



# TOWN OF NEW LONDON, NEW HAMPSHIRE

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## TOWN OF NEW LONDON, NEW HAMPSHIRE

### REQUEST FOR PROPOSALS

### DESIGNER & ARCHITECTURAL SERVICES – DPW FACILITY PROJECT

**Location:** 184 South Pleasant Street, New London, NH

**RFP Issued:** TBD

**Submission Deadline:** TBD

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## 1. PROJECT BACKGROUND & PURPOSE

The Town of New London invites qualified design firms to submit proposals for professional services related to a planned modification and expansion of the Department of Public Works (DPW) facility located at 184 South Pleasant Street. This effort follows a recent determination that the existing public works office and original shop building must be demolished due to structural compromise. The remaining facility, referred to as the “lower shop,” was constructed in 2004 and remains structurally sound.

The Town’s goal is to plan and construct a replacement office building and expand vehicle bay capacity, while undertaking a site-wide evaluation to ensure the final design does not preclude future development. The office building may be attached to the existing lower shop, connected to a new structure, or constructed as a standalone building, depending on what best suits the site and operational needs.

The Town has previously engaged consultants to conduct a site search, space needs analysis and concept designs for a new Police Station. Given the urgent need to address the DPW facility, the focus has shifted from the Police Station to Public Works. The concept of co-locating the facilities at 184 South Pleasant Street should be explored to determine feasibility.

## 2. FIRM QUALIFICATIONS & SUBMITTAL REQUIREMENTS

Proposals should include the following information:

- Cover Letter including firm name, address, phone number, email, and authorized signature
- Firm description, history, personnel, and in-house capabilities
- Certificate of legal existence and names of controlling officers

- Financial stability documentation (e.g., audited financial statement for the most recent fiscal year)
- Project team organization chart and résumés of key personnel
- List of any sub-consultants with scope of services, qualifications, and experience
- Description of current workload and availability
- Project-specific approach, methodology, and innovation
- Relevant experience with similar municipal projects
- Proof of insurance and statement of ability to obtain required coverage
- Litigation history for the past five years
- Certificates of Non-Collusion, Tax Compliance, and Corporate Authority
- Familiarity with municipal procurement procedures and AIA or equivalent contracts

### **3. SCOPE OF DESIGN SERVICES REQUESTED**

The selected firm will be expected to provide the following services:

- Site and building condition assessments (structural, HVAC, plumbing, electrical, fire protection, code)
- Space needs programming, process development, and alternatives generation
- Preliminary designs including floor plans, elevations, and site layouts
- Schematic designs for up to two or more options, including area tabulations and cost estimates
- Cost estimating using an independent estimator with public sector experience
- Construction documentation, permitting support, and development of biddable drawings
- Construction phase services (RFIs, site visits, construction compliance)
- Attendance at up to bi-weekly project meetings and public presentations

### **4. PROGRAM OBJECTIVES & DESIGN CONSIDERATIONS**

The site includes constraints such as an Eversource transmission line easement, an abutting Eversource substation, and a stream buffer associated with Lyon Brook. These elements must be considered during site planning to ensure compliance with environmental and utility regulations, and to avoid limiting future flexibility of use.

The current Department of Public Works workforce includes two administrative staff and eight Highway Department crew members. The facility should include a lunchroom/training room capable of comfortably accommodating up to seventeen DPW staff members. Additionally, the Town anticipates potential co-location of two to three municipal staff from other departments within the new office space. The selected consultant will be required to conduct a detailed space needs analysis to inform the final design. The feasibility of constructing the New London Police Department on the property should also be determined. The selected consultant can utilize the space needs analysis conducted by the Town in 2024 to determine the Police Department's required footprint and needs.

- Replace structurally compromised office and original shop building; retain existing lower shop (built 2004) wherever feasible

- Design a new or attached office facility for DPW administration plus shared space for other municipal staff
- Include crew support areas: conference room, file storage, lunch/kitchen, locker rooms, and bathrooms
- Add capacity for five full-size equipment bays, either by expanding the lower shop or via a standalone structure
- Address utility, grading, circulation, and future growth flexibility through a comprehensive site evaluation
- Review and incorporate energy efficiency goals identified by the Town’s Energy Committee
- Provide two or more concept alternatives with schematic layouts, site considerations, and detailed cost estimates
- Feasibility of utilizing the site to accommodate a new Police Station

## 5. FEE PROPOSALS

Firms should submit a detailed fee proposal in a separate sealed envelope. Fee proposals should include:

- A breakdown of costs by design phase (e.g., programming, schematic design, construction documents, bidding, construction administration)
- Hourly rates for all personnel and sub-consultants
- Estimated reimbursable expenses
- Proposed fee structure: fixed fee, not-to-exceed, or hourly with cap
- Total estimated cost of services for Tasks 1–5
- Hourly and estimated cost ranges for construction phase services (Task 6)

Fee proposals will be opened only after final ranking of proposals.

## 6. SUBMISSION DETAILS

### Proposal Format & Delivery

- Submit one original, eight (8) hard copies, and one electronic PDF on USB
- Clearly marked “DPW Facility Designer Services Proposal”
- Deliver to:  
**Ashley Seybold, Town Administrator**  
**Town of New London**  
**375 Main Street, New London, NH 03257**

### Timing

- All dates (issuance, pre-proposal meeting, submission deadline, interviews) will be determined (TBD)
- A pre-submission informational meeting will be scheduled (date TBD)

## **7. SELECTION & EVALUATION CRITERIA**

### **Evaluation of Written Proposals**

- Compliance with submission requirements
- Quality and clarity of proposal
- Experience of firm with public works or comparable municipal projects
- Project approach and methodology
- Creativity and understanding of the site and future needs
- Success of prior projects and client satisfaction
- Capacity to begin immediately and meet deadlines
- Insurance coverage and risk management approach
- Financial stability of the firm

### **Interviews (if held)**

- Presentation clarity and completeness
- Relevant experience of proposed team
- Sensitivity to Town culture, geography, and public communication
- Proposed team chemistry and collaboration
- Problem-solving creativity

### **Designer Selection & Fee Negotiation**

- The Town will rank finalists and recommend award
- Fee negotiation will follow selection, including breakdowns by phase, labor rates, and reimbursable costs
- If agreement cannot be reached with the top-ranked firm, negotiations will proceed with the next-ranked firm

## **8. MINIMUM QUALIFICATIONS**

- New Hampshire registered architect with a minimum of five (5) years of relevant experience
- New Hampshire licensed engineers and consultants as required
- Demonstrated knowledge of applicable building codes, ADA, and permitting requirements
- Experience with sustainable design, LEED concepts, and historic preservation
- Ability to deliver within a short-form AIA B105-2017 agreement

## **9. INSURANCE & LIABILITY REQUIREMENTS**

- Errors and omissions: minimum \$1,000,000 per claim, \$3,000,000 aggregate
- General and motor vehicle liability: \$1,000,000 per occurrence, \$3,000,000 aggregate

- Town must be listed as an additional insured
- Indemnification of the Town, officials, employees, and agents

## **10. CONTACT FOR QUESTIONS**

### **Ashley Seybold**

Town Administrator

Town of New London

375 Main Street, New London, NH 03257

[Insert Email] / [Insert Phone Number]