



# CITY OF FRANKLIN, NEW HAMPSHIRE

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316 Central Street  
Franklin, New Hampshire 03235  
[www.franklinnh.org](http://www.franklinnh.org)  
Telephone (603) 934-3900  
Fax (603) 934-7413

## REQUEST FOR PROPOSALS ARCHITECTURAL SERVICES 2023

You are hereby invited to submit sealed proposals to provide architectural services as specified in attachment I of the request for proposal related to the city hall & opera house project.

Technical questions should be directed to Justin Hanscom, Municipal Services Director at [jhanscom@franklinnh.org](mailto:jhanscom@franklinnh.org) or (603) 934-4103 **and** Mike Foss, Fire Chief at [mfoss@franklinnh.org](mailto:mfoss@franklinnh.org) or (603) 934-2205. Procedural questions should be directed to Judie Milner, City Manager at [citymgr@franklinnh.org](mailto:citymgr@franklinnh.org) or (603) 934-3900 ext. 250. Technical & procedure questions should be directed in writing to the appropriate individual no later than noon on Monday, April 24, 2023. All questions and responses to questions will be shared with all candidates on the City's purchasing website <https://www.franklinnh.org/city-manager/pages/bids-rfps-and-rfqs>.

### **Proposal Instructions:**

Six (6) copies of the proposal should be submitted in a sealed envelope marked "**City Hall & Opera House Architectural Services RFP**" to the Franklin City Manager's office at 316 Central St, Franklin, NH 03235. Proposals must be submitted in person or received by the above address **no later than noon on Friday, May 5, 2023** to be eligible for consideration. Other forms of submission (fax or email) or proposals received after the deadline will be rejected.

Complete proposals must include the following items:

- Cover Letter
- Understanding of Need
- Approach
- Experience
- Project team
- Availability
- References
- Cost Proposal

If any service or description of activities appears to be incomplete, inaccurate or overlooked, please define and quote as part of your response to the request for proposal.

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Proposals will be opened Friday, May 5, 2023, at 1pm in the City Manager’s Office, 316 Central Street, Franklin, NH 03235. Proposals will be taken under advisement at that time and will be awarded as soon as a complete review and comparison of the proposals received has been made by the city.

**Pre-Proposal Conference:**

There will be a pre-submission meeting and site visit, to which attendance is mandatory. This meeting will be held in the City Hall Council Chambers, 316 Central Street Franklin NH, on Wednesday, April 19, 2023 at 10am. A walk-through of City Hall & Opera House will be immediately following.

**Proposed Schedule:**

The city expects this selection to follow the schedule listed below.

RFP Advertised	4/3/2023
Mandatory Pre-Proposal Conference	4/19/2023, 10AM
Written Questions Due from Firms	4/24/2023, 12PM
City Responds to Questions	4/25/2023, 5PM
Proposals Due	5/5/2023, noon
Proposal Opening	5/5/2023, 1PM
Interviews with Finalists	5/11 & 5/12/23
City Notifies Successful Proposer	5/15/2023

**Proposal Prices:**

Proposal prices are to remain in effect for a period of 60 days from opening date of the proposal and are to remain firm once proposal is awarded to the successful proposer(s).

**Proposal Selection:**

Proposals will be reviewed by a team consisting of, but not limited to, the City Manager, Fire Chief, Code Enforcement Officer, Planning & Zoning Director and Municipal Services Director.

The city may, in the evaluation of proposals, request clarification from proposing companies regarding their offers, obtain additional material or literature, and pursue other avenues of research as necessary to ensure that a thorough evaluation is conducted.

Following the review and screening of all proposals, providers may be invited to participate in the final selection process, which may include the submission of additional information regarding cost or other issues, as requested by the City of Franklin.

If the review team feels, at any time, that a consultant’s RFP contains false or misleading statements, references, or any other matter which does not support a function, attribute, capability, or condition as stated by the firm or firms submitting, the submittal shall be rejected, regardless of the status or the phase of the selection process.

