

Town of New London, NH



REQUEST FOR PROPOSALS

FOR POLICE DEPARTMENT ALTERATIONS

DUE ON OR BEFORE THURSDAY,

DECEMBER 19, 2019 AT 2:00pm

375 MAIN STREET, NEW LONDON, NH 03257

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Due on or before Thursday, December 19, 2019, at 2:00

I. INTRODUCTION

PURPOSE

The Town of New London, New Hampshire (the “Town” or “New London”) is soliciting proposals from qualified and experienced architectural teams to provide professional services to the Town for alterations to its existing police station. New London is a municipal corporation managed by a Board of Selectmen (also the “Board” or the “Selectmen”) serving a residential population of approximately 4500 (which includes students at the local Colby-Sawyer College) located in Merrimack County, New Hampshire, in the Lake Sunapee Region. It is also home to New London Hospital. The community has a total land area of 22.4 square miles and 3.1 square miles of inland water area making for a population density of approximately 200 persons per square mile. The Town provides a full range of municipal services to its residents, businesses and visitors, which include its Police Department as well as a communications services function, otherwise known as a Dispatch Center for multiple communities (collectively called the “Police Department” for this proposal).

BACKGROUND

The Harold W. Buker, Jr. Municipal Building (the “Buker Building”), and the basement of the connected Whipple Memorial Town Hall (“Whipple Hall”), located at 25 Seamans Road, currently house the existing Police Department, as well as the Recreation Department. It has been determined by the Town’s Buildings & Facilities Committee that the needs of the Police Department may be satisfied by alterations to the existing building; and the New London Selectmen have authorized this Request for Proposals (“RFP”) for that purpose. Current plans include the relocation of the Recreation Department out of the building. (The Recreation Department, and its relocation, is not part of this solicitation.)

The Town conducted a study of both Whipple Memorial Town Hall and the Buker Building in 2014. (“Whipple Memorial Town Hall Existing Conditions & Recommendation,” December, 2014, by Dennis Mires, PA, which is available on the Town’s website: www.nl-nh.com.) This study identified elements that required maintenance and upgrades, and much of that work has been completed. A study of Police Department options was also generated by Harriman in 2018 (“Buker Building Study,” which is also available on the Town’s website). This study identified options for the provision of upgraded and new facilities.

The Police Department is a full service, community-oriented agency that is charged with police protection of the Town. It provides 24/7 police coverage and provides dispatching services for New London as well as the towns of Sunapee, Newbury, Wilmot, Croydon, and Sutton. It is the Town’s only 24-hour, seven day a week department, and handles a multitude and variety of calls. The Town includes a large park-and-ride and two exits on/off Interstate 89. Presently, there are nine full-time officers

(including Chief of Police), and one full-time and a part-time Administrative Assistant. There are six police vehicles: the Chief's vehicle which is a pickup truck, 2 patrol cruisers, one K-9 vehicle, one cruiser for details and used if a front-line unit goes down, and one unmarked car (which is a non-patrol vehicle, and is used for the detectives).

The Police Department occupies most of the Buker Building which was built as an addition to Whipple Hall in 1985, with a second addition added in 2000. Whipple Hall was built in 1918 and is listed on the State Register of Historic Buildings; the basement of Whipple Hall is used by the Police Department. The 1985 portion was originally built for the administrative services for the town Selectmen, Town Clerk and Tax Collector functions. In 2000, the administration functions were moved, and an addition was added for the police, communications and New London District Court. This facility has provided a functional environment that includes a small lobby where the public is greeted by on-duty dispatchers, offices, evidence room, booking area, cells, training/meeting rooms, small exercise room, showers, a single-vehicle sallyport, and the communications center. There is on-site parking for employees and visitors.

In 2000, when the town administration moved to its current location at the Academy Building and the police and communications departments took over occupancy of the Buker facility, the Police Department consisted of seven full-time officers; the communications department consisted of four full-time dispatchers. Both departments have part-time help as well.

SCOPE OF WORK

The exact Scope of Services required by the Town shall be set forth in the contractual agreement between the Town and the firm which is awarded the contract pursuant to this RFP (the "Awardee"). Generally, the Scope of Services shall consist of providing the Town with a conceptual design for alterations to the existing building, consistent with the efficient and effective operation of the Police Department. It is expected that the Awardee will assist in creating, and then work within, a defined budget.

All such work shall be done under the direction of the Subcommittee with periodic review and approval by the Buildings & Facilities Committee and the Board of Selectmen.

The Scope of Work shall include, but is not limited to, the following work:

1. Conduct an organizational meeting with a subcommittee consisting of three members of the Buildings & Facilities Committee, and one representative each from the police department and town administrator.
2. Develop and implement data collection Plan.
3. Examine the existing building, previous reports and work completed to date.
4. Meet with the subcommittee and departmental representatives to determine and catalogue existing services, personnel, and equipment of the Police Department. Facilitate discussions leading to an understanding of programmatic space needs to provide the intended

services, utilizing experienced police department planning as a part of the architectural team. Provide a detailed program and test fit.

