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**REQUEST FOR PROPOSAL FOR  
CONSTRUCTION MANAGER**

**FRANCONIA WELCOME CENTER  
421 MAIN STREET (Route 18)  
FRANCONIA, NH**



**TOWN OF FRANCONIA  
PO BOX 900  
FRANCONIA, NH**

**AUGUST 20, 2021**

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**I. REQUEST FOR PROPOSAL OVERVIEW**

It is the intent of this Request for Proposals to select a qualified Construction Manager who will be responsible for constructing a Welcome Center that meets the requirements of the Town of Franconia now and into the future. Preliminary elevations, floor plans and specifications have been developed.

The Construction manager will be expected to work closely with the Town and will be encouraged to propose changes to the Preliminary Specifications and offer alternatives that would improve the building and the energy efficiency.

All Construction Managers submitting a Proposal must have adequate bonding capacity as the project will require a payment and performance bond. All Contractors invited to submit a RFP have been pre-qualified and would be acceptable to the Town should their Proposal be deemed by the Building Committee and the Board of Selectmen as in the best interest of the Town. The Town reserves the right to reject all firms that submit a proposal.

**II. PROJECT DESCRIPTION**

The project is the construction of a Welcome Center on the same site as the existing building at 421 Main Street in Franconia, New Hampshire. The building will be a new 1,600 square foot building to house the Chamber of Commerce, Public Bathrooms, and Recreation Department Storage and to serve as a warming hut in the winter for the adjacent ice-skating rink. (The "Project"). Adequate funds have been acquired by the Town to complete the project by donation and vote of the Town.

The site currently houses a warming hut and bathrooms which will be demolished and the site cleared of all debris as part of the Project.

**III. PROCESS**

The Construction Manager once selected will work with the Town's Welcome Center Committee to revise the floor plans, elevations, and specifications in order to benefit from the Construction Manager's experience and expertise to design and construct a building that is highly efficient and cost effective.

**IV. SCOPE OF WORK**

The Construction manager will have full responsibility to construct the Franconia Welcome Center. The scope of the Work shall include, but not be limited to the following:

- A. Design of the Project pursuant to the preliminary floor plans, elevations, and specifications subject to suggestions of the Construction Manager based on its experience and expertise.
- B. All construction management requirements as detailed in the AIA 133 Construction Management at Risk contract.
- C. Project Close-out; including all as-built and record documents.
- D. The Construction Manager shall be expected to perform all professional services consistent with the industry accepted roles of a Construction Manager. In general, they shall include, but shall not necessarily be limited to:
  - 1. Attending meetings with the Town as necessary, throughout the pre-construction and construction processes.
  - 2. Providing recommendations regarding potential project improvements, materials, and equipment selections.
  - 3. Assuming charge of, and responsibility for, all construction sequencing and scheduling. The General Contractor's preparation and maintenance of a master project schedule shall not imply responsibility for the performance of contractors separately employed by the Town.
  - 4. Assuming charge of, and responsibility for all Project cost estimating. Such estimating shall be accomplished by the Construction Manager without creating obligations to prospective sub-bidders. The accuracy of construction estimating and the Guaranteed Maximum Price shall be of utmost importance.
  - 5. Pricing of alternates and allowances as needed.
  - 6. Construction sub-bidding, including the pre-ordering of long lead items.
  - 7. Construction phase management, coordination, inspection, supervision, safety and quality control services. Contractor will have full responsibility for safety on the site.
  - 8. Review and verification of additional costs, if any, as may be requested by subcontractors.
  - 9. Construction phase submittal/shop drawing review, approval, processing and coordination.

**V. SELECTION PROCESS**

Following the receipt of proposal submissions, the Town will consider all available information and select one Construction Manager with whom it will make a good faith effort to negotiate a Construction Management Agreement. In the event such an agreement cannot be reached to the satisfaction of the Town, it reserves the right to terminate negotiations with no obligation to anyone that has submitted a proposal. The Town reserves the right to enter into an agreement with any other party of its choosing.

**VI. SELECTION CRITERIA**

The Town will review each proposal in detail. The Welcome Center Committee will individually rate each proposal and will then meet to determine a composite rating of each proposal that was submitted. After rating each proposal, the Committee will deliberate and make a recommendation to the Board of Selectmen who have the responsibility of hiring the Construction Manager.

