



# TOWN OF CAMPTON

## *Board of Selectmen's Office*

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### **REQUEST FOR PROPOSAL**

#### **ARCHITECTURAL & DESIGN SERVICES**

The Town of Campton requests the services of a qualified firm(s) to provide the Town with architectural services to complete a Schematic Design and Cost Analysis for construction of a new library. The proposed building should have approximately 3500-5000 square feet of useable space.

**PROJECT SUMMARY:** The goal is to provide an attractive facility that supports and enhances a full range of contemporary public library services. High efficiency with low maintenance as well as being cost effective in the application of green technologies is important. A flexible multi-use space configuration when possible can help meet the changing services that are needed by our residents. The one acre property designated for the site of the library is part of a town-owned parcel shared with the current Town Hall. The current Campton Public Library is housed in the Campton Elementary School with access available only when school is not in session.

**PROJECT CHARACTERISTICS:** Design considerations should include: Programming/Event Room adjacent to the Children's Space; Children's Space separate from the Adult Collection Area; Unisex Family Restroom with diaper changing area; Young Adult/Teen Area; Adult Collection Area; Public Computer Stations; Multifunctional Circulation Desk Area; Administrative Office Space for Library Director; Kitchen/Break Room attached to Programming Event Room; Ample Storage/Custodial Space; Adult Reading/Computer Room; A Display Case; Easy access to mechanical/electrical/server locations; ADA compliance and energy efficiency. Storage space of about 250-300 square feet and staff work area could be placed in the basement, second floor, or ell. The structure must meet all applicable New Hampshire and Federal building and safety code requirements including earthquake for this area. Utilities at the site should include a septic system and well.

Proposals must be received **no later than 4:30 PM on February 14, 2022** from interested firms to be eligible for consideration by the Town. Each proposal shall be submitted in a **sealed envelope** which is clearly marked,

#### **RFP - ARCHITECTURAL & DESIGN SERVICES**

Town of Campton  
12 Gearty Way  
Campton, NH 03223

**All proposals received will be considered confidential and are not**

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Tel. 603-726-3223 Fax 603-726-4000  
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**available for public review until after a vendor has been selected.**

The Town reserves the right to reject any or all proposals or any part thereof, to waive any formality, informality, information, and/or errors in the proposal, to accept the proposal considered to be in the best interest of the Town.

**General Submission Requirements:**

The company shall submit three (3) copies and one (1) electronic copy of its proposals outlining its qualifications. Each proposal shall consist of the following:

1. A transmittal letter signed by an official authorized to enter contracts for the firm should refer to this RFP by title and date. It should include the name and number of a contact person for the proposal.
2. Qualifications and Experience
  - a. A brief description of the firm and its various business functions.
  - b. A description of the qualifications and previous experience on similar or related projects including performance history.
  - c. Contact information of three local government agencies for which the firm provides or has provided similar services (agency name, contact individual, mailing address, phone number and email address).

**The company shall submit in a separate sealed envelope a price required to complete the services described in the proposal.**

**Proposed Fees:**

Provide a complete schedule of fees (one-time or recurring) for all services including, but not limited to:

- a. Architectural and Design fee
- b. Other management, administrative, or transaction fees
- c. Are you willing to guarantee your fees for a specific period of time?

The selection process will include the evaluation of each submitting firm's statement of qualifications. The submitting firms will be rated and shortlisted, and interviews will be conducted. The Town will enter into negotiations with the top-rated firm for a fee proposal for trust services. If not mutually agreeable, the Town will entertain entering into a fee

proposal from the second-rated firm and so on until an agreement is reached. The Town reserves the right to discontinue the selection process at any time prior to awarding the contract. There will be no reimbursement to any firm if the selection process is terminated.

This request for Statements of Qualifications does not commit the Town to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services and supplies. Costs incurred for the preparation of the Statements of Qualifications in response to this request shall be the sole responsibility of the firm submitting. The Town reserves the right to reject any or all submittals, to waive technical or legal deficiencies, to cancel this Request in whole or in part, and to accept any submittal that it may deem to be in the best interest of the Town.

The Town of Campton is an equal opportunity employer. All qualified Statements of Qualifications will receive consideration without regard to race, color, religion, creed, age, gender, or national origin.