

**NOTICE TO DESIGN-BUILD COMPANIES
JULY 10, 2023
GENERAL INFORMATION AND REQUEST FOR PROPOSALS FOR
A DESIGN-BUILD PROJECT TO DESIGN AND CONSTRUCT A HIGHWAY DEPARTMENT
GARAGE**

The Town of Andover is issuing this Request for Proposals (RFP) for the selection of a Design-Build Company (DESIGN-BUILDER) to Design and Build a Highway Department Garage. The proposals shall consist of qualifications, experience, financial proposal, staffing plan and design concepts.

The successful DESIGN-BUILDER will be determined solely from the Proposals. However, the Town of Andover reserves the right to interview all or some of the proposal respondents if it so chooses.

An original and 3 copies of the proposal are required by no later than 2:00 PM on Monday July 31, 2023 at the Town Office. To prevent opening by unauthorized individuals, your submittal should be identified on the envelope as follows:

**PROPOSAL ENCLOSED
TIMED MATERIAL
HIGHWAY DEPARTMENT GARAGE**

The proposal shall be addressed to:

Dana E. Swenson
Town of Andover
31 School Street
PO Box 61
Andover, NH 03216

The Town of Andover reserves the right to amend the RFP based on questions and issues raised during the conduct of this solicitation. Send an email to the Town Administrator (tadmin@andover-nh.gov) for any updates to the RFP,

**HIGHWAY DEPARTMENT GARAGE
ANDOVER, NH**

DESIGN BUILD PROJECT SCOPE

TOWN OF ANDOVER

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1.0 PROJECT INTRODUCTION

Project Title: HIGHWAY DEPARTMENT GARAGE

1.1 Scope

In accordance with the terms and conditions of the Contract, the Design-Build Contractor (DBC) shall perform the work of this Request for Proposal (RFP) for the Town of Andover (TOA) as described below.

All Architect-Engineer (A-E) Services required in this RFP shall be performed by licensed Architects and Engineers registered in the State of New Hampshire.

1.2 TOA SharePoint Project Website

Use the TOA SharePoint Project website for purposes of hosting and managing project communication and documentation until Final Completion. The TOA SharePoint Project website will be used for the following functions:

- Project directory
- Project correspondence
- Meeting agendas and minutes
- Contract modifications documentation and logs
- RFI form and processing
- Task and issue management
- Photo documentation
- Baseline schedule, schedule updates and calendar management
- Submittal form and processing
- Drawing and specification document hosting, viewing, and updating
- Online document collaboration
- Reminder and tracking functions
- Archiving functions
- Notification of submittal and RFI statuses and current responsible party

Submit to the Contracting Officer (CO) a list of all employees who will need access to the website.

1.3 Location

This project is located in the Town of Andover, NH; 0.1 miles south of the junction of US Rte 4 and NH State Road 11 on Rte 4.

1.4 Background

The Town of Andover established an employed highway department in 2016. Facilities have included a small office space and portable restrooms and no garage. The Town is now prepared to provide suitable indoor working space and facilities for equipment, maintenance and office functions.

1.5 Description

Develop the site to accommodate a concrete foundation, paved roadway and parking and build a new highway department garage. Building construction consists of an approximately 50' x 80' Metal Building with three (3) enclosed bay—one of which is a wash bay. The roof shall be a single slope roof, 18' tall at high eave. Roofing shall be standing seam roofing with R-30 (minimum) vinyl backed fiberglass insulation. The siding shall be metal siding with R-19 (minimum) vinyl backed fiberglass insulation.

The building should include:

- (2) pass doors, half glass, with closers.
- (3) aluminum frame sliding windows.
- (3) 14 x 14 insulated overhead doors with operators.

DEDUCT ALTERNATE: Indicate the deduction to be applied for only the wash bay to be enclosed and the remaining two bays as cold storage with an open side.

Building fit-up: Build the following rooms along right end wall of shop as per print: office, break room, bathroom and mechanical room. Metal studs, R-11 insulation in all interior partitions, 5/8" drywall, moisture resistant drywall in bathroom areas. Commercial grade steel doors and door frames, acoustical ceilings with R-19 insulation above, VCT floor tile and 4" cove base (no VCT tile in mechanical room). All drywall, trim, doors and door frames primed and painted. 3/4" plywood deck, 125 psf loading for storage above, with stairway and railings built from dimensional lumber.

Plumbing: One ADA bathroom with shower, toilet, sink, urinal and grab bars. Mop sink in mechanical room, sink in break room, and three outside sill cocks.

Heating system: Wall hung propane fired boiler with outdoor reset and in-floor radiant heat throughout entire building.

2 zones, as follows: (1): office, break room, bathroom, and (2): Shop area.

Rinnai tankless propane fired hot water heater.

Propane tank and gas piping not included in this proposal, to be provided by propane provider.

1.6 Schedule

The work in this RFP shall be completed in accordance with the following schedule:

DB Design Development Documents:

DB Design Development Documents submitted no later than 15 calendar days after award.

TOA Review completed no later than 15 calendar days after submission of DB Design Development Documents.

100% Draft DB Construction Documents:

Work on 100% Draft DB Construction Documents shall continue during the DB Design Development Documents review and once DB Design Development review comments are received they shall be addressed and incorporated in the 100% Draft DB Construction Documents.

