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THE DOVER SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT #11
McCONNELL CENTER
61 LOCUST STREET SUITE 409
DOVER, NEW HAMPSHIRE 03820-4132
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February 23, 2016

REQUEST FOR QUALIFICATIONS
Dover School District – SAU #11
Garrison Elementary School Facilities Study

You are cordially invited to submit qualifications for the **Garrison Elementary School Facilities Study** in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting.

Five (5) Copies of the Qualifications must be submitted in a sealed envelope, plainly marked:

Dover School District – SAU #11
Garrison Elementary School Facilities Study
Superintendent's Office
61 Locust Street, Suite 409
Dover, NH 03820

A **mandatory** site visit will be held on Friday, March 18, 2016 at 10:00 am at Garrison Elementary School located at 50 Garrison Road, Dover, NH 03820

All proposals/bids must be received by **Friday, April 8, at 2:00 p.m. EST**

***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, QUALIFICATION

Request type Qualification
Title **Garrison Elementary School Facilities Study**
Date February 23, 2016

I. INTRODUCTION

The Dover School District, SAU #11, of Dover NH is seeking proposals from qualified engineering and architectural firms to conduct a Facilities Study of Garrison Elementary School that will recommend improvement strategies and actions as noted in the scope of work below and to identify any recommended improvements, renovations, reorganization and/or new construction and/or additions.

II. INFORMATION AVAILABLE

Garrison Elementary School currently has 474 students and 64 faculty and staff that occupy the building, utilizing 31 classrooms. Original construction and additions are provided below:

Garrison Elementary School

Year	Area Square Footage	Additions	Classrooms
1962, 1967, 1969	47,178	Original Build	25
1999	2,500	Kindergarten Classrooms	2
2005	5,500	Media Center & Classrooms	4
2006	3,008	Administration Area	-
2006	7,752	Gymnasium	76'x102'; Cap. 700
Total	65,938		31

Note: See Exhibit A and Exhibit B for floor plan and aerial view of Garrison Elementary School.

Various projects have been completed at Garrison Elementary School, dating back to original construction and include the following:

- The chimney was repaired in 2005.
- Parking and building access improvements were made in 2010.
- Replaced damaged insulation in ceilings in 2014.
- Installed reflective film to decrease solar gain in 2014.
- Removed wallpaper and painted classroom walls to match others in 2014.
- Provided new screens on all windows in 2014.
- Installed new baseboard heat in IT office in 2015.
- Roof replacement was complete in 2015.
- Electrical panel replaced in the kitchen and new power feed run from the kitchen to the new main distribution panel room.
- Installation of reflective film on sliding doors (work to be performed February 2016).



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Work and/or issues that still need to be completed or addressed include:

- The building is structurally sound, but most of its mechanical systems are at the end of their useful life.
- The remaining classrooms need to be renovated, enlarged where possible and brought up to NH State Standards.
- Cafeteria, lunch room, kitchen and stage areas need to be renovated.
- Extensive review and replacement is needed for the mechanical and ventilation systems, and plumbing and electrical.
- ADA compliant bathrooms in the building: Adult bathrooms, excluding kitchen, are ADA compliant. Only the boys and girls bathrooms outside of the gym have ADA access.
- Faucet upgrade and replacement in all bathrooms.
- Window replacements are needed as all are fairly original and most have been repaired with inefficient Plexiglas.
- Replacement of all sliding doors, exterior door openings and frames with ADA compliant door dimensions.
- Renovation of all interior door openings, bringing up to ADA and life safety codes.
- Replacement of all interior doors, hardware and locking mechanisms.
- Replacement of unit ventilators and the addition of at least four ventilation units to existing structure.
- Replacement of all classroom lighting with high efficiency series ballasts, bulbs and sensors.
- Upgrade and expansion of existing fire alarm system to meet current NFPA 101 Code, addition of hood suppression system, increase the number of fire pull stations and add smoke/heat detectors.
- Replacement and addition of additional existing/emergency lighting systems.
- Removal and abatement of all hazardous materials in the building.
- Addition of a generator, as there is no emergency power to the building.
- There have been three sprinkler leaks since October 2015 and may be part of installation issues dating back to 2004.

