



PO Box 1666  
Nashua, NH 03061

[www.courtstreettheatre.org](http://www.courtstreettheatre.org)

## REQUEST FOR QUALIFICATIONS

The Friends of Court Street Theatres (FOCST) seeks to secure the services of an architect for various renovations and improvements at the location in Nashua: 14 Court Street.

### I. THE PROJECTS:

- A. Projects to be done are listed on Attachment A (dated 03/10/08). Funding is to become available for Priority 1 projects. Other projects will proceed if and when funding becomes available; however, the Friends of Court Street Theatre makes no guarantees as to whether or when funding will become available.

### II. AGREEMENT AND SCOPE:

- A. Methodology: The Friends of Court Street Theatre seeks to secure the services of a qualified architect for a period of three years. During such contract period, The Friends of Court Street Theatre intends to award all funded projects to said architect. However, the Friends of Court Street Theatre does not guarantee that all projects will be awarded, and reserves the right to secure the services of other professionals should it determine it is in its best interest to do so. Contract period may be extended by an additional three years, if mutually acceptable to the parties. For each three-year contract period, fees for services shall not exceed a total of \$50,000.00 (Fifty Thousand Dollars), except under extraordinary circumstances and by majority vote approval of The Friends of Court Street Theatre Board of Directors.
- B. Scope of Services will include architectural design and related engineering. As appropriate to the individual projects, these services may

include:

1. Inspection, evaluation and report of conditions;
2. Code compliance evaluation and report;
3. Preliminary design, or Schematic Design and Design Development;
4. Construction documents;
5. Construction Contract Bid or Negotiation Services;
6. Construction Phase Administration;
7. Construction Cost Estimates.

III. **QUALIFICATIONS:** Consideration will be given to individuals and firms who meet or exceed the following criteria:

- A. Experience with similar projects: Individuals and firms with specific and considerable experience with renovation and capital improvements projects of similar size and scope to those listed on Attachment A will be given priority consideration. Experience with the scope of services described in II.B (above) is required. Experience with historically significant buildings, educational facilities as well as performing/visual arts are desirable.
- B. Experience with public bid and public funding: Experience with publicly bid projects is required. Experience with projects funded by Community Development Block Grants (CDBG) and other public sources are highly desirable.
- C. Proximity to Project and Community Involvement:
  1. Individuals and firms within the general vicinity of the projects, and especially local individuals and firms, will be given priority consideration.
  2. Personal and/or professional ties to the community, and a history of community involvement, are highly desirable.
- D. Qualifications of Personnel:
  1. Architect: Person in charge, and in practical control, of the project shall be licensed, in good standing, to practice Architecture in New Hampshire. Licensed Architect shall supervise all staff and consultants performing work on the project. Other personnel on Architect's

staff shall be qualified to provide services and perform tasks necessary for the project.

2. Consultants: Architect shall have ongoing working relationships with consulting professionals needed for the projects, including but not limited to: civil engineer, structural engineer, mechanical engineer, electrical engineer, and fire protection engineer. Also desirable are working relationships with design specialists, including but not limited to: forensic specialist, specifications writer, landscape architect, and interior designer.

- E. Competitive Fees: Architect and architect's consultants' fees shall be at or below market competitive rates.

#### IV. SUBMISSION REQUIREMENTS:

- A. Interested individuals and firms may reply in writing to this request not later than **C.O.B. Tuesday, 15 April 2008**. Submit responses in a sealed envelope marked "Response to RFQ - Architectural" to:
  - Building Committee, Friends of Court Street Theatre, P.O. BOX 1666, Nashua NH 03061
  - Facsimile and electronic submissions will not be accepted. Submissions received later than the stated date and time will not be considered.
- B. Response shall include one (1) original plus four (4) copies of:
  1. Letter to express interest and ability to provide Services described above;
  2. Description and demonstration of ability and means to meet the Qualifications described in Part III above, including a list of preferred consulting professionals;
  3. Fee Schedule, including consultants' fees (either by rate or by cost x stated multiplier), and schedule of reimbursable expenses x stated multiplier.
- C. Questions regarding this solicitation may be addressed in writing to:
  - Building Committee, Friends of Court Street Theatre, P.O. BOX 1666, Nashua NH 03061.

**V. REVIEW PROCESS:**

- A. Equal Opportunity: The Friends of Court Street Theatre is an Equal Opportunity Employer. Consideration will be given to responses without regard to race, color, creed, religion, ancestry, national origin, age, sex, marital status, physical disability, or mental disability.
- B. Short List: Building Committee will review all submissions shortly after receipt and will short-list to a maximum of five candidates.
- C. Interview: Short-listed candidates will be interviewed by Building Committee to determine final selection. Interviews will be scheduled as soon as reasonably and mutually possible.
- D. Friends of Court Street Theatre expects to proceed with contract execution immediately following final selection of architect.

**Attachments:**

A: The Friends of Court Street Theatre – Capital Improvements; 14 Court Street; Projects to be done; 03/10/08.