100% Draft DB Construction Documents and written responses to the TOA DB Design Development Document Review Comments submitted no later than 10 calendar days after submission of DB Design Development Documents.

TOA Review completed no later than 15 calendar days after receipt of 100% Draft DB Construction Documents.

100% Complete DB Construction Documents:

100% Complete DB Construction Documents and written responses to the TOA 100% Draft DB Construction Documents Review Comments submitted no later than 10 calendar days after submission of 100% Draft DB Construction Documents.

TOA Review completed no later than 7 calendar days after receipt of 100% Complete DB Construction Documents.

Complete Stamped and Signed DB Construction Documents:

Complete Stamped and Signed DB Construction Documents and written responses to the TOA 100% Complete DB Construction Document review comments submitted no later than 15 calendar days after receipt of TOA 100% Complete DB Construction Document review comments.

Construction:

Construction completed no later than 180 calendar days after award of the contract.

As-Constructed Drawings:

As-Constructed Drawings completed no later than 21 calendar days after Substantial Completion.

All DB Design Development, DB Construction Documents and As-Constructed Drawings shall be submitted to the TOA Project Manager.

1.7 Information

TOA Points of Contact:

Contractual:

Contracting Officer (CO): Dana E. Swenson, 603-454-4603, dswenson@andover-nh.gov

Technical:

Project Manager (PM): Dana E. Swenson, 603-454-4603, dswenson@andover-nh.gov

Project Specialist (PS) and Alternate Contracting Officer's Representative (COR): Frank Bryson, 603-556-3106, roadagent@andover-nh.gov

Address:

Town of Andover
31 School Street
P.O. Box 61
Andover, NH 03216

2.0 PROJECT REQUIREMENTS

2.1 General Requirements

2.1.1 SCOPE OF WORK AND PROJECT SUMMARY/REQUIREMENTS

The project will consist of the design and construction of a three (3) bay municipal highway department garage.

The project will include, but not be limited to, the following:

- Review the Schematic Design preferred alternative provided in the RFP package.
- Review site data.
- Upon award, determine and provide design schedule of work.
- Submit list of required permits.
- Design site, site utilities, building and foundation system.
- Submit DB Design Development and DB Construction Documents for review and approval, as required.
- Provide schedule of construction work.
- Secure work area and provide for continued access to the facility.
- Construct project
- Create and provide operations and maintenance manual.
- Provide as-constructed drawings.

2.1.2 Definition of Contract Line Items

The intent of this section is to explain, in general, what is included in each contract line item, limits or cut-off points where one item ends and another begins. If no item exists for a portion of the work, include the costs in a related line item.

CONTRACT LINE-ITEM NO. 1 – DESIGN: This item consists of completion of 100% stamped construction documents.

CONTRACT LINE-ITEM NO. 2 – CONSTRUCTION: This item consists of the complete construction of the highway department garage building in accordance with the stamped and approved construction documents.

CONTRACT LINE-ITEM NO. 3 – DEDUCT ALTERNATE OPTION: This item consists of the credit applied if TOA chooses to have one (1) enclosed wash bay and two (2) three-sided cold storage bays. The concrete foundation and the wall/roof structure to be built to accommodate future enclosure of the cold bays to match the remaining garage building.

CONTRACT LINE-ITEM NO. 4 – ADD ALTERNATE OPTION: This item consists of the amount added to the base contract applied if TOA chooses to have the foundation extended to accommodate an additional future two (2) bays.

2.1.3 Progress Payments

Design Phase - Progress payments during the design phase of the work will be based on submission, review, and acceptance of design deliverables.

Construction Phase - Progress payments during construction will be based on the percentage of work completed on items listed on the approved schedule of values. Actual construction completed and in place will form the basis for payment. Verification of the % complete shall be initiated by the Contractor under the direction of a representative of the Contracting Officer, unless the Contracting Officer waives this requirement in a specific instance. The Contractor shall make the computations for payment based on the TOA verification of work completed and in place for any periods for which progress payments are requested.

The Contractor shall furnish the originals of all field notes and all other records relating to the basis for payment, to the Contracting Officer, who shall use them as necessary to determine the final amount of progress payments. The Contractor shall retain copies of all such material furnished to the Contracting Officer.

2.1.4 Project Meetings

Design Meeting

After the award of the contract and acceptance of the Performance and Payment bonds, the CO will arrange a design meeting with the DBC. The meeting agenda shall include the following as a minimum:

- Review and emphasize the TOA needs and design objectives.
- Environmental and sustainability requirements
- Commissioning (review requirements in ASHRAE 0-2005 para. 6 and 7)
- Schedule of Values
- Design schedule (provide minimum of two color hard copies).
- Modifications during design
- Submittals during design
- Areas available for use by the DBC
- Payments to the DBC

Preconstruction Meeting

The following Part 2 Project Requirement deliverables shall be submitted a minimum of one week prior to the Preconstruction Meeting.

