

REQUEST FOR QUALIFICATIONS  
CONSTRUCTION MANAGEMENT SERVICES  
GRANITE STATE ADAPTIVE EQUESTRIAN FACILITY  
WOLFEBORO, NH

RFQ CM SERVICES FOR GSA STRIDES PROJECT  
DUE 5:00 PM – Friday May 24, 2024



[gsadaptivesports.org](http://gsadaptivesports.org)

CONSTRUCTION MANAGEMENT SERVICES  
ADAPTIVE EQUESTRIAN FACILITY  
WOLFEBORO, NH

Granite State Adaptive, a NH 501(c)3, is requesting Statements of Qualifications and Proposals from construction management firms for CM services related to the construction management of a new build agricultural therapeutic equestrian facility at 5 Jennifer Circle Wolfeboro, NH. Statements of Qualifications labeled "RFQ CM SERVICES GSA STRIDES PROJECT" shall be received by Granite State Adaptive electronically at [gsa@gsadaptivesports.org](mailto:gsa@gsadaptivesports.org) and mailed to Granite State Adaptive P.O. Box 24 Mirror Lake, NH 03853 by 5:00 pm May 24, 2024.

**INTRODUCTION:**

Granite State Adaptive (GSA) is a year-round adaptive sports program in New Hampshire. GSA provides adaptive snow sports, equine-assisted activities, adaptive cycling and virtual programming. Targeted outreach is conducted toward physically and developmentally disabled youth and adults, disabled Veterans, and at-risk youth. GSA has a robust volunteer population.

**The Vision** of Granite State Adaptive: an accessible world where communities support individuals, regardless of ability, to reach their full potential.

**The Mission** of Granite State Adaptive: Empowering individuals, especially those with disabilities, at-risk youth and Veterans, to develop independence, confidence, life skills and fitness through adaptive sports, therapy, training and recreation –sustained by community engagement.

GSA programs are for the entire community. GSA removes barriers to participation and offers programs for all ages and all abilities. GSA staff and volunteers receive specialized training to support a variety of individuals.

In November 2022, GSA purchased a 25-acre property at 5 Jennifer Circle, Wolfeboro, NH. Architectural and civil engineering services have been ongoing to ensure readiness for the project and grant proposals. The Town of Wolfeboro Planning Board and Zoning Boards have approved the site plan and special exception for this project. An energy charette is in process.

Granite State Adaptive was awarded a \$1,000,000 Catalyst Program Grant by the Northern Border Regional Commission (NBRC) in August of 2023. GSA received a \$1,000,00 match for this grant in August 2023. "The Catalyst Program is designed to stimulate economic growth and inspire partnerships that improve rural economic vitality across the four-state NBRC region. Catalyst Program investments support a wide variety of economic development projects that include but are not limited to infrastructure, workforce development, outdoor recreation, and childcare. Funding for

this program comes from the Commission's core appropriations and the Bipartisan Infrastructure Law." NBRC Compliance Manual 2023

This funding is a federal and state partnership and is subject to compliance with the Northern Border Regional Commission Compliance Manual, NH CDFR Community Facilities Investment Program, applicable state/local regulations, and government-wide regulations contained in 2 CFR 200 317-326 govern procurement.

Minority and women-owned businesses are encouraged to submit proposals for consideration.

The Code of Conduct includes no personal conflict and therefore the Construction Management firm chosen will not be permitted to bid on the construction aspect of the project.

#### **REQUESTED SERVICES:**

Granite State Adaptive is seeking a Construction Management firm to perform services including:

- Work collaboratively with GSA Leadership to ensure best outcome of STRIDES Project.
- Review of bid documents to identify errors and omissions which could result in change orders.
- Evaluation of bids
- Preparation of DD and CD level cost estimates.
- Develop and monitor a total project budget in coordination with GSA.
- Make value engineering recommendations as appropriate to the level of documentation.
- Preparation of a baseline project schedule including all project related activities.
- On-site supervision of projects as needed.
- Manage and oversee all aspects of the project to ensure it is completed on time and within budget.
- Manage scope, cost, schedule, internal staffing and outside vendors, and contractual deliverables.
- Work with contracted professionals to develop, design, and implement project plans.
- Prepare project status reports for GSA management and work to ensure plans adhere to program requirements.
- Communicate directly with contractors/designers/architects concerning project cost, staffing, and scheduling.
- Ensure that project milestones/goals are met and adhere to approved budgets.
- Provide administrative and logistical support including meeting arrangement, progress tracking, and documentation.

- Assist in the development of requests for qualifications, review and approval of submitted proposals for services.
- Coordinate owner furnished items such as internet cabling, furniture, alarm systems, telephone and other items not part of the base bid.

Granite State Adaptive estimates the construction budget for the STRIDES project to be \$3,000,000.

**SCHEDULE:**

Granite State Adaptive is looking to begin construction during the 2024 building season.

