

Town of Brentwood, NH
Request for Qualifications for
Professional Architectural Services
Municipal Complex

The Town of Brentwood, NH (herein referred to as the Town) is seeking qualified architectural firms interested in providing architectural design services for the Municipal Complex Project at the Town of Brentwood Recreation area, 190 Route 125, Brentwood, NH 03833.

Background

In 2018 the Town began evaluating the existing Police Department and Town Hall facility located at 1 Dalton Road in Brentwood. Preliminary needs assessment and facility planning efforts continued in 2019 and 2020 while interim renovations were completed at the Police Department to address several space deficiencies. The Town's initial planning efforts focused on siting and construction of a new police department facility adjacent to the existing municipal fire station at the intersection of Middle Road and Route 125. In 2023 the Town completed a conceptual planning workshop for the existing recreation area at 190 Route 125. The planning workshop identified the potential for relocating Town Hall to this location. In 2024 the Town's Municipal Complex Research Committee began to consider considering a joint Town Hall and Police Department at the recreation area. The Town hired an architectural consultant to prepare conceptual site and floor plans for the joint Town Hall and Police Department building. Copies of the 2024 needs assessment, floorplans, and other documents are available through the Municipal Complex Research Committee's document archive: <https://www.brentwoodnh.gov/pview.aspx?id=714&catid=961x>.

Objective

The Town is seeking qualification-based proposals for professional architectural design services for the proposed Municipal Complex. The Town anticipates professional design services to include, but not be limited to conceptual design of up to three municipal complex alternatives including a new independent Police Department facility with space for a future municipal facility within the site layout, a new joint Police Department and Town Hall facility, and a new Police Department with interior space for future buildout of a Town Hall facility. The selected firm will work with the Town's Municipal Complex Research Committee reporting to the Board of Selectman. The scope, contract, and fee will be established after selection of a qualified firm.

Instructions

Proposals must be submitted in a sealed envelope (total of three (3) hard copies) and electronically (PDF format) via e-mail to the contact below no later than 12:00 PM on April 30, 2025. Envelope must be clearly marked “Municipal Complex Request for Qualifications” and will be opened publicly at that time. **Proposals delivered/received after the time listed above will not be accepted.**

Submit proposals to:

Town of Brentwood
Municipal Complex Research Committee
Attention: Justin Doty, Chief of Police
1 Dalton Road
Brentwood, NH 03833
E-mail: jdoty@brentwoodpd.com

Questions must be submitted in writing to the above. All e-mails shall include “Municipal Complex RFQ” in the subject line.

The Town reserves the right to reject any and/or all proposals for any reason, which is determined to be in the best interest of the Town.

Part I - Anticipated Scope of Services

- Review of historical needs assessment, site plans, and facility planning records.
- Review of existing conditions of Brentwood Recreation area.
- Coordinate kick-off workshop with the Municipal Complex Research Committee
- Evaluate conceptual design alternatives including independent Police Department facility with space planning for future municipal facility in site plan, new Police Department facility with interior space for future build-out of Town Hall offices, and a joint Police Department and Town Hall facility.
- Develop conceptual site plans and facility floorplans for the three design concepts.
- Develop opinions of probable construction costs for the three design concepts.
- Develop planning level costs for renovations to existing Town Hall facility.
- Coordinate a conceptual design workshop with the Municipal Complex Research Committee.

- Identify local, state, and/or federal permitting requirements.
- Prepare a conceptual design report summarizing the findings and recommendations from the conceptual design activities.
- Participate in public information meeting to present the findings and recommendations from the conceptual design.
- Additional design phases may be added as additional scope of services.

Part II - Qualifications Proposal Requirements

At a minimum, the information described below must be included in the Proposal.

1. Cover Letter (1 page maximum)
 - a. General introduction to the firm and highlight of the team and approach.
 - b. Signed by the company officer with authority to bind firm to contracts for the proposed work.
2. Company Information (1 page maximum)
 - a. Name and address of the firm.
 - b. Primary contact person and contact information.
 - c. Copy of W-9.
 - d. Description of the firm, including number of years in business and total number of staff.
3. Design Team Background
 - a. Project team organizational chart that includes the following:
 - i. Principal in charge
 - ii. Project Manager
 1. Key Team members
 2. Key Sub-Consultants

- b. Resumes for key team members and sub-consultants (limited to 2 pages each) that include years of service with the firm, applicable professional experience and education, and anticipated role.
4. Municipal Facility Design Experience
- a. Please provide a list of municipal facility projects completed by your firm in the past five years, including Police Department and Town Hall buildings or similar municipal facilities designed, completed, or under construction with construction budgets that best represent a similar scope and complexity to the Town's Project. List shall identify client, project location, project name, facility type, services provided, and status of work.
 - b. Provide detailed project descriptions (maximum of 2 pages per project) for up to five (5) comparable projects. For each project, include:
 - i. Project name and general description, including location and total square footage.
 - ii. Initial project budget and final as-built cost
 - iii. Graphic description and/or photos
 - iv. Project timeline from start to finish or anticipated completion date if under construction.
 - v. Client and contractor information
5. Project Approach and Schedule (maximum of 2 pages)
- a. Provide a description of the proposed technical approach to address the conceptual planning and design of the Town's municipal complex.
 - b. Provide a preliminary planning and design schedule including key milestones for the conceptual planning and design phase of the project.

