



# *Town of Goffstown*

TOWN OFFICES  
16 MAIN STREET • GOFFSTOWN, NH 03045

## **Request for Proposals Town Hall Revenue Collection Office & 2<sup>nd</sup> Floor Renovations**

The Town of Goffstown, NH seeks proposals from qualified firms to provide planning, design and construction administration services for the creation of a revenue collection office and reorganization of existing office space in Goffstown Town Hall. Selection and contracting will be with the firm that best meets the needs of the Town of Goffstown. The Town reserves the right to reject and/or waive any RFPs if deemed in the best interest of the Town.

- **Required Preliminary Meeting**

There will be a preliminary meeting for those firms that intend to submit proposals at Town Hall at 10:00 a.m. on Thursday, June 2, 2011 to describe this project and to answer questions. Attendance at this meeting is mandatory for a proposal to be considered.

- **Proposal**

Interested firms should submit four (4) copies of its proposal in a sealed envelope, clearly marked "RFP TOWN HALL REVENUE COLLECTION OFFICE" to Town Administrator, 16 Main Street, Goffstown, NH 03045 by 12:00 noon on Monday, June 13, 2011, at which time they will be publicly opened and read.

RFP Submission materials should include:

1. General information about the firm.
2. Description of the firm's unique qualities relating to this proposal.
3. Three (3) examples of similar jobs.
4. Three (3) references.
5. A cost proposal with a not-to-exceed cost proposal on the attached form for the non-construction activities.

Proposals, when received, shall be irrevocable for a period of ninety (90) calendar days following date received. The Town Administrator will make her recommendation to the Board of Selectmen. The Board of Selectmen's judgment shall be final and the right is reserved by the Town to reject any or all proposals as he/she may determine incomplete, and to waive defects in form or minor irregularities where the best interest of the Town would be served.

## **Requested Services**

1. Analyze 2<sup>nd</sup> floor of Town Hall and develop conceptual plans.
  - a. Review Town Hall operations and meet with the Town Administrator to understand the space needs of existing Town Hall offices:

Administration Office: 9 employees – (1) Town Administrator, (2) Assistant Town Administrator/Econ. Develop. Coordinator, (3) Finance Director, (4) Executive Secretary, (5) Accountant/Welfare Officer, (6 & 7) 2 Bookkeepers, (8) IT Director and (9) IT Technician.

Revenue Collection Office: 4 employees – (1) Town Clerk, (2) Deputy Town Clerk, (3) Clerk and (4) Tax Collector.

Land Use Office: 8 employees – (1) Planning & Zoning Administrator, (2) Planning & Zoning Assistant, (4) Building Inspector, (5) Assessor, (6) Assessing Secretary, (7) Sewer Administrative Assistant, and (8) Vacant Work Station.
  - b. Measure areas of the 2<sup>nd</sup> floor of Town Hall to develop an existing conditions plan; including, but not limited to, walls, doors, windows, pipes, and existing filing systems.
  - c. Provide a report discussing needs of offices, comparing current and ideal conditions.
  - d. Develop CAD plans of the existing conditions.
  - e. Develop 2 conceptual plans for revenue collection office and reorganization.

Option 1: maintain offices in current location and adjust space as needed; including, but not limited to, reconfiguring walls, doors, windows, and counters.

Option 2: relocate offices to better fit 2<sup>nd</sup> floor of Town Hall.

    - i. Consider public needs for interactions with Town staff. For both concepts consider the use of hallways for customer queuing areas.
    - ii. Address safety and security concerns.
    - iii. Adherence to building codes, including handicapped accessibility.
    - iv. Consider NH Department of Labor directives.
    - v. Consider structural conditions as appropriate, including that for existing Planning Office and Town Clerk filing systems.
    - vi. Consider existing heating and cooling systems, to include insulation and indoor air quality standards.
    - vii. Consider potential for LEED construction.
    - viii. Consider capacity for public computer terminal use.
  - f. Provide construction costs estimates for both conceptual plans for 2012 budgeting purposes.

- g. Meet with Town Administrator or representative to discuss office needs reports, existing conditions plans, and conceptual plans. Present to Board of Selectmen at evening meeting.
2. Schematic design
    - a. Develop schematic design of chosen option, showing elevations, detailed floor plans of space, and plans for construction phasing.
    - b. Meet with Town Administrator or representative to review schematic design and discuss final details of space. Present to Board of Selectmen at evening meeting.
  3. Construction Drawings
    - a. Develop construction drawings showing construction detail and provides specifications for final scope of work, all phases.
    - b. Meet with Town Administrator or representative to review construction drawings. Present to Board of Selectmen at evening meeting.
  4. 2012 Construction Contract Administration Services:
    - a. Provide bid recommendation.
    - b. Required scope negotiations.
    - c. Construction inspections.

**Request for Proposals**  
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**Cost Proposal Form**

- |  |          |
|--|----------|
| 1. Analyze Town Hall & Develop 2 Conceptual Plans            | \$ _____ |
| 2. Final schematic design with plan for construction phasing | \$ _____ |
| 3. Construction Documents                                    | \$ _____ |
| 4. 2012 Construction Contract Administration Services        | \$ _____ |
| Total, Not to Exceed   | \$ _____ |