The GSA. Board of Directors and Construction Committee is seeking qualified Construction Managers to submit proposals for this project. Contractor selection will be a Qualification Based Selection (QBS) process. Upon receipt of submittals G.S.A will schedule interviews of qualified candidates, and upon completion of interviews, select a candidate for the project.GSA reserves its rights to reject all proposals if no acceptable submissions are received.

Proposals will be accepted until 5:00 pm May 24, 2024. Both printed and electronic copies of your Statement of Qualifications should be mailed/emailed to:

Granite State Adaptive  
P.O. Box 24  
Mirror Lake, NH 03853  
Attn: Jennifer Fraser Executive Director

[gsa@gsadaptivesports.org](mailto:gsa@gsadaptivesports.org)

**PROJECT SCHEDULE:**

The following is a projected schedule for this project and is subject to revision by the G.S.A. Executive Director and in agreement with parties involved.

- RFQ published for response: [04/24/2024]
- Site Visit [05/09/2024]
- Deadline for questions: [05/17/2024]
- Proposal due: [05/24/2024]
- Interviews conducted: [TBD]
- Construction Manager Selection: Subject to Full Notice to Proceed from NBRC

- Project cost estimate due: [TBD]
- Estimated project completion: [8/31/2025]

### **INDEMNIFICATION:**

To the fullest extent permitted by law, the Construction Manager shall protect, indemnify, save, defend and hold harmless the Owner and its officials, agents, volunteers and employees from and against any and all liabilities, obligations, claims, demands, damages, penalties, causes of action, loss of services, compensation, costs and expenses, including but not limited to reasonable attorney and paralegal fees, which the Owner and its officials, agents, volunteers and employees may become obligated by reason of any accident, bodily injury, death of a person or loss of or damage to tangible property, which may in any way arise directly or indirectly in connection with or out of the services performed by Construction Manager or anyone directly or indirectly employed by Construction Manager or any other person or company retained in any way to carry on all or any portion of the services necessary to abide by the terms of the Agreement, including but not limited to any negligent, intentional, or wrongful act or omission by the Construction Manager or its officers, employees, or agents.

### **INSURANCE REQUIREMENTS:**

Prior to commencing work, the Construction Manager shall demonstrate that it and its subcontractors or consultants, if any, carry:

**Comprehensive General Liability:** Construction Manager carries a general liability policy with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, as well as completed operations coverage applicable to the work performed under this Contract. The general liability policy must also contain contractual liability coverage applicable to the contractual indemnification obligation set forth in the contract agreement.

**Motor Vehicle Liability:** Construction Manager carries automobile insurance covering Construction Manager-owned and non-owned vehicles used by the Construction Manager with policy limits of not less than \$1,000,000 per claim and in the aggregate.

**Workers' Compensation:** Construction Manager shall provide proof of workers' compensation insurance that meets State of New Hampshire required limits. The Construction Manager's workers' compensation coverage must waive subrogation against Granite State Adaptive and its officials, agents, volunteers and employees.

The Construction Manager will furnish to Granite State Adaptive a **Certificate of Insurance** and an endorsement prior to executing the Contract or commencing work, demonstrating that Granite State Adaptive and its officials, agents, volunteers and

employees are named as an additional insured on the general liability and automobile liability insurance coverage. Granite State Adaptive shall not be required to insure the Construction Manager, any subcontractor, or any professional service provider.

A 30-day notice is required for cancellation and/or material change of coverage sent directly to Granite State Adaptive PO Box 24 Mirror Lake, NH 03853.

**SPECIAL CONSIDERATIONS:**

Granite State Adaptive (GSA) reserves the right to make an award in whole, or in part, and to accept or reject any and all proposals or parts thereof, which it deems to be in the best interest of Granite State Adaptive and to waive any bid formality.

Engagement of the CM is subject to Final Notice to Proceed authorization by the NBRC.

The Proposer shall sign the proposal correctly and proposals may be rejected if they show omission, alterations of form, additions not called for, conditional proposals or any irregularities of any kind.

Proposers are expected to be thoroughly familiar and comply with applicable laws, rules and regulations pertaining to the work required as part of this project, including but not limited to federal and state laws regarding worker safety, life safety, building codes, and licensing requirements.

Proposers shall assume all costs and expenses associated with the preparation and submission of a proposal.

No provider of services under this RFQ shall discriminate against any employee, applicant for employment, or recipient of services on the basis of veteran status, race, religion, color, gender, sexual orientation, age, disability, or national origin.

Sincerely,

Jennifer Fraser  
Executive Director  
Granite State Adaptive

**REQUESTS AND QUESTIONS:**

Requests for electronic files should be directed to Jennifer Fraser Executive Director:  
[gsa@gsadaptivesports.org](mailto:gsa@gsadaptivesports.org) 603-387-1167

Any questions about this RFQ must be submitted via email to Jennifer Fraser Executive Director: [gsa@gsadaptivesports.org](mailto:gsa@gsadaptivesports.org) 603-387-1167

Questions will be answered in an addendum. The addendum will be provided to all firms who contact GSA and request to be put on an email list to receive the

Please email [gsa@gsadaptivesports.org](mailto:gsa@gsadaptivesports.org) to ask a question and to be put on the email list to receive responses.

