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**New STRIDES Facility  
Wolfeboro, NH  
Request for Proposals**

**Construction Management Services for Construction of new Equestrian Facilities at 5 Jennifer Lane in Wolfeboro, NH**

**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. GSA has been working with Blackburn Architects and Horizon Engineering and its consultants to develop plans for sitework and construction. A copy of the recent drawings is included in Attachment 1. The total budget for the construction work is approximately \$3 million and it is anticipated that the work will commence in the Summer of 2024 and be complete in about a year.

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 \$1,000,000 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 CDFA 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.

GSA issues this request for proposal (“RFP”) for a qualified Construction Management Firm (the “CM”) to serve as the owner’s constructor and provide construction project management services during the design and construction of the project. The successful CM will serve as the owner’s constructor and provide construction project management services (the “Services”) during the design and construction of the Project. GSA reserves the right to continue engagement with the CM in subsequent phases or to engage a new firm.

Granite State Adaptive will be accepting Proposals in response to this RFP through June 28, until 4:00 PM from qualified Construction Management firms to provide comprehensive construction services for construction of the Strides Facility. The proposal must be sent to Jennifer Fraser, Executive Director in PDF format; [gsa@gsadaptivesports.org](mailto:gsa@gsadaptivesports.org). GSA reserves the right to reject any or all proposals where the best interests of the organization would not be served. Interviews may be conducted as a part of the evaluation process at no cost to GSA. If you have any questions or need assistance please contact Jennifer Fraser at [gsa@gsadaptivesports.org](mailto:gsa@gsadaptivesports.org).

### **Scope of Services:**

The Construction Manager's responsibilities shall include all professional services consistent with the industry accepted roles of a construction manager. They shall include, but not be limited to:

- Working with the Architect and Owner Team in the pre-construction phase to review final plans; such efforts to include recommendations for design improvements and cost savings;
- Establishing a guaranteed maximum price for the construction phase with the Owner, and employing cost control management to stay within the GMP;
- Providing cost estimating, such estimating to be accomplished without creating obligations to prospective subcontractors;
- Providing construction sub-bidding services, recommending subcontractors and vendors, and contracting with such subcontractors and vendors;
- Work with the Town to obtain a Building Permit and any other required permits;
- Work with the Owner to develop a Phasing plan and cost-effective approach to project delivery.
- Ensuring compliance with Special Provisions as required by key project funders including the US Government (Northern Border Commission, NHCDFA), State of New Hampshire and to work with the Owner to utilize donated materials and services.
- Providing Project scheduling, including but not limited to all preconstruction and construction activities as well as coordinating the schedules related to services, equipment and furniture and technology systems as provided by others;
- Providing complete construction phase management, coordination, inspection, supervision, safety and quality control services including on-site supervision, management of the subcontractors and all related work in accordance with industry standards;
- Recordkeeping and accounting;
- Attending meetings with the Owner representative(s) and/or Architect as necessary, throughout the design and construction processes;
- Maintaining and distributing minutes of all meetings with the Owner and Architect in a timely manner;
- Monthly reports detailing activities completed and updated cash flow projections.
- Work cooperatively with Owner's direct vendors for Furniture and equipment, tele/data, alarms and related work that falls outside the CM scope.
- Work with the Town to obtain a Certificate of Occupancy no later than August 31,, 2025
- Close out the project efficiently including all punch list items.

### **Deliverables:**

The Construction Manager Team's responsibilities shall include all professional services consistent with the industry accepted roles of a Construction Manager working under the

A133CMc contract and associated General Conditions. All work is subject to compliance with the Northern Border regional Commission Compliance Manual, NH CDFA Community Facilities Investment Program, procurement regulations contained in 2 CFR 200. The deliverables shall include, but not be limited to:

- Work with the Architect and Building Committee to develop a project budget for Fundraising needs. The Architect will provide Drawings for CM's use in estimating.
- Work with the Architect and Owner to confirm scope alignment with Owner's Project Requirements, as well as to confirm Project budget.
- Provide a design development and construction schedule which clearly identifies all major necessary tasks, design milestones and necessary Owner inputs within 4 weeks of award of contract.
- Attend all necessary meetings and be responsible for all duties normally associated with contract administration in a timely and efficient manner so as not to hinder the progress of the project.
- Maintain and distribute minutes of all design and construction meetings with the Owner and Owner's Project Manager in a timely manner.
- Provide a monthly report detailing all activity with expenditures to date and projected cash flow.
- Close out documentation including obtaining certificates of occupancy, warranties and as-built documents

**Qualifications:**

All firms or individuals submitting a proposal must be a business in good standing in the State of New Hampshire and have demonstrated experience with similar projects.

**Required Proposal Components:**

*Organizational Background:* Proposals shall include a description of the applicant's ability to meet the requirements of this RFP, a description of prior experience in relevant areas, resume of all staff involved in the proposed work and any subcontractors that may be necessary.

*Budget:* Proposals shall include a proposed CM Fee, associated General Conditions/General Requirements and a labor rate schedule.

*Timeline:* A timeline for the project showing each major task, event, and the decision points shall be included along with a proposed construction duration.

*References:* Please supply three references, for projects of similar type and scale, that can speak to your quality of work, including telephone numbers.

**Selection Criteria:**

The Owner will review all submitted proposals. After reviewing all proposals, the Owner may, at their discretion, conduct interviews with a limited number of applicants(s). Applicants who are granted interviews will be contacted by the Owner with the date, time and location of the interview.

Proposals will be evaluated based on the following criteria:

- Construction management experience with projects of similar size and complexity.
- Reputation for effective construction management services with established internal policies and procedures.
- It is the Owner's intention that all work be competitively sub-bid to qualified subcontractors. Describe the firm's experience and proposed method for dealing with bidding. Identify any work that the firm anticipates being performed by the firm's own work forces. (Provide Labor rate schedule).
- History of effective schedule and budget management for projects of similar scale and complexity.
- Professional qualifications of individuals assigned to the Project.
- Current work schedule availability.
- Willingness and ability to work with the Owner's preferred Contractor(s) and/or Vendor(s).
- In addition, the following criteria will be considered:
  - Construction Manager's fees and costs;
  - Estimated Project General Conditions;
  - Preliminary Project Schedule;
  - Such other criteria as may be in the Owner's interest;

### **Insurance Requirements**

The Owner will require the selected firm to provide a certificate of insurance confirming \$2,000,000 coverage each for general liability, automobile liability and professional liability. The Owner must be named as an additional insured on all insurance policies

### **Proposed Site Walk:**

We propose to assemble the group for a site tour June 20 at 1:00 PM at 5 Jennifer Circle, Wolfeboro, NH. Please confirm availability.

### **Proposal Submission:**

Electronic proposals are encouraged and may be submitted to Jennifer Fraser, Executive Director ([gsa@gsadaptivesports.org](mailto:gsa@gsadaptivesports.org)). Applicants submitting proposals by mail should allow adequate time to ensure receipt of their proposal by the deadline. Mailed proposals may be sent to PO Box 24 Mirror Lake, NH 03853. Submission deadline is June 28, 2024.