**Selection Criteria:**

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A brief description of the primary selection criteria is provided below:

- 1. Proximity of firm to Franklin (5%)** The City wishes to work closely with the selected firm and desires fast and effective service. The consultant should address how they will provide effective service and how they will address travel costs and travel time issues. Although not required, the city desires to engage with a consultant and a project team located within one hour (+/-) drive from the city limits.
- 2. Experience and familiarity with the City of Franklin (10%)** Firms and firm members who have specialized experience with or who have gained a specialized understanding of the City of Franklin will be considered above firms and engineers without such an understanding. Describe your firm or firm member's experience and/or describe the level of familiarity gained during the RFQ process.
- 3. References (15%)** The selection committee will perform reference checks for each candidate. A minimum of three (3) municipal clients in New England where similar or related work was performed must be provided. References should also be able to describe the firm's responsiveness, availability, and ability to complete projects in a timely and orderly manner.
- 4. Experience as an Architect on Similar Projects (10%)** Experience in the role of architect for other communities for similar projects will be considered positively. Proof of an understanding of the role of the architect and a track record of effectively providing this service is preferred.
- 5. Consultant's understanding and approach and quality of the RFP (30%)** These selection criteria will allow the City to award points based on the quality of the RFP, the consultant's understanding of the City's needs, the consultant's approach to the work, or any other quality about the consultant's proposal that sets it apart from any others.
- 6. Reasonable Cost (30%)**

**Notice:**

Information provided in these specifications is to be used only for the purposes of preparing a proposal of costs to be provided to the City of Franklin. It is expected that each provider 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 any way.

**Performance Clause:**

In the event that the successful awarded proposer/City of Franklin should default in the observance of the stipulations set forth in this Request for Proposal and any attachments thereto and such default is not corrected within 30 days of written notice from either party, the successful awarded proposer/City of Franklin shall have the option of canceling the proposal.

**Contractual Obligations:**

In the event that contracts for the supply of materials, equipment, or services are required under the proposal, the City reserves the right to review said contracts and amend to comply with city legal requirements prior to signing by the appointed representative.

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The Project Manager identified as the primary client contact shall be a Professional Architect licensed in the State of NH.

Consultants shall be duly licensed and certified to perform the professional services offered by the proposal.

Each firm agrees that any and all work product belongs to the city which may use the material at its own risk if services with the architect are terminated.

The provider shall maintain at all times during the life of this contract the following insurance coverage. The provider must also require its subcontractors to maintain such coverage.

**Workers Compensation Insurance:** The provider shall carry workers compensation insurance as required by the State of New Hampshire.

**Comprehensive General Liability Insurance:** The provider shall maintain comprehensive general liability insurance policy, which includes coverage for contractual liability, in an amount of no less than \$1,000,000 per occurrence.

**Motor Vehicle Insurance:** The provider shall carry motor vehicle insurance to include bodily injury, property damage, and uninsured motorist, coverage in an amount of no less than \$1,000,000 combined single limit per accident.

Provider shall provide an insurance certificate confirming the above insurance coverage. The insurance certificate and the underlying insurance coverage shall be issued by a carrier authorized to do business in the State of New Hampshire and having A.M. Best Company rating of "A" or better.

The provider shall have professional insurance/errors and omissions insurance with limits of not less than \$1,000,000 each occurrence.

The provider shall file certificates with the City of Franklin showing that the above insurance has been purchased.

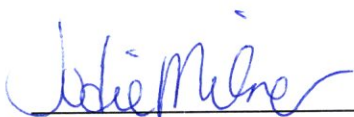
A 30-day notice is required for cancellation and /or material change of coverage, sent directly to the City Manager, City of Franklin at 316 Central Street, Franklin, NH 03235.

**Proposal Preparation Expenses:**

Companies shall prepare and develop proposals at the sole cost and expense of the offeror.

**NOTE:**

**The City of Franklin reserves the right to accept or reject any and all proposals or parts thereof, to accept the proposal which they deem to be in the best interest of the City of Franklin, to determine what constitutes a conforming RFP, and to waive any proposal formality or irregularity that it considers not material to the RFP.**



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Judie Milner, City Manager  
City of Franklin, New Hampshire

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**ATTACHMENT I**  
**CITY OF FRANKLIN, NEW HAMPSHIRE**  
**REQUEST FOR PROPOSAL**  
**FOR PROFESSIONAL ARCHITECTURAL SERVICES**

**City of Franklin, NH City Hall & Opera House RFP Architectural Services**

**DETAILED INFORMATION**

**I. GENERAL**

The City of Franklin is soliciting request for proposals (RFP) from architectural firms to provide professional architectural services to advise the city of the potential City department space utilization opportunities for, and renovation of all of 316 Central St, hereafter referred to as, and to include, City Hall & Opera House. Selected consultant shall also evaluate the suitability of the existing structure to support any further active City function based on the condition of the structure. The City desires to use the City Hall & Opera House in such a capacity to support City staff which currently reside at City Hall and/or other municipal City offices, and to support the Opera House as a place of performances and assemblies.