**SELECTION:**

\*Selection of Construction Manager will be Subject to Full Notice to Proceed from NBRC

General Instructions and Requirements for Proposals:

A. Specifications:

Granite State Adaptive seeks the services of a qualified construction manager from construction management firms for CM services related to the construction management of a new build agricultural therapeutic equestrian facility at 5 Jennifer Circle Wolfeboro, NH. GSA will build a state of the art, accessible facility that will include a barn, meeting spaces, indoor arena, and composting system. GSA will incorporate design principles in the site plan as well as the design of the facility to maximize energy efficiency. Using passive design techniques GSA will maximize natural lighting and air movement for ventilation and cooling. The roof will be engineered to accommodate solar panels. Sustainable and eco-friendly materials will be used where possible.

B. Minimum Criteria:

Each firm must demonstrate that it meets the following minimum criteria:

Firms must be licensed as applicable in the State of New Hampshire

Firms must demonstrate experience with construction management of similar scale projects.

Firms must demonstrate ability to meet construction schedules.

Firms must demonstrate financial stability.

Firms must demonstrate ability to comply with Northern Border Regional Commission Compliance Manual, NH CDFA Community Facilities Program, procurement regulations contained in 2 CFR 200, and applicable state/local regulations.

C. Submission Requirements

It shall be the sole responsibility of the submitter to ensure that the submittal is received on time. Proposals will be accepted until May 24, 2024. Submittals must be signed by the respondent.

Both printed and electronic (bookmarked pdf) copies of your Statement of Qualifications should be mailed/emailed to:

Granite State Adaptive  
P.O. Box 24  
Mirror Lake, NH 03853  
Attn: Jennifer Fraser Executive Director  
[gsa@gsadaptivesports.org](mailto:gsa@gsadaptivesports.org)

Submittals must be clearly marked:



RFQ CM SERVICES GSA STRIDES PROJECT  
followed by the submitter's name.

Submittals received after the deadline will not be considered and will be returned to the respondent. It is the sole responsibility of each respondent to ensure that their submission arrives at the specific location prior to the deadline.

Please provide the following information in enough detail to clearly describe the proven ability to complete this proposed project in a timely and thorough manner. At a minimum, proposals should include:

- **Cover Letter**
- **Firm Profile:** Provide pertinent information concerning the background, experience, financial stability, and reputation of the firm.
- **Client Knowledge:** demonstrate an understanding and familiarity with mission of Granite State Adaptive and this project.
- **Project Understanding:** Demonstrate an understanding of the project scope and an ability to manage complex scopes, schedules, and budgets. Demonstrate an ability to adapt to project difficulties and unknowns.
- **Scope of Services:** Highlight major tasks.
- **Project timeline:** Indicate anticipated start date and start, finish, key milestones for major tasks.
- **Key Staff Members:** Provide staffing information on key players for the company, including current project roles, experience, and resumes of individuals that will be assigned to this project. Staff assigned shall not be replaced without written approval of GSA.
- **Experience:** Provide history of prior projects with a brief description of where similar or related work was performed.
- **References:** Provide three (3) references, at a minimum, that will be checked. References should be projects performed of similar scope and shall include date, location, and budget of project as well as name and phone number of contact person. Information shall include contract duration with dates, services performed, and contracting agency name, address, and telephone number for verification purposes. References should be able to describe the firm's responsiveness, quality of work, and ability to complete projects in a timely and orderly manner.
- **Cost:** Include proposed fees to provide construction management services to accomplish the scope of services as outlined in the RFP and reviewed at the mandatory site visit. Provide CM fee based on \$3.0M construction costs.

After consideration of the qualification submissions, the Granite State Adaptive (GSA) team will narrow a list to potential firms to be considered for interview. An evaluation of each qualified proposal will be reviewed by the designated GSA team.

Final selection will be based upon qualifications and experience. Fees associated with services will be part of this consideration however the selection will be based upon all factors with weight given to qualifications and experience.

D. Evaluation Criteria:

Proposals will be evaluated on the following criteria:

- Company Background Material 5%
- Company Experience 15%
- Key Staff Members Experience 20%
- Local Knowledge 5%
- Quality of Proposals/Ability to perform 20%
- References 15%
- Cost 20%

NOTICE: Information provided in these specifications is to be used only for the purpose of preparing a proposal detailing costs and services provided to Granite State Adaptive. It is expected that each Proposer will read these specifications with care. Failure to meet certain conditions may invalidate proposals. The information contained herein is believed to be accurate but should not be considered as warranted in anyway. Questions or requests for additional information should be directed to Jennifer Fraser [gsa@gsadaptivesports.org](mailto:gsa@gsadaptivesports.org).

E. Selection/Engagement of CM:

\*Selection of Construction Manager will be Subject to Full Notice to Proceed from NBRC