



HOPKINTON SCHOOL DISTRICT
School Administrative Unit 66

204 MAPLE STREET · CONTOOCOOK, NH 03229
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Above All, Care

April 22, 2015

Request for Proposals

ARCHITECTURAL & ENGINEERING SERVICES
FOR CONCEPTUAL DESIGN ALTERNATIVES
FOR HOPKINTON SCHOOL DISTRICT

You are cordially invited to submit a RFP for Architectural and Engineering Services for Conceptual Design Alternatives for Hopkinton School District in accordance with the attached specifications, terms and conditions. Prospective submitters are advised to read this information over carefully prior to submitting their qualifications.

One original and *8 copies of Qualifications plus one (1) digital copy on a thumb drive* must be submitted in a **sealed envelope or box, plainly marked:**

“Sealed RFP – Architectural and Engineering Services for Hopkinton School District”

Hopkinton School District Building Committee
SAU #66
204 Maple Street
Contoocook, NH 03229

All RFP's must be received no later than May 19, 2015 at 2:00p.m.

RFP's sent by e-mail or by fax will not be considered.

There will be a mandatory pre-proposal meeting held on Tuesday May 11, 2015 at 7:30a.m. at Hopkinton School District 204 Maple Street, Contoocook, NH, for introductions, and school tours. Preliminary questions to be submitted in writing and received by Michelle Clark, Business Administrator, at mclark@hopkintonschools.org by May 14, 2015 at 2:00p.m.

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INVITATION

The Hopkinton School Board with this Request for Proposal is soliciting Statements of Qualifications from qualified firms interested in providing architectural and engineering (A/E) services to develop conceptual design alternatives to meet the facility and educational needs of the Hopkinton School District.

Following review of the Statements of Qualifications, the Hopkinton School District Building Committee and School Board will select a "short list" of firms who shall participate in a detailed oral interview to more fully discuss their approach to this project and to answer questions. It will be the sole responsibility of the Hopkinton School District Building Committee to rank the firms in order of qualification on the basis of the evaluation of the written responses to the RFP and oral responses during the interview process.

The successful bidder will be paid a lump sum for conceptual design services required by the RFP. The renovation project and award of the contract to the successful bidder for the renovation project are contingent upon approval of the renovation project at the 2017 Hopkinton School District Annual Meeting and the School District's receipt of bond proceeds from the issuance in its sole discretion of a bond to finance construction.

The successful bidder will be required to execute an agreement with the Hopkinton School District in a form selected by the Hopkinton School District. In the event the Hopkinton School District cannot reach an agreement with the successful bidder to the Hopkinton School District's satisfaction, the Hopkinton School District reserves the right to terminate negotiations with no obligation to the apparently selected bidder and to enter into any agreement with any other party of its choosing.

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PART 1 - PROCESS

1.1 RESPONSES

The Request for Proposal shall be submitted in such form and quantity and at the location as is provided in PART 2 SUBMITTAL. The response must be submitted no later than **2:00 p.m., May 19, 2015** to:

Hopkinton School District Building Committee
SAU #66
204 Maple Street
Contoocook, NH 03229

1.2 PROJECT DESCRIPTION

The Hopkinton School Board seeks design alternatives to meet the facility needs of the Hopkinton School District. The Hopkinton School District currently has 3 school buildings and a SAU building. Harold Martin School is approximately 46,509 square feet for grades P-3, Maple Street School is approximately 34,544 square feet of permanent space for grades 4-6, Hopkinton Middle/High School is approximately 74,589 square feet for grades 7-12 and the SAU office is approximately 2,653 square feet. With the continual student enrollment decline, the District is looking for options for building and grade configuration that may be different than what is now.

The overall goal is to have school buildings that are properly maintained, safe, energy and resource efficient, and that supports educational excellence by providing an adequate (or better) physical experience: space, heating/cooling, lighting, plumbing, etc.

