

## **INVITATION TO BID**

Sealed Bids will be received at the Town Hall Offices, Office of the Town Clerk, 12 School Street, Hudson, NH, until **10:00 AM, local time, May 10, 2024**, for the following project:

### **TOWN HALL BUILDING ASSESSMENT HUDSON, NEW HAMPSHIRE**

Bids submitted or received after this date and time will not be accepted. This project is 100% funded by the Town of Hudson.

All questions with regard to the Invitation to Bid should be addressed (in writing only) to the attention of:

Elvis Dhima, P.E.  
Town of Hudson  
Engineering Department  
12 School Street  
Hudson, NH 03051  
edhima@hudsonnh.gov

**A MANDATORY PRE-BID MEETING WILL BE HELD ON APRIL 30, 2024 AT TOWN HALL AT 11:00 AM.**

**THIS IS AN ASSESSMENT/DESIGN PROJECT.**

The deadline for all questions shall be at 10:00 a.m. on **MAY 3, 2024**.

The successful bidder shall comply with all applicable Federal, State, and local laws, ordinances, rules, regulations, and codes in the performance of this contract.

The bids will be evaluated based on cost and experience of the bidder.

All qualified bidders will receive consideration without regard to race, color, religion, creed, age, sex, or national origin. The Town of Hudson is an equal opportunity employer.

The TOWN reserves the right to waive any informalities, to negotiate with any bidder and to accept or reject any or all bids, as deemed to be in the best interest of the Town. No bidder may withdraw his bid within 90 days after the actual date of the opening thereof.

All the bid package information will be available on the Town website.

**Town of Hudson, New Hampshire**

**Request for Proposals**

**Town Hall Building Assessment**

**April 9, 2024**

# **Town of Hudson, New Hampshire**

## **Request for Proposals**

### **Town Hall Building Assessment**

#### **I. INTRODUCTION**

The Town of Hudson, New Hampshire is requesting proposals from architectural, engineering or other technical service firms to provide professional services to the Town. Hudson is a municipality serving a residential population of approximately 26,000 in Hillsborough County, New Hampshire. The Town provides a range of municipal services to its residents, businesses and visitors.

The Town seeks the services of a qualified and experienced consultant to conduct a facility needs and site analysis of the Hudson Town Hall, 12 School Street. This study will require the consultant to do the following:

1. Review the existing services provided at the Town Hall.
2. Determine programmatic space needs for each department that will be required to provide projected future services.
3. Examine the current Town Hall and determine its adequacy to provide these services.
4. Provide an estimate of cost for renovation to meet the needs of the departments and public.

All such work shall be done under the direction of the Town Administrator or his/her designee. The scope of services does not include design of any municipal structures.

#### **Description of Municipal Building**

The Hudson Town Hall is home to town administrative offices and accommodates approximately 35 employees. Offices operating out of the Town Hall include the Board of Selectmen, Town Administrator, Town Clerk/Tax Collector, Assessing, Finance, Welfare Assistance, Information Technology, Inspectional Services, Land Use, and the Water and Sewer Utilities. The Trustees of the Trust Funds, Supervisors of the Checklist, Town Treasurer and the Moderator also work out of Town Hall. Town Hall also serves as the meeting place for the Board of Selectmen, Planning Board, Zoning Board of Adjustment, Budget Committee and other Town committees. The Annual Town Meeting and elections are held at another location.

The Building was originally constructed in the 1960's and additional space was added in the 1970's and 1980's. The building has also sat various times included space for the Police Department.

## **Building and Site**

The building is a one story wood framed structure on a poured foundation. There are also offices, bathrooms and meeting spaces in the finished portion of the basement.

The building is approximately 12,600 square feet and it is approximately 25 feet high. The exterior is brick and vinyl sided. The roof consists of asphalt shingles with a section of rubber membrane material. The roof was replaced in 2019.

The heating systems are natural gas fired boilers connected to air ducts with multiple zones. Cooling to some office and meeting rooms is supplied by mini-split systems. The building has a fire alarm system and has sprinklers for fire protection.

The building is mostly insulated. The interior finish is painted gypsum board and brick. The floors are carpeted and the bathrooms are tiled or linoleum. The ceilings are suspended panels with recessed fluorescent lighting fixtures.

The building is located on a 1.3 acre lot, with parking for 44 vehicles. The Central Fire station is connected to the building on the right hand side.

