

**REQUEST FOR PROPOSALS**  
*for*  
**FACILITIES FEASIBILITY STUDY**  
*of*  
**ALLENSTOWN SCHOOL DISTRICT**

**RFP 014-2018**  
~ January 21, 2018 ~

Issuing Agency: Allenstown School District  
SAU #53  
267 Pembroke Street  
Pembroke, NH 03275

Telephone: (603) 485-5187  
Fax: (603) 485-9529  
District Website: <http://sau.sau53.org/>

Contact Person: David Ryan, Superintendent of Schools

**PROPOSALS DUE: March 13, 2018, 2:00 PM**

# ALLENSTOWN SCHOOL DISTRICT

## Request for Proposal - Facilities Feasibility Study

### 1. Purpose

The Allenstown School District (ASD) is seeking a qualified firm with PK-8 or PK-12 educational planning experience to assess and evaluate: (a) our current educational facilities and future needs; and (b) enrollment patterns and projections as a PK-8 organization.

The District's long-term objectives are to:

- a. Maintain an outstanding academic environment;
- b. Identify and address facility, technology, security, and space needs in the District in an efficient and cost-effective manner;
- c. Modernize aging and inefficient facilities while consolidating duplicative staffing systems;
- d. Utilize energy efficiency recommendations from the [Northeast Collaborative for High Performing Schools \(NE-CHPS\)](http://www.neep.org/northeast-collaborative-high-performance-schools-criteria-ne-chps-version-31)  
(<http://www.neep.org/northeast-collaborative-high-performance-schools-criteria-ne-chps-version-31>)
- e. Consideration of operational and/or capital warrant(s); and
- f. Review and assess grade-level enrollment patterns across the District.

This study will evaluate existing facilities, culminating in a facility condition analysis report that includes a series of options to reach the long-range objectives, including cost estimates for future projects.

### 2. Minimal Qualifications

Consideration for awarding the contract will be limited to those firms that specialize in, or have a division/department dedicated to, PK-12 public education projects and have completed at least three (3) such studies for PK-8 or PK-12 public education institutions resulting in projects of one million dollars (\$1,000,000) or more within the last three (3) years.

### 3. Introduction / Background

The ASD is located in Allenstown, New Hampshire, a small town of 4,322 (2010 Census) in Merrimack County approximately 10 miles southeast of the state's capital city of Concord. The ASD educates 375 of its 542 students in two school buildings:

Allenstown Elementary School (AES), 30 Main Street, built in 1962 and later expanded with a second floor in 1972, currently serves 212 students in grades PK - 4.

Armand R. Dupont School (ARD), built in 1973 originally as a parish community center for St. John the Baptist Parish at 10 ½ School Street, was rented from the parish as a middle school for grades 5-8 in 1975. The gymnasium to which the classrooms are connected was constructed in 1954. The tenant-at-will arrangement lasted until 1988 when the town voted to purchase the building and gymnasium from the Diocese of Manchester as well as renovate a portion of AES. Neither building has undergone any renovation or updating since that time. ARD currently serves 162 students.

There are 146 Allenstown students tuitioned to neighboring Pembroke Academy (9-12) while 22 Allenstown students are educated in an out-of-district placement or at an alternative school setting. The

ASD teachers, staff, and administrators are dedicated to serving the needs of their students and work tirelessly to provide high level learning experiences every day. 46% of ASD's students are eligible for free or reduced lunch under the National School Lunch Program.

Allenstown's first school, built in 1854 at 16 School St., has served as the Town Hall since 1962.

#### **4. Scope of Services**

The following scope of services reflects the three (3) major functions that the selected firm would be expected to address in this study. ASD currently struggles with a moderately declining enrollment and subsequent budget revenue constraints. The average tax rate for FY18 is 0.20% higher than the state average rate of 2.05% and is among the ten highest tax rates in the state. Bear Brook State Park occupies 51% of the town's footprint, and there is limited commercial use in the town leaving the burden of the tax base on property owners. Given rising costs and declining state-sponsored revenues, the District is open to ideas as well as vendor provided alternatives.

##### **Function 1 ~ Assessment of Community Demographics and Enrollment Projections**

The objective of this function is to assess the long range trends of community demographics. The District sees ebbs and flows in its student population and has a net loss of 10 - 20 open enrolled students on an annual basis, either due to relocation or enrollment in one of the alternative schools available to residents.

##### **Function 2 ~ Assessment of Existing Major Building Systems and Components**

The objective of this function is to assess the condition of the two existing major building systems and components, determine the projected life expectancies of these systems and components, provide cost estimates for updating or replacement of these systems and components, and assist the District with the development of a comprehensive long-range maintenance plan to address identified large capital maintenance needs.

