



November 19, 2020

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

The Goffstown Public Library in Goffstown, 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 2 High Street, Goffstown NH. The Library Board of Trustees has contracted with McFarland-Johnson, Inc. and SMP Architecture (Team) 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. Schematic design drawings are currently being developed and will be shared with the shortlisted firms during the proposal phase of this selection process.

The Team intends to complete the Schematic Design in mid-December and work with the selected CM to identify project phasing and develop the construction budget by end of January 2021. The Team will then seek funding from the Town for construction documents. If funding is approved in March 2021, design and engineering will commence with the intent to bid the project in November and prepare for a construction bond article in 2022.

Given the funding mechanism and time frame the Library will be asking the selected CM to provide initial budgeting, meeting attendance, and other related services at risk. The extent of which will be further clarified in the proposal phase of this selection process.

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 of the Project Manager and Superintendent that would be assigned for the project

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 Team’s anticipated schedule for selecting the Construction Manager:

Issue RFQ	11/20	
Qualifications Due	12/1	
Finalize Shortlist	12/4	
Issue RFP	12/7	
Proposals Due	12/22	
Interviews	12/29	Tentatively: 1 pm, 2:15 pm, 3:30 pm
Reference Checks	Ongoing	
Award	1/5/21	

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 Fred Mock or Jason LaCombe:  
 Email: [fmock@mjinc.com](mailto:fmock@mjinc.com); [jlacombe@sheerr.com](mailto:jlacombe@sheerr.com)

Submissions must be received no later than **2 PM on December 1, 2020**