



**REQUEST FOR LETTERS OF
QUALIFICATIONS
FOR
ARCHITECTURAL SERVICES**

NEW HAMPSHIRE RETIREMENT SYSTEM

**54 Regional Drive
Concord, NH 03301**

**Jan Goodwin
Executive Director
April 10, 2025**

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REQUEST FOR LETTERS OF
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A. INTRODUCTION

1. INVITATION TO SUBMIT LETTERS OF QUALIFICATIONS

The Ad Hoc Real Estate Committee of the New Hampshire Retirement System (NHRS), through its Executive Director, Jan Goodwin, requests letters of qualifications from firms interested in providing architectural services to the NHRS. This Request for Letters of Qualifications (RFQ) is to select an architectural firm to design and oversee the partial renovation and the logistics of an office move to a recently acquired office building located at 80 Commercial Street, Concord, New Hampshire. The selected firm will be responsible for coordinating all phases of the renovation, ensuring that the project is completed on time, within budget, and in accordance with all applicable regulations and quality standards. The move will take place before March 31, 2026.

2. CONTACT PERSON

Direct all questions and correspondence regarding this RFQ to:

Jan Goodwin
Executive Director
New Hampshire Retirement System
54 Regional Drive
Concord, NH 03301
Phone: 603-410-3520
jan.goodwin@nhrs.org

Only questions submitted by the deadline in Section A.3 will be accepted. NHRS answers shall be made to the requesting RFQ respondent and are available to other RFQ respondents on request.

Firms that intend to submit Letters of Qualifications should not contact any NHRS Staff, Board Trustee, or Independent Investment Committee (IIC) member other than to submit written questions to the “Contact Person” identified above. Communicating directly or indirectly with any other NHRS staff, Board Trustee or IIC member during this RFQ process will result in immediate elimination from the selection process.

3. TIMETABLE

The following is the timetable applicable to this RFQ. All dates may be extended by NHRS.

Issuance of RFQ and official notices placed: April 10, 2025

RFQ Question deadline: April 24, 2025

RFQ Deadline: May 9, 2025

RFQ Evaluations by Committee and NHRS staff: May 12-May 23, 2025

Finalist interviews by the NHRS (if necessary): May 27-May 30, 2025

Ad Hoc Real Estate Committee recommendation & Board approval: June 10, 2025

Contract award / finalization: June 30, 2025

4. PENSION PLAN BACKGROUND AND ADDITIONAL INFORMATION

The NHRS is a \$12.2 billion (June 30, 2024), multi-employer contributory defined benefit plan (Plan) qualified as a tax-exempt entity under section 401(a) and 501(a) of the Internal Revenue Code. The Plan has approximately 48,000 contributing members, more than 45,000 retirees and beneficiaries, over 460 contributing employers, and is managed in accordance with the provisions of New Hampshire RSA 100-A:14, 15, and 16. The NHRS provides retirement, disability, and death benefits to its members and their beneficiaries. The NHRS also administers a separate post-retirement medical (OPEB) plan which provides a fixed dollar subsidy for post-retirement medical premiums for eligible members.

Board of Trustees: The Board is comprised of thirteen members: four public members, four employer members, four employee members and the State Treasurer as an ex-officio member. The Board of Trustees approves administrative policies and procedures and authorizes benefit payments to members.

Ad Hoc Real Estate Committee: The Board has an Ad Hoc Real Estate Committee comprised of four members, one of whom is the Board Chair.

Independent Investment Committee (IIC): The NHRS is administered by the Board, but certain investment-related responsibilities are delegated to the IIC as described in statute (NH RSA Chapter 100-A). The IIC is comprised of not more than five voting members, three of whom shall be persons who are not Trustees.

B. NATURE OF SERVICES REQUIRED

1. PROJECT OVERVIEW

- Building location: 80 Commercial Street, Concord, NH
- Building size: 32,572 square feet
- The project will include, but is not limited to:
 - Interior office space reconfiguration;
 - HVAC, electrical, and plumbing upgrades, as needed;

- Common area improvements (lobby and breakrooms);
- ADA compliance modifications, as needed;
- Logistical coordination for office move;
- Security and IT infrastructure upgrades; and
- Selection and oversight of a construction project manager.