- Letter designating your Project Superintendent.
- Project Schedule with construction portion fully developed.
- Accident Prevention Program
- A list of subcontractors for this project (must be same as in your proposal).
- Evidence of liability insurance coverage and worker's compensation for the contractor and all subcontractors.
- Waste Management Plan
- Quality Control Plan
- Storm Water Pollution Prevention Plan Submittal process
- Contractor's Commissioning Plan (CCxP)

After 100% Complete DB Construction Documents are approved (or completed portions of DB CDs necessary for fast tracking the project), and prior to the start of construction, the CO will arrange an on-site Preconstruction meeting with the DBC. The meeting agenda will include the following as a minimum:

- Correspondence procedures
- Jobsite safety
- Roles and responsibilities
- Lines of Authority
- Progress Payments
- Submittal process
- Resolution to comments provided by TOA on the Part 2 Project Requirements
- TOA SharePoint Project website

- Construction schedule (Provide a minimum of two color hard copies and electronic copy in software it was created in.)
- Modifications
- Accident reporting.

Progress Meetings

The DBC shall participate in weekly telephone conference calls with the Contracting Officer, and other project team members to update them on the following meeting agenda items:

- Approval of minutes of previous meetings
- Submittal status
- Review of off-site fabrication and delivery
- Requests for Information (RFI's) and issues
- Modifications
- Work in progress and projected
- Schedule update (provide updated CPM schedule)
- Status of Project Record Drawings and O&M Manuals
- Other business relating to work

2.1.5 Project Schedule

General: The Contractor shall upload the project schedule to the TOA SharePoint Project website and provide two (2) color copies after award and before the design meeting. The schedule shall include a detailed design phase with design deliverable submission dates, review periods as well as a summary construction schedule with important milestones included for both phases.

Fully develop the construction portion of the schedule and submit to the Contracting Officer on the TOA SharePoint Project website before the Preconstruction meeting or any construction begins. The project schedule shall be updated on a monthly basis throughout the entire contract period and until project substantial completion. The status date of each schedule update shall be 10 days before the progress payment request date.

Construction work cannot begin until TOA approval is obtained for either:

- The entire set of 100% Complete DB Construction documents.
- For fast-track construction, the 100% Complete DB Construction documents affecting the work to be constructed.

Purpose: The purpose of the project schedule is to ensure adequate planning, coordination, scheduling, and reporting during execution of design and construction activities of the DBC. The project schedule will assist the DBC and the Contracting Officer in monitoring the progress of the work, evaluating proposed changes, and processing the DBC's monthly progress payment requests.

Schedule Development: The project schedule shall cover the entire contract period. The late finish date of the project schedule shall be the same date as the established completion date of the contract.

The DBC shall use the Critical Path Method (CPM) with limited use of lead or lag durations between schedule activities. The DBC's project schedule shall consist of procurement activities (including mobilization, submittal, and the fabrication and delivery of key and long-lead procurement items) and construction activities.

The DBC's project schedule shall consist of, but not be limited to, the following for each activity:

- Identify each and every activity number with numerical designations
- Concise description of the work represented by the activity
- Activity duration in whole working days with a maximum duration of 15 work days each, unless otherwise approved by the Contracting Officer, except for non-construction activities including mobilization, shop drawing and sample submittals, fabrication of materials, delivery of materials and equipment, and concrete curing.

In developing the project schedule, the DBC shall be responsible for ensuring that subcontractor work at all tiers, as well as its own work, is included in the project schedule.

The project schedule, as developed, shall show the sequence and interdependence of activities required for complete performance of the work. The DBC shall be responsible for ensuring all work sequences are logical and the project schedule shows a coordinated work plan. Proposed durations assigned to each activity shall be the DBC's best estimate of time required to complete the activity considering the scope and resources planned for the activity. Resource loading of each activity shall list all personnel by labor category and equipment type and capacity proposed to complete the activity in the duration shown. Include permit requirements and constraints. Seasonal weather conditions shall be considered and included in the planning and scheduling of all work influenced by high or low ambient temperatures, wind and/or precipitation to ensure completion of all work within the contract time.

Project Schedule Updates

Monthly updates: The monthly updating of the project schedule shall be an integral part and basic element of the estimate upon which progress payments shall be made under this contract. If, in the judgment of the Contracting Officer, the DBC fails or refuses to provide a schedule of values and a complete schedule update or revision as specified hereinafter, the DBC shall be deemed to have not provided the required information upon which the progress payment may be made, and shall be subject to retainage of a portion of the payment.

Narrative: The report shall include a brief description of the actual progress made during the update period; actual and potential delaying activities; any impediments to progress; issues related to inclement weather; progress toward established milestones and project float. The report shall include a brief description of the work anticipated to be performed in the next month.

Any minor revisions to the schedule should be identified so they can be evaluated and accepted or rejected.

As the Work progresses, indicate Actual Completion percentage for each activity.

If the schedule update shows a late finish date after the contract completion date, at a minimum, include the following in the narrative with your submission:

- Any known delays.
- Actions that will be taken to get back on schedule.
- Pending modifications.
- Impediments or constraints affecting progress.

Progress Payments: The monthly updating of the currently accepted Construction Schedule shall be an integral part of the process upon which progress payments will be made under this contract. If the Contractor fails to provide schedule updates or revisions, then a portion of the monthly payment may be retained until such corrections have been made.

