

**REQUEST FOR QUALIFICATIONS**  
**BARRINGTON, NEW HAMPSHIRE**  
**Land Development Services Request for Qualifications/Proposal**  
**Project 16-02**

The Town of Barrington requests qualifications from construction firms to provide development services to the Town for approximately 130 acres of Town owned land on Route 125 including removal of several hundred thousand yards of rock; doing a subdivision and developing roads and infrastructure for commercial development. RFQ's shall be received no later than August 1, 2016 at 3:00 PM at the office of the Town Administrator, PO Box 660, 333 Calef Highway, Barrington, NH 03825. Six (6) copies of the RFQ shall be provided. A detailed RFQ is also found at [www.barrington.nh.gov](http://www.barrington.nh.gov) For questions contact Suzanne McNeil 664-0148

**DETAILED INFORMATION**

**I. GENERAL**

The Town of Barrington is soliciting Request for Qualifications (RFQ) for development of a parcel of land owned by the Town and one expected to be obtained by the town on Route 125, Map 263 Lot 13.1 and 19. The town wishes to develop an industrial park using the developed land as payment for development of the site including removal of ledge, construction of roads, subdivision of lots and provision of infrastructure. The town seeks to enlarge the commercial tax base of the town and provide additional opportunities for employment.

The Board of Selectmen will select the firm which it determines can best develop this site for the benefit of the town's tax and employment base at the lowest cost to the town. The Town reserves the right to reject any and all proposals at any time, waive irregularities and informalities in the process and/or terminate the selection process at any time. The town would expect to enter into a development agreement with the successful firm.

**II. RFQ CONTENT**

There is a 10-page limit on for the RFQ's. That is 10-pages to read or view. Key elements to each RFQ should include the following items:

*1. Cover Letter*

The firm making the proposal should summarize briefly its interest and ability to accomplish the project.

*2. Approach*

The firm should indicate its approach to the development, including plan for ledge removal, road network development, permitting with the state, and local subdivision and site review.

3. *Experience*

The firm shall provide a description of their experience and expertise with development projects, especially ledge removal and construction services.

4. *Proposed time frame*

Describe the proposed time frame and scheduling for this development. While the Town understands this is a multi-year project, it would like to know the proposed time-frame and phasing that is proposed.

5. *References*

Firms responding to this RFQ must provide a list of at least four (4) references (with contact information) within New Hampshire for which the firm has provided similar or related services within the past 5 years. A description of pertinent projects and current contact information for the agency authority should be provided.

6. *Rate Structure*

In a separate sealed envelope the firm shall submit a breakdown of what is being proposed for a cost proposal to proceed with this project and shall identify how sub consultants are handled if and when utilized (i.e., mark-up).

7. *Submittal Packages*

Six copies of the Statement of Qualifications shall be submitted by placing them in a suitably sized envelope or shipping box and labeled with the words "Town of Barrington Land Development Services Request for Qualifications; RFQ. 16-02". Also clearly state:

VENDOR:  
CONTACT PERSON:  
SIGNATURE:  
ADDRESS:  
EMAIL  
TELEPHONE #:

8. *Signatures:*

The proposer's proposal must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture; by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, his name and post office address must be shown, by a partnership the name and post office address if each partnership member must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business addresses of the President, Secretary, and Treasurer.

### **III. SELECTION CRITERIA**

The Town will screen and rank the RFQ's before opening the price proposal. The Town may complete additional evaluations on the selected firms including participation in an interview process, etc. Using a combination of the information provided in the RFQ and the additional information received from the finalists, the Board of Selectman will then decide on a ranking.

After ranking the firms, the Town will open the separate sealed envelope containing the proposed cost. The proposed cost will become a factor at that point in whether or not the Board accepts the proposed firm or whether it will look at the next highest ranked firm.

The final selection by the Board of Selectmen will be based upon qualifications, including past experience, and what is determined to be in the best interest of the Town of Barrington from a financial standpoint.

### **IV. SUBMISSION REQUIREMENTS**

Each consultant must submit proposals to the Town by no later than August 1, 2016 at 3:00 pm. Proposals must be clearly marked "Professional Land Development Services Statement of Qualifications/Proposal Project 16-02" and directed to:

John Scruton, Town Administrator  
PO Box 660  
333 Calef Highway  
Barrington, New Hampshire 03825

Each consultant must submit six (6) copies of their RFQ in sealed envelopes. FAXED, ELECTRONIC OR E-MAIL COPIES WILL NOT BE ACCEPTED AS THE PRIMARY RESPONSE, ALTHOUGH AN ELECTRONIC COPY CAN BE SUBMITTED IN ADDITION IF THE CONSULTING FIRM SO CHOOSES.