- A. The Committee will objectively rank the proposals utilizing the following, but not necessarily limited to the following criteria:
  - 1. General experience and qualifications of the firm
  - 2. Experience and qualifications of personnel named to the project
  - 3. Experience with the construction process
  - 4. Experience with building municipal buildings
  - 5. References from Owners of similar projects
  - 6. Construction Manager's proposed Fees
  - 7. Proposed General Conditions Amount
  - 8. Proposed Project Schedule
  - 9. Preliminary Guaranteed Maximum Price
  - 10. Any and all other considerations which the Town may determine to be in the best interest of the Town.
  
- B. The Town's decision with regard to the selection of a Construction Manager shall be considered final.

**VII. PROPOSAL REQUIREMENTS**

Each Proposal to be considered must be complete, submitted on time and provide at a minimum the following which shall be in writing and identified in this format;

- A. Complete the Qualifications Certification in detail as per Exhibit A.
- B. Identify all Work, if any, proposed to be performed by the Construction Manager's own work forces.
  - 1. Identify method of charging for work to be performed by own forces
  - 2. Identify if subcontractors would bid on work to be performed by own forces
- C. Proposed Construction Manager's estimated fees for both the base contract and Town authorized changes, each expressed as a percentage of the cost of the work.
- D. The cost for pre-construction work up to the point when a Final Guaranteed Maximum Price is developed shall be identified as a Lump Sum Fee.
- E. The proposed Project Schedule
- F. A Preliminary Guaranteed Maximum Price which is based on the preliminary floor plans, elevations and specifications.
- G. Identify all exceptions to the Preliminary Specifications in the preliminary Guaranteed Maximum Price.
- H. Recommended changes to the Preliminary Specifications
- I. References for project similar to the Project.
- J. Description of the firm's construction safety program and safety record.
- K. Other information as each Construction Manager may consider appropriate to assist the Building Committee the selection process.
- L. Complete Summary Page with Certification (Exhibit C)

**VIII. FORM OF CONTRACT**

The form of agreement between the Town and Construction Manager shall be prepared by the Town based on the AIA 133 and AIA 201 documents with a supplement to address the scope of work related to the design of the Project.

**IX. GENERAL REQUIREMENTS**

- A. All Proposals will be opened in public on September 13, 2021 at 3:00 pm in the office of the Franconia Board of Selectmen, however the contents of each proposal will require detailed analysis before a recommendation will be made to the Selectmen.
- B. The Town retains the right to waive any informality, to reject any or all Proposals, or to accept any Proposal he may determine to be in his best interest.
- C. All information and cost saving alternatives presented by Construction Manager in their proposal during the selection process shall become the property of the Town and may be utilized in the final design at the Town's sole discretion.
- D. The Construction Manager Request for Proposal, Selection Process, and Schedule as outlined herein shall be subject to change as may be required by the Town. Terms and conditions of the signed Agreement between Town and the Construction Manager shall take precedence over all prior understandings and/or Agreements, if any, including this Request for Proposal and Proposals submitted.

**X. SUBMITTAL REQUIREMENTS**

All Proposals related to this Request For proposal must be received by the Town of Franconia no later than September 10, 2021 at 4:00 pm at the Franconia town offices. No extensions to this deadline will be granted. The proposals shall be submitted to:

Ms. Kim Cowles  
Town Administrator  
Town of Franconia  
421 Main Street (PO Box 900)  
Franconia, NH 03580

Contractors shall submit five (5) hard copies and an electronic version of their proposal. The proposal must include the following:

- A. Statement of Qualifications - Exhibit A
- B. All requirements Identified in Section VI of this RFP
- C. Summary Page with Certification - Exhibit C

**XI. SELECTION SCHEDULE**

It is anticipated that a Construction Manager will be selected no later than September 16, 2021 and it is expected that the Construction Manager will be available to commence work on the Project immediately.

**XII. QUESTIONS**

Should a Construction Manager have questions concerning this RFP, the Construction Manager shall submit those questions in writing to; Allan R. Clark, Franconia Building Inspector, by email to [northcoiuntrybuildinginspector@gmail.com](mailto:northcoiuntrybuildinginspector@gmail.com), Any questions that may impact the content of proposals will be shared with all invited Construction Managers. Questions must be received by August 27, 2021. All questions will be answered by August 30, 2021 and posted on [www.franconianh.org/notices](http://www.franconianh.org/notices)