The City of Franklin is home to approximately 9,000 residents. Franklin's government consists of a City Manager/Council form of government. The governing body or City Council, consisting of a Mayor and 9 Councilors, develop policy while the City Manager handles day-to-day operations and oversees a full staff.

**1-A: Background**

The City Hall & Opera House is a primarily a two + story brick building with a slate roof that was built approximately 1892. It is adjacent to the City of Franklin Public Library at 310 Central St; both structures are on the same parcel, Tax Map-Lot 117-145. It is not on the New Hampshire or National Register of Historic Places; however, it is located in the City's Historic District.

The City Hall & Opera House was constructed as a Soldiers Memorial Hall; however, it has always been a multi-use structure, including now/previously as a court, police department, municipal administrative services, theatre, etc. The Opera House/theatre which sports a horseshoe shaped second-floor balcony, sees active use, but sat without use for approximately 30-years before being 'renovated' and reopened in/around 2001.

The exterior footprint is approximately 120 feet in depth by 60 feet in width. The building has a basement and two floors, and attic floor. Structural elements consist primarily of timber, brick, steel, and granite components. Municipal water and sewer service the structure. Electrical service is underground. Modifications made over the years are not well documented. Significant improvements are needed to bring the building into current code compliance.

It is the desire of the city to explore future staff uses of the City Hall and increase theatre opportunities of the Opera House.

Currently the building is occupied by the following City administrative offices: City Manager; Welfare; City Clerk; Finance. Opera House staff also has office space. Much of City Hall and the Opera House remain un-utilized or under-

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utilized, partially due to the spaces lack of compliance with codes (including but not limited to accessibility/Life-Safety codes), inefficient use of space, etc.

Specific potential uses remain undecided; a current space needs assessments of staff offices and Opera House space is part of what the consultant will establish through this contract. However, the desire is for the City Hall & Opera House spaces to imbue a mix of historic and modern, flexible, multi-function space-efficient concepts that address basic office, conference, storage, and theater spaces which may allow reconfiguration with ease as space and functional needs change. Options are to be innovative, but not exotic and cost prohibitive for a community such as Franklin.

### **I-B: Structure of Contract**

After the review committee has selected a firm, the Municipal Services Director, Fire Chief and City Manager will enter into contract development and review with the successful firm. The services of the contract will be subject to available funding. Funding has been secured for initial tasks but a bond vote of the city council will take place around the FY2024 budget process which is expected in June 2023. Please provide a cost estimate for each task listed under *Scope of Services*. During the course of the project, the architect will report directly to Municipal Services Director and Fire Chief who have been delegated to oversee this project.

### **I-C: Scope of Services**

In general, the Scope of Services herein consists of the selected consultant's detailed advisement to the City on potential options with their respective construction costs to establish optimal, and fully outfitted office space at the City Hall & Opera House building to support current and future functional requirements. The city currently seeks innovative options in the basic areas of office, conference, and storage space, as well as theatre needs. Below are listed specific requirements herein.

Following conclusion of the Scope of Services herein, the City may at its own election approach the selected consultant to modify this contract to expand consultant's role to Architect of Record for the renovation project of the existing facility based upon their findings and recommendations and consultation with the City, or for potential follow-on design and construction. In such capacities the consultant may provide services to produce standard drawings and contract documents, manage permitting, make presentations to local officials, review bids, assist in bidder selection, and provide construction engineering, surveillance/administration, furnishings and equipment outfitting oversight for full commissioning.

### **Requirements Herein:**

Below tasks constitute the base contract Scope of Services. Prospective consultants shall include lump sum sub-unit costs for each task and sub-task specified. Note that multiple tasks include formulation of construction budgets. This requirement is set to establish wholeness of each task and it is understood that this sub-task is to be formulated one time and is not to be proposed and invoiced as a multiple services. When completed and accepted by the City, tasks will be paid for upon invoicing. Prospective consultants shall note that the City reserves the right to not exercise all tasks shown, determine the order of work, or negotiate with the consultant on alternative or additional tasks. Upon contract award consultant shall prepare for City approval a detailed project timeline with defined milestones.

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**Task 1- Review of Existing Documentation:** Review of existing documentation, including but not limited to that shown under I-E: *Existing Information*. Existing information noted in I-E *Existing Information* will be provided at the scheduled site walk.

