

**Request for Qualifications
Concrete Skatepark
Town of Stratham, NH**

**Contact: Seth Hickey, Parks and Recreation Director
Town of Stratham
10 Bunker Hill Ave.
Stratham, NH 03885
603-772-7450
E-mail: shickey@strathamnh.gov**

RFQ Response Deadline: October 15th, 2018

The town of Stratham is seeking Qualifications Statements for designing and building a new in-cast concrete skatepark in the Town of Stratham (hereinafter called TOS). Submit one (1) copy of your Qualifications Statement to Seth Hickey, Recreation and Parks Director, Town of Stratham, 10 Bunker Hill Rd, Stratham, NH, 03885, **on or before 2:00PM on October 15, 2018**. Reference your submittals as: **"Professional Qualifications for Designing and Building Concrete Skatepark for the Town of Stratham"**.

Pre-submittal walk-thru meetings may be scheduled with the Recreation and Parks Director by appointment before the October 15, 2018 deadline.

The Statements of Qualifications shall not exceed twenty-five (25) pages, double sided (printed on both sides) or fifty (50) pages, single sided (printed on one side). Sectional dividers may be used; they will not be counted towards the maximum number of pages allowed. A one-page cover letter may also be included which will not be counted towards the maximum number of pages allowed. The proposal shall include a clear table of contents addressing all the requirements of the RFQ.

The TOS reserves the right to reject any or all the Statements of Qualifications. This invitation does not commit the TOS to accept any Statements of Qualifications and does not obligate TOS for any costs associated with the preparation of the same.

If you have questions regarding this RFQ, please call Seth Hickey, Recreation and Parks Director at (603) 772-7450.

EVALUATION

The Project Committee and the Stratham Parks and Recreation Director will evaluate all the Statements of Qualifications to select a firm. The Qualifications will be comparatively evaluated based upon the requirements stated in the body of this RFQ. Interviews with short listed firms may be requested.

ALL QUALIFICATION STATEMENTS WILL BE CRITICALLY REVIEWED. TOS MAY DEEM A SUBMITTAL AS NON-RESPONSIVE IF A SUBMITTER FAILS TO INCLUDE ALL REQUIREMENTS LISTED HEREIN OR DOES NOT FULLY COMPLY WITH ALL GUIDELINES HEREIN STATED.

The selected firm will be invited by TOS to enter into a Professional Services Agreement. It should be noted that the firm will be selected based on, a minimum of the following:

1. Demonstrated ability and prior experience of the firm and the personnel to be assigned to this type of project.
2. Clarity, creativity and thoroughness of the response.
3. Availability of firm for full-time design and construction services, and able to complete construction in a timely manner.
4. Experience in construction of custom cast-in-place concrete skateparks in Northern New England.
5. Experience in preparing and designing construction specifications.
6. Experience in construction management of similar type projects.
7. Experience in working with client on cost saving In-Kind contributions.
8. Proven record of successful completion of similar projects.
9. Example(s) of concrete skatepark(s) you have designed and built for approximately \$280,000. Budget assumes no site preparation work or additional landscaping is required.
10. Ability to provide personnel based in close proximity to the TOS for the duration of the project.
11. Warranty on the project
12. The firm should have a complete understanding of the TOS construction standards and State and Federal environmental regulations.

SERVICES

The following is a general framework of services that could be provided by the selected firm. Yet, this framework shall not limit services. The firm shall clearly specify which of the following services they are capable of providing.

- Design and construct a concrete skatepark within the desired location.
- Work with TOS staff to obtain approval of designed project.
- Scheduling all TOS inspections associated with the project.
- Coordinate all work associated with subcontractors.

CONTACT INFORMATION

Please provide the following information:

- Name of Firm
- Contact Person (Name and Title)
- Address
- Telephone Number and Email Address

PERSONNEL COMMITMENT

Provide information regarding personnel commitment in the following order:

- a. A statement clearly indicating that your firm has the capacity to enter into our Professional Services Agreement.
- b. A statement on current workload and future workload. If applicable, workload shall be differentiated by firm wide versus the office where the work will be performed.
- c. Indicate the location of the office(s) where the work would be performed. List current or anticipated obligations, which will require professional or technical personnel commitments from the same office that will be utilized for this project. Indicate the size of these jobs and their aggregate personnel requirements.
- d. An organizational chart indicating the staff that may be assigned to the contract, their responsibilities and the office from which they will work. It is also requested that a primary contact be identified.
- e. Provide a disclosure indicating, by name, any principal or staff member presently employed by your firm who was employed by the TOS in the year prior to the date of this RFQ. This disclosure shall also include the individual's title and the Department within the TOS for whom the employee worked.

REFERENCES

The Candidates are required to provide three (3) references based on relevant past experience. Please state the following information for every reference listed.

- Firm/Client Name
- Description of Project
- Contact Person (Name and Title)
- Address
- Telephone Number
- Email Address

QUALITY ASSURANCE AND CONTROL

The Quality Control and Assurance of Professional Services are of importance to TOS. The firm must address their approach to Quality Control and Assurance. A detailed discussion of the approach to be used should be included.

GENERAL INFORMATION

To be selected, the firm needs to be registered with the New Hampshire Secretary of State and authorized to do business in the State of New Hampshire.