Construction Manager's Qualification Statement  
Public Welcome Center

**SUBMITTED TO:** Town of Franconia, NH  
PO Box 900  
Franconia, NH 03580

**SUBMITTED BY:** Firm Name:  
Address:  
City, State, Zip:  
Primary Contact:  
Phone Number:  
Cell Phone Number:

**TYPE OF ENTITY**

- Corporation   
Partnership   
Limited Liability Company   
Other

**1. ORGANIZATION**

- 1.1 How many years has your organization been in business as a Contractor?
- 1.2 If your organization is a corporation, answer the following:
- 1.2.1 Date of incorporation:
- 1.2.2 State of incorporation:
- 1.2.3 President's name:
- 1.2.4 Vice-president's name(s):
- 1.2.5 Secretary's name:
- 1.2.6 Treasurer's name:
- 1.3 If your organization is a partnership, answer the following:
- 1.3.1 Date of organization:
- 1.3.2 Type of partnership:
- 1.3.3 Name(s) of general partner(s)
- 1.4 If your organization is a Limited Liability Company
- 1.4.1 Date of organization:
- 1.4.2 State in which organized:
- 1.4.3 Name of Manager:
- 1.4.4 Names of Members:
- 1.5 If the form of your organization is other than those listed above, describe it and name the principals:

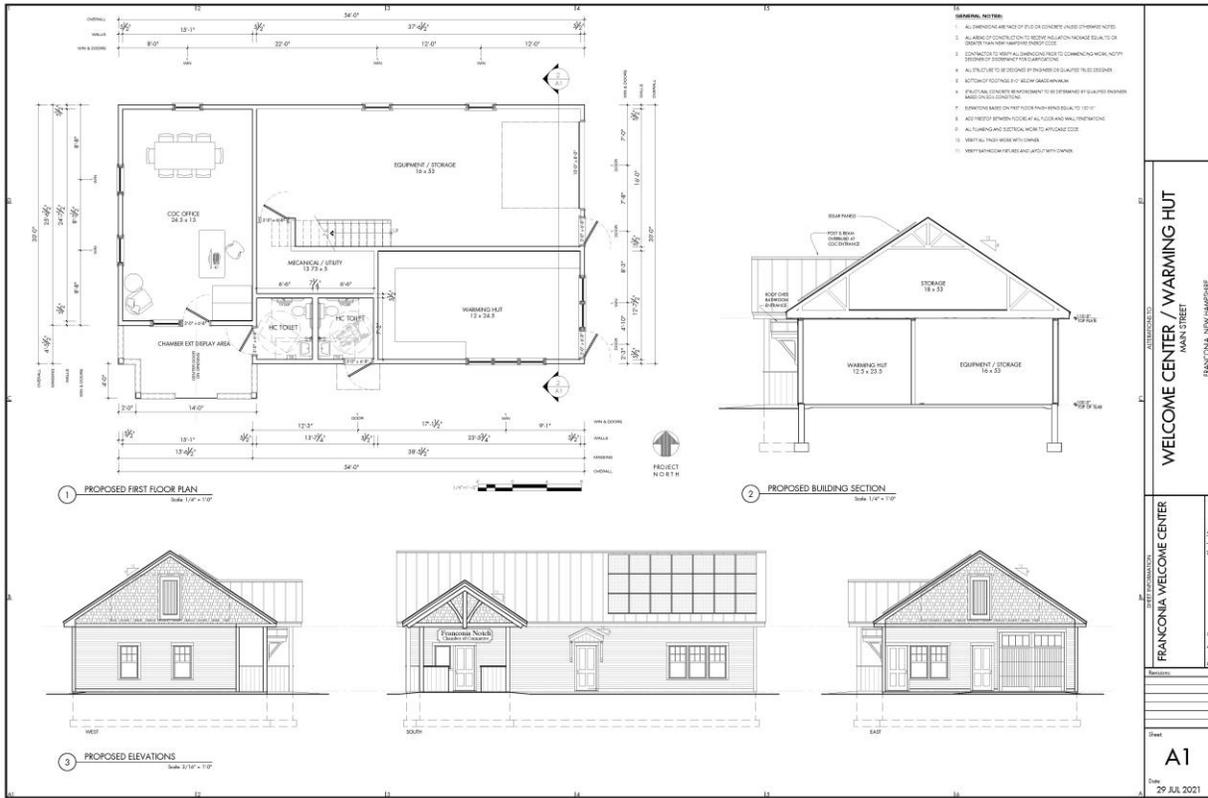
**2     EXPERIENCE**

- 2.1 List the categories of work that your organization normally performs with its own forces.
- 2.2 Has your organization ever failed to complete any work awarded to it? (If yes, explain in detail)
- 2.3 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? (If yes, explain in detail)
- 2.4 Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five years? (If yes, explain in detail)
- 2.5 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If yes, explain detail)
- 2.6 List major construction projects your organization has in progress, giving the name of project, Town, architect, contract amount, percent complete and scheduled completion date.
- 2.7 List the major projects your organization has completed in the past five years, giving the name of project, Town, architect, contract amount, date of completion and percentage of the cost of the work performed with your own forces and identify if design-build.
- 2.8 List the construction experience and present commitments of the key individuals of your organization.

