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THE DOVER SCHOOL DISTRICT

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

March 6, 2015

REQUEST FOR QUALIFICATIONS

Dover High School and Career Technical Center Rehabilitation Professional Construction Management Services

You are cordially invited to submit qualifications for professional Construction Management services in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting.

Twelve (12) Copies of the Qualifications must be submitted in a sealed envelope, plainly marked:

**Dover High School & Regional Career Technical Center Rehabilitation Professional Construction
Management Services
Business Office
Dover School District – SAU 11
61 Locust Street, Suite 409
Dover NH 03820**

All proposals/bids must be received by **Friday, April 24, 2015 at 2:00 p.m. EST**

KMT
Attachments

****IMPORTANT: IF you have not already,*** In order to be notified of any future bids associated with your service, please visit our new web page, <https://www.dover.nh.gov/finbidjoin.htm> proceed to BIDS Join Notification List and add your company to our vendor database. **Under contracted svcs #13 Construction manager.**

Vendors wishing to respond to a bid request with alternates to specifications must notify the Purchasing Office 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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I. INTRODUCTION

The Dover School District invites qualified Construction Management firms to submit proposals for consideration to provide professional Construction Management services for the Dover High School and Career Technical Center Rehabilitation Project. Work to be conducted by the selected Construction Management firm will include, but not be limited to, managing the construction project of the approximately 220,000 square feet of the Dover High School and Career Technical Facility. The selected firm will be responsible for working in cooperation with the School District and Joint Fiscal Committee, the contracted Architect and Engineer and others, to administer the construction of the Dover High School and Career Technical Center. The construction management services will also include management and scheduling of the building construction. The selected firm, in coordination with School District Staff, will be responsible for constructability review, cost estimating, bidding and establishment of construction schedules.

Preliminary discussions regarding constructability and construction is estimated to begin in May of 2015.



II. 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 Dover 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 Dover School District reserves the right to discontinue the selection process at any time prior to the awarding of a contract. The Dover School District reserves the right to waive defects and informalities of the submissions.

Questions and all inquiries should be directed in writing to Karen Taylor, Business Administrator k.m.taylor@dover.k12.nh.us by Friday, April 17, 2015 before 9am. Answers will be provided in addendum to all.

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.

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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.


Representatives from candidate firms are prohibited from making any contact with members of the Joint Building Committee, School Board and School 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 School District staff with regard to this Request for Qualifications.

Candidate Firm Selection Schedule:

Issuance of Request for Qualifications:	March 20, 2015
Deadline for Submissions:	April 24, 2015
Review of Submissions:	April 27-May 5, 2015
Selection of Finalists:	May 5, 2015
Interview of Finalists:	May 11 – May 12, 2015
Proposed JBC/School Board Action:	May 12, 2015

III PROJECT REQUIREMENTS

The Dover High School and Career Technical Center project shall be broken into 3 distinct phases. In general, the current major components of the Project may be defined as follows:

- Phase 1. Space Planning, Site Selection, and Concept Design: pre-construction services
- Phase 2.  c Design Services: pre-construction services
- Phase 3. Building Construction

Timeline:

Phase 1: including programming, site selection, and concept design: May 2015 – December, 2015.



Phase 2, Basic Design Services:

- Schematic Design: January, 2013 – February, 2014
- Design Development: March, 2014 – May, 2014
- Construction Documents: June, 2014 – September, 2014
- Bidding/Negotiation: September, 2014

Phase 3, Construction: October, 2016 – December, 2018

The construction costs for the Project as generally defined above, including building and site


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construction as well as Construction Manager's fees are expected to total approximately sixty-eight million dollars (\$68,000,000).

It shall be understood that the above description is both limited and preliminary and does not reflect the actual phasing or cost of the work. The scope and phasing of the project, as well as related estimate of cost, shall be considered subject to change as they further evolve and are more clearly defined.

The Construction Manager shall be expected to perform all professional services consistent with the industry accepted roles of a Construction Manager. In general they shall include, but shall not necessarily be limited to:

- Attending meetings with the Owner and/or Architect as necessary, throughout design and construction processes, including public presentations as needed. 
- Assuming charge of and responsibility for all project phasing and scheduling, including but not limited to, all construction activities as well as integrating the schedules related to cabling, furniture, and equipment systems as provided by others. The Construction Manager's preparation and maintenance of a master project schedule shall not imply responsibility for the performance of contractors separately employed by the Owner. Note: It may be necessary to construct portions of the work outside of normal business hours.
- Assuming charge of, and responsibility for, all project cost estimating. Estimating shall be an ongoing effort as needed to inform the design process, with formal estimates presented upon completion of each design phase. Such estimating shall be accomplished by the Construction Manager, without creating obligations to prospective sub-bidders. It shall be the Construction Manager's responsibility to satisfy himself that he has acquired an understanding of the project adequate for the proper preparation of such estimates. The accuracy of construction estimating shall be of utmost importance.
- Using the BIM Model and the other information/communications to conduct constructability reviews, providing recommendations regarding potential design improvements, materials, equipment selections, and cost savings.
- Assistance with State and Local site and building permitting processes.
- Value Engineering and pricing of alternates and allowances as needed.
- Construction Sub-bidding and Sub-contracting, including the pre-ordering of long lead items.
- Construction phase management, coordination, inspection, supervision, safety and quality control services.