Time Impact Analysis for Contract Modifications, Changes, Delays, and Contractor Requests Requirements: When contract modifications or changes are initiated, delays are experienced, or the DBC desires to revise the project schedule, the DBC shall submit to the Contracting Officer a written time impact analysis illustrating the influence of each modification, change, delay, or DBC request on the contract time.

Time Extensions: Activity delays shall not automatically mean that an extension of the contract time is warranted or due the DBC. It is possible that a modification, change, or delay will not affect existing critical activities or cause non-critical activities to become critical. A modification, change, or delay may result in only absorbing a part of the available total float that may exist within an activity chain of the project schedule, thereby not causing any effect on the contract time. Time extensions will be granted in accordance with the terms of the contract.

Float: Float is not for the exclusive use or benefit of either the Town of Andover or the DBC. Extension of the contract time will be granted only to the extent the equitable time adjustments to the activity or activities affected by the modification, change, or delay exceeds the total (positive or zero) float available on a particular activity.

2.2 Design Requirements

2.2.1 DB Design Development and Construction Documents

This element of work shall consist of the preparation of the DB Design Development Documents and DB Construction Documents. All documents shall be prepared using the English System of Weights and Measurements.

DB Design Development Documents and DB Construction Documents shall be prepared per the Design Deliverable Content and Format.

Deliverables

The following deliverables are required (refer to Section 1.6 for schedule):

DB Design Development

DB Design Development Documents:

- Documents for TOA Review:
 - Submit 5 hard copies of the following DB Design Development Documents for review:
 - DB-Design Development Drawings
 - Divisions 2 through 49 Outline Specifications
 - Product File
 - Statement of Structural Tests and Special Inspections
 - Submit in native formats one electronic copy of the Draft DB Design Development Drawings.

DB Construction Documents

100% Draft DB Construction Documents

- Documents for TOA Review:
 - Submit 5 hard copies of the following 100% Draft DB Construction Documents for review:
 - DB Construction Drawings
 - Divisions 2 through 49 Construction Specifications
 - Product File
 - Statement of Structural Tests and Special Inspections
 - Design Calculations
 - Written responses to the DB Design Development Documents Review Comments
 - Submit in native formats one electronic copy of the 100% Draft DB Construction Drawings and written responses/resolutions to all DB Design Development Documents Review Comments.

100% Complete DB Construction Documents

- Documents for TOA Review:

- Submit 5 hard copies of the following 100% Complete DB Construction Documents for review and final approval:
 - DB Construction Drawings
 - Divisions 2 through 49 Construction Specifications
 - Product File
 - Statement of Structural Tests and Special Inspections
 - Design Calculations
 - Written responses to the 100% Draft DB Construction Documents review comments

- Submit in native formats one electronic copy of the 100% Complete DB Construction Drawings and written responses/resolutions to all 100% Draft DB Construction Documents Review Comments.

Complete Stamped and Signed DB Construction Documents

Upon final approval of the 100% Complete DB Construction Documents, submit per the following table, the Complete Stamped and Signed DB Construction Documents for construction, TOA archiving and general use:

COMPLETE STAMPED AND SIGNED DB CONSTRUCTION DOCUMENTS	ELECTRONIC FORMATS *	HARD COPY FORMATS
DB-Construction Drawings	AutoCAD	Full-Size Paper (ANSI D)
Divisions 2 through 49 Construction Specifications	PDF & MS-Word	N/A
Product File	PDF	N/A
Statement of Structural Tests and Special Inspections	PDF & MS-Word	N/A
Design Calculations	PDF	N/A
Written responses to the 100% Complete DB Construction Documents review comments	PDF & MS-Excel	N/A

2.3 Construction Requirements

2.3.1 Environmental and Sustainability Requirements

The following are general requirements:

- **Site Disturbance:** Minimize the construction limits of the project to reduce the project’s impact on the site.

- **Toxic Chemicals:** Avoid materials that can leach toxic chemicals into the ground water. Do not allow toxic chemicals to enter sewers or storm drains or contaminate land or any body of water.

- **Waste Management:** Employ processes that ensure the generation of as little waste as possible. Waste disposal in landfills shall be minimized. Recycling is a requirement of this project.

Minimize Construction Impacts

The following mitigation measures shall be implemented to minimize the impacts of construction activities:

Soil Erosion: Protect against erosion and topsoil depletion. Storm Water Pollution Prevention Plan required.

Air and Water Pollution Control: Air quality impacts are expected to be temporary and localized. To minimize these impacts, the following actions shall be taken:

- To reduce tailpipe emissions, construction equipment shall not be left idling any longer than is necessary for safety and mechanical reasons.
- Take all necessary reasonable measures to reduce air and water pollution by any material or equipment used during construction. Keep volatile wastes in covered containers.

2.3.2 Schedule of Values

After contract award and before the Design Meeting, submit a schedule of dollar values based on the Contract Price Schedule. Breakdown each lump-sum item into component parts of design deliverables or construction work for which progress payments may be requested. The total costs for the component parts of work shall equal the contract line item amount for that lump-sum item. The Contracting Officer may request data to verify accuracy of dollar values. Include mobilization, general condition costs, overhead and profit in the total dollar value of unit price items and in the component parts of work for each lump-sum item, as described below. Do not include mobilization, general condition costs, overhead or profit as a separate item.

