

**Theatre UP  
Littleton, NH  
Request for Proposals**

**Owner's Project Management Services for Addition and Renovations to the Littleton Masonic Temple,  
137-141 Main Street**

Theatre UP will be accepting Proposals in response to this RFP through **March 20, 2024** until 4:00pm from qualified Owner's Project Management firms to provide comprehensive project management and Owner's representative services for an addition to, and renovations of the Littleton Masonic Temple, located at 137-141 Main Street. Littleton, NH. This project is to address Life Safety and Accessibility needs for the building as well as public restrooms, and space needs of Theatre UP. These proposals should be addressed to Lynne Grigelevich, Executive Director, in a sealed envelope marked "Theatre UP, Masonic Temple Project, 2024" or via email. Theatre UP reserves the right to reject any or all proposals where the best interests of the organization would not be served. Interviews may be conducted as a part of the evaluation process at no cost to Theatre UP. **If you have any questions, please forward to Lynne Grigelevich at [lynne@theatreupnh.org](mailto:lynne@theatreupnh.org) no later than 4:00 PM on March 5, 2024. Answers to questions will be posted at [www.theatreupnh.org](http://www.theatreupnh.org) on March 10, 2024.**

**Background**

Theatre UP is a local community theater organization serving the North Country with plays, musicals, and classes for over 40 years. Over the last 10 years, the organization has gone through significant development increasing its offerings, funding, support, and sustainability. Having performed for years at the Lisbon NH Town Hall and then, more recently, at the Littleton Opera House, the organization has outgrown these homes in its needs. Theatre UP is looking to establish a permanent home that will support its growing programs and mission driven goals for sustainability in being able to provide significant productions to the area. With support of a local investor, the Littleton Masonic Temple has been purchased and preliminary planning has commenced to bring the building up to current Life Safety and Accessibility standards. The Temple building will serve important functions for Theatre UP, including, but not necessarily limited to: Rehearsal and small performance space, classrooms, administrative offices, costume shop, and some necessary support functions.

We need an Owner's Project Manager that is sensitive to the challenges and opportunities associated with bringing a historic building into the 21<sup>st</sup> century. The construction costs must be tailored to a budget of \$2 million. This work is partially funded by a NBRC grant. Due to the requirements of the grant and the constraints of a non profit arts organization, it is imperative that the project budget be adhered to. In addition to the Temple project, Theatre UP is planning to build a new building at 25 Ammonoosuc Street. This new building will be the main performance center and scene shop along with necessary support spaces

**Scope of Services:**

The Owner's Project Manager's responsibilities shall include all professional services consistent with the industry accepted roles of an owner's project manager. They shall include, but not be limited to:

- Working with the Architect and Owner Team in the pre-construction phase to develop a total project budget; such efforts to include recommendations for design improvements and cost savings that will comply with the Owner's budget constraints;
- Reviewing the guaranteed maximum price for the construction phase with the Owner, and reviewing cost control management to stay within the GMP on the Owner's behalf;
- Reviewing the cost estimates for completeness and accuracy. Advise Owner on options for consideration;

- Work with the Owner to develop a phasing plan as necessary, analyze any cost and schedule implications;
- Ensuring compliance with Special Provisions as required by key project funders. This includes providing evidence of compliance with historic preservation as required by Preservation Tax credits and the Secretary of Interior's Standards for Rehabilitation projects.
- Reviewing the Architect and CM's Project scheduling, including but not limited to all preconstruction and construction activities as well as reviewing the schedules related to services, equipment and furniture and technology systems as provided by others;
- Providing construction phase inspection and quality control services;
- Reviewing construction phase records keeping and accounting;
- Attending meetings with the Owner representative(s) and/or Architect as necessary, throughout the design and construction processes;
- Reviewing minutes of all meetings with the Owner and Architect in a timely manner;
- Reviewing the CM's monthly updated cash flow projections.

**Deliverables:**

The Owner's Project Manager Team's responsibilities shall include all professional services consistent with the industry accepted roles of a Program Manager working under the C172-2014 contract. They shall include, but not be limited to:

- Work with the Architect and CM to develop a project budget for Fundraising needs. The Architect will provide Drawings for CM's use in estimating.
- Work with the Architect and CM to confirm scope alignment with Owner's Project Requirements, as well as to confirm Project budget.
- OPM shall review the design development and construction schedule for completeness and accuracy noting design milestones and necessary Owner inputs to keep consistent workflow.
- The OPM shall attend all necessary meetings and be responsible for all duties normally associated with project administration in a timely and efficient manner so as not to hinder the progress of the project.
- The OPM shall review minutes of all design and construction meetings with the Owner and advise on any concerns and outstanding issues in a timely manner.

**Qualifications:**

All firms or individuals submitting a proposal must be a business in good standing in the State of New Hampshire and/or Vermont and have demonstrated experience with similar projects.

**Required Proposal Components:**

*Organizational Background:* Proposals shall include a description of the applicant's ability to meet the requirements of this RFP, a description of prior experience in relevant areas, resume of all staff involved in the proposed work and any subcontractors that may be necessary.

*Project Approach:* The plan of action for accomplishing the tasks outlined in the scope of services including staff assigned and number of hours allocated to each task. Include any recommendation for amending proposed Scope of Work.

*Budget:* Proposals shall include a budget for performing the Scope of Services.

*Timeline:* A timeline for the project showing each task, event, and the decision points shall be included.

*References:* Please supply three references, for projects of similar type and scale, that can speak to your quality of work, including telephone numbers.

## BABAA

This project requires compliance with Buy America or BABAA. All the details are available on the NBRC website: <https://www.nbrc.gov/content/BABAA>.

### **Selection Criteria:**

The Owner will review all submitted proposals. After reviewing all proposals, the Owner may, at their discretion, conduct interviews with a limited number of applicants(s). Applicants who are granted interviews will be contacted by ED Lynne Grigevich with the date, time and location of the interview.

Proposals will be evaluated based on the following criteria:

- Owner's Project management experience with projects of similar size and complexity, multi-family residential construction and limited aspects of Historic Preservation, including minor involvement with Preservation Tax Credit funded projects.
- Owner's Project management experience, renovation of historic buildings incorporating minor structural improvements, re-roofing of occupied building, mechanical and electrical systems and shoring steel retrofit for basement garage
- Reputation for effective owner's project management services with established internal policies and procedures.
- It is the Owner's intention that all work be competitively sub-bid to qualified subcontractors. The OPM will review all bids and budget updates and advise the Owner of any concerns or outstanding issues.
- History of effective schedule and budget management for projects of similar scale and complexity.
- Professional qualifications of individuals assigned to the Project.
- Current work schedule availability.
- In addition, the following criteria will be considered:
  - Owner's Project Manager's fees and costs;
  - Detailed, project specific work scope;
  - Preliminary Project Schedule;
  - Such other criteria as may be in the Owner's interest;

### **Insurance Requirements**

The Owner will require the selected firm to provide a certificate of insurance confirming \$2,000,000 coverage each for general liability, automobile liability and professional liability. The Owner must be named as an additional insured on all insurance policies

### **Proposal Submission:**

Electronic proposals are encouraged and may be submitted to Lynne Grigevich, Theatre UP Executive Director at [lynne@theatreupnh.org](mailto:lynne@theatreupnh.org). Applicants submitting proposals by mail should allow adequate time to ensure receipt of their proposal by the deadline. Mailed proposals may be sent to PO Box 786 Littleton NH 03561. Submission deadline is **March 20, 2024**.