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- Review and verification of additional costs, if any, as may be requested by subcontractors.
- Construction phase submittal/shop drawing review, approval, processing and coordination.
- Construction phase records and accounting, including the preparation of electronic Record Drawings.
- Project close-out, and building start-up management and coordination.
- At any time during any of the design phases, the Owner reserves the right to terminate the contract with the selected firm.

IV INFORMATION AVAILABLE

The Dover School District is planning to rehabilitate the Dover High School and Career and Technical Education Center. The exact timetable for construction has not been determined.

The Dover High School and Regional Career Technical Center (CTC) currently employs approximately 192 teachers (both full and part time) with a student population of around 1,300. The current facility, located on 44 acres which include parking lots and athletic fields, is approximately 220,000 square feet, 53,000 of which are dedicated to the CTC. The exact budget and timetable for construction has not been determined, however, the state of New Hampshire has recently committed \$13.5M in Capital Operating Funds for the CTC portion of the project, which will be approximately \$18M of the total budget.

Please find attached:

Wordle from the Vision Committee

Dover High School and Regional Career Technical Center Program of Studies 2014-15

Aerial map of the current campus

Dover High School was originally built in 1967 with the Regional Career Technical Center added in 1989. Both sections of the facility, while cutting edge in their times, are woefully underequipped to meet the needs of a 21st century learning community. Last year a Vision Committee was created by the School Board to identify the philosophy of the school moving forward. The district also solicited input from the citizen's group "Dover Listens" related to this project. Based on feedback from those groups, as well as staff and faculty, it has been determined that the new facility should 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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For example, the new facility and campus must:


- Support current and evolving technology
- Provide flexible spaces for classroom and lab work tailored to curriculum and departmental needs
- Incorporate spaces that can be utilized by the community at large (auditorium, gymnasium, etc.)
- Consist of a layout that enhances pedestrian traffic flow through the building and grounds
- Include entrances that allow the community to enter and interact with the facility without disrupting student learning
- Take into account the vehicle traffic flow for arrival and dismissal, understanding the impact on the main roads and the middle school campus
- Utilize sustainable building and renewable energy design for maximum energy efficiency

The District seeks to retain a Construction Manager who is able to provide construction management expertise within an educational environment to meet the above comprehensive needs of the District, in collaboration with District staff, students and the Dover, NH community and to determine the most effective approach to creating a contemporary High School and Career Technical Center.

Related services shall include but are not limited to sustainable design services, services regarding LEED or other similar initiatives and certification, and other expertise the Construction Manager may have experience in providing to school districts.

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

The City of Dover population is estimated at approximately 30,000 residents and approximately 14,000 housing units. The population has increased at a rate of approximately 10% every ten years since 1980. The city is approximately 29 square miles and is within Strafford County. A new Police facility will be required to function well into the future and handle the department's anticipated growth needs.

The possibility exists for a munic parking garage to be added to the scope of the police department project. Vendors will be expected to demonstrate experience in parking garage construction in the event the scope of work increases beyond the police department facility.

V SCHEDULING AND AVAILABILITY

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

- Provide information on current workload and describe how Construction Manager would accommodate this project.
- Outline the schedule to be implemented to meet the expected project requirements.

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- Describe the methods the Construction Manager will use to maintain the implemented schedule.

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 general liability limits of \$2,000,000.00. Other types of liability coverage and workers compensation participation as outlined in A201 shall be identified. Thirty day notice is required for cancellation of policy and City of Dover shall be listed as an additional insured.

Bonds are Required for Projects over \$25,000.00

Performance Bonds at 100% of contract and labor/ material bonds at 100% of the contract will be required of vendor awarded the contract.

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 City of Dover.

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 School District 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

VII SELECTION

A selection committee will review submissions.

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 the Construction Manager to lead project effort.

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- Demonstrated 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.
- Availability of resources to complete the project.
- Demonstrated expertise in sustainable building and renewable energy projects.
- Demonstrated ability to meet schedules and proposed project budgets.
- Contractor's demonstrated ability to assist the Owner in gaining public opinion and support.
- Contractor's ability to meet insurance requirements.

