



March 29, 2023

**Town of Auburn New Hampshire
Griffin Free Public Library
REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGEMENT SERVICES
Library Renovation and Expansion Project**

The Griffin Free Public Library in Auburn, New Hampshire (Library) is seeking a Construction Manager (CM) to aid in the planning and construction of renovations and expansion of the Public Library located at 22 Hooksett Road, Auburn NH. The Library Board of Trustees has contracted with SMP Architecture for the design of the project and intends to engage a qualified Construction Manager for preconstruction and construction services for the duration of this project. Preliminary design drawings are currently being developed and may be shared with the shortlisted firms during the proposal phase of this selection process.

We intend to complete the preliminary design in mid-Summer, issue a schematic set of documents, and work with the selected CM to identify project phasing and develop the construction budget in September 2023. The Library will then begin a Capital campaign and prepare for future warrant articles to be brought to the Town voters. The timeline for funding efforts is undetermined at this time.

Please keep your qualification package brief and specific with a maximum of 20 total pages. Please note that a walk-thru of the current facility or site is not planned for this phase of selection.

The Library requests, at a minimum, the following information in your qualification package:

- Introductory cover letter
- General company information:
 - History, years in business, company structure, and staff
 - Typical project type and size
 - References, 5 Minimum
- Your approach to preconstruction services, estimating and scheduling
- Your approach and consideration to high performance building
- Your approach to working on occupied facilities
- Experience working on historic buildings
- Relevant projects
- Resumes as appropriate

Once received, the Library staff will review the Qualifications packages. Selected firms will be invited for a submission of a fee proposal and interviews.

The anticipated schedule for selecting the Construction Manager:

Issue RFQ	March 30th	
Qualifications Due	April 19 th @ 2pm	
Finalize Shortlist	April 26 th meeting	
Issue RFP	April 28th	
Site Walkthru	Needed?	
Proposals Due	May 26 th @ 2pm	
Review proposals	June 5 th	
Interviews	June 12th	3:00 pm, 4:15 pm, 5:30 pm
Reference Checks	Week of June 12th	
Award	June 19th	

Submissions to be electronic only as a single PDF document via a thumbdrive or by email.

It is the responsibility of the respondent to meet the submission scheduled date as noted below as any submissions returned as “undeliverable” will be considered late and non-responsive. If emailed, a return email receipt will be sent.

For questions or submission, please contact Jason LaCombe:

Email: jlacombe@sheerr.com

Submissions must be received no later than **2 PM on April 19, 2023**