



**DOVER SCHOOL
DISTRICT**

**JOINT BUILDING COMMITTEE – DOVER HIGH
SCHOOL AND REGIONAL CTC
MEETING NOTICE**

Meeting Type: **Regular Meeting**
Meeting Location: **Superintendent's Conference Room, McConnell Center**
Meeting Date: **Tuesday, June 24, 2014**
Meeting Time: **4:30 P.M.**

1. Call to order and roll call
2. Approval of Meeting Minutes from May 13, 2014
3. Citizens' Forum
4. Discuss DHS/CTC faculty survey results
5. Discuss RFQ
6. Outline of Action Items
7. Adjournment

ANTONIO J. FERNANDES, JR.
Interim Superintendent

KAREN M. TAYLOR
Business Administrator



SCHOOL ADMINISTRATIVE UNIT #11
McCONNELL CENTER
61 LOCUST STREET SUITE 409
DOVER, NEW HAMPSHIRE 03820-4132
TEL (603) 516-6800
FAX (603) 516-6809

Dover School District

DRAFT

DRAFT

June 20, 2014

REQUEST FOR QUALIFICATIONS

Dover High School & Regional Career Technical Center Needs Assessment, Site Selection & Design Services

You are cordially invited to submit qualifications for **Dover High School & Regional Career Technical Center Needs Assessment, Site Selection & Design Services** in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting.

Eight (8) Copies of the Qualifications must be submitted in a sealed envelope, plainly marked:

**Dover High School & Regional Career Technical Center
Needs Assessment, Site Selection & Design Services
Business Office
Dover School District – SAU 11
61 Locust Street, Suite 409
Dover NH 03820**

All proposals/bids must be received by **TBD**, 2014 at 2:00 p.m. EST

KMT/mfg
Attachments

****IMPORTANT:*** *IF you have not already please [click here](#) and sign up on our website in order to be notified of any future bids associated with your service.*

Vendors wishing to respond to a bid request with alternates to specifications must notify the School District no less than five (5) business days prior to the bid request opening date. If the proposed changes are acceptable, the School District will advise other potential respondents, thereby maintaining equality in the bid process. Failure to advise the School District could result either in rejection of the alternate proposal or in an untimely extension of the sealed bid process.

Vendors may be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.



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REQUEST FOR BID, PROPOSAL, QUOTATION

Request type	Qualification
Title	DHS/CTC Needs Assessment, Site Selection & Design Services
Date	June 6, 2014

I. INTRODUCTION

The Dover School District invites qualified architectural firms to submit proposals for consideration to provide a facility needs assessment, site assessment and architectural / engineering design services for a renovation or new High School and Regional Career Technical Center. The needs assessment study is the first phase of planning in the design and construction of a new High School and Career Technical Center.

Extensive experience in planning, development of a facility needs assessment, site assessment and providing architectural/engineering design services for a renovated or new High School and Regional Career Technical Center are essential criteria for selection and absolutely required due to the complexity of school operations. Architectural firms are asked to submit statements of qualifications, experience in school planning, design and construction administration, including references of other school projects that have involved their respective firms.

Architectural firms may partner with firms with significant experience with schools to submit a proposal. In this event, qualifications of all partners shall be submitted with the proposal.

II. PROJECT DESCRIPTION

The District seeks to retain a firm which would provide architectural and related expertise to meet the comprehensive needs of the District, in collaboration with District staff, students and the Dover, NH community, to determine the most effective approach to creating a contemporary High School and Career Technical Center.

The selected firm shall work collaboratively with the community as well as district students, staff, administration and other related personnel to assist in development of the program. Community, district, and school-wide involvement are greatly encouraged.

Related services shall include but are not limited to sustainable design services, services regarding LEED initiatives and certification, and other planning services the firm may have experience in providing to school districts. The Dover High School and Career Technical Center would be constructed or updated to contemporary standards to enhance student achievement and provide the highest-quality educational experience for District students and staff. This would include programming space for all curricular and extracurricular activities, including interscholastic athletics, band, music and drama as well as the most up-to-date advancements in sustainable technology and security.



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III. INFORMATION AVAILABLE

The Dover School District is planning to renovate or construct a new High School and Regional Career Technical Center. The exact timetable for construction has not been determined. Currently, the Dover High School and Regional Career Technical Center employs 192 teachers (both full and part time). The design shall include room for expansion based on an expected increase in population. The current facility was completed in 1967 and is approximately _____square feet. Deficiencies in the existing facility include it being...

It is anticipated a preliminary budget will be established based upon the return of the needs assessment and site selection.

The Dover high school population including the Career Technical Center is estimated at approximately 1300 students.

We will be adding information here from the checklist and survey results .

V. TIMELINE

As part of their response to this Request for Qualifications vendors shall:

- Provide information on current workload and describe how the firm would accommodate this project.
- Outline the design schedule to be implemented to meet the expected project requirements and construction.
- Describe the methods the firm will use to maintain the implemented schedule.



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VI. GENERAL REQUIREMENTS

Vendors submitting qualifications must respond in writing to all requirements of this Request for Qualifications (RFQ). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional, relevant information may be included with the submittal requirements.