After review of submissions and prior to final ranking, the Joint Building Committee may, at its discretion, conduct interviews with a limited number of candidate(s). The Committee may, at its discretion, visit sites representing the work of a specific candidate. If the School District desires to interview a candidate, that candidate 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 professionals who will be directly involved in the project.

After written submissions are received and initially evaluated, the Committee may require one or more of the vendors to provide an oral presentation as a supplement to their statements. Any vendor required to interview should be prepared to discuss and substantiate any area of its submission. The Committee 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 Joint Building Committee is responsible for the award of a bid and contract.

VIII FORM OF AGREEMENT

The form of agreement between Owner and Construction Manager shall be AIA-A133 (Compatible Edition) (see sample attachment A). General Conditions shall be AIA-201, General Conditions of the Contract for Construction (Compatible Edition), (see sample attachment B) with Supplementary Conditions to be prepared by the Owner and Architect. Should the proposing Construction Manager require any modifications to this Form of Agreement or General Conditions, all such modifications shall be listed in the Proposal Form.

After the execution of the AIA A133 Agreement, the Construction Manager shall prepare a Guaranteed Maximum Price AIA A133 Exhibit A (Compatible Edition) (see sample attachment C) for the entire scope of the Work and upon the Owner's acceptance of the Guaranteed Maximum Price; it shall be amended to the Agreement.

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The Construction Manager will be expected to work closely with the Joint Building Committee and Architect and will be encouraged to propose cost and time saving alternatives.

IX RESPONSE FORMAT

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 firm’s philosophy. Describe how the firm provides continuity between pre-construction and construction services. Include a complete listing of Construction Management services proposed to be provided by the firm prior to the commencement of construction.
- Describe any project that resulted in assessment of liquidated damages, stipulated damages or monetary deductions for not meeting intermediate and completion deadlines against the firm within the last five years. Describe the causes of the delays and the amounts assessed. Describe any outstanding damage claims for projects in which any firm was involved within the last five years.
- Describe the conditions surrounding any contract (or portion thereof) entered into by the firm that has been terminated for cause, or which required completion by another party, within the last five years. Describe the reasons for termination and the amounts involved.
- Describe any debarment or suspension from performing work for the federal government, any state or local government, or any foreign governmental entity, against the firm.

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VIII. RESPONSE FORMAT CONT.

Tab 4 – Qualifications

- Describe firm qualifications, experience and project understanding.
- Provide resumes for key personnel (architectural, space planning, site planning, mechanical, structural and electrical) that will be assigned to this project.
- Provide breakdown of team member roles and responsibilities; identifying the project manager for each team member.
- Provide background on the team, including if they have worked together before and if so, on what projects.
- Demonstrate the firm’s qualifications and experience in School specific projects, highlighting experience with Career Technical Center programs of a similar size.
- Demonstrate the firm’s qualifications and experience with energy conservation in sustainable building projects, including knowledge of potential outside funding sources.

Tab 5 – Project Manager

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

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.
- Provide Client references for the Project Manager.
- Provide References for the Project Team, if they have worked as a team in the past.

VIII. RESPONSE FORMAT CONT.

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.

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.**”

X CONTENT OF PROPOSAL

Proposals should be formatted to 8.5”x11” pages and contents bound. Submissions shall be sealed and clearly marked “**RFQ #B14007- “Dover Ice Facility Professional Construction Management 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. Diagram of proposed organizational structure.
5. Information required per section “IX RESPONSE FORMAT” of this Request for Qualifications.
6. Any other information you feel is appropriate to assist in architect selection.

CRITERIA FOR EVALUATION SHALL INCLUDE:

- Demonstrated experience in providing service required for law enforcement projects and parking garage projects of similar size and scope to our anticipated project
- Quality of information based on completeness, relevance, conciseness and organization of materials.

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- Demonstrate the ability to accurately develop needs and project budgets and maintain those throughout the project.
- Response of references.
- Have the available resources to complete the project.

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**

Any deviations from the above stated specifications must be so noted and any bid prices must be reflective of these deviations. The FOB point is always to be Dover unless otherwise stated by the bidder. A FOB point other than the City of Dover must be so stipulated by the bidder.

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 Business Administrator, the person submitting the protest shall submit a written appeal to the within three (3) calendar days of a decision by the Business Administrator.
- C. Purchasing procedures shall be stayed pending a decision of the Joint Building Committee unless the Joint Building Committee decides that the award of a contract is necessary to protect substantial interests of the Dover School District.

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BID, RFP AND QUOTE TERMS AND CONDITIONS

1. **BID ACCEPTANCE AND REJECTIONS:** The Dover School District 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 effect 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 School District 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 School District 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 School District 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 SAU Offices after a bid opening and asking to look through the file; by visiting our website at www.dover.k12.nh.gov, or by sending a written request for the bid analysis along with a self-addressed stamped envelope.

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