



Grafton Regional Development Corporation  
RE: Enterprise Center at Plymouth Project  
PO Box 178  
Plymouth, NH 03264

**REQUEST FOR QUALIFICATIONS – Design/Build Proposal**

RFQ submissions must be received by the Grafton Regional Development Corporation, 131 Main St, PO Box 178, Plymouth, NH by 4:00pm EST on Friday, March 31, 2017. RFQ submissions may be received via snail mail or in-person. Emailed submissions will not be accepted. RFQ submissions received after this time will not be eligible for consideration.

**BACKGROUND:**

The Grafton Regional Development Corporation is soliciting proposals for the purpose of preparing design/build construction drawings, specifications and associated engineering and the design and construction of an unfinished 465 square foot office space (Suite 302, listed as 305 on the as built plans) and installation of carpet in the first floor hallway, reception area and a 323 square foot office space (Suite 103) at the Enterprise Center at Plymouth, One Bridge St, Plymouth, NH 03264.

**ABOUT THE GRAFTON REGIONAL DEVELOPMENT CORPORATION**

Grafton Regional Development Corporation (Grafton RDC) is a 501(c)3 organization founded in 1997 and is one of ten recognized Regional Development Corporations in New Hampshire. Grafton RDC partners with municipalities and businesses throughout Grafton County to promote and support economic development projects and job creation/retention efforts. Grafton RDC owns and operates the Enterprise Center at Plymouth and the Dartmouth Regional Technology Center in partnership with Dartmouth College and the North Country Council.

**ABOUT THE ENTERPRISE CENTER AT PLYMOUTH:**

A joint effort by Plymouth State University and the Grafton Regional Development Corporation, the Enterprise Center at Plymouth (ECP) is a 10,000 square foot, state-of-the-art business incubator serving central and northern New Hampshire. The ECP features flexible office space, common-use conference rooms, the latest technology and access to a wealth of resources to support aspiring entrepreneurs and growing businesses.

**PROJECT SCOPE INCLUDES:**

Build out and completion of a 465 square foot office space located on the third floor of the Enterprise Center at Plymouth (ECP). See "Plymouth Ent Architectural Tenant Spaces As Build.pdf – sheet A1.0 (third floor sheet) revised 8/29/13.

Project will include installation of drywall at the interior face of the exterior wall and interior walls, glass dividers within the space (matching suite 301 in the center), insulation (for acoustics), security door, fire alarm updates, code required sprinkler revisions, electrical/internet outlets, lighting, acoustical ceilings, HVAC system upgrades, window sills, carpeting, rubber wall base, blocking in walls for white boards, interior painting and any other requirements to attain a final Certificate of Occupancy for the space. Firm to provide design of the space for approval before construction starts. Firm to secure all building permits for the work. Selected Firm will attend weekly meetings during construction. All finishes to match the same types of materials/products used in Suite 301 which will be shown at the site walk through.

The project will also include installation of carpet on the first floor hallways, reception area and a 323 square foot office space (Suite 103).

**EVALUATION CRITERIA:**

See 'ATTACHMENT A' for Evaluation Process Scoring document.

**RFQ SCHEDULE:**

RFQ Release: *Monday, February 27<sup>th</sup>*

Walk-Thru Meeting: *Monday, March 13<sup>th</sup> at 10:00am EST*

Vendor Questions Due: *Thursday, March 16<sup>th</sup> at 4:00pm EST*

Response to Questions (if any): *Tuesday, March 21<sup>st</sup> by 4:00pm EST*

Proposal Responses Due: *March 31<sup>st</sup> at 4:00pm EST*

Contract in Place: *Pending review of selection committee*

**SUBMITTAL REQUIREMENTS**

Responses to this RFQ must include the following information:

- A cover letter/statement of interest indicating the firm's interest in the project and highlighting its qualifications to perform this project. A summary of firm's experience in designing and constructing office spaces and relevant work within New Hampshire.
- Statement of qualifications, including related experience with similar types of projects and specific qualifications or resumes of key team members such as proposed Project Manager, subconsultant firms, etc.
- Scope of Work and Project Proposal, including a proposed schedule with key milestones and deliverable dates, and Pricing Breakdown.
- Up to three (3) examples of similar projects

- Three (3) references relating to completed projects for the services being requested with full name, title, address, email and phone numbers.
- A Fee estimate for the cost of the constructed work from design through attaining the certificate of occupancy. See attached Bid Form.
- Provide 5 copies of your Submittal.

*Grafton RDC may select a limited number of firms for in-person interviews before the selection committee.*

## **QUESTIONS**

Questions regarding this project may be directed to Chris Wellington, Grafton RDC CEO, via email at [chris@graftonrdc.org](mailto:chris@graftonrdc.org).

## **REJECTION OF SUBMITTALS**

Grafton RDC reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate Grafton RDC to pay any costs incurred by respondents in the preparation and submission of their qualifications. Furthermore, the RFQ does not obligate Grafton RDC to accept or contract for any expressed or implied services.

## **EQUAL OPPORTUNITY EMPLOYMENT**

The successful consultant or consultants must comply with state and federal equal opportunity requirements. Grafton RDC is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

## **TITLE VI**

Grafton RDC's policy is to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

## **INSURANCE REQUIREMENTS**

The selected firm shall maintain insurance that is sufficient to protect the firm's business against all applicable risks, as set forth in Grafton RDC's Standard Insurance Requirements.

General Liability Insurance, with contractual liability endorsement against all claims, demands or actions for personal injury, or for bodily injury, including death, of any one person in an amount of not less than \$1,000,000 and for an aggregate of not less than \$2,000,000, made by or on behalf of any person, arising from, related to, or in any way connected with the conduct and operation of the firm's activities, or caused by actions or omissions to act, where there is a duty to act, of the firm, its agents, servants, and contractors.

**BONDS:**

A bid bond is not required.

A performance and payment bond is required.

**STATEMENT OF FEDERAL FUNDING:**

Federal funds from the Northern Borders Regional Commission of \$50,000 equal 50% of overall project funds.

**ATTACHMENT A:** Evaluation Scoring Template

**ATTACHMENT B:** Pictures of Unfinished Office Space (Suite 302 (listed as 305 on the as built plans)) & Finished Office Space (Suite 301). ***Suite 301 has the same footprint as Suite 302 and GRDC is looking for layout of Suite 302 to mirror Suite 301.***

**ATTACHMENT C:** Bid Form

**OTHER ATTACHMENTS:** As- Built plans for architectural, structural, MEP.