III. SCOPE OF WORK

The facilities study should include, but not be limited to, the following requirements and components:

- Assess the architectural and structural systems, electrical and plumbing, exterior façade (to include brick work, caulking and sealant), exploration of a dry sprinkler system, hazardous material abatement and other recommended safety upgrades, and conduct a physical and space needs analysis based on NH State Board of Education Minimum Standards for Public School Approval.
- Identify current facility space and requirements based on projected programming needs and enrollment trends, to include instructional spaces, media center, gymnasium, kitchen, cafeteria, non-instructional work areas, administrative areas, hallways, and maintenance and custodial closets/work areas.
- Determine any requirements for the existing facilities in order to meet all current building codes and ADA requirements, to correct a variety of life safety, accessibility and efficiency issues, to



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bring all existing space and building systems to a recommended educationally appropriate level, as well as to create a 21st century learning environment. Items for consideration include the public address system, storage for staff and students, natural light, common space areas, stage removal and/or other use, one main entrance to the building, and layout of administrative area.

- Identify potential site work, descriptions and plans of suggested additions, building improvements and site enhancements and surveys such as drainage and safety on the property.
- Provide cost estimates by project with as much detail as possible within each project. The cost estimates should also include long-term life cycle and operating cost projections.
- Provide projected schedules for completion of any recommended improvements, renovations, reorganization and/or new construction. The projected schedules shall provide a plan for accommodating and phasing the work while school is in session, and the methods the firm will use to implement and maintain schedule.
- Identify outdoor play area needs and parking lot capacities.
- Interview and obtain input from stakeholder groups, to include building and district administration, school faculty and staff, and facilities and maintenance staff.
- Provide information on current workload and describe how the firm would accommodate this project.

Deliverables shall include the following items:

- Draft report for translating the *Scope of Work* items above into recommendations, including preliminary designs and cost estimates for any recommended reorganization and/or renovation of current space, need for a building addition and/or new construction. Upon approval of draft, the Firm shall provide a final report to the Joint Building Committee and District. All documents shall become the property of the Dover School District.
- The Firm shall present a formal presentation of the report and recommendations to the Joint Building Committee, District Administrators, the School Board and/or the City Council.

The selected Firm will be asked, as part of their **final** proposal, to provide a detailed project outline and timeline within the time frame prescribed showing how they would approach and complete a study of this type while abiding by the above requirements. The Firm should describe and highlight the tools and techniques they will use in implementing the proposal. The Firm should also formalize a list of staff to be assigned outlining their specific qualifications.

Minimum Requirements to be Included in Final Proposal:

- The Firm shall have a fully developed proposal with project management timeline.
- The Firm should clearly identify the Project Manager and state the level of that project manager's responsibility for overall project quality, cohesiveness and timely completion.
- The Firm should clearly define the staff assigned and their level of meaningful involvement.

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- The Firm may be asked to provide supplemental information by the Garrison Joint Building Committee.

IV. TIMELINE

The delivery of the final report will be due no less than ninety (90) days following contract award. The dates of each phase of the project will be determined with the selected vendor.

V. 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 information or tasks that are felt to be relevant by the responding firm should be included together with submittal requirements.

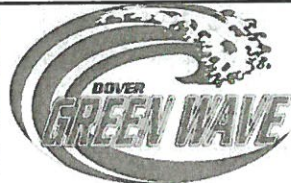
No late, email or facsimile proposals will be accepted.

Costs incurred for the preparation of a proposal in response to this RFQ shall be the sole responsibility of the vendor submitting the proposal. 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 District reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The District reserves the right to discontinue the selection process at any time prior to the awarding of a contract. The District reserves the right to waive defects and informalities of the proposals.

Questions shall be directed in writing to Libby Simmons, at l.simmons@dover.k12.nh.us **no later than seven (7) days prior to bid date and time on cover page of this document.**

Procurement information shall be a governmental record to the extent provided in NH RSA 91:A 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 Contract Coordinator prior to submission of the response.

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



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Candidate Firm Selection Schedule:

Issuance of Request for Qualifications:	Tuesday, February 23, 2016
Mandatory Site Visit:	Friday, March 18, 2016 at 10:00 am
Deadline for Submissions:	Friday, April 8, 2016 at 2:00 pm
Review of Submissions:	To Be Determined
Selection of Finalists:	To Be Determined
Interview of Finalists:	To Be Determined
Proposed JBC/School Board Action:	To Be Determined

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

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 may result in their submission being rejected.