Part III - Evaluation and Selection

1. RFQ Schedule

- a. **RFQ Issued: March 31, 2025**
- b. **Non-Mandatory Information Session: April 11, 2025, 12:00pm Brentwood Town Offices, 1 Dalton Road, Brentwood, NH 03833**

- c. **RFQ Questions Deadline:**
- d. **RFQ Submission Deadline: April 30, 2025, 12:00 PM**
- e. **Interviews: Week of May 14, 2025 (tentative)**
- f. **Selection: May 29, 2025 (tentative)**

2. Questions

- a. Questions must be submitted in writing to townadministrator@brentwoodnh.gov by the deadline identified above. All e-mails shall include “Municipal Complex RFQ” in the subject line.

3. Evaluation Criteria

- a. Submissions received by the deadline outlined above shall be reviewed and evaluated by the Municipal Complex Research Committee. Project references submitted as part of the RFQ submission may be contacted by the Town.
- b. The following minimum criteria shall be met:
 - i. The firm shall be licensed in the State of New Hampshire to provide professional architectural design services.
 - ii. The firm shall have completed the design of a minimum of at least two municipal facility projects including one Police Department facility in the past five years.
- c. Evaluation criteria shall include the following:
 - i. Responsiveness to RFQ Instructions and Requirements (15%)
 - 1. Advantageous: Submittal is prepared in a professional manner that clearly presents the requested information in accordance with the instructions.
 - 2. Less Advantageous: Submittal is prepared in a professional manner, but does not clearly present the requested information in accordance with the instructions.
 - 3. Not Advantageous: Submittal fails to meet the instructions provided.

ii. Qualifications of the firm and project team (40%)

1. Highly Advantageous: Firm has more than 20 years' experience in professional architectural services and the project team is lead by an architect licensed in New Hampshire with more than 20 years' experience.
2. Advantageous: Firm has more than 10 years' experience in professional architectural services and the project team is lead by an architect licensed in New Hampshire with more than 10 years' experience.
3. Less Advantageous: Firm has less than 10 years' experience and the project team is led by an architect not licensed in New Hampshire.
4. Not Advantageous: Firm has less than 5 years of professional architectural experience.

iii. Project Experience and References (25%)

1. Highly Advantageous: Firm has designed more than ten (10) municipal facility projects in the past 10 years with more than two (2) Police Department facilities in the past five years. Project references contacted are all positive.
2. Advantageous: Firm has designed more than more than five (5) municipal facility projects in the past 10 years with two (2) Police Department facilities in the past five years. Project references are positive with no more than 1 negative reference.
3. Less advantageous: Firm has designed less than five (5) municipal facilities in the past 10 years and less than two (2) Police Department facilities in the past five years. Project references contacted include more than 1 negative reference.
4. Not Advantageous: Firm has not designed a Police Department facility in the past five years.

iv. Project Approach (20%)

1. Highly Advantageous: Project approach is presented clearly, concisely, and professionally, demonstrating the firm's understanding of the project goals, objectives, and design considerations for each of the facility alternatives identified in this RFQ.
2. Advantageous: Project approach is complete, but does not clearly demonstrate the firm's understanding of the project goals, objectives, and design alternatives being considered.
3. Less Advantageous: Project approach is incomplete, but the firm meets the minimum qualifications.
4. Not Advantageous: The firm does not meet the minimum requirements.

4. Selection Process

- a. The Town will evaluate the qualifications proposals submitted based upon the criteria outlined above.
- b. The Town may elect to select a firm based upon the qualifications proposals submitted.
- c. The Town may opt to interview up to three shortlisted firms as part of the evaluation process if it is determined to be in the best interest of the Town.
- d. The Town reserves the right to:
 - i. accept or reject any or all proposals.
 - ii. waive any technical defect, qualification, omission, informality, or irregularity in any proposal received.
 - iii. to amend, modify, or withdraw this Request for Qualifications.
 - iv. to require supplemental statements or information from a responding firm.
 - v. to extend the deadline for responses to this Request for Qualifications; and
 - vi. to waive or correct any irregularities in proposals received.
- e. The scope of services for the conceptual design and planning phase and the professional services agreement will be negotiated with the selected firm.