Do not break down unit price items. Use only the contract line item amount for unit price items.

The total cost of all items shall equal the contract sum. The Schedule of Values will form the basis for progress payments.

An acceptable Schedule of Values shall be agreed upon by the Contractor and Contracting Officer before the first progress payment is processed. A cost loaded project schedule is an acceptable substitute for a schedule of values.

2.3.3 Construction Support

Staging Areas

Construction sites will be limited to the smallest feasible area. Ground disturbance and site management will be carefully controlled to prevent undue damage to vegetation, soils, and to minimize air, water, soil, and noise pollution.

Structures:

Trailers, Storage, Field Offices, Staging Area and Sheds: Location to be approved by the Contracting Officer.

Storage Sheds: If used, provide weather tight sheds or other covered facilities for storage of materials subject to weather damage.

If used, all temporary water, sewer, sanitary facilities and electric utilities, shall be completely removed upon project completion. Remove temporary utility connections.

The location of the Staging Area for construction equipment will require CO approval.

Construction Zones

Construction zones shall be fenced with CO approved construction barrier fencing, plastic or portable fencing, before any construction activity. The fencing shall define the construction zone and confine activity to the minimum area required for construction. All protection measures shall be clearly stated in the construction specifications, and workers will be instructed to avoid conducting activities beyond the construction zone as defined by the construction zone fencing. Protection of Public: Fence, barricade, or otherwise block off the immediate work area to prevent unauthorized entry.

Special Construction Requirements

2.3.4 Submittals During Construction

Construction Submittals:

Action Submittals: Written, graphic information, and physical samples that require TOA responsive action.

- **Product Data:** Collect information into a single submittal for each element of construction and type of product or equipment
- **Shop Drawings:** Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents.
- **Samples:** Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.

- **Construction Materials:** The Contractor is encouraged to submit for approval products made out of recycled or environmentally responsible material.

Informational Submittals: Written information that does not require TOA responsive action. Submittals may be rejected for not complying with requirements.

- **General:** Prepare and submit Informational Submittals required by individual Specification Sections.
- Informational submittals include but are not limited to Coordination Drawings, Certificates, Test reports, Manufacturer’s instructions, Division 01 Management Plans, etc.

Contracting Officer's Review

Action Submittals: Contracting Officer will review each submittal, generate comments on corrections or modifications required, and indicate the appropriate action. The submittal will be marked in one of three ways as defined below:

1. **Approved:** Acceptable with no corrections.
2. **Approved with Notations:** Minor corrections or clarifications required. All comments are clear and no further review is required. The Contractor shall address all review comments when proceeding with the work.
3. **Disapproved – Resubmit:** Rejected as not in accordance with the contract or as requiring major corrections or clarifications. The Contracting Officer will identify the reasons for disapproval. The Contractor shall revise and resubmit with changes clearly identified.

Informational Submittals: Contracting Officer will review each submittal and will either accept or reject them.

Use for Construction

Use only final submittals with mark indicating “Approved” or “Approved with notations”. Ensure all notations have been incorporated and, at a minimum, keep one copy of the final approved submittal on site for use during construction

2.3.5 Quality Control

General

The quality of all work shall be the responsibility of the Contractor. Testing shall be the responsibility of an independent testing laboratory. Inspect and test all work as needed to ensure that the quality of materials, workmanship, construction, finish, and functional performance is in compliance with applicable specifications and drawings.

2.3.6 Working Hour Restrictions

All work and deliveries shall be limited to the weekday hours of 7:00 am to 5:00 pm unless otherwise approved by the Contracting Officer. No work shall occur on Town of Andover holidays or weekends without prior approval.

2.3.7 Temporary Services

Temporary materials may be new or used, but must be adequate in capacity for the required usage, must not create unsafe conditions, and must not violate requirements of applicable codes and standards.

Fire Protection Equipment: Observe and enforce standards of fire prevention. No open fires shall be allowed.

Vehicles and Equipment: Provide one fire extinguisher on each vehicle or piece of equipment. Extinguishers shall have a minimum UL rating of 2-A:10-B:C. A capable and qualified person shall be placed in charge of fire protection. The responsibilities shall include locating and maintaining fire protective equipment and establishing and maintaining safe torch cutting and welding procedures.

Hazard Control: Take all necessary precautions to prevent fire during construction. Do not store flammable or combustible liquids in existing structures. Provide adequate ventilation during use of volatile or noxious substances.

Smoking: Smoking within buildings or temporary storage sheds is prohibited.

Welding: Cutting by torch or welding shall be performed only when adequate fire protection is provided.

Electricity and Lighting: Make arrangements with utility company for metered connection to existing utility and pay all costs. Coordinate work with Contracting Officer. Temporary electrical work shall meet requirements of the current version of NFPA 70 (NEC) Article 590. When temporary connections are removed, restore existing utility services to their original condition.

Water: DBC shall provide potable water and pay all costs.

Sanitary Facilities: Provide and maintain temporary toilet facilities in accordance with State Health Department and Town of Andover regulations. Provide separate accessible facilities for men and women with privacy locks. Enclosures shall be weatherproof, sight proof and of sturdy construction. Completely remove sanitary facilities on completion of work.

