REQUEST FOR QUALIFICATIONS

North Country Community Recreation Center, 33 Rec Center Road, Colebrook, NH 03576

Architectural and Engineering Design Services

NCCRC Indoor Pool and Recreation Center Renovations | 8,691 SF Addition
33 Rec Center Road, Colebrook NH 03576
Issued by: North Country Community Recreation Center (NCCRC)
Issue date: October 30, 2026
Qualifications Due: November 30, 2026, 5:00 PM EST via email to treasurer@northcountryreccenter.org
Optional Site Visits: November 17, 2026, 2:00 PM EST at 33 Rec Center Road, Colebrook, NH 03576
Questions Due: November 18, 2026, 5:00 PM EST via email
Submit to: Jimmy Crossley, NCCRC Treasurer at treasurer@northcountryreccenter.org
Answers to Questions Posted: November 20, 2026, 5:00 PM EST on www.northcountryreccenter.org

Project Overview

NCCRC seeks Request for Qualifications (RFQs) from architectural firms with demonstrated experience designing and renovating indoor swimming pools and recreation centers. Specifically seeking firms with experience in areas with fluctuating seasonal climates. The project involves renovations to the existing indoor pool and recreation center and construction of an approximately 8,691-square-foot addition at the NCCRC facility in Colebrook, New Hampshire.

The selected firm will serve as Principal Architect and prime design consultant, assembling and coordinating a team including civil, structural, mechanical, and electrical engineers and specialized aquatic systems expertise as needed. NCCRC seeks an integrated, durable design that meets its program needs and established project budget.

The project is expected to use U.S. Department of Housing and Urban Development (HUD) funding.

Scope of Professional Services

Assessment and Programming

- Meet with NCCRC to confirm goals, space needs, budget, schedule, and project priorities.
- Review available drawings and assess existing pool, recreation center, site, structure, envelope, utilities, and building systems.
- Identify renovation constraints, code and accessibility issues, and interfaces between the existing facility and proposed addition.

Design and Engineering

- Provide schematic design, design development, and complete coordinated construction documents for renovations and the 8,691 SF addition.
- Lead and coordinate civil, structural, mechanical, and electrical engineers; identify the aquatic systems consultant and any other required disciplines.

- Evaluate ventilation, air quality, vapor and moisture management, corrosion resistance, energy use, pool circulation, filtration, and treatment systems, as applicable.
- Address site work, utilities, structural connections, life safety, accessibility, applicable codes, and permit submissions.
- Coordinate construction sequencing and anticipated closure/reopening milestones.

Budget and Schedule Management

- Reconcile proposed designs with the construction budget and promptly flag cost or schedule risks.
- Present feasible alternatives and value-engineering recommendations with life-cycle operating and maintenance implications.
- Maintain a coordinated design schedule and identify critical decisions and approvals.

Procurement and Construction Phase

- Assist with bid documents, pre-bid questions, addenda, and bid evaluation, as authorized.
- Provide construction administration services as negotiated, including submittal review, responses to RFQs, site observations, review of proposed changes and payment applications, and closeout support.
- Coordinate documentation relevant to applicable grant conditions and contract requirements.

Federal Funding and Compliance

The selected consultant must be prepared to perform work consistent with applicable HUD award conditions and federal, state, and local requirements. Specific provisions will be established based on the confirmed funding source and agreement. Potentially relevant topics include environmental review and limitations on choice-limiting actions, accessibility, procurement and contract clauses, labor standards where applicable, domestic preference requirements where applicable, record retention, and documentation for grant monitoring. NCCRC retains responsibility for grant administration; the design team will provide technical support and required design-related documentation. No requirement listed here should be interpreted as automatically applicable without review of the award and governing rules.

Minimum Qualifications

- Architectural firm authorized to provide professional services in New Hampshire, with appropriately licensed professionals.
- Demonstrated indoor pool renovation or design experience, including specialized environmental and building-system issues.
- Experience designing additions and renovations to existing community or recreation facilities.
- Capacity to lead a multidisciplinary engineering and specialty consultant team.
- Demonstrated cost estimating, budget control, and schedule management experience.
- Ability to meet applicable insurance and contractual requirements, to be specified during negotiations.

RFQ Submission Requirements

Submit one electronic PDF, preferably no more than 20 pages excluding resumes and project sheets. Include:

Firm profile: Legal name, address, primary contact, relevant qualifications, and New Hampshire professional licensure.

Relevant projects: At least three comparable projects, preferably indoor aquatic renovations; identify scope, location, completion year, construction budget, final cost if known, and owner reference.

Proposed team: Principal Architect, project manager, key staff, proposed civil/structural/mechanical/electrical engineers, aquatic specialists, roles, and relevant resumes.

Technical approach: How the team will assess the existing facility, integrate the addition, address aquatic building systems, and coordinate design.

Cost and schedule approach: Specific practices for estimating, design-to-budget decisions, cost reconciliation, risk management, and timely delivery.

Federal project experience: Examples of federally funded work and how the firm coordinates design-related compliance requirements.

References: At least three owner references with current contact information.

Do not include a proposed design fee in the initial RFQ. Fees will be negotiated following qualifications-based selection, subject to applicable funding and procurement rules.

Evaluation and Scoring Criteria

NCCRC will evaluate responsive RFQ's using the criteria below.

Criterion	Weight	What reviewers will consider
Indoor aquatic facility experience	30%	Relevant completed pool renovations; HVAC, moisture, corrosion and pool systems
Renovations and addition experience	20%	Integration with existing buildings; site and structural constraints
Principal and design team qualifications	20%	Key staff, engineering disciplines, aquatic specialists, and team coordination
Budget management record	15%	Cost estimating, design-to-budget performance, and documented project outcomes
Project approach and management	10%	Assessment, communication, schedule, quality control, and risk management
Federally funded project experience	5%	Experience with applicable HUD/federal project documentation and coordination
TOTAL	100%	

Interviews and Selection

The NCCRC will review and rank proposals by December 8, 2026

The NCCRC will select the firm it determines best qualified and best suited to complete the project within budget. NCCRC will then negotiate scope, schedule, and fair and reasonable professional fees with the selected firm.

Submission, Questions, and Conditions

RFQ issued: October 30, 2026

Optional Site Visit: November 17, 2026, 2:00 PM EST at 33 Rec Center Road, Colebrook NH 03576

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Responses to questions issued & posted: November 20, 2026, 5:00 PM EST on www.northcountryreccenter.org

RFQs due: November 30, 2026, 5:00 PM EST via email to treasurer@northcountryreccenter.org

Selection and negotiations: December 9, 2026

NCCRC reserves the right, subject to applicable law and grant conditions, to reject any or all submissions, seek clarifications, verify references, and cancel or revise this RFQ. Respondents bear all proposal and interview costs. No work is authorized until a written agreement is executed. NCCRC will apply applicable conflict-of-interest, nondiscrimination, and federal procurement provisions.