2. GENERAL SCOPE OF WORK TO BE PERFORMED

The selected architectural firm will be responsible for:

- Pre-Construction Phase
 - Conducting site assessments and feasibility analysis;
 - Assisting in finalizing the renovation scope and budget;
 - Developing a detailed project timeline and milestones;
 - Procuring and managing architectural, engineering, and construction teams; and
 - Identifying and mitigating potential risks.
- Construction Phase
 - Overseeing contractor performance and adherence to project specifications;
 - Ensuring compliance with building codes, permits, and safety regulations;
 - Managing project schedules and resolving delays;
 - Coordinating communications among stakeholders; and
 - Monitoring quality control and conducting progress inspections.
- Post-Construction Phase
 - Conducting final walkthroughs and punch list resolution;
 - Ensuring successful completion of inspections and occupancy approvals;
 - Overseeing closeout documentation and warranty coordination; and
 - Logistical coordination of office move for equipment and staff to new building.

3. SPECIFIC TIMETABLE AND DELIVERABLES

An estimated timetable for the project shall be determined jointly by the Vendor and NHRS staff. The schedule will address the following:

Phase 1: Project Initiation

- Define project goals and scope;
- Establish project team and roles;
- Develop preliminary budget and timeline; and
- Obtain necessary permits and approvals.

Phase 2: Planning & Design

- Hire engineers (if needed);
- Hire construction project manager
- Conduct structural assessments;

- Finalize design plans and specifications;
- Secure contractor bids and proposals;
- Develop risk management and safety plans; and
- Refine budget and schedule.

Phase 3: Pre-Construction

- Obtain final permits and approvals;
- Order long-lead materials;
- Prepare site logistics and safety plans;
- Finalize contractor agreements; and
- Develop a detailed project schedule.

Phase 4: Construction

- Demolition;
- Mechanical, electrical and plumbing installations;
- Interior finishes (walls, flooring, ceilings, and fixtures); and
- Regular progress reports and quality control checks.

Phase 5: Inspection & Commissioning

- Final inspections and compliance checks;
- System testing (HVAC, electrical, plumbing, and security);
- Address punch list items
- Staff training on new systems; and
- Obtain certificate of occupancy.

Phase 6: Project Closeout & Handover

- Final walkthrough and acceptance;
- Deliver as-built drawings and manuals;
- Complete financial reconciliation; and
- Post-project evaluation and lessons learned.

Phase 7: Logistical Coordination of Office Move

- Subcontract with vendor to complete move;
- Develop plan to coordinate the move of equipment and staff;
- Coordinate and communicate plan with NHRS management;
- Obtain all materials needed for move; and
- Coordinate with selected vendor during move and finalize any concerns or issues identified.

C. LETTERS OF QUALIFICATIONS SUBMISSION REQUIREMENTS

The purpose of this section is to demonstrate the qualifications and competence of the Vendor seeking to undertake the work identified in this RFQ. Each Vendor must adhere to the proposal requirements contained in this section for proposal content and format to ensure comparability among proposals.

PROPOSAL FORMAT AND CONTENT

- Title Page –The proposal title page should show the proposal title, name of the firm, local address, telephone number, name and address of the contact person authorized to represent the firm, and the date the proposal was submitted.
- Table of Contents – The table of contents should clearly identify all items of the proposal by section: transmittal letter, qualifications and experience section, and fee.
- Transmittal Letter – The proposal should be sent with a transmittal letter on letterhead of the firm. The letter must state it is part of the proposal being submitted and that it is signed by an individual authorized to legally bind the firm and, further, that the firm is solely responsible for all aspects of the engagement. It should state the Vendor’s understanding of the RFQ and the work to be performed. It should make a positive statement regarding the firm’s commitment to perform the work required as specified and on schedule, and state the proposal is valid one hundred-twenty (120) days from the deadline for submission and thereafter, until the firm withdraws it, or a contract is executed between the Vendor and the NHRS, or the RFQ is cancelled, whichever occurs first.

1. Qualifications and Experience

The proposal for services must, at a minimum, include the following:

- The Vendor’s name, address of the office providing services under the contract, telephone number, email address and website, if applicable.
- A general description of the Vendor, including size, number of employees, primary business, other business or services offered, years in business and relevant experience, and certifications, licenses, and industry affiliations.
- Identification of the manager and key personnel that would be assigned to the project that would be assigned to the engagement and contact information.
- If known, identify any subcontractors with a description of the services they will provide, prior work, qualifications, experience, and successful projects relevant to this RFQ.
- Summary information regarding the professional qualifications and relevant experience of the manager and other personnel who will perform the work under the contract.
- A description of the Vendor’s experience in providing project management services for public and private entities and a list of the public and private entities for which the firm has performed services like those identified in this RFQ.
- A description of your understanding of the requested consulting services including your proposed approach in providing the services requested.
- Estimated fees, quoted on both a “best estimate” and “not to exceed” basis.

- A proposed preliminary timetable for completion of the project.
- The signature of a representative of the Vendor with acknowledgment that such individual is authorized to contractually bind the Vendor.