## **II PROCEDURES**

### **A. MANDATORY PRE-PROPOSAL CONFERENCE**

**There will be a mandatory pre-submission meeting at the Hudson Town Hall, 12 School Street, Hudson, NH at 11:00 a.m. on April 30, 2024.**

This meeting will consist of a walkthrough of the Town Hall. Staff will be available to answer any questions from potential respondents.

### **B. INQUIRIES**

Questions about the RFP and the submission of Proposals shall be directed to:

Elvis Dhima, P.E.

Town Engineer

[edhima@hudsonnh.gov](mailto:edhima@hudsonnh.gov)

Technical inquiries should also be directed to [edhima@hudsonnh.gov](mailto:edhima@hudsonnh.gov).

It is requested that any and all contact with the authorized contact person be made by email. No contact with any other Town personnel other than the authorized contact person is allowed until such time as an award has been made. Violation of this provision may be grounds for immediate

disqualification. Questions about the RFP, and the submission and content of the Proposal must be directed to the authorized contact person. Selected Proposers may be contacted by the Town's authorized contact person with questions aimed at clarifying their submission.

### **C. SUBMISSION OF PROPOSALS**

**Proposals must be sealed and marked "RFP- Municipal Facility Study" and be delivered to the Town Clerk, Town of Hudson, 12 School Street, Hudson, NH 03051, on or before 10:00 a.m. on May 10, 2024.**

Proposals must be received at the above address before the end of the submission period, either by hand delivery, courier or U.S. Mail in a sealed envelope. Electronic submittals will not be considered and the Town is under no obligation to return Proposals. Proposals received after the submission deadline will be rejected and not considered.

### **D. METHOD OF SELECTION**

Town Staff will evaluate each Proposal with emphasis on the following factors.

- a.) Experience in performing commercial and municipal building inspection, building and fire code analysis, land use and planning services.
- b.) Demonstrated relevant experience and past history in completing projects of comparable value and scope to the type contemplated in this RFP.
- c.) Cost.
- d.) Expertise and technical approach of the Proposal, explaining the degree to which the Proposer's interpretation of the work meets the needs and goals of the Town.
- e.) Quality of project teams' overall organizational strength.
- f.) References and interview

After review and consideration, the Town Administrator will forward a recommendation for award to the Board of Selectmen for its consideration.

### **III. SCOPE OF SERVICES**

The final SCOPE OF SERVICES required by the Town shall be set forth in the contractual agreement between the Town and the Awardee.

For purposes of the RFP, the Scope of Services shall consist of the following:

#### **Task 1 – Space/Facility Needs Study**

1. Meet with department representatives to determine and catalog existing services, personnel and equipment of the departments located in the Town Hall.

2. Determine programmatic space needed for each department to provide the intended services for a short term horizon (10+ years) and a long-range horizon (25+ years).
3. Examine the facilities in which these departments are currently housed to determine adequacy to provide intended services.

#### Task 2 – Municipal Building Site Analysis

1. Conduct a Site analysis to determine if the current Town Hall adequately serves the needs of the Town departments in its present state and if the site could support an expanded building or increased intensity of use within the existing building in the future. Site conditions to consider:
  - a.) Vehicular access – passenger and delivery vehicles
  - b.) Vehicular access – emergency vehicles
  - c.) Vehicle parking (public and staff) loading and off-loading
  - d.) Pedestrian accessibility – walking, bicycle

#### Task 3 – Building Analysis

1. Conduct a building layout and space analysis of the Town Hall that could be utilized for a possible expansion of the Town Hall. The following shall be taken in consideration of a potential expansion
  - a.) The electrical system.
  - b.) Air/environmental quality.
  - c.) The HVAC system.
  - d.) Accessibility

#### Task 4 – Report and Meetings

1. Present written report, including electronic copy, outlining all information, including addenda, and recommendations developed as part of this effort.
2. Attend meeting with Town Administrator, Town Engineer, Town Officials and department heads including:
  - a. A kick-off meeting with Town Administrator, Town Engineer and Town Hall department heads.
  - b. At least one (1) progress meeting for task 3
  - c. A final presentation at a public meeting using presentation boards and PowerPoint presentation.
3. Prepare a final report detailing results of the study and providing cost estimates for all required upgrades and improvements

## **IV. PROPOSAL REQUIREMENTS**

### **Identification of Key Staff & Statement(s) of Qualifications**

Proposals shall include names and resumes for the project manager and principal-in-charge to include current job titles, licenses and certifications. The project manager shall serve as the primary liaison between the Town and the firm. The proposal shall include the names, job titles, licenses, certifications and a summary of qualifications for personnel to provide specified services.

