

Request for Proposals
Construction Manager
North Country Community Recreation Center Wellness Center Project

Public Notice

The North Country Community Recreation Center is soliciting proposals, submitted electronically, from qualified firms to provide Construction Manager services for the rehabilitation and construction of an addition to the indoor gym, sports room, multi-purpose, and rental spaces. located at 33 Rec Center Road, Colebrook, New Hampshire 03576.

Funded in whole or in part by the U.S. Department of Housing and Urban Development (HUD) Congressionally Directed Spending / Community Project Funding Grant, FY2024, in approximately \$2.7 million. Subject to 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).

Proposals must be submitted electronically no later than 5:00 pm EST on Monday, July 20, 2026, via email to Treasurer@NorthCountryRecCenter.org. Paper, faxed, or hand-delivered proposals will not be accepted. Proposals received after this deadline, regardless of cause, will not be considered.

A **mandatory site visit** will be held at 10:00 AM on Thursday, July 16, 2026, at 33 Rec Center Road, Colebrook, New Hampshire 03576. Attendance is a condition of eligibility to submit a proposal.

The Owner reserves the right to reject any or all proposals, to waive informalities, and to negotiate with the highest-ranked, responsible, and responsive Proposer, in accordance with the Owner's procurement policy and 2 CFR 200.320.

Project Description

The project consists of renovating the former North Country Community Recreation Center into a comprehensive wellness center.

The renovation will include:

- Rehabilitation of the existing building, including demolition and installation of a new roof;
- Interior environmental remediation and cleanup;
- Pool rehabilitation and replacement of necessary pool equipment;
- Interior renovations, including reconfiguration of spaces, improved accessibility, and storage improvements;
- Installation of new HVAC systems;

- Electrical system upgrades as required;
- Flooring replacement where necessary;
- Construction of a building addition connected to the existing structure that may include:
 - Exercise gym space;
 - Restroom facilities;
 - Indoor walking track;
 - Sports court/multipurpose room;
 - Wellness activity rooms; and
 - Revenue-generating rental space.
- Associated site improvements, including excavation, concrete work, grading, drainage, driveway improvements, parking improvements, and landscaping.

The project may also include architectural, engineering, structural, civil, mechanical, electrical, and related construction activities necessary to complete the project.

Delivery Method and Contract Type

The Owner has elected to procure this work using the Construction Manager. Under this method, the CM will provide pre-construction services during design and will hold a Guaranteed Maximum Price (GMP) construction contract, competitively bidding or otherwise procuring trade/subcontractor work in accordance with 2 CFR 200.

Procurement Method

This solicitation is conducted as a competitive proposal procurement using qualifications-based and price factors. The award will be made to the responsible firm whose proposal is determined to be most advantageous to the Owner, taking price and other factors into account. This is not a low-bid (sealed bid) procurement.

Contract Type and Cost Limitations

Any resulting contract will be a Guaranteed Maximum Price contract with a defined CM fee (fixed percentage or fixed fee, not to exceed) and reimbursable general conditions. Consistent with 2 CFR 200.323, cost-plus-a-percentage-of-cost and percentage-of-construction-cost-as-a-basis-for-fee contract types are prohibited. The CM fee must be a fixed amount or fixed percentage established and disclosed at contract execution, and all subcontracted work under the GMP must itself be competitively procured by the CM in accordance with 2cfr200

CM Self-Performed Work / Bidding on Subcontract Packages

- The CM (or its affiliated general contracting entity) may submit a bid or proposal to self-perform one or more individual trade/subcontract packages, provided all of the following conditions are met:

- The CM discloses its intent to bid on a specific trade package to the Owner in writing before that package is advertised for bids;
- The CM's bid is prepared and submitted through the identical competitive process used for third-party subcontractors — same bid documents, scope, deadlines, bonding, and insurance requirements — with no early access to the package beyond what is available to other bidders;
- Bid receipt and bid opening for any package on which the CM is bidding is administered independently by the Owner, the Owner's Representative, or the design professional of record — not by CM staff — so the CM cannot see competing bids before submitting or adjusting its own, consistent with the conflict-of-interest safeguards at 2 CFR 200;
- The CM's bid is evaluated on the same basis as third-party bids; the Owner reserves the right, in its sole discretion, to reject the CM's self-performed bid and require award of that package to the lowest responsive, responsible third-party bidder, even where the CM's bid is technically compliant;
- The CM provides the Owner full cost/price documentation for any self-performed package (labor, material, equipment, and markup), on an open-book basis, consistent with the cost/price analysis requirements of 2 CFR 200, so the Owner can independently verify price reasonableness;
- Self-performed work is itemized separately from third-party subcontracted work in the GMP proposal, in each subsequent pay application, and in close-out documentation.

No Guarantee of Work

This RFP does not commit the Owner to award a contract, to pay any costs incurred in preparing a proposal, or to procure or contract for the described services. The Owner reserves the right to cancel this solicitation, reject all proposals, or re-solicit at its sole discretion.