2. Project Approach

- Proposed methodology for managing the renovation; and
- Strategies for cost control, scheduling and risk management.

3. Past Projects and References

- Summary of at least three similar projects completed in the last five years of a renovation or partial renovation of an office building and office move; and
- Client references with contact information on completed projects including sub-contractor firms, if used.

4. Insurance

The Vendor, and each subcontractor, shall keep the following insurance coverages in force through the tenure of this Contract including any applicable warranty period. The Vendor or subcontractor shall provide NHRS with certificates of insurance designating NHRS as a named insured thereby entitling NHRS to receive all notices from the insurer with respect to the nonpayment of premiums, cancellation, renewal or alterations in the coverage provided. All applicable coverage terms and limits will be negotiated and memorialized in the contract.

- Commercial General Liability Insurance;
- Owners and Contractors Protective Liability Insurance;
- Workers' Compensation Insurance as required under NH RSA Chapter 281-A;
- Commercial Automobile Liability Insurance; and
- Commercial Umbrella Liability Insurance.

5. Proposal Delivery

Proposals shall be delivered by electronic copy, to the Contact Person at the above listed email address, NO LATER THAN 4:00 p.m. EDT on the Response Deadline of May 9, 2025. All responses and materials related to this RFQ will become the property of the NHRS.

**PROPOSALS NOT RECEIVED BY THE RESPONSE DEADLINE WILL
NOT BE CONSIDERED.**

Proposal Conditions and Disclaimers

- **WAIVER/CURE OF MINOR INFORMALITIES, ERRORS AND OMISSIONS:** The NHRS in its sole discretion, reserves the right to waive or permit cure of minor informalities, errors or omissions with respect to this RFQ.
- **REJECTION OF PROPOSALS:** The NHRS reserves the right to reject without prejudice any or all proposals, to waive any informality and to retain all proposals submitted, and use any idea or concept in a submitted proposal regardless of whether that proposal is selected.
- **PRE-PROPOSAL QUESTIONS:** Specific questions or explanations desired by an RFQ respondent concerning the RFQ should be submitted by email to the Contact Person listed above by the question deadline.
- **COSTS OF PREPARING THE PROPOSAL:** The costs and delivery of the proposal are solely the responsibility of the Vendor. The NHRS is not liable for any costs incurred by the proposer in replying to this RFQ.
- **RFQ SUPPLEMENTAL REVISIONS:** If, after the RFQ Deadline in Section 1.2, NHRS issues any supplemental instructions, amendments, or revisions to this RFQ, notice of such shall be sent by email to all RFQ respondents.
- **CHANGES TO PROPOSAL:** If, prior to the final filing date for submission of proposals, an RFQ respondent discovers an error or omission in a proposal already submitted to the NHRS, the RFQ respondent may correct the original submission by sending the changed content with tracked changes.
- **DISCLOSURE:** The NHRS is a component unit of the New Hampshire government and is subject to the provisions of New Hampshire's Right to Know laws (NHRSA 91-A). RFQ respondents should be aware that it is common practice for third parties to request access to information and materials submitted by an RFQ respondents and such materials will be produced unless there is an applicable exception to the requirement.

D. EVALUATION PROCESS AND FINAL SELECTION

1. METHODOLOGY FOR EVALUATING PROPOSALS

The contract for architectural services will be awarded based on demonstrated competence and qualifications to perform the services for a fair and reasonable price. The following is the evaluation process that NHRS will use for evaluating proposals and making the contract award:

- The Executive Director will designate an ad hoc committee (Committee) to facilitate the proposal evaluation process. The Committee will consist of available Ad Hoc Real

Estate Committee members and selected NHRS staff.

- All proposals timely received that meet the submission requirements will be evaluated by the Committee.
- The Committee will evaluate the qualifications and experience of the Vendor and proposed fee.
- The Committee will use the following criteria in evaluating the proposals:
 - Relevant experience and past performance (30%);
 - Project approach and methodology (30%);
 - Team qualifications (25%); and
 - References and client feedback (15%).
- At the discretion of the Committee, the Vendors submitting responses may be requested to provide supplemental information or make a verbal presentation as part of the evaluation process.
- The Committee will recommend one or more finalists for consideration by the full NHRS Ad Hoc Real Estate Committee.
- The NHRS Ad Hoc Real Estate Committee will review the Committee's recommendation and vote whether or not to make a recommendation to the Board.
- The Board will vote whether or not to approve the recommendation of the Ad Hoc Real Estate Committee.

2. NOTICE OF SELECTION

NHRS will provide notice to the Vendor selected, and a final contract will be negotiated as the parties agree.