2.3.8 Access

Coordinate construction efforts with the Contracting Officer such that there is minimal impact to the work of the Town of Andover personnel and the visiting public.

During construction of the facilities, the Design Build Contractor shall have continuous access to the site.

2.3.9 Preservation of Adjacent Features

Confine all operations to work limits of the project. Prevent damage to natural surroundings. Restore damaged areas outside the work limits, repairing or replacing damaged trees and plants, at no additional expense to the Town of Andover.

Provide temporary barriers to protect existing trees, plants and root zones that are to remain in place. Do not remove, injure or destroy trees or other plants without prior approval. Consult with the Contracting Officer. Remove agreed upon roots and branches that interfere with construction. Carefully supervise excavation, grading, backfilling, and other construction operations near trees and plants, to prevent damage.

2.3.10 Existing Utilities

Construction procedures will prevent accidental disruptions to facilities outside the project limits by investigation of existing utilities and protection during construction: accidental disruptions shall be remedied at no cost to Town of Andover.

2.3.11 Hauling Restrictions

Comply with all legal and local load restrictions in the hauling of materials.

2.3.12 Accident Prevention

Accident Prevention Program: Prior to the Preconstruction Meeting submit an accident prevention program. The program must be accepted by the TOA before any on site work can begin. The program shall comply with OSHA and project requirements.

Accident Prevention Products: Provide the following:

- First aid facilities.
- Personnel protective equipment: Meet requirements of OSHA.
- Emergency instructions, including telephone numbers and reporting instruction for ambulance, physician, hospital, fire department and park police. Place in conspicuous locations at the worksite.
- Adequate egress at all times in accordance with the Standard for Safeguarding Construction, Alteration, and Demolition Operations (NFPA 241).
- Hard hats for all employees and for up to 6 visitors.
- Designate and post signs in all hardhat areas.

Training: Provide training for first aid and hazardous material handling and storage.

2.3.13 Temporary Controls

Housekeeping: Keep project neat, orderly, and in a safe condition at all times.

Weather Protection: When inclement weather is expected, provide temporary protection, for areas where roofing, siding, windows, doors or other enclosing elements have been removed or have not been installed. Inspect protective coverings frequently to ensure that they are functioning properly.

2.3.14 Field Engineering

The DBC shall set initial construction stakes establishing lines, slopes, grades, reference points, base lines and bench marks as required. The DBC shall execute the work in accordance with these stakes, and perform all additional staking necessary to execute the work.

All existing survey control utilized for this project shall be preserved. Controls that are destroyed by the DBC shall be replaced by the DBC at their expense.

2.3.15 Project Close-out

Project Record Drawings: Maintain one complete full-size set of contract drawings and one full-size set of vendor-supplied drawings. Clearly mark changes, deletions, and additions to show actual constructed conditions. Keep record drawings current. Certification of accuracy and completeness will be required for monthly payment requisitions. On completion of the total project, submit complete record drawings.

As-Constructed Drawings: Provide as-constructed drawings by updating the Approved DB Construction Drawing AutoCAD files with information provided on the record drawings, contract modifications; and other applicable shop drawings, sketches, and data.

Provide as-constructed drawings in the following formats:

- 4 half-size paper copies
- 2 USB thumb drives, each with drawing files in both PDF and AutoCAD formats
- 1 full-size Mylar copy
- 1 full-size paper copy

Posted Operating Instructions: Furnish operating instruction attached to or posted adjacent to equipment. Include wiring diagrams, control diagrams, control sequence, start-up adjustment, operation, lubrication, shutdown, safety precautions, procedures in case of equipment failure and other items of instruction recommended by manufacturer.

Cleaning: Before scheduling the final inspection, remove all tools, equipment, surplus materials, and rubbish. Restore or refinish surfaces that are damaged due to work of this contract to original condition. Remove grease, dirt, stains, foreign materials, and labels from finished surfaces. Thoroughly clean building interiors. Pick up and remove all construction debris from the site. At time of final inspection, project shall be thoroughly clean and ready for use.

Before submitting a request for final inspection, submit the following:

- Project Record Drawings and As-Constructed Drawings: As specified above.
- Guarantees and Bonds: As specified in Performance Requirements and Specifications.
- Spare Parts and Materials: As specified in Performance Requirements and Specifications
- Operation and Maintenance Data: As specified below and in Performance Requirements and Specifications.
- Keys and Keying Schedule: Submit all keys including duplicates. Wire all keys for each lock securely together. Tag and plainly mark with lock number, equipment identification, or panel or switch number, and indicate location, such as building and room name or number.
- Operating Tools: As specified in the individual sections.
- Special Tools: One set of special tools required to operate, adjust, dismantle, or repair equipment. Special tools are those not normally found in possession of mechanics or maintenance personnel.
- System Demonstration and Training: As specified below and in Performance Requirements and Specifications.
- Mechanical and Electrical Systems: Verify the following in writing:
 - All systems are complete.
 - All systems have been properly started and are operational.
 - All controls are complete and operational, and sequences have been checked and are functioning properly.
- Testing and Balancing Report: As required in the technical specifications.

