



REQUEST FOR PROPOSALS

ARCHITECTURAL & ENGINEERING SERVICES – Training Center

March 2023

Summary

The Advanced Regenerative Manufacturing Institute (ARMI) is soliciting proposals for architectural and engineering services for the renovation of an existing mill building in the Amoskeag Millyard in Manchester, New Hampshire to become a training and meeting facility.

Background

Founded in 2016, ARMI is a nonprofit organization with the mission to achieve a highly diverse, capable, innovative, scalable and affordable domestic cell-, tissue- and organ-based biofabrication industry, the supply chain and clinical translation needed to foster that industry, and the trained and ready workforce essential for the industry to thrive, all centered in Manchester, New Hampshire. In September 2022, a coalition led by the City of Manchester and including ARMI was among the 21 communities awarded a series of grants from the U.S. Economic Development Administration, part of the U.S. Department of Commerce through the Build Back Better Regional Challenge. It is one of those grants that is providing funding for this project.

The Project

The Project address is 150 Dow Street, Manchester, NH. Map 276– Lot 7. ARMI is looking to develop approximately 25,973 square feet across a single floor of the existing mill building to provide training labs, classrooms, and meeting space. The design will need to conform to any applicable city, state, or federal standards and/or regulations.

The following Information regarding the Site and/or Project can be found in the Appendix.

- A. Tax Map
- B. 150 Dow Deed
- C. As Built Floor Plans

Scope of Services and Schedule

The firm selected will provide comprehensive Architectural and Engineering (A&E) services for all phases of the project, from initial site and building design through project close-out. It is assumed that the architect will work closely with ARMI staff and other members of the development team and with lead contractors to provide a product that is affordable to construct, maintain and manage and is architecturally compatible with the surrounding neighborhood. Services will include at a minimum, the following:

Proposed Schedule	Scope of Services
April 2023	Conceptual Design
April – August 2023	Design Development Phase <ul style="list-style-type: none"> • Act as the liaison between the Owner and Lead Contractor(s). • Assist in developing Design and Documentation requirements. • Prepare drawings and document for bid process. • Lead pre-construction contracting process to solicit construction input. • Oversee estimating and budgeting. • Support ARMI in preparing the bid package. • Ensure compliance with Regulations.
August-October 2023	Contractor Bid Phase <ul style="list-style-type: none"> • Act as the liaison between the Owner and Lead Contractor(s). • Review and respond to contractor questions. • Review and comment on contractor bid submissions. • Summarize bid information received for ARMI. • Oversee estimating and budgeting. • Produce construction documents. • Ensure compliance with Regulations.
November 2023 – July 2024 (est)	Construction (Build) Phase <ul style="list-style-type: none"> • Act as the liaison between the Owner and Lead Contractor(s). • Attend and record weekly job site meetings; coordinate other site meetings as required. • Monitor project quality. • Summarize progress reports on a timely and regular basis. • Review, evaluate and advise of consequences of design and/or construction decisions, techniques and changes, specifically as they relate to schedule and budget. • Process, track and report all design-related submissions and approvals. • Facilitate Change Orders and payment requests. • Develop and generate project presentation material, as required. • Provide support during post-construction phase. • Conclude project and evaluate overall success. • Ensure compliance with Regulations.

Qualifications

The firm selected will demonstrate experience and capacity to assist ARMI in successfully completing the project. The following qualifications are required to submit a bid on this project:

- Must have five (5) year minimum experience with design and construction of similar spaces.
- Experience in the following areas will assist ARMI in determining the successful candidate:
- Experience in renovating historic buildings.

Submission Requirements

Please submit the following information as your proposal to provide services as described:

- List or statement describing similar project or projects which demonstrate the necessary experience.
- Evidence that the firm or individual is licensed and insured (at least \$1,000,000 professional liability coverage) to do business in the State of New Hampshire.
- Evidence that the firm or individual has an Errors and Omissions (E&O) policy with at least \$1,000,000 coverage.
- A list of staff to be assigned to the project, and brief descriptions of the qualifications of each.
- Three references, including owners and/or project managers of projects that are similar in scope or concept.
- Listing and description of services to be performed, estimated timeframes, and lump-sum cost for each area of activity.
- Because this is funded through a federal grant, the fee must be a lump sum or an agreed maximum, and no part of the fees for other services can be based on a cost-plus-a-percentage-of-cost or a cost using a multiplier.
- Pricing in the proposal submitted will be considered "Guaranteed Maximum Pricing."
- The proposal submission should not exceed 20 type-written pages.