**3     REFERENCES**

- 3.1 Bank References:
- 3.2 Name of bonding company:
- 3.3 Name and address of agent:
- 3.4 Bonding Capacity:

**EXHIBIT B - PRELIMINARY SPECIFICATIONS - FRANCONIA WELCOME CENTER**



**TOWN OF FRANCONIA, NH**  
**WELCOME CENTER PRELIMINARY SPECIFICATIONS**

These specifications are intended to provide the basis of invited Construction Manager to submit a proposal pursuant to the RFP dated August 20, 2021. The Specifications include by reference Schematic Floor Plan and Elevations drawings dated 08.9.2021.

It is in the intent of the specifications to describe a fully functional, turn-key facility that will be built, in compliance with applicable Federal, State and Local Codes, and ready for occupancy.

The site is located behind 421 Main Street, the Franconia Town Hall. The existing warming hut will be demolished and removed prior to the Construction Manager being hired under a contract direct with the Town.

It is the intent of the RFP to solicit proposals from qualified Construction Manager to utilize the preliminary plans and specifications as a starting point to design in concert with the Franconia Building Committee, an energy efficient building that will serve the Town of Franconia for fifty plus years.

**Requirements**

**Division 1 General Conditions**

1. All Construction Documents required to design, permit and construct a Welcome Center in Franconia in compliance with all Local, State and Federal requirements, the State Fire Code, the State Building Code and in particular NFPA 1-2015, NFPA 101-2015, IEC 2017, IBC 2015, and ADA requirements.
  
2. Temporary and Construction appurtenances to facilitate construction and meet Local, State and National standards of construction practice, including but not limited to;
  - a. Temporary facilities (construction trailer)
  - b. Temporary Power (Use paid by Town)
  - c. Temporary Phones/Internet access
  - d. Temporary Water (Use paid by Town)
  - e. Temporary Sanitation
  - f. Disposal of construction waste/debris off site
  - g. Dust Control
  - h. Environmental Protections
  
3. Design of the roof and structure shall be determined by engineering calculations that take into consideration roof span, wind and snow load. The wind load is 120 mph ultimate 3 second gust and the ground snow load is 95 at elevation 1700 the site is at elevation 970 and accordingly the ground snow load is 80.

4. Construction Manager shall be responsible to visit the site prior to bid to determine any locations of existing utilities, obstacles, hazards and other existing conditions that may affect construction cost. All costs for such conditions shall be included in the bid.
5. Construction Manager is responsible to work in cooperation with the Franconia Welcome Center Committee during the design and construction process.
6. All drawings shall be electronically produced and copies of final CAD files shall be given to the Town of Franconia. All drawings related to this project shall be the property of the Town of Franconia.
7. The Construction Manager shall submit a hard copy of all 'As Built' Construction Drawings to the Town of Franconia at completion of construction.
8. Construction Manager shall provide insurance and bonding as follows:
  - a. Performance and Payment Bonds for the full amount of the guaranteed maximum price of the contract.
  - b. Contractor shall provide Workman's Comp and Employer's Liability Insurance for all employees engaged in work on the project under contract (minimum 500,000 each accident; Decease policy limit 500,000 and Decease each employee 500,000).
  - d. Commercial General Liability with minimum limits of General Aggregate 2,000,000; Products Compensation, Operation Aggregate 2,000,000; Personal and Accidental Injury 1,000,000, each occurrence and 2,000,000 in the aggregate; fire damage (any one fire) 50,000; medical expense (any one person)5,000.
  - e. Commercial Auto Liability Owned, Hired, Non-Owned each occurrence 1,000,000, General Aggregate 1,000,000

The Town of Franconia will be named as an "Additional Insured" on the coverage identified under d and e.