- Commissioning (Cx)
 - Final TOA Project Requirements
 - Final Commissioning Plan
 - Final Systems Manual
 - Final Verified Test Reports
 - Final Training Reports
 - Final Commissioning Report

Operation and Maintenance Data: Provide one of 3-ring binders with operation and maintenance data, to the Contracting Officer for review, prior to the final inspection. Data shall include manufacturer's standard literature, equipment data sheets, vendor-furnished as-built drawings; custom written data not included in manufacturer's standard literature; schedules, warranties, parts lists, test results, and subcontractor list.

After TOA review is completed, incorporate comments, and submit 3 final sets of operation and maintenance data to the Contracting Officer.

System Demonstration and Training: Train designated personnel in adjustment, operation, including seasonal and emergency operations, if applicable; maintenance; and safety requirements of equipment and systems. Instructors shall be thoroughly trained in operating theory as well as practical operation and maintenance work for each type of equipment or system. The sequence of the training shall follow the approved outline of the training guide; i.e. Operating and Maintenance Data. Individual sections specify the duration of training required. If no duration is listed, provide training of sufficient duration to adequately cover the subjects.

2.3.16 Substantial Completion and Final Inspection

Submit written certification to the Contracting Officer (CO) that the project, or designated portion of project, is substantially complete, and request a final inspection. Upon receipt of written request that project is substantially complete, the CO will proceed with inspection within 10 days of receipt of request or will advise the Contractor of items that prevent the project from being designated as substantially complete.

When work is determined to be substantially complete, the CO will prepare a list of deficiencies ("Punch List") to be corrected before final acceptance. The CO will issue a Letter of Substantial Completion. If work is not determined to be substantially complete, the CO will notify the DBC in writing. After completing work, the DBC shall resubmit certification and request a new final inspection.

If, following final inspection, the work is determined to be substantially complete, CO will prepare a list of deficiencies to be corrected before final acceptance and issue a Letter of Substantial Completion. Contractor shall complete the work described on the list of deficiencies within 30 calendar days, as weather permits. If the Contractor fails to complete the work within this time frame, the CO may either replace or correct the work with an appropriate reduction in the contract price or charge for re-inspection costs in accordance with the Inspection of Construction clause of the contract.

Acceptance of the work: After all deficiencies have been corrected, the CO will issue a Letter of Final Acceptance.

3.0 PROPOSAL INSTRUCTIONS AND CONDITIONS

I. THE SELECTION PROCESS

A. Timetable

The Town of Andover expects to undertake the selection process according to the following schedule:

- Deadline for receipt of written questions: July 24, 2023
- Proposal Submission July 31, 2023 (2:00 pm)
- DESIGN-BUILDER selection August 10, 2023

II. RFP PROCEDURES

A. Point of Contact

Dana E. Swenson - dswenson@andover-nh.gov

B. Submission of Proposal

Respondent must submit an original and two (2) copies of their Proposal.

C. Proprietary Information

Information that the proposer wishes to have treated as proprietary and confidential trade information should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to except it from disclosure, including a written statement of the reasons why the information should be accepted. The Town of Andover will protect such material from disclosure. If, however, such materials are required by law to be disclosed, the Town of Andover will notify the respondent.

D. Modification or Withdrawal of Proposals

Any proposal may be withdrawn or modified by written request of the proposer, provided such request is received by the Town of Andover at the above address prior to the date and time set for receipt of proposals.

E. Right to Reject Proposals

This RFP does not commit the Town of Andover to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP, or procure or contract for services. The Town of Andover intends to award a contract on the basis of the best interest of and advantage to the Town of Andover, and reserves the right to accept or reject any or all

proposals received as a result of this request. The Town of Andover reserves the right to negotiate with all qualified proposers, or to cancel this RFP in part or in its entirety, if it is in the best interest of the Town of Andover to do so.

III. PROPOSAL: FORMAT AND CONTENTS

Proposals must be submitted in the format outlined in this section. The Town of Andover reserves the right to eliminate from further consideration any submittals deemed to be substantially or materially non-responsive to the requests for proposal contained herein.

Section 1 - Statement of Qualifications Proposer must include the following elements in response to this RFP:

- (a) Name and address of firm
- (b) Telephone and fax numbers.
- (c) Name, title, and e-mail address of individual authorized to represent the firm on this project, and answer any questions presented by the Town of Andover.
- (d) New Hampshire Business ID or Federal Employee Identification Number
- (e) Proof of Insurance
- (f) Year firm was established.
- (g) Quantity and type of licensed and/or certified professionals in office that will support this project.

Section 2 - Project Experience Proposer must describe three projects that best exemplify the range of technical services provided by the DESIGN-BUILDER for a project similar to this one. Each project description (not to exceed 2 pages) should include:

- (a) Customer's name and address
- (b) Total contract cost.
- (c) Type of contract; design-build, construction management, Guaranteed Maximum Price, Cost Plus, shared savings, etc.
- (d) Name and telephone number of references for the project. (Town of Andover presumes permission to contact).
- (e) Brief description of the project's scope of services and status. Include type of facility at which project was implemented, whether the project was completed on the original schedule and whether significant problems occurred that affected project performance. This section should be used to demonstrate the firm's experience in completing a project using the technologies relevant to the Town of Andover's facilities.