Tab 1: 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.

Tab 2: Acceptance of Conditions

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

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 organization / associations / affiliations.
- Description of the firm's philosophy.



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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 similar projects.

Tab 5: Firm Resources

- Describe the firm's personnel resources available. If a sole proprietor, indicate so.
- Describe key personnel to be assigned from within the firm and any key outside sub-consulting firms for this project, if any.

Tab 6: References

- Provide references with contact name and telephone number of similar projects for which your firm has, in whole or in part, provided services.

Tab 7: List of Ongoing and Completed Projects

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

Tab 8: Customer Support

- Describe the firm's physical availability to the Dover School District in terms of communication, meetings and fieldwork.

Tab 9: Financial

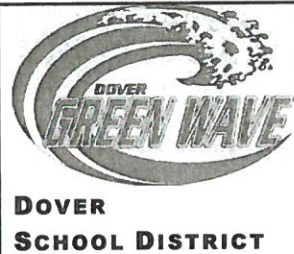
- Financial references and current bonding limitations.
- Is your firm currently involved in, or are you anticipating, any litigation, arbitration or mediation? If so, please explain.

Tab 10: Scheduling

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

Tab 11: Other

- Other information, qualifications and/or exceptions that the firm may consider appropriate to the selection process.



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The Dover School District reserves the right to use additional criteria or analysis tools in making their ultimate selection of firm(s). Consultants should review these criteria in combination with all materials in the RFQ package.

Costs – **Submit NO cost proposal at this time.**

Insurance

The successful vendor will be required to submit a certificate of insurance showing minimum liability limits of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate, types of liability coverage and workers compensation participation. 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.

Contract Terms

The contents of the successful vendor's proposal, this request and all modifications made thereof, will become part of any contract awarded as a result of this Request. The successful vendor shall sign a written contract with the Dover School District. Additional terms and conditions will be included in the contract.

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VII. SELECTION

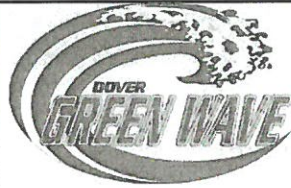
The Joint Building Committee and Advisors will review submissions. After review of submissions and prior to final selection, the Joint Building Committee may, at its discretion, conduct interviews with a limited number of firm(s). If the Joint Building Committee desires to interview a firm, that firm will receive notification of the date and time of the interview. Firms who are interviewed should anticipate interviews that focus on their approach to this project and the team of professionals who will be directly involved in the project.

The Joint Building 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 Joint Building Committee will select the firms 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.

CRITERIA FOR EVALUATION SHALL INCLUDE:

- Recent experience in projects comparable to this study to include history, qualifications, knowledge of school design and other pertinent information such as planning, cost estimating, preconstruction and reporting/communication capabilities.
- Demonstrated ability to meet schedules and proposed project budgets.
- Quality of information based on completeness, relevance, conciseness and organization of materials.
- Qualifications of team members to include credentials, technical competence and experience of individuals who will perform requested tasks, supervise such work and ultimately be responsible for the study.
- Recommendations from references provided for similar projects of a similar size and complexity including demonstrated successful implementation and positive client relationships.
- Creativity in developing unique solutions in school projects.
- Possession of the available resources to complete the project.
- Demonstrated ability to meet insurance requirements.



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FORMAT OF PROPOSAL

Proposals should be formatted to 8.5"x11" pages and contents bound. Submissions shall be sealed and clearly marked **Dover School District – SAU #11 Garrison Elementary School Facilities Study**.

Proposals should include all information listed above, as well as any additional information the firm believes would assist the District in making its selection.

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 Business Administrator. 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 Superintendent within three (3) calendar days of a decision by the Business Administrator.

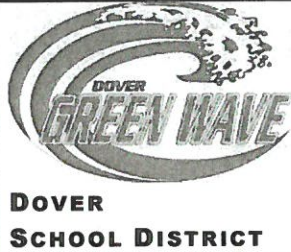


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- C. Purchasing procedures shall be stayed pending a decision of the Superintendent unless the Superintendent decides that the award of a contract is necessary to protect substantial interests of the School District.