### **V. LIMITATIONS**

1. This RFQ does not commit the Town of Barrington to paying any costs incurred by consultant in the submission or presentation of a proposal, or in making the necessary studies for the preparation thereof. Further, the Town of Barrington reserves the right to:

- Accept or reject any and all submittals received as a result of this RFQ at any time; Negotiate with qualified consultants if in the opinion of the Board of Selectmen it is in the best interest of the Town;
- Cancel the RFQ, in part or in whole, if it is determined to be in the best interest of the Town to do so;
- Waive minor irregularities and formalities in the

- RFQ submittals;
  - Re-advertise to seek additional input.
  - The Town reserves the right to seek clarification on any point in any RFQ at any phase of the selection process;
2. No guarantee of work, financial obligation, or other assurance is made to any respondent of this RFQ whether selected or not for the project.
  3. The award of the contract is contingent upon the firm being bonded before work begins.
  4. The award of a contract shall be contingent upon the successful applicant providing the Town with proof of the following insurance coverage and providing a contract satisfactory to the town's carrier, PRIMEX:

**Liability insurance in the amount of \$1,000,000.00 or greater, as follows:**

- i. Comprehensive commercial general liability insurance, including personal injury liability, blanket contractual liability and broad-form property damage liability coverage. The following minimum limits are required: Aggregate - \$1,000,000.00; Products - \$1,000,000.00; Personal & Advertising Injury - \$1,000,000.00; Each occurrence - \$1,000,000.00
- ii. Commercial automobile liability insurance as a result of death or bodily injury to any persons, or destruction of or damage to any property arising out of the ownership, maintenance or use of any owned, non-owned or hired motor vehicle with limits of not less than \$1,000,000.00 per occurrence. All coverage shall be on an occurrence basis and not on a claim made basis.
- iii. Workers compensation coverage as required by law with a waiver of subrogation in favor of Town including Employer's liability coverage with limits of not less than \$500,000.00 per occurrence.
- iv. Professional liability insurance, including errors and omissions, with limits of not less than 1,000,000.00 per occurrence and \$2,000,000 policy aggregate.

It is agreed that this insurance is primary to and non-contributory with any insurance maintained by Town.

1. The General Liability Coverage and Automobile Liability shall include endorsements for additional insured, naming the "TOWN OF BARRINGTON", its elected officials, employees, agents and volunteers as an additional insured. The additional insured endorsement shall be attached to the certificate of insurance.
2. The additional insured shall contain a severability of interest provision in favor of the Town and a Waiver of Subrogation in favor of Town.
3. All insurance shall provide a 30 day notice of cancellation or material change.

**VI. FALSE OR MISLEADING STATEMENTS**

If the Board feels, at any time, that a consultant's RFQ contains false or misleading statements, references, or any other matter which does not support a function, attribute, capability, or condition as stated by the firm or firms submitting, the submittal shall be rejected, regardless of the status or the phase of the selection process.

## **VII. AWARD AND EXECUTION OF CONTRACT**

1. RFQ will be made public at the time of opening, however, the second envelope is not opened until the decision is made by the Board on the ranking of the firms based upon qualifications.
2. The Board will then open the second envelope and consider the cost proposal, which shall be a factor in the final decision to make an award that the Board of Selectmen determines is/are best for the town.
3. The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the Town, the best interest of the Town of Barrington will be promoted thereby.
4. Award: If a contract is to be awarded, the award will be made to the proposer that displays the best mix of qualifications, experience, and cost. No proposal shall be withdrawn for a period of (60) sixty days subsequent to the opening of proposals without the consent of the Town of Barrington. The successful proposer will be notified to the address on its proposal, that its proposal has been accepted and that it has been awarded the contract.
5. Cancellation: The Town reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the Town.
6. Laws: The Contractor shall comply with all State and Local laws, ordinances, regulations and requirements applicable to work hereunder.
7. Upon making the final determination of ranking, the Town will proceed to negotiate a contract with the top ranked firm. If negotiations are not successful the Town may choose to negotiate with one of the remaining firms on the list. The Town reserves the right, at its sole discretion, to end negotiations at any time and at any stage in the process, and to not award a contract to any firm. All firms not selected will be notified by the Town of its decision. It is estimated that a contract will be awarded to the selected consultant by September 8, 2016.

## **VIII. ADDITIONAL QUESTIONS/REQUESTS FOR INFORMATION**

Questions regarding this RFQ should be addressed to:

Suzanne McNeil, AA to Board of Selectmen  
PO Box 660, 333 Calef Highway  
Barrington, NH 03825  
Phone: 664-0195  
Email: [barrsel@metrocast.net](mailto:barrsel@metrocast.net)

Please note the office is closed on Fridays.