This shall include, but is not limited to:

1. Inspection and evaluation of school facilities, including parking lots, school grounds, and athletic facilities, with regard to code compliance, potential hazards, life/safety/security, and compliance with depreciation schedules for roofs, heating systems, ADA issues, Title IX, and other facility issues;
2. Full condition analysis and on-site inspections for all facilities, including building envelope, interior and exterior finishes, structural integrity, and operating systems (mechanical, electrical, plumbing, technology, security, fire, safety, communications, and HVAC systems);
3. Analyzing current transportation flow with respect to student drop-offs/pick-ups, school bus loading/unloading, and parking; and,
4. Topography and environmental constraints of the existing site.

##### **Function 3 ~ Educational Space / Capacity Analysis and Solutions**

The objective of this function is to review space utilization and educational delivery identifying space deficiencies and future space requirements, assist with the determination or definition of capacity(ies) at existing school facilities and develop facilities & educational delivery options

including preliminary cost estimates for maintaining current facilities as is, remodeling, additions and/or new construction or unification of the two existing schools.

## **5. RFP Timeline**

- January 21, 2018: District Issues RFP
- February 8, 2018: Walk-through of District facilities from 2:00 PM - 4:00 PM
- February 19, 2018: Deadline for submission of questions regarding this RFP
- March 13, 2018: Proposal Submission Deadline (2:00 PM)
- March 19, 2018: Proposal finalists shared with the Board for selection

## **6. Feasibility Study Timetable**

The District would like to begin the Facilities Feasibility process immediately upon selection of a firm. The selected firm shall work directly with the Superintendent of Schools, Business Administrator, and School Board, or a combination thereof, to develop a realistic timeline for the development of a District Facilities Feasibility Study, as well as refine and clarify the Scope of Services.

## **7. Firm Expectations**

The selected firm would be required to lead District planning committee meetings (approximately once per month) until the Facility Feasibility Study is completed. In addition, the selected firm would be required to attend two or three School Board meetings (held monthly), including the meeting at which the final report is presented. The firm would also be expected to meet with District staff as needed to familiarize themselves with our District, prior facilities & long- range planning efforts, and to collect information and data needed to complete the above functions.

## **8. Submittal Requirements**

Respondents to this RFP shall include the following minimum information in their proposal:

### **A. Cover Letter**

1. Include firm name, business address, telephone number, fax number, e-mail address, and contact person.
2. Indicate why your firm should be selected for this project.

### **B. Firm Profile**

1. General qualifications: describe the general qualifications of the firm(s).
2. Special qualifications: describe any special or unique qualifications of the firm(s) as they relate to facilities master planning and high school facilities design.

### **C. Project Team**

1. List the specific personnel proposed for the project team and submit resumes demonstrating relevant experience of key personnel. Specify the role of each key staff member in the project.

2. Name, address and brief description of any consulting or engineering firms that may be employed as partners on this project. Include length of existing relationship and possible names of representatives who would work on this project.

#### **D. K-12 Education Experience**

Provide a list of clients, including name, address, contact person and telephone number for whom similar or related consulting services have been provided within the last five (5) years. Include a short description of the project(s), the name of the lead consultant(s), and other staff members that were assigned and their role(s) in the project. Special emphasis should be placed on projects for Districts with enrollments up to 1,000 students.

#### **E. Proposal Response**

Respondents to this RFP shall include the following minimum information in their proposal:

1. Describe how they will organize and perform the work described in the Scope of Services section. List the names of any firms they may contract with for this project and the specific services to be provided the sub-contracted firm(s). These may include, but are not limited to, structural, mechanical, electrical, plumbing, and civil engineering.
2. Describe their understanding of the requested services and the planned approach to fulfill the goals of this project. Submittal should include a listing of contemplated tasks for each function.
3. Include a proposed time schedule (to the best extent possible) to complete the scope of work specified.

#### **F. Fee Proposal**

Provide a fee proposal. **Fees shall include all meetings needed to successfully complete this project and ALL related reimbursable costs, including all sub-contracted vendors.**

#### **G. Insurance**

The selected firm shall, at its sole expense, obtain and maintain in force, a certified copy of their General Liability Insurance, along with Workers Compensation for the company and employees prior to performing any work.

***Comprehensive General Liability Insurance:*** The selected firm agrees to maintain in full force during the term of this contract and until the completion of this project a Comprehensive General Liability Insurance policy where all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$1,000,000 per incident, or the current statutory cap on the State's liability, and fire and extended coverage insurance covering all property, in an amount not less than 80% of the whole replacement value of the property.

***Workers' Compensation Insurance.*** Contractor agrees to maintain in full force and effect Workers' Compensation insurance which provides statutory coverage for Workers' Compensation claims and Employers' Liability insurance subject to minimum limits of:

\$500,000 each accident	Bodily injury by accident
\$500,000 each employee	Bodily injury by disease
\$500,000 policy limit	Bodily injury by disease

or the minimum limits required by the selected firm's umbrella insurer.

The certificates shall contain a clause prohibiting cancellations or modifications of the policy earlier than ten (10) days after written notice thereof has been received by the School District.

