

**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF NATURAL AND CULTURAL RESOURCES**

**REQUEST FOR QUALIFICATIONS**

**MECHANICAL ENGINEERING SERVICES FOR CLIMATE  
CONTROLLED ARCHIVES AT THE NH STATE LIBRARY**

**Section 1 – Overview and Schedule**

**A. Invitation to Submit a Statement of Qualifications**

Engineering firms are invited to submit a statement of qualifications to provide design, engineering and project management services to renovate approximately 1,086 square feet of space within the existing NH State Library into new climate controlled archive space. The project will involve an examination of the existing building construction and existing climate control systems including but not limited to; heating, cooling, humidity control, and lighting. It will also include coordination with library staff to determine the types of materials and artifacts to be stored in the archive space, an assessment of available climate control technologies able to provide appropriate controls in the archive, cost estimating, production of drawings and specifications for use in competitive bidding the project and construction administration during the construction project.

**B. Schedule**

The following table provides a Schedule of Events for this RFQ through contract finalization and approval. The Agency reserves the right to amend this Schedule at its sole discretion and at any time through a published Addendum.

EVENT	DATE	LOCAL TIME
RFQ Released to Proposers (Advertisement)	5/17/2021	
Qualifications Statement due date	6/14/2021	2:00 PM
Interviews of short listed candidates	6/28/2021	TBD
Contract award	7/12/2021	
Governor and Executive Council meeting for approval	10/13/2021	TBD
Anticipated project start date	10/20/2021	
Project design completion date	2/18/2022	

**Section 2 – Proposed Scope of Work**

Candidate firms will submit a statement of qualifications in support of completing a project that would address the following scope of work:

1. Analyze the existing building construction and building systems in order to determine recommended options to provide climate control within approximately 1,086 square feet of new archive space.
2. Coordinate and meet with library and agency staff to determine the types of books and artifacts to be stored, and necessary climate requirements.
3. Preparation of options to meet climate control goals.
4. Based on selected climate control options, preparation of design development documents and cost estimating for the selected systems.
5. Coordination with the department architects to integrate the climate control systems with architectural work.
6. Preparation of construction documents and specifications for use in competitive bidding of the work.
7. Construction administration services.

### **Section 3 – Process for Submitting a Proposal**

#### **A. Proposal Submission, Deadline, and Location Instructions**

Proposals submitted in response to this RFQ must be received by the Department, no later than the time and date specified in the Schedule section, herein. Proposals may be submitted by U.S. Mail, Delivery Service, In Person, and Electronically. Proposals must be addressed to:

**State of New Hampshire**  
**Department of Natural and Cultural Resources**  
**172 Pembroke Road**  
**Concord, NH 03301**  
c/o  
**Scott Coruth, Architect**

Proposals must be clearly marked as follows:

#### **Qualifications Statement for NH State Library Climate Controlled Archives**

All Proposals submitted in response to this RFP must consist of at least:

- a) Three (3) original and One (1) clearly identified electronic copies of the Proposal, including all required attachments contained on digital media such as PDF;

#### **B. Proposal Inquiries**

All inquiries concerning this RFQ, including but not limited to, requests for clarifications, questions, and any changes to the RFQ, shall be submitted via email to the following RFQ designated Points of Contact:

TO: Scott Coruth, Architect  
Tel: 603-271-3676  
E-mail: scott.d.coruth@dncr.nh.gov

## **SECTION 4 - Content and Requirements for a Statement of Qualifications**

Statements of Qualification shall follow the below format and provide the required information set forth below:

1. **DESCRIPTION OF SERVICES TO BE PROVIDED:** Include a formal letter describing how the firm would carry out and manage the project, the anticipated project timeline, and the invoicing system and payment schedule you would propose to cover your fee. **Do not make a fee proposal in your Statement of Qualifications.** The letter should provide a written commitment to participate in the project as described in your letter if selected. The letter must be signed by the firm principal who will manage the project.
2. **EXPERIENCE:** Provide a description of the firms and project engineers experience with similar types of projects which would provide insight valuable in carrying out this project. Provide resumes of the firm members who would work on this project.
3. **LIST OF PROJECTS:** Provide a list of projects completed by the firm within the last 10 years which are similar or relevant to this project.
4. **REFERENCES:** Provide a list of at least 3 clients for projects of similar character or scope who will provide a reference for your firm. Include the name, telephone number and e-mail address of the contact person.

## **SECTION 5 – Evaluation of Proposals**

### **A. Criteria for Evaluation and Scoring**

The Agency will establish an evaluation team to score the Statements of Qualifications. This evaluation team will review the Statements of Qualifications and give a score based on the following evaluation criteria.

<b>EVALUATION CRITERIA</b>	<b>POINTS</b>
<b><u>Project Engineers Experience</u></b>	<b><u>Maximum 25 Points</u></b>
• 5 or more years' experience	25 Points
• 3-4 years' experience	15 Points
• 1-2 years' experience	10 Points
• No experience	0 Points
<b><u>Firms Project Completion Background</u></b>	<b><u>Maximum 20 Points</u></b>
• Completion of 5 previous, similar type projects within proposed time frame & budget	20 Points
• Completion of 3-4 projects	10 Points
• Completion of 1-2 projects	5 Points

• No projects were completed	0 Points
<u>References from Similar Projects</u>	<u>Maximum 20 Points</u>
<u>Expertise in climate control for archives</u>	<u>Maximum 35 Points</u>
<b>MAXIMUM TOTAL POINTS</b>	<b>100 POINTS</b>

The Agency will select a Proposer based upon the criteria and standards contained in this RFQ and from applying the weighting in this section. Oral interviews and reference checks, to the extent they are utilized by the Agency, will be used to refine and finalize scores.

## **B. Rights of the Agency in Accepting and Evaluating Proposals**

The Agency reserves the right to:

- Make independent investigations in evaluating Proposals;
- Request additional information to clarify elements of a Proposal;
- Waive minor or immaterial deviations from the RFQ requirements, if determined to be in the best interest of the State;
- Omit any planned evaluation step if, in the Agency's view, the step is not needed;
- At its sole discretion, reject any and all Proposals at any time; and
- Open contract discussions with the second highest scoring Proposer and so on, if the Agency is unable to reach an agreement on Contract terms with the higher scoring Proposer(s).

## **Section 6 – Contract Terms and Award**

### **A. Award**

This is a qualifications-based consultant selection process, candidates will be ranked in order of preference without consideration of the consultants fee requirements. After candidates have been ranked, fee negotiations will be opened with the top ranked candidate. If agreement on the fee amount can be reached, a contract will be issued for signatures and forwarded to the Commissioner of the Department of Natural and Cultural Resources for approval. If no agreement is reached, negotiations with that candidate will be terminated and negotiations will be opened with the next highest ranked candidate. This process will continue until an agreement is reached or the Director of the Division of Parks and Recreation exercises their right to reject any and all proposals.

If the State decides to award a contract as a result of this RFQ process, any award is contingent upon approval of the Contract by Governor and Executive Council of the State of New Hampshire and upon continued appropriation of funding for the contract.