

## **Sunapee School District Request For Qualifications – Pre Bond Architectural Services**

### **IMPORTANT NOTICE TO ALL PROPOSERS!**

It is the responsibility of each Proposer to ensure that the Sunapee School District has their correct business name and contact information on file (including an email address). Any prospective Proposer who obtained Request for Qualifications (RFQ) documents from the District website or from anyone other than the District is responsible for advising the Sunapee School Board that they have a set of contract documents and wish to receive subsequent Addenda.

The District may, during the RFQ period, advise the Proposer by bulletin or website the addenda of additions, omissions or alterations in the specifications using electronic means. All such changes shall be included in the RFQ and become a part of the specifications as if originally submitted. Any and all subsequent Addenda must be signed and included with the Proposer's response.

Please send your contact information to the SAU office at [rholden@sunapeeschools.org](mailto:rholden@sunapeeschools.org) with the subject line “**Proposer Contact Info**” and include the following information:

- Company Name
- Contact Person's Name
- Address
- Phone Number
- Email Address

### **Request for Design/Architectural Estimating Services**

The Sunapee School District is inviting Proposals from qualified Design services to provide a pool of comprehensive professional design, architectural and engineering services to the School District of Sunapee for the next year in developing a plan to address school district facility needs/projects, to include, but not limited to, renovation/remodeling, modernization, additions and/or replacement of existing facilities.

Through this RFQ process, the District expects to select and establish a Design/Architectural service that can assist the District with designing, estimating, and pre bond service up to March 202. The District is looking for a firm to provide design, architectural and engineering services for the planning, design, and construction phases of district facility current needs for the Sunapee Central Elementary School building, Sunapee Middle High School building infrastructure HVAC, and space utilization. There is a need for a design for additional playing field space for multiple sports programs. The District anticipates the need for various schools remodeling, and school improvement projects over the next one to three years.

The District may also consider the selection of a firm to create and/or maintain a district wide master facility plan. This work may include creating a comprehensive master facility five (5) year plan through reviewing current facility needs.

The District may consider the selection of a firm to develop and place a value on current facilities for the purpose of determining value as public school appropriate educational spaces.

Interested proposers should submit a response to this Request for Qualifications as follows:

1. Three (3) bound copies in a sealed envelope clearly marked with the words: "Proposal for Design and Estimating Services Sunapee School District Architectural RFQ 2019. Please enclose an electronic copy of proposal in sealed packet.

All proposals must be received no later than: **Monday, May 20, 2019 at 3:00 pm local time**

**Submit To: Design and Estimating Services RFQ 2019  
Sunapee School District  
Attn.: Russell E. Holden  
70 Lower Main Street  
Sunapee, NH 03782**

The selection process may include a screening review and evaluation of proposals by District staff, consultants, and/or members of the Sunapee School Board. Firms submitting proposals that best meet the requirements of the District may be invited to an interview.

The District is an equal opportunity employer. Local, minority, and women owned businesses are encouraged to participate.

The District is seeking proposals that demonstrate, at a minimum, the following capabilities:

- A. K-12 educational project experience
- B. Experience with energy-efficient and sustainable design
- C. Cost control methods and change order history
- D. Prompt and effective communication and responses to District staff
- E. Ability to satisfactorily complete projects even when there are compressed timelines
- F. Demonstrate your partnership in communicating with communities

## **Instructions for Proposal Submittal**

### **1. General**

1. **Submittal of Proposals** - Proposals should be reviewed for accuracy before submission to the District since proposals may not be adjusted after submission. The District will not be responsible for errors or omissions in any Proposal. The District reserves the right to reject any and all proposals, or to waive any irregularities or informalities in the proposals.
2. **Copies of Proposals** - Each firm submitting a Proposal must include one (1) electronic plus Three (3) hardcopies of the Proposal.
3. **Disqualified Proposals** - Proposals received after **3:00 pm EST on Monday, May 20, 2019**, shall be refused from consideration.
4. **Contacts** - In order to control information disseminated regarding this Request for Qualifications, firms interested in submitting proposals are directed not to make personal contact with members of the Sunapee School Board or District Administration with the exception of the individual listed below:

Russell Holden  
Sunapee School District  
70 Lower Main Street  
Sunapee NH 03782  
rholden@sunapeeschools.org

5. **Rights of the District** - The District reserves the right to incorporate terms and conditions it determines to be proper or necessary into any contract negotiated as a result of a proposal submitted in response to this RFQ.

All materials submitted in response to this RFQ shall become the property of Sunapee School District and shall be considered a part of the public record. General information about Sunapee School District may be found at [www.sunapeeschools.org](http://www.sunapeeschools.org)

### **2. Contents of Proposal**

Interested firms are required to submit proposals according to the following areas in the order as indicated below. Firms are asked to include specific responses to all questions.