**Task 2- Project Meetings:** The selected consultant shall, at a minimum, be required to attend one kick off meeting with Municipal Services Director, senior City Staff, and Opera House Executive Director, upwards of five progress meetings with this group, and one final presentation meeting with this group.

**Task 3- Assessment of Space and Functional Needs**

**A) Needs of City Staff:** Assess the current and future functional needs of the City Staff as they relate to the potential space opportunities of City Hall. Assess functional needs by including a detailed assessment of the current layout and locations of offices at City Hall. Assess individual and multi-office storage areas at City Hall. Conduct separate, dedicated interviews with the senior representatives of the following staff elements:

- City Manager
- Director of Finance
- City Clerk
- Planning & Zoning
- Welfare
- Assessing

**B) Needs of Opera House:** Assess current and future functional needs of the Opera House, ranging from the theatre, to production, to office space, as it relates to the holistic operation of a performing arts venue.

Assess current core functions of City Hall & Opera House as they relate to space and define space opportunities which would improve such functions both inter-staff and with the public. Provide four hard copy bound sets and electronic file.

**Task 4- Structural/Building Envelop Review:** Provide a detailed interior and exterior structural review of the current City Hall & Opera House structure. Determine all necessary exterior and interior structural upgrades and their related construction costs required to bring the building into current code compliance. Include necessary modifications to the building envelope. Provide guidance on how significant structural remediation could be avoided or mitigated through use of the International (Existing) Building Code or Section 3409 of the International Building Code. Include all findings in a written report that is signed by a structural engineer registered in New Hampshire and by the Architect. Provide four hard copy bound sets and electronic file.

**Task 5- Non-Structural Code Compliance Requirements:** Identify ADA, fire, safety, environmental, etc. requirements necessary to bring the City Hall & Opera House building into full code compliance. Include construction cost estimates and construction schedules to implement new systems or modifications to existing components to achieve code compliance. Report shall be signed by the Architect. Provide four hard copy bound sets and electronic file.

**Task 6- City Hall & Opera House Potential Uses Report:** Provide a written report on the findings and recommendations for City Hall & Opera House use(s) which are based upon the Assessment of Space Functional Needs, Structural Review and Code Compliance Requirements. Recommendations may include staff split-use or individual office split-use of City Hall & Opera House for certain functions. They further may include use of City Hall & Opera House for relocation of

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some offices or portions of offices. Report shall be signed by the Architect. Provide four hard copy bound sets and electronic file.

**Task 7- City Hall & Opera House Suitability Report:** Provide a detailed narrative that assesses the suitability for renovation of existing building to support active use. The discussion shall be an evaluation of the measures required, and their associated costs to bring the building up to current code and support the uses recommended. Provide professional conclusions. Include detailed construction renovation cost data to support conclusions. Report to be signed by the Architect. Provide four hard copy bound sets and electronic file. Based upon the results of Task 7 and consultation with City, a City decision will be made whether to pursue renovation of existing building, or consider a new building at the same approximate location.

**Task 8- City Hall & Opera House Conceptual Designs or New Facility Conceptual Designs:** This task represents development of conceptual designs of the existing building.

Based on the Assessment of Multi-Office Space and Functional Needs of City Staff, Structural/Envelop Review, Code Compliance Requirements, Potential Uses Report and Suitability Report, and consultation with the city, develop and provide at a minimum two conceptual designs consisting of floor plans for the existing City Hall & Opera House building and accompanying conceptual interior elevation renderings. Plans will address interior schemes such that flexible, open and multi-use space to support staff functions is conveyed, and the building is code compliant. Conceptual designs shall further describe or show how the building physically interfaces with City Hall at the ground level and the elevated walkway. Include details on the use of the latest available modular partition systems, furnishings and equipment. Further, that it is ADA compliant, energy and resources efficient, cabled and wired for modern office equipment including state of the art presentation equipment, and possesses and maintains the latest indoor air quality. Option for installation of an elevator is likely required, and highly desired. Options shall be explored to retain portions of current interior architecturally-historic features such as brick and timber if it is found to be economically positive. Each design shall be unique in the uses of each floor of the building. Exterior work shall be in accordance with the City Historic District/Heritage Commission regulations pertaining to the Historic District. Design graphics shall be the latest edition of AutoCAD, or preferably a premier industry program of wide recognition and use designed for conceptual facilities design. Architect shall sign all renderings and/or drawings. Provide four hard copy sets and all electronic files.