No late, email or facsimile proposals will be accepted.

Costs incurred for the preparation of responses to this RFQ are the sole responsibility of the vendor. The Dover School District reserves the right to select or reject any vendor that it deems to be in the best interest to accomplish the project specified. The School District reserves the right to accept on one or more items of a submission, on all items of a submission or any combination of items. The School District reserves the right to discontinue the selection process at any time prior to the awarding of a contract. The School District reserves the right to waive defects and informalities of the submissions.

Requests for Clarification: Any and all requests for clarification regarding the District's expectations under this Request for Qualifications should be directed in writing to Karen M. Taylor, Business Administrator at k.m.taylor@dover.k12.nh.us by **TBD**, 2014.

Procurement information shall be a governmental record to the extent provided in **NH RSA 91-A: 4 and RSA 91-A: 5** and shall be available to the public. Proprietary information shall be considered a governmental record. Vendors seeking to restrict public access to information contained in a response shall address concerns with the Business Administrator prior to submission of the response.

Prohibited Contact:

Representatives from candidate firms are prohibited from making any contact with members of the Joint Building Committee, School Board and District staff with regard to this Request for Qualifications except to seek clarification of the requirements as noted above. The District reserves the right to disqualify any candidate firm found to have improperly contacted members of the Joint Building Committee, School Board or District staff with regard to this Request for Qualifications.

Candidate Firm Selection Schedule:

Issuance of Request for Qualifications:

Informational Meeting:

Deadline for Submissions:

Review of Submissions:

Selection of Finalists:

Interview of Finalists:

Proposed JBC/School Board Action:



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VI. SUBMITTAL REQUIREMENTS (any missing items may result in rejection of the proposal)

Insurance

The successful vendor will be required to submit certificates of insurance showing minimum liability limits of \$2,000,000.00, including professional liability. The types of liability coverage and workers compensation participation shall be identified. Thirty day notice is required for cancellation of policy and Dover School District shall be listed as an additional insured.

Independent Contractor Relationship

The vendor shall perform services as an independent contractor, and shall have and maintain complete control over all of its employees, agents, and operations. Neither the vendor nor anyone employed by it shall be, represent, act, purport to act or be deemed to be the agent, representative, employee or servant of the Dover School District.

The vendor selected by this Request for Qualifications will be working as an independent contractor and will be required to take out and keep in force all permits, licenses, certifications, other approvals, and or insurance that may be required by the Dover School District, any local or regional governmental agency, the State of New Hampshire, or the federal government. Failure to comply with any of these items would be grounds for immediate cancellation of the contract.

Licenses and Permits

All State of NH & local codes, permits and licensing requirements must be met by anyone performing work on city property. The vendor will be required to obtain permits prior to commencing any work. Local permit fees will be waived by City. Copies of such permits and licenses will be forwarded to the Business Administrator for the file prior to work commencing.



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VII. SELECTION

A selection committee will review submissions. After review of submissions and prior to final ranking, the committee may, at its discretion, conduct interviews with a limited number of firm(s). The Committee may, at its discretion, visit sites representing the work of a specific firm. If the School District desires to interview a firm, that firm will receive notification of the date and time of the interview. Vendors who are interviewed should anticipate interviews that focus on their approach to this project and the design team professionals who will be directly involved in the project.

The Owner is under no obligation to grant interviews to any vendor receiving a copy of this RFQ and/or submitting a written response to this RFQ.

The Committee will rank the vendors and negotiate with the most qualified vendor on price, terms and conditions. The Committee's recommendation will be submitted to the City Council for consideration. City Council approval is required for the award of a bid and contract.

CRITERIA FOR EVALUATION SHALL INCLUDE:

- Demonstrated experience in providing service required for school projects of similar size and scope to our anticipated project
- Quality of information based on completeness, relevance, conciseness and organization of materials.
- Qualifications of design team members to lead project effort. This must include the actual team that will be assigned to this project, not just available staff or consultants. At least one team member assigned to this project must be an architect currently licensed in the State of New Hampshire and AIA certified.
- Demonstrate the ability to accurately develop needs and project budgets and maintain those throughout the project.
- Response of references.
- Creativity in developing unique design solutions in school projects.
- Have the available resources to complete the project.
- Demonstrated expertise in Green design
- Demonstrated ability to meet schedules and proposed project budgets
- Firm's demonstrated ability to assist the Owner in gaining public opinion and support
- Firm's ability to meet insurance requirements



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VIII. RESPONSE FORMAT

The items listed below shall be submitted with each submission in the order shown. Each section should be clearly labeled, with pages numbered and separated by tabs. Failure by a Submitter to include all listed items will result in their submission being rejected.

Tab I – Cover Letter

Provide a cover letter indicating your firm's understanding of the requirements relating to this submission. The letter must be brief and formal from the submitter that provides information regarding the firm's interest in and ability to perform the requirements of this RFQ. A person who is authorized by the organization to enter into an agreement with the Dover School District will sign the letter.

Please include all contact information.

Tab 2 – Acceptance of Conditions

Indicate any exceptions to the specifications, terms and conditions of this RFQ, including the Scope of Services.

