

University System of New Hampshire

REQUEST FOR QUALIFICATIONS/PROPOSALS

RFQ/P Solicitation No. 6429-0001

December 3, 2008

Project: Term Agreement - Mechanical, Electrical & Plumbing Engineering Services

Owner: University System of New Hampshire

Owner's Agent(s): Diane Cotter, C.P.M.
Senior Contract Officer
USNH Treasurer's Office
27 Concord Rd.
Lee, NH 03861-6624

Owner's Reps:	<u>USNH/GSC</u> Mary Ann Gaal, PhD. Manager – Capital Construction	<u>PSU</u> Ellen Shippee Director of Physical Plant	<u>UNH</u> Dana Peterson Associate University Architect	<u>KSC</u> Chris Cormier Architectural Drafting Specialist
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This page **MUST** be faxed to the USNH Purchasing Office **IMMEDIATELY!**

REQUEST FOR QUALIFICATIONS/PROPOSAL

REGISTRATION FORM

December 3, 2008

RFQ/P: 6429-0001

Due Date & Time: **12/22/2008 at 3:00 p.m.**

Project Description: Term Agreement - Mechanical, Electrical & Plumbing Engineering Services

Returning this form will indicate your intention on submitting a proposal and ensure we have correct information for future correspondence regarding this project. If a mandatory site inspection or meeting is required, proposals from Firms that did not attend will not be considered.

Will Submit ☐

Will Not Submit ☐

If your firm is not submitting a proposal, briefly state why? _____

The Information below applies to:

This RFQ/P only ☐

All RFQ/P ☐

(Please Type/Print Legibly)

Firm

Contact Person

Email

Business Address

Phone

Fax

Please fax this page to: 603/862-3390.

/do

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1. Project Description

The University System of New Hampshire (hereafter referred to as USNH or Owner) representing the University of New Hampshire (UNH), Plymouth State University (PSU), Granite State College (GSC) and Keene State College (KSC) is seeking qualified, professional firms to provide mechanical, electrical & plumbing engineering services as outlined herein for various projects under a term agreement.

GSC, KSC, PSU and UNH occasionally need limited but specific expertise of a full service mechanical, electrical & plumbing engineering firm for a given project.

2. General Information

2.1 Project Scope

2.1.1 Projects at any of the USNH institutions with a primary focus on mechanical, electrical & plumbing engineering services.

2.1.2 Project examples include: MEP design for small renovations, additions, and/or new structures, MEP overhauls and upgrades, repair and renewal projects, and investigation, analysis, and/or troubleshooting problems with electrical and/or plumbing systems.

2.1.3 Services required of the firm(s) may be provided on an as-needed basis in response to either a specific scope of services or on an hourly basis.

2.2 Terms

2.2.1 It is the intent of USNH that the overall contractual agreement(s) resulting from this request for qualifications/proposals will be for five (5) years.

2.2.2 USNH does not guarantee any minimum commitment.

2.3 Expenditure Limits

2.3.1 The maximum cumulative total dollar value of agreements per firm per institution per contract year is limited to \$500,000, regardless of the total number of projects contracted for.

2.3.2 No single project will exceed \$100,000.

3. Project Site(s)

3.1 Keene State College, Keene, NH

3.2 Plymouth State College, Plymouth, NH

3.3 University of New Hampshire, Durham, NH

3.4 Granite State College (various locations throughout the state of New Hampshire)

4. Project Schedules

4.1 Schedules will be developed for individual projects or assignments.

4.2 It is expected that firms selected will provide the requested services in a prompt and timely fashion.

4.3 N.B. - USNH reserves the right to terminate and replace firms deemed unresponsive to any campus's requests.

5. Qualification/Proposal Process and Schedule

5.1 The intent of this process is to ensure that those firms selected have proven capability(ies) to complete projects of the type, size, and complexity noted in ¶2.1 in an effective and efficient manner.

5.2 Submissions are to be submitted on a CD to accommodate electronic imaging and sharing the information with all campuses. Submissions must be received no later than **Monday, 12/22/2008 at 3:00 p.m.**

5.3 Deliver the qualifications/proposals submission packages to:

Diane J. Cotter
University System of New Hampshire
Myers Financial Center
27 Concord Road
Lee, NH 03861-6624

5.3.1 **No faxed submissions will be accepted.**

5.3.2 The name and address of the respondent as well as the project name (Term Agreement - Mechanical, Electrical & Plumbing Engineering Services) and number (6429-0001) should be clearly indicated on the outside of the package, and it should be addressed as indicated above.

5.3.3 Each respondent is solely responsible for the timely delivery of its package by the deadline prescribed. USNH will not be responsible for lack of timely delivery regardless of the reason.

5.4 Questions/Responses

5.4.1 All questions regarding this request for qualifications/proposal should be sent via e-mail to the Owner's Agent at diane.cotter@usnh.edu or via fax to 603-862-0909. All questions must be received by noon on 12/9/2008. Questions sent via e-mail must have this entry in the subject line: Question re: 6429-0001; Term Agreement – MEP Engineering Services.