1.3 SCHEDULE

The projected Schedule is as follows:

04/22/15 Advertise RFP for Hopkinton School District Conceptual Design
Services

05/11/15 Mandatory pre-proposal meeting

05/19/15 Submittal deadline for Request for Proposal

06/01/2015 Create shortlist and proceed with firm interviews

06/16/15 – 6/30/15 School Board Selects firm

07/01/15 Firm begins work

11/30/15 Firm completes work and submits conceptual

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1.4 SCOPE OF SERVICES

The Project Goals for the Hopkinton School District are to:

- A. Improve operational efficiency;
- B. Determine combination of projects for efficiency;
- C. Prioritize most important project;
- D. Provide realistic plan and timeline for projects; and
- E. Support educational excellence in grades Pre-kindergarten through 12.

1. PROGRAMMING REVIEW AND REFINEMENT

- A. The building projects shall be coordinated with the Superintendent of Schools if educational programs will be impacted.
- B. Firm will work with Hopkinton School District Building Committee to develop options for optimizing facility and program efficiency.
- C. Review and update of Hopkinton School District building facility plan will be completed within 60 days from notice to proceed.

2. SCHEMATIC DESIGN

- A. The firm will work with the Hopkinton School District Building Committee to develop schematic design package for the facility projects.
- B. The schematic design package should include but not limited to the following:
 - 1. Site plan with accessibility issues defined.
 - 2. Floor plans of each level with each space program component identified.
 - 3. Plans and/or narratives that describe the proposed structural, mechanical, electrical and plumbing systems recommendations.
 - 4. Plans and/or narratives that describe the sustainable building/LEED requirement recommendations.
 - 5. A minimum of two renderings that visually explain the proposed design. This may be a street level view as well as a birds-eye perspective.
- C. The firm will develop and present proposed project phasing that will outline a realistic implementation sequence that respects and maintains ongoing school operations.
- D. The firm will develop and present an estimate of project costs. This estimate should provide a breakdown per Master spec sections and phasing.
- E. The firm will work with the Hopkinton School District Building Committee to assist in developing an appropriate budget for each project phase.
- F. Design shall achieve maximum State reimbursement and identify any required waivers.
- G. Schematic design will be considered complete upon acceptance by the School Board of design and documentation completion.

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PRESENTATIONS AND APPROVALS

- A. Members of the design team will attend up to ten (10) public meetings which would also include the design team attending meetings with the Hopkinton School District Building Committee and School Board, as needed to insure the successful completion of the project.
- B. The firm will provide adequate design information and details to obtain all applicable Town, State, and Federal Permits.

3. FEES

- A. Provide a lump sum fee for the services outlined. Provide a description of any and all assumptions or exclusions. Provide explanations of any expected reimbursable expenses that may not be included in the lump sum fee.

4. ADDITIONAL SERVICES

- A. The Hopkinton School District Building Committee and School Board reserves the right, as part of this RFP process, to negotiate and contract with the selected firm for additional architectural services including design development, final design, and project administration.

1.5 PROJECT PARTICIPANTS

The selected firm's primary interface will be with the Hopkinton School District Building Committee, which will act as a representative for the Owner.

1.6 SUSTAINABLE BUILDING

The Hopkinton School District and School Board are committed to sustainable building practices, and will require certification of the completed project in the US Green Building Council's (USGBC) Leadership in Energy and Environmental Design.

1.7 CRITERIA FOR SELECTION

The purpose of this process, as previously stated, is to identify highly qualified firms capable of providing the described services. Once identified, these firms will then be invited to explain their organization, specific roles of the design team participants, Scope of Work, proposed pricing, and terms of a proposed agreement.

Qualifications will be reviewed and evaluated by Hopkinton School District Building Committee, and short-listed by the School Board. The following criteria, among others, will be used in the evaluation of qualifications:

- A. Prior design service experience with renovation of public school buildings.
- B. Prior design service experience with projects of similar scale and complexity.
- C. Prior experience with public-sector clients and processes for projects of similar type (educational facilities).
- D. Clear understanding of the functional and operational aspects of elementary schools and their role in society.

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- E. Professional qualifications of individuals assigned to the project.
- F. History of effective schedule and budget management for projects of similar scale and complexity.
- G. Use of methods that creatively engage all stakeholders in the design process.
- H. Experience developing an energy efficient and healthy building through adherence to the LEED certification requirements.
- I. Design philosophy and approach to design in general, especially including urban design.