Scope of Services

Pre-Construction Phase Services

- Constructability, value engineering, and cost estimating review at each design milestone;
- Development and maintenance of a project schedule integrating design, permitting, and construction;
- Development of a proposal, including a fully itemized cost estimate and list of assumptions/clarifications;
- Development of a subcontractor procurement/bid package plan compliant with 2 CFR 200;
- Development of a Section 3 and MBE/WBE outreach and utilization plan; if applicable

Construction Phase Services

- Competitive procurement of all trade subcontractors and suppliers, with documentation supporting price/cost reasonableness (2 CFR 200) provided to the Owner;
- Overall management of construction, scheduling, safety, and quality control;
- Submission of monthly progress reports, updated schedules, and pay applications consistent with the Owner's federal grant draw and reporting requirements;
- Maintenance of certified payroll records and Davis-Bacon compliance documentation for all covered laborers and mechanics if applicable
- Change order management, including cost/price analysis for all changes in accordance with 2 CFR 200.324;
- Maintenance of records in accordance with 2 CFR 200 (record retention and access).

Close-Out Phase Services

- Punch list completion, commissioning, and as-built documentation;
- Final Davis-Bacon payroll reconciliation and Section 3/MBE-WBE final utilization reporting; if applicable
- Warranty administration and turnover of O&M manuals and training;
- Support for the Owner's federal close-out and final grant drawdown requirements.

Proposal Submission Requirements

Proposals shall be submitted electronically only. No paper, faxed, or hand-delivered proposals will be accepted. Proposers shall submit their Technical Proposal and Cost Proposal as two separate, clearly labeled electronic files divided as follows:

Technical Proposal

- Cover Letter;
- Firm Profile, Qualification and Bonding Capacity
- Description of Relevant Experience;
- List of Three Similar Projects Completed Within the Past Five Years;
- Proposed Project Team and Key Personnel;
- Project Approach, Phasing, and Schedule Narrative
- Three Professional References;
- Proof of Insurance;
- Required Federal Certifications and Assurances.

Cost Proposal (Submitted as a Separate Electronic File)

- Proposed CM fee (fixed fee or fixed percentage, not to exceed) for pre-construction and construction phase services;

- Proposed general conditions costs, itemized;
- Proposed general liability/bond costs and markup structure, if any;
- Hourly rate schedule for key personnel, for use in evaluating potential change orders.

Evaluation Criteria and Selection

Proposals will be evaluated by an Owner-appointed evaluation committee using the criteria and weighting below. The Cost Proposal will be opened and scored separately from the Technical Proposal.

Criterion	Description	Max Points
Firm Qualifications & Experience	Demonstrated experience serving as CM on comparable public/HUD or federally funded facility rehabilitation projects within the last 5 years	20
Key Personnel	Qualifications, relevant experience, and availability of the proposed Project Team	15
Project Approach & Understanding	Understanding of the scope, proposed pre-construction, and construction phase	20
Federal Compliance Capacity	Demonstrated experience with 2 CFR 200, Davis-Bacon, Section 3, and MBE/WBE program administration on federally funded work	15
Cost Proposal	Proposed CM fee, general conditions costs, and overall value/reasonableness of pricing structure.	15
References	Quality of past performance as documented by owner references	15

Total Possible Points: 100

The Owner may, at its discretion, shortlist the highest-scored firms for interviews/oral presentations prior to final ranking. Award will be made to the highest-ranked, responsible, and

responsive Proposer, or the Owner may negotiate scope and price with the top-ranked Proposer(s) consistent with 2 CFR 200.320(b)(2).

Instructions to Proposers

- All questions must be submitted in writing to Treasurer@NorthCountryRecCenter.org by 5:00 pm EST on Monday, July 20, 2026. Answers will be issued and posted by 5:00 pm on Wednesday, July 21, 2026, at www.NorthCountryRecCenter.org.
- The Owner reserves the right to reject any or all proposals, waive minor informalities, and negotiate final contract terms with the selected Proposer, consistent with 2 CFR 200.
- Proposal preparation costs are the sole responsibility of the Proposer and will not be reimbursed by the Owner.
- All proposals are submitted electronically at the Proposer's own risk; the Owner assumes no responsibility for transmission failures, portal downtime, or delivery issues.
- Any resulting contract is contingent upon continued availability of HUD grant funding and execution of a written agreement.
- The Owner reserves the right to request clarification of information submitted by any Proposer at any point during the evaluation process. Requests for clarification shall be in writing and shall not permit a Proposer to alter its price, add new scope, or otherwise materially change its proposal; clarification is limited to explaining or confirming information already submitted."
- The Owner is an Equal Opportunity Employer and prohibits discrimination in all programs and activities.

Federal Requirements

The selected contractor shall comply with all applicable federal requirements, including but not limited to:

- 2 CFR Part 200 Uniform Guidance;
- Equal Employment Opportunity (EEO) requirements;
- Debarment and Suspension requirements;
- Section 3 requirements, if applicable;
- Byrd Anti-Lobbying Certification;
- Federal Funding Accountability and Transparency Act (FFATA) requirements, if applicable;
- Access to Records provisions; and
- All applicable federal, state, and local laws and regulations.

Procurement Schedule

Milestone	Date
RFP Issued / Advertised	Friday, July 3, 2026
Mandatory Pre-Proposal Conference & Site Visit	Thursday, July 16, 2026
Deadline for Written Questions	Monday, July 20, 2026
Questions Posted to Website 5:00 PM EST	Wednesday, July 21, 2026
Proposals Due 5:00 PM EST	Monday, August 10, 2026
Interviews / Oral Presentations (if held)	Wednesday, August 12, 2026
Firm Selection	Friday, August 14, 2026

Dates above are estimates and subject to change by written addendum. Proposers should monitor www.NorthCountryRecCenter.org for updates.