5. Provide a conceptual design, suitable for preliminary pricing and presentation to the Board of Selectmen, and ultimately a Town meeting.
6. Attend no fewer than four meetings with the New London Building and Facilities Committee (the 'Committee'), and two meetings with the Board of Selectmen.
7. Consult and work in concert with the subcommittee on an as-needed basis.
6. Provide minutes of all meetings to the Subcommittee.

The intent at this time is to continue with the same design team if Town approval is received for the project to proceed into full design based on the work of the Awardee.

II. PROCEDURES

A. PRE-PROPOSAL CONFERENCE

There will be a mandatory pre-submission meeting, at which attendance is required of all potential respondents, that will start at Whipple Memorial Hall, 25 Seamans Road on Monday, December 9 at 10:00 a.m. and 1:00 p.m. Please respond prior to that date as to your preference as to those two times. This meeting will constitute a walk-through of the building.

B. SUBMISSION PERIOD

Respondents must submit their Proposals on or before 2:00 p.m. on December 19, 2019. The Subcommittee expects to make a recommendation to the Selectmen within thirty (30) days of the submission deadline. Any questions should be submitted in writing to the Authorized Contact Person by email no later than 2:00 p.m. on December 13, 2019.

C. PREPARATION OF PROPOSAL

Each Proposal must be prepared concisely, avoiding the use of elaborate promotional materials. For ease of review, the Proposal must follow the outline in Section III of this RFP, entitled "Requirements." Each Proposal must fulfill the stipulations outlined in Section III, be clearly numbered, and completely answer all questions listed.

D. NUMBER OF COPIES OF PROPOSAL

A minimum of five (5) copies of the Proposal, and one (1) electronic copy in PDF format, must be submitted to the Town through the Authorized Contact Person.

E. INQUIRIES AND SUBMISSION OF PROPOSALS

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

Authorized Contact Person
Kimberly Hallquist, Town Administrator
375 Main Street
New London, NH 03257
603-526-1240
townadmin@nl-nh.com

All Proposals must be received at the above address before the end of the submission period, either by hand delivery, courier, or by certified mail in a sealed envelope clearly labeled: "Police Department Alterations RFP." The Town is under no obligation to return Proposals. It is requested that any and all contact be with the Authorized Contact Person and be made by e-mail. 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.

F. LONGEVITY OF PROPOSALS

A Proposal may be withdrawn at any time prior to the date specified as the closing date for acceptance. However, no Proposer may withdraw or cancel a Proposal for a period of sixty (60) days following the closing date for acceptance, nor shall the successful Proposer withdraw or cancel or modify the Proposal, after having been notified that the Proposal has been accepted by the Town, except at the request of the Town, or with the Town's written consent.

G. METHOD OF SELECTION OF AWARDEE

The Board of Selectmen with the advice and input of the Committee will evaluate each Proposal with emphasis on the following factors:

- Demonstrated relevant experience and past history in completing projects of comparable value and scope to the type contemplated by this RFP
- Reasonableness of fees and costs
- 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
- Quality of project team's overall organizational strength
- References, reputation, and strength of the Proposer's financials

- Quality of the Proposal – adherence to Section III – Requirements (following), to include conciseness, clarity and readability

H. RIGHT OF REJECTION BY THE TOWN

Notwithstanding any other provisions of this RFP, the Town reserves the right to select the respondent that best meets the requirements of the RFP, and not necessarily the lowest Proposer. Further, the Town reserves the right, for any or no reason and in its sole and absolute discretion, to (1) amend, in whole or part this RFP, (2) withdraw or cancel this RFP, and (3) accept or reject any or all Proposals prior to execution of the contract for the Project for any or no reason and with no penalty to the Town.

I. NOTICE OF AWARD

The Town shall inform the Awardee that they have been selected by means of a Notice of Award issued by the Town. Neither the selection of a Proposer as the Awardee nor the issuance of a Notice of Award shall constitute a binding commitment on behalf of the Town to enter into any contract with the Awardee, as any binding arrangement must be set forth in definitive documentation negotiated between and signed by the Awardee and the Town.

J. CONTRACT NEGOTIATIONS

The Town intends to enter into contract negotiations with the firm selected, which shall be required to enter into a contract (the "Contract") with the Town in a form satisfactory to the Town's Board of Selectmen.

The Town reserves the right to negotiate the terms and conditions of the Contract with the selected Proposer. These negotiations could include all aspects of Services and fees. Neither the selection of a Proposer nor the negotiation of the Contract with such Proposer shall constitute a binding commitment on behalf of the Town to enter into a Contract with such Proposer, as any binding arrangement must be set forth in the Contract signed by both parties and is subject to all requisite approvals.

The selected firm will be required to provide proof of liability, workers' compensation, and errors & omissions insurance to limits acceptable to the Town, with the Town listed as an Additional Insured on the liability coverage. Contracts will require that the firm indemnify and hold harmless the Town to the extent errors are caused by the awardee.