PART 2 - SUBMITTAL

2.1 SUBMITTAL PACKAGE

- A. In total, an original and eight (8) copies of the submittals, including attachments, are required. Eight (8) of the copies shall be spirally bound (or other semi-permanent binding method). The original should be clipped together to facilitate document reproduction if necessary. One (1) digital copy on a thumb drive must also be submitted.
- B. Pages shall be no larger than letter-size (8 1/2 x 11 inches) or, if folded to that dimension, twice letter size (11 by 17 inches). It is acceptable to produce the submittal on both sides of the paper in the eight (8) bound documents.
- C. Complete all three SECTIONS as described in 2.3 STATEMENT OF QUALIFICATIONS below. In the eight (8) bound copies, SECTIONS I through III below shall be separated by a tabbed divider followed by a section cover page. In the unbound copy, do not insert dividers.
- D. The submittals must be submitted in a sealed envelope or box clearly labeled on the outside with the respondent's name and the project identification as follows: "Sealed RFP-Architectural and Engineering Services for Hopkinton School District".
- E. Submittals shall be delivered to the following addressee at or before **2:00 p.m. May 19, 2015:**

Hopkinton School District Building Committee
SAU #66
204 Maple Street
Contoocook, NH 03229

2.2 SUBMITTAL FORMAT

A. OUTSIDE COVER AND FIRST PAGE shall contain:

- 1. The Title: "Request for Proposals for Architectural and Engineering Services For Conceptual Design Alternatives for the Hopkinton School District;
- 2. The name and address of the respondent; and
- 3. The submittal date.

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B. TABLE OF CONTENTS: Include a table of contents.

C. TRANSMITTAL LETTER: Include a short (one to three page) *Transmittal Letter*.

1. The Transmittal Letter will include:
 - a. A summary of why the respondent believes it to be the most qualified.
 - b. A statement indicating that to the best of the respondent's abilities, all information contained in the RFP submittal is complete and accurate.
 - c. A statement granting the Hopkinton School Board and its representative's authorization to contact any previous client of the respondent (or a respondent's team member) for purposes of ascertaining an independent evaluation of the respondent or a respondent's team member's performance.
2. At least one copy of the transmittal letter must have the original signature of an officer of each principal firm that comprises the respondent (not a sub-consultant).

D. STATEMENT OF QUALIFICATIONS

Include a complete narrative description of the respondent's firm (or firms if the respondent is comprised of a team of firms) listed in 3 sections as follows. Information should include:

A. SECTION I - Description of the Respondent(s)

1. The respondent's areas of architectural specialization;
2. The respondent's ability to provide other non-architectural services (i.e., interior design, engineering capabilities);
3. Total number of professionals organized by seniority (i.e., 25 professionals 15 of whom have 20 or more years with the firm, 10 that have 10 or more years with the firm ...);
4. Internal resources (i.e., accounting, legal, survey, engineering, support staff);
5. Firm history;
6. Honors and awards;
7. Location of home and branch offices;
8. Location of office that could carry out this project;
9. Names of the principal officers of the firm;
10. Type of organization: Individual or sole proprietorship, professional corporation, partnership, joint venture, etc.
11. Identification of the major consultants if known;
12. Organization chart include a simple organization chart showing how the respondent, if selected as the architect, would organize its personnel for the project;
13. Key Professionals: Identify the key members of your team (principle firms only) that would be involved in the project and describe their area of expertise and what role they will perform in the architect's team; and
14. Resumes

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Provide resumes of any person identified as a key professional. The resumes should contain the following:

- a. Name;
 - b. Professional registrations, including New Hampshire;
 - c. Educational background;
 - d. Employment history;
 - e. Proposed role in the project; and
 - f. An identification of other relevant projects in which the person has been involved and a name/phone number of a representative of any project cited that can be contacted for a reference.
15. Other information you believe to be relevant.
16. Respondent contact information.
17. A list of work presently under contract or that may be under contract through 2016.
18. A description of any litigation, arbitration, mediations or administrative proceedings that the respondent is presently involved in or has been involved in.
19. Provide the following information about the person who is designated to be the respondent's key contact with the School District:
- a. Name;
 - b. Title;
 - c. Firm;
 - d. Address;
 - e. Office phone number;
 - f. Facsimile number; and
 - g. E-Mail address;

B. SECTION II – Narrative

1. Provide a brief statement describing your school design philosophy.
2. Provide a brief statement describing your view of the role of Hopkinton School District facility and how that might be reflected architecturally.
3. Provide a brief statement describing what you perceive to be the major challenges and opportunities of designing this project.
4. Briefly describe how you intend to develop and evaluate design alternatives.
5. Briefly provide a summary of your experience in general with elementary schools with grades Pre-kindergarten through 12, and public contract and code requirements.