5.4.2 Responses will be issued in the form of addenda. All addenda are published on the web at <http://www.unh.edu/purchasing/bid-docs.html>. **It is the responsibility of the firm to check the web site prior to the due date to verify receipt of all required documentation.**

5.5 All qualifications/proposals will be evaluated and respondents will be notified in writing on or about the week of 01/19/2009 of USNH's decision.

6. Additional Information

6.1 Acceptance of Submissions: USNH reserves the right to accept or reject any or all submissions received as a result of this solicitation, to waive minor irregularities, or to negotiate with any respondent, in any manner necessary, to serve the best interests of USNH.

6.2 Incurred Expenses: Any costs incurred by the respondent in preparing and submitting a response to this RFQ/P will be the sole responsibility of the respondent and will not be reimbursed by USNH.

6.3 Economy of Preparation: Submission packages should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of this solicitation.

6.4 Discrepancies and Clarifications: USNH reserves the right to request clarification of any aspect of the materials received or to request further information that might be required to adequately evaluate credentials and qualifications.

7. Contract

- 7.1 USNH uses a non-negotiable standard form of agreement which is based upon the AIA B141. This document is available for review at the following web site: <http://www.unh.edu/purchasing/forms.html>, in the Other Forms section.

8. Qualifications/Proposal – Submittal Requirements

- 8.1 Each submission should address all sections of this RFQ/P. The submission must be in sufficient detail to allow the evaluation committee the ability to evaluate the submission.
- 8.2 Provide the following information in a tabbed format:
- 8.2.1 Fully completed and executed Document 00420 Statement of Qualifications. Submittal must include all attachments referenced therein.
- 8.2.2 Fully completed Attachment #1 Project Data Form for examples of at least three projects (one each mechanical, electrical and plumbing), preferably in a college or university setting of successfully completed projects similar in size and scope to the potential projects that will be done under this term agreement.
- 8.2.3 Describe how your firm proposes to provide the services required considering that most of the work will be for modestly-sized and limited scope projects requiring quick responses/solutions.
- 8.2.4 List the number and type of employees (e.g., licensed professionals, office staff, technical support staff, etc.). Provide qualifications of the staff your firm is proposing who will work on the various projects--note the degree to which the skills and experience of the individuals proposed will contribute to the overall success of the project(s). List all specific skills and areas of expertise your firm can offer under this term agreement.
- 8.2.5 Hourly labor rates for 2009; also note any projected increases (in percentages) for 2010.
- 8.2.6 Location of office from which most services will be provided.
- 8.2.7 Any additional information that the submitting firm believes will further show project experience relevant to the proposed project(s). Note any plans for growth and/or upgrades in technology.

9. Evaluation Methodology

- 9.1 Based on the responses contained in the submission documents outlined above, USNH will conduct a comparative evaluation to select the firms most qualified to perform the anticipated projects. It is anticipated that the information provided in items 11 and 12 in the Statement of Qualifications and the responses provided to paragraphs 8.2.2, 8.2.3, 8.2.4 and 8.2.5, above, will be weighted more heavily in the evaluation process than will the other responses provided.
- 9.2 USNH's decisions with regard to the pre-qualification of firms will be final.
- 9.3 Providing incorrect or misleading statements or failure to provide all requested information is cause for rejection of the submittal.

END OF DOCUMENT

DOCUMENT 00420 – STATEMENT OF QUALIFICATIONS (4 Pages)

1. Business Name: _____
2. Name, Addresses and Telephone Numbers (800 if available) for:
 - a. Address and Phone/Fax Number of Principal Place of Business:

 - b. List Project Manager or Sales Representative and phone number:
Name: _____ Phone: _____
E-mail address: _____
 - c. Quotation Department Phone Number:

 - d. Order Placement Phone Number:

 - e. Accounts Receivable Phone Number:

3. Federal ID/SSN Number: _____
4. Registration with the NH Secretary of State (<http://www.sos.nh.gov/corporate/index.html>):
☐ New Hampshire business entity – **Attach a current certificate of existence** (ref. NH-RSA 293-A:1.28).
☐ Non-New Hampshire business entity – **Attach a current certificate of authority to transact business in the State of New Hampshire**. Note that NH-RSA 293-A:15.01 prohibits foreign business entities from transacting business in the State of New Hampshire, without first obtaining a certificate of authority from the secretary of state.
5. Not used for this project.
6. Doing Business as:
Contractor ____ Manufacturer ____ Wholesaler ____ Distributor ____ Dealer ____
Individual ____ Partnership ____ Corporation ____ in State of _____
7. Year Organized: _____
8. Number of years engaged in this business under the present business name: _____
If now or formerly in business under another name, supply details:

9. Not used for this project.
10. Total dollar value in projects your firm completed in the last five years:
2008_____; 2007_____; 2006_____; 2005_____; 2004_____
11. List all major current projects. Include name of project, owner, contract amount, percent complete, and scheduled completion date. Attach separate sheet if necessary.
- _____
- _____
- _____
- _____
- _____
- _____
12. List any projects completed for the University System of New Hampshire within the last five years. Include name, final contract amount, completion date, and name of owner representative. Attach separate sheet if necessary.
- _____
- _____
- _____
- _____
- _____
- _____
13. Has this business ever defaulted on a contract or failed to complete any project awarded to it?
☐ Yes ☐ No If so, state the circumstances in an attachment.
14. Has this business or any principal or officer of this business ever been disqualified or precluded from proposing?
☐ Yes ☐ No If so, state the circumstances in an attachment.
15. Has this business ever had liquidated damages or other contract penalties assessed to it?
☐ Yes ☐ No If so, state the circumstances in an attachment.
16. Are there any Structural or criminal judgments, claims, arbitration proceedings, or suits pending or outstanding against this business or any of its principals or officers?
☐ Yes ☐ No If so, state the circumstances in an attachment.
17. Has this business filed any lawsuits or requested arbitration with regard to construction contracts within the last five years? ☐ Yes ☐ No If so, state the circumstances in an attachment.
18. List the key personnel of this business proposed to, or likely to, work on this project including Principal-In-Charge, Project Manager, and other prominent field crew and office personnel. **Attach the resumes of all listed personnel, complete with qualifications. May be submitted as requirement ¶8.2.4 in the RFQ/P document.**

<u>Name</u>	<u>Position</u>
_____	, Principal-In-Charge
_____	, Project Director
_____	, Project Manager
_____	, Project Engineer
_____	, _____
_____	, _____
_____	, _____
_____	, _____

19. Trade References and Phone Numbers:

20. List banks and phone numbers with which your firm does business. Do you grant permission to a responsible USNH Administrator to contact these banks?
☐ Yes ☐ No

21. Number of full-time employees: _____ AA/EEO Employer? _____

22. Does your Concern meet any of the following US Government criteria?

- a. _____ Minority Enterprise Concern. A minority enterprise is one that is at least fifty percent owned by minority group members, or in the case of publicly owned businesses at least fifty-one percent of the stock is owned by minority group members. (If checked, indicate ethnic group below.)
- | | |
|---|-------------------------|
| _____ Black American (not of Hispanic origin) | _____ Asian American |
| _____ American Indian/Alaskan Native | _____ Hispanic American |
- b. _____ Women Owned and Operated Concern. A business that, regardless of ethnic background, is at least fifty percent owned by women members, or in the case of publicly-owned businesses at least fifty-one percent of the stock is owned by women.

- c. _____ Small Business Concern. A business independently owned and operated, not dominant in its field and meets employment and/or sales standards developed by the Small Business Administration.
- d. _____ Labor Surplus Area Concern. A business located in an area (designated by the US Government, Department of Labor) in which unemployment exceeds the national average.

23. **No financial statements are required to be submitted with your qualifications.** However, prior to an award, the university may request financial statements from your firm, credit reports and letters from your bank and suppliers. If requested, and your firm does not comply with the request, this may be grounds for rejection of your submission.

Financial statements are considered confidential by the USNH Purchasing and Contract Services Office and will be destroyed when said documents are no longer required.

DEBARMENT: The firm certifies, by submitting this Statement of Qualifications, that neither it nor its principals are presently debarred, suspended, proposed for debarment, have been declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the firm cannot certify this statement, attach a written explanation for review by the University.

I hereby certify the above information to be correct and authorize the University of New Hampshire to investigate all facts contained therein, including facility visitation.

Dated at _____ this _____ day of _____, _____.

Name of Organization

By: _____

Title: _____

State of _____

County of _____

_____, being duly sworn, deposes and says that he

is _____ of _____ and that the
(Title) (Name of Organization)

answers to the foregoing questions and all statements contained therein are true and correct.

Sworn to before me this _____ day of _____, _____.

Notary Public

My commission expires _____.

END OF DOCUMENT

ATTACHMENT 1 – PROJECT DATA FORM (2 Pages)

MEP Firm: _____

Project Name: _____

Project Address: _____

Owner's Name: _____

Owner's Address: _____

Owner's Contact: _____ Phone Number: _____

Architect of Record:

Architect's Address: _____

Architect's Contact: _____ Phone Number: _____

Contractor of Record:

Contractor's Address: _____

Contractor's Contact: _____ Phone Number: _____

1. Project Description (Note: ____ Mechanical Example; ____ Electrical Example; ____ Plumbing Example):

2. Construction Costs (if known; otherwise, list MEP fees—note which is being cited)

Original Contract Amount: \$_____

Change Order Total: \$_____

Final Contract Amount: \$

If change order total exceeds 5% of the original contract amount, please explain:

3. Project Complexity Attach additional page(s) if needed.

4. Project Schedule: Required/Contracted Construction Duration: _____
 Notice to Proceed Date: _____
 Date of Substantial Completion: _____
 Date of Final Completion (final payment): _____

5. List MEP firm’s personnel (name/title) who worked on project; note whether these individuals will be available for work on USNH projects under this agreement.

6. Additional Comments/Information: In addition to filling out this form completely, please feel free to attach other project information hereto.