OPM shall review minutes of all design and construction meetings with the Owner and advise on any concerns and outstanding issues in a timely manner.

SCHEDULE

The OPM Services are anticipated to begin immediately after contract execution. The OPM will be responsible for delivering a complete construction estimate at the completion of Design Development and work with the Owner's team to maintain a project scope within the Owner's budget.

Bidding is expected to commence in June 2024, and construction is anticipated to begin in the fall of 2024. The Owner intends to take occupancy of the Phase 2 project by September 2025.

DESCRIPTION OF THE SELECTION PROCESS

The library building team will evaluate proposals. If necessary, interviews will take place on Thursday, May 23rd from 1 to 4 pm via Zoom.

Proposals will be evaluated based on the following criteria:

- OPM experience with projects of similar size and complexity and historic architecture.
- OPM experience with renovation of historic buildings incorporating structural improvements and additions, mechanical and electrical systems, and climate control systems.
- Reputation for effective OPM services with established internal policies and procedures.
- It is the Owner's intention that all work be competitively sub-bid to qualified subcontractors. The OPM will review all bids and budget updates and advise the Owner of any concerns or outstanding issues.
- History of effective schedule and budget management for projects of similar scale and complexity.
- Professional qualifications of individuals assigned to the Project.
- Current work schedule availability.
- In addition, the following criteria will be considered:
 - Owner's Project Manager's fees and costs;
 - Detailed, project-specific work scope;
 - Preliminary Project Schedule and ability to incorporate into firm's current OMP workload to start Whitefield Project upon selection;
 - Such other criteria as may be in the Owner's interest;

The building team will rank firms and make recommendations to the Owner, who will make the final selection.

Tentative Selection Schedule (All dates in 2024)

Tuesday, May 8, 2024	RPF Notice Released
Monday, May 13, 2024, 4:00 pm	Questions Due
Tuesday, May 14, 2024, 4:00 pm	Response to questions posted
Wednesday, May 22, 2024, 4:00 pm	Proposals Due
Thursday, May 23, 1 to 4:00 pm	Interviews may be held.
Thursday, May 23, 2024	Anticipated Selection

SUBMITTAL FORMAT FOR PROPOSALS

Proposals shall include the following components:

1. Transmittal Letter.
2. Fee Proposal with a list of costs covered by Fee.
3. Identification of General Conditions Costs and itemized estimate.
4. Confirmation of the Project Team and schedule of labor rates of team members.
5. List of a minimum of three (3) references and completed projects.
6. Describe the firm's Owner's Management services.
7. Other information, qualifications, and/or exceptions the firm may consider appropriate to raise during the selection process.

PROPOSAL PACKAGE SUBMISSION

Proposals will be accepted until DAY May 22, 2024, at 5:00 pm.

Electronic proposals should be in PDF format to Courtney Vashaw at whitefieldpubliclibrary@gmail.com and Judy Ramsdell administrativeassistant@whitefieldnh.org with the subject line "Construction Management Services for the Whitefield Library project"