C. SECTION III – Relevant Experience of the Respondent

1. Please list no more than six relevant projects which best exemplify your qualifications for this project, including but not limited to experience with elementary school design, LEED certified projects and renovation of public schools or other public buildings.

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2. For each project identified in SECTION III, prepare a project summary table organized in the following manner:
 - a. Name of project;
 - b. Building type and size;
 - c. Project location;
 - d. Total project cost;
 - e. Design awards including LEED Certification;
 - f. Delivery method;
 - g. A statement acknowledging if the project was completed on time and on budget;
 - h. Describe the services your firm provided including the respondent's team members who were actually involved in the project and their role; and who the key entities were in the development process; and
 - k. Contact information for the primary client contact person or project manager.

D. SECTION IV – Insurance

1. The successful bidder will be required to provide insurance in the amounts and coverage determined by the Hopkinton School District and will be required to name the Hopkinton School District as an additional named insured.

PART 3 – ANTICIPATED ARCHITECT/ENGINEER SCOPE OF SERVICES IN RFP

- A. It is anticipated that the School Board will seek the following services from those firms short-listed based on qualifications submitted in response to RFP:
 1. Preliminary schematic architectural and engineering services sufficient to develop design alternatives for evaluation by the School Board and the Hopkinton School District.
 2. Coordinate and manage project progress and procedures.
 3. Oversee all tasks undertaken by consultants, and related civil work.
 4. Review codes, town requirements, ordinances, etc.
 5. Prepare schedules and sequencing of approval process.
 6. Prepare pre-schematic design information sufficient in detail to comply with requirements of governing regulations.
 7. Prepare and present visuals for School Board and School District meetings and hearings.
 8. Provide an estimate of probable project costs
 9. Assist in completing necessary NHDOE forms.
 10. Services in two phases, working with a construction manager retained by the School Board and Hopkinton School District.

PART 4 - RESERVATION OF RIGHTS AND ADDITIONAL INFORMATION.

- A. The School Board reserves the right to:
 - 1) Investigate and evaluate the qualifications submitted;
 - 2) Waive any irregularities in the statement of qualifications;
 - 3) Reject any or all firms submitting qualifications, should it be deemed in the Town's best interest to do so.
- B. Firms may be asked to submit releases as part of the investigation and review of qualifications. Failure to provide a release if requested will result in disqualification.
- C. An RFP pre-proposal meeting will be held on Tuesday May 11, 2015. The Hopkinton School District Building Committee welcomes any questions regarding this solicitation. Questions should be addressed in writing to Michelle Clark, Business Administrator, at mclark@hopkintonschools.org by May 14, 2015 at 2:00 p.m.
- D. A response in the form of an addendum will be made to all written questions received by May 14, 2015 at 2:00 p.m. The addendum will be posted on the SAU#66 website by May 15, 2015.
- E. The Hopkinton School Board reserves the right at its sole discretion to reject any and all proposals, wholly or in part, to waive any informalities or irregularities therein, to accept any proposal even though it may not be the lowest proposal, to call for submission of new proposals, to negotiate with any company and/or individual submitting a proposal, and to enter into an agreement with the proposer whom the Hopkinton School Board in its sole and absolute judgment determines is in the best interest of the Hopkinton School District even though the proposer may not have submitted the lowest bid or proposal.
- F. All designs, concepts, information, and cost analysis presented by the respondent during the selection process shall become the property of the Hopkinton School District and shall thereafter be used at the Hopkinton School District's sole discretion.
- G. The Hopkinton School District may at any time terminate the services and/or contract with the respondent for the Hopkinton School District's convenience and without cause. In case of such termination for the Hopkinton School District's convenience, the respondent shall be entitled to receive payment from the Hopkinton School District limited to actual documented expenses of the respondent as of the termination date.
- H. SAU #66 and the Hopkinton School District are not responsible for any costs incurred by any respondent in responding to this RFP.

END OF RFP