Proposals shall identify the official contact of the proposer, including name of contact, name of firm, address, telephone numbers, and email addresses. The Town may use email for official communications regarding the RFP.

### **Project Experience**

Proposals should provide a list of specific projects and activities performed by the key personnel that demonstrates competency in as many aspects of the scope of services as possible. The proposal shall include summaries of past projects and activities of a similar nature. Experience with the construction of public buildings meeting essential facility standards is highly preferred.

### **References**

Proposals must include the names and contact information for at least three (3) clients, with at least two (2) being municipal clients. The Town of Hudson will want to speak with past clients and municipal officials in the fields of administration, finance, planning, land use and I.T. who were directly involved with key personnel.

### **Insurance**

The successful bidder will be required to provide an insurance certificate confirming the following insurance coverage: worker's compensation insurance as required by the State of New Hampshire; broad-form comprehensive general liability insurance in an amount of no less than \$1,000,000 combined single limit per occurrence; and motor vehicle insurance to include bodily injury, property damage, uninsured motorist, and employer's non-ownership coverage in an amount of no less than \$1,000,000 combined single limit per occurrence. The Town of Hudson shall be named as an additional insured on the auto and general liability policies.

### **Indemnification**

The successful respondent must agree in writing to indemnify the Town of Hudson from any and all liability, loss or damage, including but not limited to bodily injury, illness, death, or property damage, which the Town becomes legally obligated to pay as a result of claims, demands, costs, or judgments against the Town arising out of the bidder's action or omissions relating to this project.

## **Contract Proposal to include Waivers, Exclusions & Limitations**

Provide a sample contract form to be used as a basis for an agreement with the Town of Hudson, with the understanding that both parties reserve the right to negotiate all actual terms and conditions to achieve mutual agreement. Contract proposals should also include reference to this RFP as a basis of understanding, along with statements on documents ownership and copyrights.

## **Conflicts of Interest**

Please disclose:

Any material financial relationships that your firm or any firm employee has that may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the Town.

Any family relationship that any employee of your firm has with a member, employee, or official of the town that may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the Town.

Any other matter that your firm believes may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the Town.

## **V. ADDITIONAL CONDITIONS AND INFORMATION**

1. Issuing this RFP does not commit the Town of Hudson to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies.
2. All materials submitted in response to this RFP will become the property of the Town.
3. The Town reserves the right to conduct discussions with, and to request additional information from, one or more respondents. No respondent shall have any rights against the Town as a result of such discussions.
4. The Town reserves the right to waive any irregularity in any Proposal received or any other aspect of this solicitation.
5. The Town reserves the right to waive any irregularity in any Proposal received or any other aspect of this solicitation.
6. Submission of a Proposal in response to this RFP shall constitute an offer on the part of the successful respondent to become an Awardee, and to enter into a contract to undertake or complete the project.
7. The Town and its respective officials and employees make no representation or warranty and assume no responsibility for the accuracy of the information set forth in this



RFP provided by others. Further, the town does not warrant nor make any representations as to the quality, content, accuracy or completeness of the information, text, graphics, links or other facet, of this RFP once it has been downloaded or printed from this or any server, and hereby disclaims any liability for technical errors or difficulties of any nature that may arise in connection with the webpage on which this RFP is posted, or in connection with any other electronic medium utilized by respondents or potential respondents in connection with or otherwise related to the RFP.

8. Proposals submitted to the Town in response to this RFP may be disclosed in accordance with RSA 91-A. A respondent submitting a Proposal may provide in writing, at the time of its submission, a detailed description of the specific information contained in its submission which it has determined is a trade secret and which, if disclosed, would substantially harm such respondent's competitive position. This characterization shall not be determinative, but will be considered by the Town when evaluating the applicability of any exemptions in response to a request made per RSA 91-A.

**Copies of this RFP are available at the Office of the Board of Selectmen located at Hudson Town Hall, 12 School Street, Hudson, NH 03051, Monday through Friday 8:30 a.m. to 4:30 p.m.**

**The Town of Hudson reserves the right to waive any informality or to accept or reject any or all bids, as deemed to be in the best interest of the Town.**

**The Town of Hudson is an Affirmative Action/Equal Opportunity Employer and encourages proposals from all qualified firms.**