

## **REQUEST FOR PROPOSALS - FINAL ARCHITECTURAL SERVICES**

**Concord School District  
16 Rumford Street  
Concord, New Hampshire**

Issue Date: March 5, 2009

Due Date: April 15, 2009

### **REQUEST FOR PROPOSALS (RFP) FOR FINAL ARCHITECTURAL SERVICES**

The Concord School District has adopted a master plan that proposes the renovation and/or new construction of three school buildings, each housing 400 – 600 students. According to the master plan, one elementary school building would be in the “downtown” area known as the Kimball block. A second building would be on the site of the current Conant Elementary School building. A third building would be a new pre K–2 building constructed on the same campus as an existing Broken Ground site, which houses Grades 3 – 5.

Five of the current elementary schools in Concord are close to 100 years old. They all have significant equity issues, including ADA compliance, fire safety, building and electrical code issues, and environmental issues, including inefficient and under performing mechanical systems. There are also questions that these schools do not meet the current DOE standards for class size, technology and core learning space.

In 2004, Concord School District had an initial building analysis of major systems and structures of the nine elementary school buildings. Since that report, a professional group and community task force completed educational specifications for an elementary school of the future. In the summer of 2008, Concord School District retained an architectural firm to review the existing information and provide professional information and guidance to a second community task force charged with evaluating the feasibility, costs and options for renovated or building new schools on the Conant and Kimball Elementary sites. That work is now complete.

Concord School District is looking for one or more architectural firms to review the work to date and work with school administrators, staff and community members to design three elementary schools that address the issues of concern while meeting the educational specifications to serve the district for the next 100 years. The district is seeking architectural firms that possess significant K–5 school planning and construction experience. Concord School District is looking for creative solutions to the many issues surrounding our elementary schools, including site limitations. The district is particularly

interested in architectural firms that are LEED-accredited and have actual schools built to CHPS specifications. We are looking for seasoned professionals who can demonstrate strong presentation skills in working with a variety of people and organizations in the public. After the firm is selected, our desire would be to have public design charrettes for the three schools. Through the final design process, the district will expect to have design approved plans ready for construction bidding.

### **REQUEST FOR PROPOSALS TIMETABLE**

The following schedule has been established for the Request for Proposals:

RFP Release Date: March 5, 2009

Proposals Due: April 15, 2009

### **PROJECT BACKGROUND**

The Concord School Board has been engaged in a lengthy process to develop a viable master plan for its nine elementary school buildings. The master plan is designed to address the problems resulting from declining enrollments in the elementary schools, aging buildings (five schools were built in the early 1900s), health and safety considerations and inequities among schools in the district.

More detail about the master plan can be found on the district web site, [www.concordnhschools.net](http://www.concordnhschools.net) under "News and Projects/Elementary Facilities Plan."

### **RFP PROCESS/PROPOSAL PROCEDURE**

Proposals should include a resume or detailed description of the professional qualifications of those who will work on this project, as well as the names and qualifications of those who will be in charge of the project. Proposals should include the names and addresses of all corporate officers of the entity submitting the proposal.

Respondents should submit two hard copies of their proposals and one electronic copy (on CD) to Matt Cashman, Director of Facilities and Planning, Concord School District, 16 Rumford Street, Concord, NH 03301. All pre-submission inquiries should be directed via email to Matt Cashman at [mcash@csd.k12.nh.us](mailto:mcash@csd.k12.nh.us) (no phone calls).

Proposals are due by 4:00 p.m. on April 15, 2009. Please note that this schedule is subject to change as necessary. After the first screening, there will be a bidder's conference and the opportunity to tour the existing facilities. At the bidding conference, each of the firms will be given the same task to go back and work on, before the final presentation to the selection committee. We will schedule individual time slots for each firm, to demonstrate their creativity, presentation skills and practicality in solving the various issues we have in our schools. A copy of the history and master plan can be found at [www.concordnhschools.net](http://www.concordnhschools.net)

The proposal must include descriptions of similar or relevant projects, with contact information for each project. The school district anticipates visiting one or more of the proposer's projects and will contact a representative to discuss the proposer's qualifications. Any additional information that the proposer deems relevant should be included.

The proposal should include the firm's hourly fee or fee structure for this type of consulting project.

Proposals should be printed on 8 ½" x 11" paper. There is no page limit. Exhibits, including renderings and visuals, should be presented. These may be submitted in printed format or on disk as an addendum.

The two (2) hard copies of the proposal submission, the electronic copy (CD) and a completed Certification of Non-Collusion (see Appendix A) should be submitted in a sealed envelope with the following information written on the outside:

Firm name, address and contact information (name, phone number)  
Concord School District: Architectural Services

Proposals must be submitted to Matt Cashman, Director of Facilities and Planning, Concord School District, 16 Rumford Street, Concord, NH 03301.

#### **EVALUATION AND SELECTION PROCEDURE**

Proposals will be evaluated by a School Board-designated selection committee; this committee may consist of the entire school board and administrators, as well as some members of the public. The successful proposal will be that which the selection committee judges best overall based on the following criteria:

- Experience with school design, particularly public K–5 elementary schools.
- Examples of historic school renovations.
- Overall performance of the task, which will be given at the bidder's conference.
- Creative and practical solutions to the many issues that face the Concord Schools, including site limitations.
- LEED and CHPS accreditation and examples of schools the proposer has built.
- Professional presentation skills from the primary key person who will be tasked throughout the project life. Demonstrated skills of working with a variety of community groups.
- Organizational capability.
- Satisfactory credit references and evidence of adequate professional liability insurance.
- Fees.
- Disclosure of ownership and business affiliations allowing a review of any potential conflict of interest.

The Concord School District will only consider proposals that meet satisfactory levels of the above criteria.

The Concord School District is not required to accept the proposal that includes the lowest fee. The Concord School District's acceptance of a proposal does not imply that every element of that proposal has been accepted. Proposals that do not meet these requirements will not be evaluated. When feasible, representatives of the school district will visit facilities designed by proposers.

**OTHER GENERAL RFP REQUIREMENTS AND CONDITIONS**

The Concord School District reserves the right to postpone or cancel this RFP or reject any and all proposals for any reason. While the Concord School District anticipates holding interviews, proposers are advised that the school district has the option of selecting the proposer without conducting negotiations. Therefore, proposers should submit their best proposals initially, since negotiations may not take place.

The Concord School District is not liable for any costs incurred by proposers in the preparation of proposals or for any work performed in connection therein. A proposer may submit a modified proposal to replace all or any portion of a proposal submitted up until the proposal submission deadline. The school district will only consider the latest version of the proposal. Late proposals and late modifications will not be considered for evaluation. Proposers may withdraw their proposals from consideration at any time before the proposal deadline. To withdraw a proposal, the proposer must provide the Concord School District with written notification.

All Requests For Proposals submission materials become the property of the Concord School District.

**Appendix A.**

**Certificate of Non-Collusion**

The undersigned certifies under penalties of perjury that:

1. The proposal has been created in good faith;
2. The proposal has been created and submitted without collusion or fraud with any other person or entity;
3. All statements of fact in the proposal are true;
4. The proposal was not created in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;
5. The vendor has not, directly or indirectly, by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of the Concord School District or of any other vendor or anyone else interested in the proposed contract.

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*Signature of Authorized Representative*

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*Date*