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BID, RFP AND QUOTE TERMS AND CONDITIONS

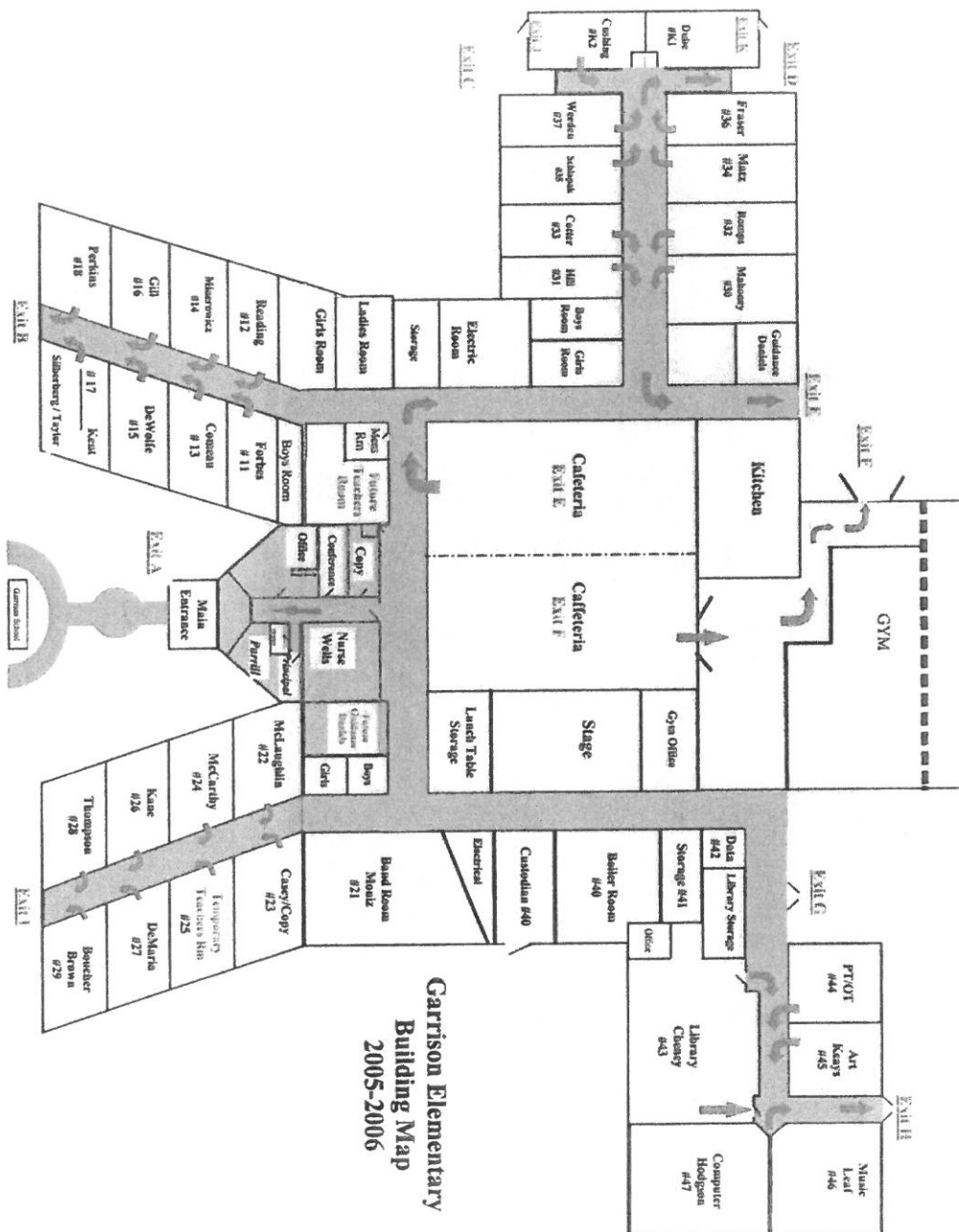
1. **BID ACCEPTANCE AND REJECTIONS:** The Dover School District (DSD) reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the District"; to accept the bid on one or more items of a proposal, on all items 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, the Bidder 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 the Bidder 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 Superintendent's 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 Superintendent's Office will NOT respond to phone inquiries for Bid Results, other than to identify the apparent low Bidder and the associated 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.



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Exhibit A – Floor Plan of Garrison Elementary School





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Exhibit B – Aerial Photo of Garrison Elementary School

