

Sunapee School District Facility Planning – Request for Qualifications

April 5, 2019

Request for Qualifications (RFQ) for Owner’s Project Management Services for the Sunapee School District

Due April 19th, 2019

No later than 3:00 p.m.

Deliver to:

Russell E. Holden

70 Lower Main Street

Sunapee NH 03782

Questions:

Russell E. Holden

Tel. (603) 763-4627

Email: rholden@sunapeeschools.org

General Information:

The Sunapee School District is soliciting statements of qualifications to aid in the selection of an Owner’s Project Management to provide Manager Services pertaining to the District’s Facility Needs and to provide project management services to assist in hiring a design, architectural and engineering firm, monitor procurement procedures, design, construction and other related activities. The Owner’s Project Manager shall facilitate, coordinate and manage the Project with respect to timely performance in accordance with the Project Schedule. The Owner’s Project Manager shall monitor the quality of services and workmanship and shall recommend courses of action to the Owner when respective contractual requirements are not being fulfilled. Services shall continue through substantial use and occupancy by the owner, and project closeout given the passing of a proposed warrant article in March, 2020.

Statements of qualifications should be in accordance with the terms, conditions and requirements set forth in this RFQ. Interested parties should submit five (5) copies of their statements in an envelope with the company name and address and labeled “Sunapee School District’s RFQ Statement” and deliver to the above address no later than **3:00 p.m. on April 19, 2019**.

- This RFQ is the first step in the process for selecting an Owner’s Project Manager for the project and provides the information necessary to submit qualifications for consideration.
- In the second step of the process, the highest ranking qualified respondent(s), as determined by a committee, will be requested to attend an interview and answer any questions regarding the firm’s qualifications.
- By submitting its statement of qualifications in response to this RFQ, respondent accepts the evaluation process.

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- Respondent acknowledges and accepts that any cost incurred from the respondent's participation in this RFQ shall be at the sole risk and responsibility of the respondent.
- Responses received after the response submission date and time will not be considered.

The selection process will include a screening review and evaluation of proposals by District staff, 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
- D. Prompt and effective communication and responses to District staff
- E. Ability to satisfactorily complete projects even when there are compressed timelines
- F. A partnership in communicating with our community

Submission Requirements:

Respondents shall read the information contained in the following criteria and submit a qualifications package that contains the information requested in this RFQ. The responses shall contain the following general information in the sequence listed herein:

- Qualifications and availability to undertake the project
- Provide a suggested approach to integrating ideas and information for the Sunapee District Facility needs during the design process of this project.
- Provide a narrative describing the respondent's unique qualification as they pertain to similar projects.
- Provide a statement on the availability and commitment to undertake the Project.
- Experience with providing Owner's Project Manager Services.
- Willingness to provide pre-vote services.
- Provide information on your firm's experience with other Public K-12 projects. List the projects in order of priority, with the most relevant project listed first. Provide the following information for each project listed:
 - Project name, location and description
 - Final project size in gross square feet
 - Overall project cost
- Describe your quality assurance program. Explain the method used to ensure quality control during the construction phase of a project.
- Experience of supervisory personnel.
- Overall experience and capabilities of the firm.
- Distance from the project.

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- History bringing projects in on time and within budget.
- Similar projects of scope and size.
- Overall ability to work as part of a team.

The evaluation of the Qualification shall be based on the requirements described in this RFQ.

C. 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 OPM selected by the CIP Committee will be recommended to the School Board. The School Board will make the final selection.

E. Selection Criteria

OMP 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. Ability to communicate and follow up promptly and efficiently with District personnel regarding the design of educational facilities.
2. Experience and expertise of the firm and its consulting engineers on education projects.
3. Depth of experience in working with State agencies.

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4. Past record of meeting time schedules and budgets for comparable projects.
5. Interview, if invited.
6. Fee schedules.
7. Resources available and ability to meet tight deadlines when needed.

Anticipated Timeline

RFQ Release Date	April 5, 2019
Questions/ Requests for Information/ Clarification/	April 11, 2019 no later than 5:00pm._ <u>Submit to:</u> rholden@sunapeeschools.org
RFQ Due Date	April 19, 2019 no later than 3:00 p.m.
Initial Screening of Responses	April 23-24, 2019
Oral Interviews with Firms Selected from Initial Screening (if invited)	April 29 – 30, 2019
Recommendation of Final Selection to District School Board	May 1, 2019