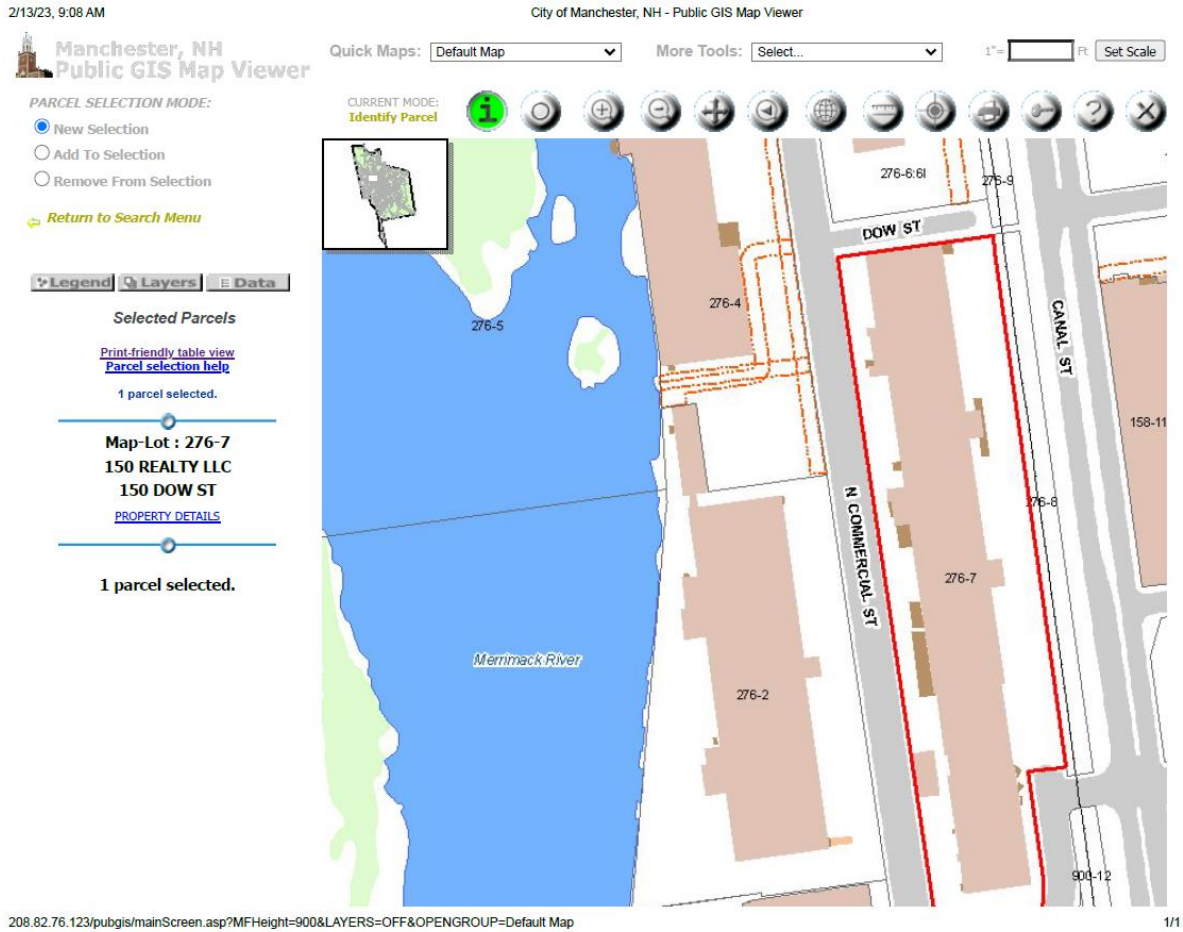
There will be a pre-bid site meeting on March 9, 2023 at 12:00 p.m.

Electronic (PDF) proposals must be submitted via e-mail to bbbrc@armiusa.org and received by 5:00 p.m. on Friday, March 24, 2023 to be considered.

Questions?

Please direct all questions via email via as listed above.

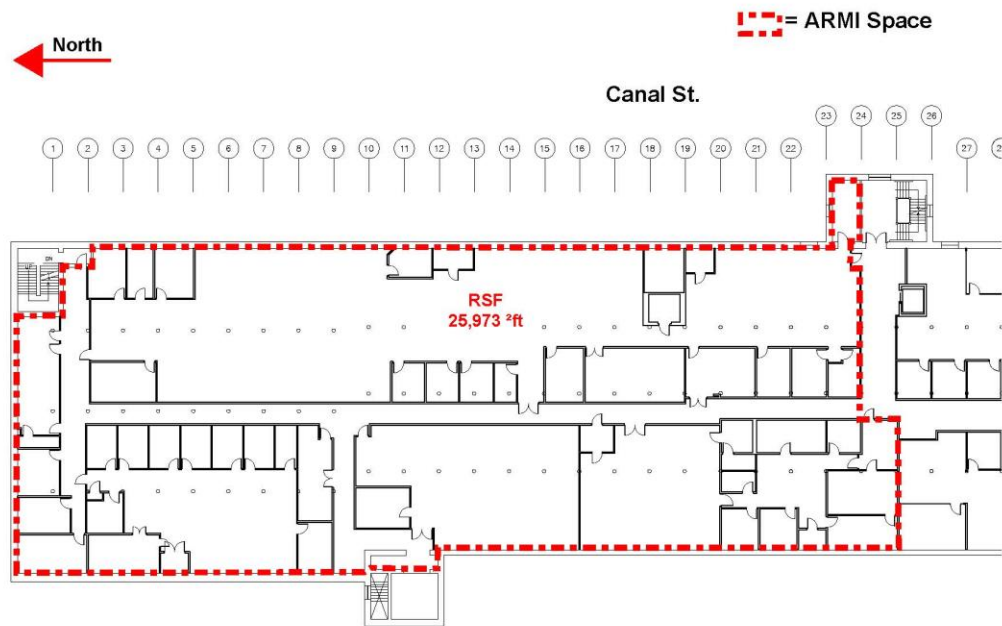
Appendix A



Appendix B

See attached PDF

Appendix C



A THIRD FLOOR NORTH PLAN
1/16/17

Commercial St.