**Task 9 Construction Phasing and Cost Estimates City Hall & Opera House Renovation:** Provide detailed narratives on construction component phasing and logistics and their interaction with neighboring City Public Library and parking areas. Provide detailed, sound construction budget estimates on the projects required to support each conceptual design. Annotate the size, scope and costs including interior and exterior architectural, structural, mechanical, electrical, environmental, communications, furnishings, miscellaneous equipment and audio/visual systems. Include construction engineering/administration/surveillance cost estimates. Include project execution timelines. To be signed by the Architect. Provide four hard copy sets and all electronic files.

**Task 10 Funding Opportunities:** Identify possible funding and/or grant opportunities for the projects. Determine the advantages the building may have regarding code compliance mitigation if it were to become an historic structure. Determine the measures necessary for the building to become eligible as an historic structure with consultation with the Preservation Alliance, State and Federal historic agencies and other pertinent organizations. Provide a written report on findings signed by the Architect. Provide four hard copy sets and all electronic files.

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**Task 11 Final Report:** Provide a final bound report which includes all required studies and conceptual designs, signed by the Architect. Provide four bound copies. Provide electronic file of report and electronic files of all supporting documents.

**Task 12 City Council Presentation:** Provide a graphical presentation which provides the overview of all work herein and final Architect recommendations to the full City Council at a regularly scheduled City Council meeting. Prepare a graphical PowerPoint presentation. Provide electronic files. Field and answer questions of the Governing Body.

**I-D: Timeline**

All work under this contract shall be completed, submitted and accepted no later than July 31, 2023.

**I-E: Existing Information**

Limited information on the facility is known to exist. A comprehensive space needs study for both City Hall and the City Hall & Opera House, below were developed but is currently viewed as approaching obsolescence. Complete architectural/engineering drawings for the facility are not known to exist. However, the following information is available for review and will be provided to each prospective consultant during the site walk:

1. "Fire Protection & Life Safety Existing Conditions Assessment Report" by JS Consulting Engineers, dated May 18, 2021
2. "Report of Examination & Findings Regarding the Franklin Opera House Floor Framing, October 2015
3. "Results of an Asbestos Inspection", July 2014
4. "City Hall Conceptual CAD Drawings including Floor Plans and Elevations", Early 2000's
5. "Franklin Opera House Feasibility Report", June 1999
6. Miscellaneous permits – Planning & Zoning Files

**II. RFP CONTENT**

Key elements to each RFP should include the following items:

**1. Cover Letter**

**2. Understanding of Need**

The consultant should clearly state their understanding of the City's need and the role the architect should play for this project. Specific examples and insights will be useful in this section.

**3. Approach**

The consultant should attempt to describe their general approach to serving as an architect for a community like Franklin, how they will communicate with the different departments at the City, and what policies they will follow when interacting with the city on projects and on a day-to-day basis. They should also explain the tools/methods/techniques they propose to use during the course of the contract. A proposed scope of services and/or approach shall be provided for the project. The firm shall provide the suggested scope of work as well as hours or fees related to the proposed scope of work.

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#### **4. Experience**

The consultant shall provide a description of their experience and expertise providing similar work for similar sized communities. All applicable experience should be presented.

#### **5. Project Team**

Describe the proposed project team for the contract. Describe who will be the key contacts and leaders of the team. Include resumes and credentials. Discuss who will interact with the city and the organizational structure that will be proposed. Discuss subconsultants that will be used and why their services are important. For example, the use of a site designer, structural engineer, mechanical engineer, and/or electrical engineer for building services.

#### **6. Availability**

It is important that the selected Architect be capable of responding to the city's needs in a timely manner, complete projects on time, and be an efficient resource for the city. The RFP should address the consultant's approach to ensuring that the city's needs will be met by their firm.

#### **7. References**

Firms responding to this RFP must provide a list of at least three (3) municipal client references (with contact information) within New England for which the firm or members of the firm have provided similar or related services within the past 10 years. Please be sure to include any relevant services rendered since March 2020, to show experience, if any, of such a contract during/post the COVID-19 pandemic. A description of pertinent projects, the year services were rendered, and current contact information for the agency authority should be provided. It should also detail past working relationships with Construction Managers.

#### **8. Cost Proposal**

The proposed fee shall be detailed in table format. Firms shall submit an hourly rate schedule for the project team, summary of expense charges, and shall identify how sub-consultants are handled if/when utilized (i.e., mark-up). The selected consultant will enter into an agreement with the city for the proposed services stipulated as a "Not to Exceed" fee.

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