## **Division 2 Site Work**

The work to be included shall include but is not limited to:

1. Erosion Control meeting Local, State and Federal requirements, including, temporary stabilized construction entrance, temporary silt fence, and temporary erosion control matting.
2. Site Preparations and Earthwork shall include, but is not limited to:
  - a. Site clearing and grubbing (if any)

- b. Stripping and stacking existing topsoil (if any)
- c. Common excavation and fill
3. Water Connection.
4. Septic System allowance for a 1500 gallon tank to tie into existing State approved leach field.
5. Building Preparation including:
  - a. Exterior 5' frost wall with footings
  - b. Under-slab utilities
  - c. Select materials under slab
  - d. Fine grade for slab
  - e. Underground electrical and data conduits from utilities to building
6. Miscellaneous Items, including:
  - a. Mobilization and demobilization
  - b. Construction layout
  - c. Dewatering if required

**Division 3 Concrete**

Include all costs for design, materials and labor to complete the work. The work shall include, but is not limited to:

1. Concrete slabs, footings and frost-wall
2. Offices and other areas slab to be 4" minimum thickness.
3. All concrete shall be sealed.
4. All concrete shall be a minimum of 3500 psi with steel mesh
5. Concrete as may be required in other divisions.

**Division 4 Metals**

Include all costs for design, materials and labor to complete the work. The work shall include, but is not limited to:

1. Standing seal metal roof capable of supporting a solar array
2. Miscellaneous steel fabrications as may be required.

**Division 5 Wood and Plastics**

Include all costs for materials and labor to complete the work. The work shall include, but is not limited to:

1. Rough framing for Exterior Walls - 2x6 minimum at 16" o.c. and as required by code.
2. Rough framing for Interior Walls - 2x4 minimum at 16" o.c. and as required by code.

3. Engineered Prefabricated Wood Attic Trusses with sixty pound load limit.  $\frac{3}{4}$ " floor sheathing and  $\frac{1}{2}$ " wall sheathing
4. Sheathing of the roof shall be exterior grade 5/8" OSB and sidewalls shall be  $\frac{1}{2}$ "
5. 8x8" Hemlock post & beam front porch/entryway per drawing.
6. Built in 2x10" finished pine benches with open bottom for storage in the warming hut room with 4' diamond plate on the lower portion of the wall and #2 pine 1x6" wp4 with polyurethane on the upper portion of the interior walls.

**Division 6 Thermal and Moisture Protection**

Include all costs for design, materials and labor to complete the work. The work shall include, but is not limited to:

1. LP Smart siding clapboard with a 4" exposure, red cedar shingles on top of the front gable and vinyl shingle on the two end gables, color TBD
2. 2" Exterior Rigid Insulation.
3. Foundation and slab insulation 2" minimum thickness; 4' vertically
4. Walls 1.5" exterior rigid Styrofoam spray foam, 1.5" closed cell spray foam and balance of dense pack cellulose insulation to code
5. Ceilings minimum R-50.
6. Adequate venting.
7. 3" Fiberglass sound insulating batts in all interior walls.
8. Stock color TBD, standing seam Metal Roof.
9. 6' of Ice and water shield along all eaves and valleys.
10. Vapor barrier as required.

**Division 7 Doors, Windows and Glass**

Include all costs for design, materials and labor to complete the work. The work shall include, but is not limited to:

1. Commercial Hollow Metal Frames.
2. Painted Fiberglass Exterior doors with Panic Hardware where required and non-removable pins.
3. Solid Core pre-finished wood interior doors.

4. All doors shall have complete hardware including hinges, stops, closers, silencers, locksets, and panic hardware where required to meet code.
5. Windows to be Pella 250 (or equivalent), Double Hung or Awning style, Vinyl Clad Windows with Low E, insulated glazing and insect screens or equal. 4' sliding Chamber of Commerce greeter's window.
6. 1 - 10' wide x 10' tall insulated overhead doors with at least one window panel typical. The R-Value of the overhead doors must exceed 12. Commercial heavy duty door openers to be provided.
7. Hardware shall be master keyed.