Section 3 – Staffing Plan This section should include a complete description of the individual experience and qualifications of the proposed project staff. The staffing plan should include name, title, experience and relevant duties of each individual active in this specific project.

In addition, any sub-consultants the DESIGN-BUILDER intends to use for the project shall be identified and their role(s) described. Provide sub-consultant's name, address, contact person, phone number and relevant experience.

Section 4 – Technical Capability

The proposal response must explain the approach your organization will take in delivering the comprehensive technical services required to design, procure and construct the project.

Section 5 - Financial Terms

None of the DESIGN-BUILDER's expenses and/or overheads shall be included in any way as part of the construction bids including subcontracting of typical DESIGN-BUILDER project development activities. A signed certification statement shall be required from the DESIGN-BUILDER stating this is true. A signed Official Statement of Proposer form, included in **Appendix A**, shall be attached in the DESIGN-BUILDER's proposal.

For the purpose of calculating the construction mark-up percentages below, the unburdened construction cost shall be defined as the value of the final construction cost paid for facility improvements without any additional mark-ups by the DESIGN-BUILDER. Construction cost shall be defined as the cost of the facility improvement work and shall not include any of the activities listed on the Project Implementation Costs form in **Appendix B**. The Project Implementation Cost form must be completed in full, and submitted with the DESIGN-BUILDER's proposal. **Incomplete Appendix A forms, or Project Implementation Cost Forms with fee percent ranges on individual lines, will not be accepted.** If the DESIGN-BUILDER intends to use their own labor and/or materials, the unburdened construction cost shall be market price for those services.

Detailed financial information required in this Section includes the following estimated costs that are based on the information provided in this RFP. This information shall be provided using the Project Implementation Costs form in **Appendix B**.

1. Project Implementation Costs:
 - (a) Architecture and Engineering Design Services
 - (b) Construction/Project Management Labor
 - (c) Construction General Conditions/Misc. Expenses
 - (d) Bonds/Insurances
 - (e) Sub-Contractor Mark-up
 - (f) Design-Builder's Profit (Fee)
 - (g) Any other overhead costs or costs (define)

Note: The Town of Andover will not pay for any additional costs above the unburdened construction cost that are not identified in the proposal. Refer to **Appendix A** – Official Statement of Proposer.

Section 6 – Proposed Project Schedule

The proposer must provide a complete schedule for achievement of all major project milestones and tasks. Tasks shall include, but not limited to, the following:

Milestone 1: Project Development

- Task 1.1: Design phase including design & specification documents
- Task 1.2: Subcontractor prequalification, pricing & selection
- Task 1.3: Preparation and execution of final contract documents.

Milestone 2: Construction

- Task 2.1: Obtaining all required permits and government approvals.

- Task 2.2: Procurement of all major equipment.
- Task 2.3: Construction phase including, kickoff through completion.
- Task 2.4: Startup and commissioning.
- Task 2.5: Training of facility personnel.
- Task 2.6: Substantial Completion
- Task 2.7: Final Completion

APPENDIX A

Official Statement of Proposer

The DESIGN-BUILDER must check the boxes, sign and include this statement. Statement must be signed by an individual authorized to bind the respondent:

- (a) The DESIGN-BUILDER agrees that the Project Implementation Costs shown on the attached form are firm for a minimum 60 day period. Below is the name, title, address, and telephone number of the individual with authority to negotiate and contractually bind the company and also who may be contacted during the period of proposal evaluation.
Name: _____
Title: _____
Address: _____
Phone: _____
- (b) The DESIGN-BUILDER hereby confirms that none of their expenses, overheads, fees, profits shall be included in any way as part of the unburdened construction cost.
- (c) The DESIGN-BUILDER hereby agrees to transparently disclose the unburdened construction cost with each of the DESIGN-BUILDER's pay applications. To document this obligation, the DESIGN-BUILDER shall provide actual signed subcontractor invoices (as backup) with each DESIGN-BUILDER invoice.
- (d) This signed statement shall assure to the Town of Andover that the only compensation that will be paid to the DESIGN-BUILDER, will come from the DESIGN-BUILDER costs included on the attached Project Implementation Cost Form. The Town of Andover will not pay any DESIGN-BUILDER fees, expenses, overheads, or profits in addition to those included on the Project Implementation Costs form attached.
- (e) The Town of Andover must be assured that they are receiving "fair market" pricing for all equipment and installation. The DESIGN-BUILDER's that intend to self-perform the installation services must fully disclose this intent.

I, _____ certify that the above information is true and accurate.
(print name and title)

Authorized DESIGN-BUILDER Signature

Date

APPENDIX B

Project Implementation Costs

Unburdened Construction Cost: \$ _____

Construction Markup

(as a percentage of total unburdened Construction Cost)

Architecture and Engineering Design Services _____%

Construction/Project Management Labor _____%

Construction General Conditions/Misc. Expenses _____%

Bonds/Insurance _____%

Sub-contractor markup _____%

Design/Builders Profit (Fee) _____%

Any other overhead costs or costs (defined) _____%

TOTAL PROJECT COST \$ _____

DEDUCT ALTERNATE CREDIT (see section 2.1.2) \$ _____

ADD ALTERNATE COST (see section 2.1.2) \$ _____

Authorized DESIGN-BUILDER Signature

Date