Tab 3 – Company Background

- Years in business under present name.
- Any business name changes and the reason for the change.
- Name and address of each office location.
- Ownership structure (Corporation / Partnership).
- Names and titles of officers in the company.
- Company trade organizations / associations / affiliations
- Description of the firms philosophy

Tab 4 – Qualifications

- Describe firm qualifications, experience and project understanding.
- Provide resumes for key personnel that will be assigned to this project.
- Demonstrate the firm's qualifications and experience in School specific projects.

Tab 5 – Project Manager

- Identify the Project Manager, including experience and qualifications related to School design and construction.
- Show the organization of the proposed designed team.



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VIII. RESPONSE FORMAT CONT.

Tab 6 – Firm Resources

- Describe the firm's personnel resources available to the Project Manager.
- Describe key personnel to be assigned from within the firm and any key outside sub-consulting firms for this project.

Tab 7 – References

- Provide references (with contact name and telephone number) of similar design projects for which your company has, in whole or in part, provided services. If the responding firm is legally contracting a firm with experience in planning in this type of facility the subcontracted or partner firm must also provide references of similar design projects that the subcontracted/partner firm has in whole or in part provided.

Tab 8 – List of Ongoing and Completed Projects

- Provide a list of similar projects in which your company is currently involved, or has been involved.
- Please list project description and status.

Tab 9 – Customer Support

- Describe the firm's physical availability to the Dover School District in terms of communication, meetings and fieldwork.
- How will distance from the project site and the Dover School District affect the response time to critical matters pertaining to the project?
- Please include a complete and separate list of all School Projects in which only this firm, or a consulting school specialty firm, was primarily responsible.



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VIII. RESPONSE FORMAT CONT.

CONTENT OF PROPOSAL

Proposals should be formatted to 8.5"x11" pages and contents bound. Submissions shall be sealed and clearly marked "**Dover High School and Regional Career Technical Center Needs Assessment, Site Selection & Design Services.**" Proposals should include but not be limited to the following information.

1. Name, address and telephone number of your firm and email of primary contact.
2. Type of organization (i.e. individual, partnership, corporation, joint venture, etc.) and year established.
3. Principles of firm.
4. Person in charge of proposed study, design of the facility and diagram of proposed organizational structure.
5. Name, function and qualifications (resumes) of personnel in your organization who will be involved in this study.
6. Furnish list of representative consultants by type and by name. Furnish resumes of key consultant personnel.
7. References for at least four education past or current clients.
8. Recent projects best illustrating current qualifications for this study, including contact persons.
9. Any other information you feel is appropriate to assist in architect selection.



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CONTACT INFORMATION: SIGNATURE REQUIRED:

Official Entity Name		FOB Information:	
Address:			
City, State, Zip		Availability:	
Email address:		State of Incorporation	
Warranty/guarantee:		Price holds for:	
Date:		SSN or EIN:	
Telephone #:		Fax #:	
Signature:		Title:	

Check here if appropriate: _____ **(X) NO BID**

Bid Protests

- A. Any actual or prospective bidder who is aggrieved in connection with the solicitation or award of a bid or contract may protest and seek resolution of complaints with the Purchasing Agent. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the time for the opening of bids on the closing day for proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposal. In that event, the protest shall be submitted within three (3) calendar days after the aggrieved person knows or should have known of the facts giving rise thereto.
- B. If a satisfactory resolution of the protest is not achieved by submitting a complaint with the Purchasing Agent, the person submitting the protest shall submit a written appeal to the City Manager within three (3) calendar days of a decision by the Purchasing Agent.
- C. Purchasing procedures shall be stayed pending a decision of the City Manager unless the City Manager decides that the award of a contract is necessary to protect substantial interests of the City.



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BID, RFP AND QUOTE TERMS AND CONDITIONS

- 1. BID ACCEPTANCE AND REJECTIONS:** The Dover School District (DSD) reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the School District"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
- 2. FINAL BID PRICE:** Terms and FOB point are always part of the bid. FOB POINT IS ALWAYS TO BE DOVER, NH UNLESS OTHERWISE INDICATED BY THE BIDDER. IT IS THE BIDDER'S RESPONSIBILITY TO SO DESIGNATE A FOB POINT OTHER THAN DOVER. If the bidder has any special payment or delivery clauses which could affect the final delivery price of an item up for bid, that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
- 3. LATE PROPOSALS/BIDS:** Any bids received after specified date and time will not be considered, nor will late bids be opened.
- 4. PAYMENT TERMS:** It is the custom of the Dover School District to pay its bills within 20 – 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
- 5. BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the DSD Business Administrator so that it may be checked into for bids for the coming year. The bidder will state in the proposal the brand name and any guarantees of the material he/she proposes to furnish. The brand name is to be for the material that meets all specifications.
- 6. SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the Dover School District reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.
- 7. PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Business Office the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.
- 8. BID RESULTS:** The Business Office will NOT respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and his total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to the Dover School District Business Office after a bid opening and asking to look through the file or by sending a written request for the bid analysis along with a self-addressed stamped envelope.