#### **Division 8 Finishes**

Include all costs for materials and labor to complete the work. The work shall include, but is not limited to:

1. Drywall throughout shall be minimum 5/8" thick type X. Drywall shall be moisture resistant in wet areas. A 2 hour fire wall and ceiling is required to separate the storage from the balance of the areas.
2. Drywall finishes shall be smooth.
3. All fire rated assemblies shall be UL listed.
4. All paint to be 1 Coat Primer and 2 Coats finish.
5. All ceilings to be painted drywall.
6. Epoxy floor coating on bathroom floors finish with non-skid additive. Polished concrete in the Chamber of Commerce area and seal of concrete except the bathrooms

#### **Division 9 Specialties**

Include all costs for materials and labor to complete the work. The work shall include, but is not limited to:

1. Bathroom specialties to include toilet paper dispensers, grab bars, paper towel dispensers, soap dispensers. 4' aluminum diamond plate lower interior wall, #2 pine 1x6" wp4 with polyurethane upper interior walls.
2. Signage to be outside scope
3. Fire Extinguishers in Cabinets as required by code.

#### **Division 10 Solar Systems**

Include all costs for design, materials and labor to complete the work. The work shall include, but is not limited to:

1. Solar array adequate for the needs of this building, approximately thirty-two 335-watt solar PV panels to generate roughly 11,500 kwh/year.
2. Install a 30,000 btu ducted heat/ac pump system with air handler located in the storage area and short duct runs to occupied spaces.
3. The contractor will work with the committee to properly size the heating and solar system based on the final specifications.

**Division 11      Mechanical Systems**

Include all costs for materials and labor to complete the work. The work shall include, but is not limited to:

1. All dual flush valve low water use toilets (1.6 gpf).
2. 24" square mop sink
3. All mounting hardware, and fixtures (faucets, strainers, drain and trap assemblies, etc.
4. Faucets shall be mixing valve type on all lavatories.
5. Thermostats to be wireless and allow for scheduling.
6. Outside spigots
7. Install hydrant with a 1 1/2" line hook up in the equipment room for ice making

**Division 12      Electrical Systems**

Include all costs for materials and labor to complete the work, the work shall include, but is not limited to:

1. Design a 200 amp single phase underground service to comply with NEC version 2017.
2. All lighting throughout the facility to be LED and to be turned off by occupancy sensors where appropriate.
3. GFI outlets per code where necessary.
4. Data and cable outlets in conduit throughout.
5. Exterior Lighting over all entrances & exits and wall packs to illuminate the driveways and parking areas.
6. Exit signs and Emergency Lighting as required by code.
7. Include an allowance of \$5,000 for a Security System with Cameras
8. Fire alarm system per NFPA 72.

**PROPOSAL FORM for CONSTRUCTION MANAGEMENT SERVICES**

SUBMITTED BY: \_\_\_\_\_  
(Company Name)

I have received the Request for Proposal for Construction Management Services required for the construction of the Franconia Welcome Center which is dated August 16, 2021. I also acknowledge receipt of addendums to the RFP dated \_\_\_\_\_, if any and have included them in my Proposal. I have examined the documents provided, and wish to submit the following Proposal. This Proposal Form shall serve as a summary of my key qualifications, as presented more comprehensively in my bound Proposal dated \_\_\_\_\_.

1. The following shall serve as my key personnel to be assigned to the Project:

Project Executive:

Project Manager:

Site Superintendent:

2. I propose the following fees:

Pre-construction Services through issuance of a Final Guaranteed Maximum Price:  
(Lump Sum) \$ \_\_\_\_\_

Construction Fee (Percentage of Cost of Work) \_\_\_\_\_%

Construction Changes in the Work Fee (Percentage of Cost of Work)  
\_\_\_\_\_%

3. I have preliminarily estimated the cost of General Conditions to be: \$ \_\_\_\_\_  
I have attached a breakdown of this estimate.

4. Our Preliminary Guaranteed Maximum Price for the project as defined in the RFP utilizing the preliminary plans and specifications is: \$ \_\_\_\_\_

Identify any exceptions to the preliminary specifications:

**EXHIBIT C - SUMMARY OF PROPOSAL AND CERTIFICATION - FRANCONIA**

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The undersigned certifies that the information provided herein is true and sufficiently complete so as not to be misleading that I, \_\_\_\_\_ am the \_\_\_\_\_ of the submitting firm.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Title: -

Subscribed and sworn before me this \_\_\_\_ day of August 2021

Notary Public:

My Commission Expires:

**INVITED CONTRACTORS**

Bonnette, Page & Stone, Inc.  
Laconia, NH

Conneston Construction Company, Inc.  
Gilford, NH

Construx, Inc.  
Plymouth, NH

Ricci Construction, Inc.  
Portsmouth, NH

Dan Hebert Construction  
Colebrook, NH

HP Cummings, Inc.  
Woodsville, NH

North Branch Builders  
Concord, NH

Presby Construction, Inc.  
Franconia, NH