

## Architect & Engineer (A&E) Request for Proposals (RFP)

The Grafton County Commissioners intend to retain the professional services of a qualified A&E Consultant for the conceptual design of an approximately 60,000 square-foot courthouse building that will be located at the current Grafton County Complex in North Haverhill, NH. The state court system's section of the new building is anticipated to be approximately 29,000 square feet and will have four courtrooms, a grand jury room, a jury assembly room, holding cells adjacent to courtrooms, and other related public, private and secure spaces as needed. The remaining approximate 31,000 square feet of office space will house county agencies such as county attorneys, sheriff, Registry of Deeds and other state agencies such as Probation & Parole and a DMV office.

### PROCESS TIMELINE:

- Oct 10, 2024: County solicits requests for proposals
- Oct 18, 2024: No later than date for all RFIs
- Oct 25, 2024: All proposals due to Grafton County
- Oct 31, 2024: Interviews will be conducted at the Administration Building located at 3855 Dartmouth College Highway, North Haverhill, NH.
- Nov 19, 2024: Grafton County Commissioners selects a Consultant and enters a contract
- Dec 17, 2024: Consultant's No later than start date
- Jun 13, 2025: Consultant's No later than completion date

### SCOPE OF WORK:

1. **Courthouse Operations Analysis & Program Validation:** The Consultant shall aid the county's Courthouse Building Committee in interviewing the various departments and agencies who will occupy the new facility to determine and validate programming needs for the new building.
2. **Design Options:** The Consultant shall prepare a schematic design that shows the new building's relationship to the site, the size, adjacencies of spaces, circulation and overall concept of what the building will look like (as a 3D model).
3. **Study Report:** Once accord is reached on the design, the Consultant shall present to the commissioners a formal report (bound paper and electronic copies) that provide a preliminary opinion of construction cost in addition to project non-construction soft costs (i.e. furniture, professional fees, permit fees, insurances, equipment, geotechnical engineering services, existing building demolition, closing up and finishing off the breach in the Dept. of Corrections (DOC) J-Connector, the location where the current courthouse ties into the DOC, constructing a new parking lot where the current courthouse sits, moving expenses, hazardous waste abatement and other similar expenses).

### CONSULTANT'S RFP PACKAGE MUST INCLUDE:

To help us compare costs (apples-to-apples), each firm must submit project costs for they and their subcontractors precisely following the cost's breakout request listed below.

1. Provide a firm list of all key players and their assigned roles of those you will be assigning to our project (both your firm and your subcontractor's)
2. Show the hourly rate and numbers of hours each key player will contribute to each schedule of value (Values 1 through 3 shown in the Scope of Work)
  - o Break out by each firm (Your firm and your subs)
3. Show number of site visits planned for each key member, by each scheduled value, and any costs associated with those site visits that are above-and-beyond the key member's hourly rates mentioned in step 1 (i.e. travel, meals, hotels, etc.).
  - o Break out by each firm (Your firm and your subs)
4. Provide a list of consumables that contribute to costs for each schedule of value (i.e. copies, blue prints, thumb drives, etc.)
  - o Break out by each firm (Your firm and your subs)
5. Provide a fixed company rate and fee schedule for your firm and each of your subcontractors. We need this for validating change order costs.

RFP PACKAGE SUBMISSION:

1. Submit electronic copies of your RFP to the following individuals:
  - Jim Oakes – Courthouse Building committee chairman [joakes@grafftoncountynh.gov](mailto:joakes@grafftoncountynh.gov)
  - Julie Libby – County Administrator/Courthouse Building Committee member [jlibby@grafftoncountynh.gov](mailto:jlibby@grafftoncountynh.gov)
2. RFP packages must be received by Grafton County no later than October 25, 2024.

REQUESTS FOR INFORMATION (RFI)

1. All RFI's shall be submitted in writing to the following individuals:
  - Jim Oakes – Courthouse Building committee chairman [joakes@grafftoncountynh.gov](mailto:joakes@grafftoncountynh.gov)
  - Julie Libby – County Administrator/Courthouse Building Committee member [jlibby@grafftoncountynh.gov](mailto:jlibby@grafftoncountynh.gov)
2. All RFI's shall be submitted no later than Oct 18, 2024
3. All RFI questions and answers will be posted on the county's website under a heading Courthouse A&E Consultant Services <https://graffton-county.com/request-for-proposals/> so all prospective respondents have equal access to the same information.

INTERVIEWS:

The Courthouse Building Committee will interview all four firms listed below at the following times:

- |              |                             |
|--------------|-----------------------------|
| 8-9 AM       | SMRT Architects & Engineers |
| 9:30-1030 AM | Schwartz-Silver             |
| 11 AM – Noon | Leers Weinzapfel Associates |

1-2 PM: Lavallee Brensinger Architects

The scheduled times above were selected randomly (blind drawing) so as to not show preference to any firm. Each firm will be given 1-hour to make its presentation and answer questions. Please keep your presentation to 30-minutes so it allows 30-minutes for questions and answers. Since we are meeting all four firms in the same day, we insist you stick precisely to your scheduled timeslot.

On the date of your interview we suggest you arrive early to make sure your audio/visuals work before your presentation time. There will be ½-hour breaks in between each interview that will allow for this. It would also be beneficial for you to view the site in person beforehand to compare it to any mapping you may have done previously.