1. **Cover Letter and Signatures**

A maximum one-page, dated Introductory Letter must be submitted including

the legal name of the respondent, address, telephone number, and the name, title, and signature of the person(s) authorized to submit the Proposal on behalf of the firm.

2. **Table of Contents**

A Table of Contents of the material contained in the Proposal should follow the Cover Letter.

3. **Executive Summary**

The Executive Summary should contain an outline of your general architectural and business approach along with a brief summary of your qualifications to engage in a professional relationship with Sunapee School District.

4. **Narrative**

Provide a Comprehensive Narrative of the architectural, planning, and engineering services offered by your firm. The narrative should include the following:

- a. ***Experience.*** Describe your experience with New Hampshire public school construction and modernization projects. Include the scope of projects, project construction costs, and a description of your firm's role. Provide project reference contact names and telephone numbers for current public school clients and the length of service as well as a list of all public school clients that have terminated services in the past two (2) years. Please list the dollar value of school projects done by the firm in the past fiscal year (July 1, 2018 to June 30, 2019). Please list new school and modernization projects done over the past three (3) years. Explain how your firm has the capacity to complete the work along with other contracted workloads.
- b. ***Personnel.*** Please list the Architect(s) or other professionals in your firm who would be involved in the design, bidding or construction phases of either new or existing school projects. Indicate preferred consulting firm(s) used by your firm in the following areas:
  - i. Structural Engineering
  - ii. Mechanical Engineering
  - iii. Civil Engineering
  - iv. Electrical Engineering
  - v. Technology
  - vi. Landscape Architect

Include resumes/vitae of personnel who would likely be assigned to projects associated with the Sunapee School District. **Specifically define the role of each person and outline his or her individual experience.** Indicate who would serve as the primary contact from that firm to the District. If the firm utilizes resources from more than one office, indicate office locations and how work would be coordinated.

- c. **Professional Fees.** All respondents are to submit a fee proposal that compliments the service that is being requested.

### C. **Description of Projects**

The District may be making the assignment of an architect for modernization or expansion of the existing elementary school, middle/high school, District administrative office, or new construction projects. The selected firm will be expected to design, produce construction drawings, and obtain final Sunapee School Board approval by a mutually agreeable date. The school may be built using a variety of Construction Management approaches. The architect will be expected to work with the District's representative during both the design and construction phases of any project.

### D. **Selection Process**

The process that will be used by the District in selecting architectural firms to perform services as outlined in this Request for Proposals will be as follows:

1. Selection Committee  
The District will appoint a Selection Committee to coordinate initial screening.
2. Initial Screening  
The Selection Committee will review proposals submitted by architectural firms and has the right to select firms submitting a proposal to be invited to participate in interviews. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Administration and the Board reserve the right to request clarifying information subsequent to submission of the proposal.
3. Oral Interviews  
The Selection Committee may interview any or all of the architectural firms recommended from the initial screening.
4. School Board  
The architectural firm(s) selected by the Committee will be recommended to the Sunapee School Board. The Sunapee School Board will make the final

selection of architectural firm(s). Staff will be authorized to enter into agreements on a project specific basis.

**E. Selection Criteria**

Architectural firms submitting proposals are advised that all proposals will be evaluated to determine the firms that will be able to meet the needs of the District. The selection criteria will include, but not be limited to, the items listed below:

1. Please describe your experience as it relates to managing public process
2. Ability to communicate and follow up promptly and efficiently with District personnel regarding the design of educational facilities to support the District's educational programs.
3. Experience and expertise of the firm and its consulting engineers on education projects.
4. Capable personnel to manage the project in the office and supervise/administration of construction in the field.
5. Please describe your experience working with state agencies and inspections at it relates to school projects/construction. Provide details regarding the agencies that you have had to engage with and in what capacity.
6. Past record of meeting time schedules and budgets for comparable projects, accuracy of plans and minimum amount for change orders. Completeness and quality of the Proposal.
7. Recommendations and/or visits to completed projects.
8. Interview, if invited.
9. Fee schedules, provide an estimate of what the cost to produce a master plan that include an assessment of our facilities and space, attending public forums/meetings to understand public concerns and expectations, and provide a minimum of 2 plans for consideration.
10. Experience with energy efficient and sustainable design.
11. Resources available and ability to meet tight deadlines when needed.

### Anticipated Timeline

RFQ Release Date	May 6, 2019
Questions/ Requests for Information/ Clarification Tour of District May 13 <sup>th</sup> at 9:30am (70 Lower Main St, Sunapee NH)	May 13, 2019 <i>no later than 3:00pm</i> <u>Submit to:</u> <a href="mailto:rholden@sunapeeschools.org">rholden@sunapeeschools.org</a>
RFP Due Date	May 20, 2019 <i>no later than 3:00 pm</i>
Initial Screening of Responses	May 21-24, 2019
Oral Interviews with Firms Selected from Initial Screening (if invited)	May 29-31, 2019
Recommendation of Final Selection to Board of Education	June 5, 2019