III. REQUIREMENTS

The awarding of the Contract shall go to the Proposer that best satisfies the requirements set forth in Section G, Method of Selection, above, and in Subsections A hereinbelow.

A. WRITTEN PROPOSAL SUBMISSION ELEMENTS

Satisfactory Proposals shall be comprised of the following:

1. Narrative Response (to be included in the Proposal document near the beginning) shall include:

a) Service Summary: This should provide a description of the key points of your Proposal, specifically addressing why your firm is qualified to provide the services in connection with the Scope of Services of the Project. The email address, telephone number, and facsimile number of your Proposal's contact person(s) must be included in your cover letter.

b) Qualifications: Provide background information on your firm, including but not limited to:

- i) business overview
- ii) the age of the business
- iii) names, addresses and position of all persons having a financial interest in the company
- iv) state of formation (as applicable)
- v) the number of employees
- vi) summary of relevant accomplishments, particularly those involving services similar to those required for the Project
- vii) any other information that will permit the Town to determine capability of respondent to meet all contractual requirements

c) Fees/Costs: Provide information pertaining to fees or costs, including the fully burdened billable hourly rates charged for the services of employees of the firm. In addition to being organized pursuant to an employee roster, provide a schedule of reimbursable expenses. Provide a proposed total cost to deliver the Scope of Services required to complete the Work.

d) Resumes: Please provide resumes of the individuals who would comprise your operational team, the principal-in-charge, and the project manager. Describe only the people who would actually work on the Town's account. Specify the role each would play, as well as what backup coverage would be available in time of conflicting engagements.

e) A list of any sub-contractors who may be used to perform the Work. Resumes of, and references for, said contractors should be provided as well.

f) Specific information on expertise in police department space planning, specifically referencing the personnel referenced in Sections d) and e) above. Additional information that you believe pertinent to the Town's requirements. (Please include your company/team internet links to websites.)

2. References: Names, titles, addresses, emails and phone numbers of key contacts for five (5) customers, particularly those for whom the respondent has undertaken projects similar to the Work identified herein, linking such references to those personnel identified in Section A. 1. d) above. If possible, please supply at least two (2) contacts for references within New Hampshire.

3. Identify all adverse determinations against your firm, or its employees or persons

acting on its behalf, with respect to actions, proceedings, claims or complaints concerning violations of federal, state or municipal equal opportunity laws or regulations, including licensing regulations

4. Has your firm, or any of its employees present or past, or anyone acting on its behalf, ever been convicted of any crime or offense which has not been annulled arising directly or indirectly from the conduct of your firm's business, or has any of your firm's officers, directors or persons exercising substantial policy discretion ever been convicted of any crime or offense which has not been annulled involving business or financial misconduct or fraud? If so, please describe any such convictions and surrounding circumstances in detail.

5. A description of any action, suit, proceeding or investigation pending or threatened against your firm including, without limitation, any proceeding known to be contemplated by government authorities or private parties.

6. Has your firm, or any of its employees, or anyone acting on its behalf, been indicted or otherwise charged in connection with any criminal matter arising directly or indirectly from the conduct of your firm's business which is still pending, or have any of your firm's officers, directors or persons exercising substantial policy discretion been indicted or otherwise charged in connection with any criminal matter involving business or financial misconduct or fraud which is still pending? If so, please describe any such indictments or charges and surrounding circumstances in detail.

7. All persons working within the building will be fingerprinted and have a background check performed.

8. Organizational Chart: Please illustrate the relationship(s) of the individuals and firms to each other that would comprise your operational team, principal-in-charge, project manager, and sub-consultants on an organizational chart.

9. Conflicts of Interest:

a) Please disclose:

i) 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.

ii) 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.

iii) 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.

iv) Any contact, verbal or written or otherwise, with any individual involved in the selection process, or any employee of the Town of New London, other than the Authorized Contact Person identified above, related to this proposal.

b) Please describe any procedures your firm has, or would adopt, to assure the Town that a conflict of interest would not exist for your firm in the future.

IV. ADDITIONAL CONDITIONS AND INFORMATION

1. All materials submitted in response to this RFP will become the property of the Town.
2. 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.
3. The Town reserves the right to negotiate separately with any source whatsoever.
4. The Town reserves the right to waive any irregularity in any Proposal received or any other aspect of this solicitation.
5. Respondents are advised that with respect to this RFP, no contact with the Town personnel in any way related to this solicitation is permitted, except as shall be authorized by the employee designated herein as the Town's Authorized Contact Person as identified in Section II.E hereof.
6. Each Proposal prepared in response to this RFP will be prepared solely at the cost and expense of the respondent with the express understanding that there will be no claim whatsoever for reimbursement from the Town.
7. Submission of a Proposal in response to this RFP shall constitute an offer on the part of the successful respondent to become the Awardee, and to enter into a contract to undertake or complete the Project.
8. News releases or other public announcements relating to this RFP shall not be made by any party receiving this RFP without the prior written approval of the Town.
9. 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 facets of this RFP once it has been downloaded or printed from this or any other 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.
10. 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.

(END OF DOCUMENT)