School Board Committee: Capital Facilities

Date: April 18, 2016

Capital Facilities Committee members present: Rusty Cofrin, chair, Jim Richards, Tom Croteau, Jennifer Patterson (appointed)

Other Board members present: Maureen Redmond-Scura, Clint Cogswell

Administration: Terri Forsten, Superintendent, Matt Cashman, Director of Facilities and Planning, Jack Dunn, Business Administrator

Agenda: Goal reviews, RFP for Rundlett Middle School (see attachment) and furnishings update

The meeting was called to order at 6:03 p.m. by Rusty Cofrin. The purpose of the meeting was to review and discuss the RFP for educational programming and architectural feasibility services for Rundlett Middle School. In Nathan Fennessy’s absence, Mr. Cofrin appointed Jennifer Patterson to the committee.

Matt Cashman reviewed the history of the elementary building project that began in 2004 and resulted in three new elementary schools that opened in the fall of 2012.

Jack Dunn pointed out that the hope is to combine the education specifications study for Rundlett along with the feasibility study this time. Mr. Cashman continued to highlight and review crucial points in the RFP. Committee members requested several component changes/additions to the proposed RFP such as adding acreage and its availability for use in designs. A suggestion to not make the RFP too restrictive was also made. Committee members asked that after the changes are made that the new document be shared with members. The Committee suggested that the RFP be briefly reviewed, with the changes, at the next Capital Facilities meeting. The original RFP is attached as a reference.

Mr. Dunn reviewed the upgrades that have been completed, including new furniture, desks and tables, as well as wiring to supply power to some furnishings. Mr. Dunn mentioned that the wiring has already begun for the next upgrades at Concord High School. Also included was the list of upgrades for 2017.

The committee voted 4-0 to adjourn (motioned by Jim Richards, seconded by Ms. Patterson).

The meeting adjourned at 6:43 p.m.

Respectfully submitted,

Rusty Cofrin
Matt Cashman, Recorder
REQUEST FOR PROPOSALS
EDUCATIONAL PROGRAMMING AND ARCHITECTURAL FEASIBILITY SERVICES FOR
RUNDLETT MIDDLE SCHOOL
Concord School District
38 Liberty Street
Concord, New Hampshire

Release Date: July 15, 2016
Due Date: September 12, 2016

REQUEST FOR PROPOSALS (RFP)
Rundlett Middle School (RMS) is located at 144 South Street in Concord, NH 03301. RMS was originally built in 1957 and has had various additions/expansions/upgrades (1967, 1990, and 2010). The total square footage of the school is 186,000. The school also has a large football practice field on the west side of the school and a field hockey field located behind the 100 wing of the school. The majority of the building is one level, but it also has a second floor wing housing classrooms, bathrooms and special education classrooms. There is an updated AHERA report from 2013, which explains detailed status of Asbestos abatement and some areas where asbestos is present, but it is considered non-friable or encapsulated. In 2010, RMS went through a complete heating plant conversion, where the heat plant was converted from oil to steam supplied by Concord Steam. There are a variety of air handlers, ERU units, and miscellaneous piping that run along the various roof systems.

The Concord School District is in the process of looking for professional services to evaluate Rundlett Middle School for both educational programming and structural analysis. Over the years, the Concord School District updated and prepared a capital improvement plan (formally a five- and ten-year maintenance plan) for all of its school buildings. This plan identifies necessary work that should occur over the next ten years, and serves as an annual budgeting tool. It includes items such as roof replacements, flooring replacements, window, door and hardware replacements as well as site upgrades and improvements. The Concord School District is also looking a firm to work with administrative staff, teachers, and community members to help understand the needs of the middle school.

We are looking for a firm to lead and facilitate a Visioning Process to allowing the Concord School District to define and articulate appropriate goals for a 21st Century middle school. This could include an educational consultant, an architectural firm, or some combination of the two entities. Develop an agenda for and lead up to 5 discussions with community groups, including educators, students, parents and other community members. These meetings will cover topics such as:

1. Understanding current Concord School District educational goals
2. Exploring goals for a modern middle school including 21st Century best practices for students’ academic, social, emotional and general well-being

3. Exploring Concord middle school goals and trending national practices in relation to those currently practiced across the District

4. Exploring goals for community use and school relationships

5. Exploring goals for athletic and extracurricular activities

6. Exploring goals for educational technology

7. Exploring goals for sustainability

8. Exploring goals for safety and security

9. Initial exploration of physical facility implications for achieving these goals

10. Estimate economic impact on community and home values

At the conclusion of the study, provide a written and electronic report and public presentation of the findings of the Visioning Process.

Based upon the written report, develop Educational Specifications for a modern middle school articulating the educational program with general goals for major disciplines and activities and space needs within the school, articulation of the facility and technology needs to fulfill the goals, and articulation of the desired relationships between and among programs in order to promote the goals. The Educational Specifications should be written in conjunction with the educators at the school and be in accordance with the NH Department of Education’ Manual for Planning and Construction of School Buildings.

Based upon the Educational Specifications develop an Educational Space List outlining every type of room, the number of square feet per room, the number of each type of room and the total conceptual square footage for the proposed building.

Undertake a preliminary review of the existing school including a walk through and discussions with the Director of Facilities and building maintenance staff to understand the buildings current physical and systems condition.

Develop single line floor plans and associated site plan diagrams indicating a potential lay out on the site based upon the educational space list and assuming siting of a new middle school building will be on the ball fields to the north of the existing building.

Develop single line floor plans and associated site plan diagrams indicating a potential layout based upon the educational space list and assuming renovations and additions to the existing building.

Based upon the Educational Room Specification square footage and the plan diagrams, develop a preliminary construction cost and project budget for both a new middle school option and for a renovations and additions option.

**REQUEST FOR PROPOSALS TIMETABLE**

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

RFP Release Date: July 15, 2016
Proposals Due: September 12, 2016

**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 name and qualifications of who will be in charge of the project. Firms with recent experience in educational facilities and middle schools in particular preferred. 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 (CD) to Matt Cashman, Director of Facilities and Planning, Concord School District, 38 Liberty Street, Concord, NH, 03301. All pre-submission inquiries should be directed via email to Matt Cashman, mcash@sau8.org (no phone calls).

Proposals are due by Monday, September 12, 2016. Please note that this schedule is subject to change as necessary. The selection committee will review the RFP submissions and may conduct interviews after finalist firms are determined.

The proposal must include descriptions of similar middle school projects with contact information for the Concord School District to conduct reference checks for each project. The school district anticipates visiting one or more of the proposer’s projects and will contact a representative to discuss 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 on 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: RFP – EDUCATIONAL SPECIFICATIONS**

**ARCHITECTURAL FEASIBILITY FOR RUNDLETT MIDDLE SCHOOL.**

Proposals must be submitted to Matt Cashman, Director of Facilities and Planning, Concord School District, 38 Liberty 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 the proposal that the selection committee judges best overall based on the following criteria:

- Experience with school design particularly public middle schools
- LEED and CHPS accreditation and examples of schools they have built
• Professional presentation skills from the primary key person who will be tasked through 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 of 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.

______________________________   ________________
Signature of Authorized Representative    Date