The certificates are required to name Allenstown School District as additional insured and as the Certificate Holder.

## **9. Proposal Evaluation / Selection Process**

The responses will be reviewed by an evaluation panel consisting of individuals selected by the District. Responding firms will bear all costs of this RFP and interviews, if any.

Proposals will be reviewed using the following criteria / elements and recorded according to Exhibit A:

1. Conciseness, responsiveness and completeness of the proposal to the information requested, objectives, and deliverables as outlined in the RFP.
2. Prior experience, qualifications, references, and past performance, especially with K-8 or K-12 projects, generally..
3. General understanding of the project, project approach, and ability to demonstrate capabilities of achieving a final report that meets all of the requirements.
4. Fee Proposal/Cost: Overall fee / billing rates

At the District's discretion, to further assist in evaluation, some, one, or all of the responding firms and/or individuals may be requested to participate in an oral interview. The interview would be used as another opportunity to clarify any issues within a given response and explore the approaches that may be used to satisfy all requirements for the District.

Upon the completion of the selection process, the District shall notify the firms of the selection and the successful firm to enter into an agreement. Firms shall submit fee proposal with their RFP response. At the District's discretion, it may directly negotiate with the best qualified firm on final scope and fee arrangement.

The District may investigate the qualifications of any individual or firm under consideration, require confirmation of information furnished and require additional evidence of qualifications to perform the services described in this RFP. The District also reserves certain rights, including, but not limited to, the following:

1. Reject any or all of the proposals
2. Issue subsequent Requests for Proposals
3. Cancel the entire Request for Proposal
4. Remedy technical errors in the Request for Proposal process
5. Appoint evaluation committees to review qualifications and proposals
6. Seek the assistance of outside technical experts in evaluation
7. Approve or disapprove the use of particular subcontractors
8. Establish a short list of firms eligible for discussions after review of RFP
9. Negotiate with any, all, or none of the firms
10. Solicit best and final offers from all, some, or one of the firms
11. Award a contract to one or more firms
12. Waive informalities and irregularities in RFP
13. Award without discussion

The awarding of this contract will be based on the quality of services of the best qualified firm regardless of proposed fee amount.

This RFP shall not, in any manner, be construed to be an obligation on the District to enter into a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFP or in anticipation of any contract.

#### **10. Question/Response Deadlines**

Any questions concerning this RFP must be submitted in writing by mail or e-mail on or before Monday, February 19, 2018 to:

David Ryan, Superintendent of Schools  
Allenstown School District  
SAU #53  
267 Pembroke Street  
Pembroke, NH 03275  
E-mail: [dryan@sau53.org](mailto:dryan@sau53.org)

Questions and answers will be posted on the District Website at <http://sau.sau53.org/>

#### **11. Submittal Requirements**

- A. All responses to this RFP shall be received no later than 2:00 PM on Tuesday, March 13, 2018. The District will begin the review of the proposals the morning of March 14, 2018, but no earlier than the submission deadline.**
- B. One (1) original, plus five (5) copies of your proposal are requested.** Responses to this RFP should be delivered to:

David Ryan, Superintendent of Schools  
Allenstown School District  
SAU #53  
267 Pembroke Street  
Pembroke, NH 03275

Proposals may be hand delivered or sent using a common carrier. Proposals shall be marked “Facilities Feasibility Study” on the outer packaging.

**C. An electronic copy, in PDF format, of the proposal must be submitted to [dryan@sau53.org](mailto:dryan@sau53.org) on Wednesday, March 14, 2018 after 12:00 PM.**

Proposals received after the date and time specified will be returned unopened. All proposals will become the property of the Allenstown School District and are subject to New Hampshire Right-to-Know statutes (RSA Chapter 91-A).



**EXHIBIT A**

**Facilities Feasibility Study**

**for**

**Allenstown School District**

**SCORING RUBRIC FOR PROPOSALS**

<b>Category</b>	<b>Possible Points</b>
Conciseness, responsiveness and completeness of the proposal to the information requested, objectives, and deliverables as outlined in the RFP.	20
Prior experience, qualifications, references, and past performance, especially with K-8 or K-12 projects, generally.	25
General understanding of the project, project approach, and ability to demonstrate capabilities of achieving a final report that meets all of the requirements.	20
Fee Proposal/Cost: Overall fee / billing rates	20
<i>Total Score (maximum possible score of 85 points)</i>	_____

**END OF EXHIBIT A**

**EXHIBIT B**

**Facilities Feasibility Study**

**for**

**Allenstown School District**

**AUTHORITY TO SIGN**

(Sole proprietorship or Partnership must request appropriate form)

**CORPORATE RESOLUTION**

WHEREAS, The Corporate desires to grant signing and authority to certain person(s) described hereunder. RESOLVED, that the Board of Directors is hereby authorized and approve to grant signing and authority to conduct business to any of the following person(s): The foregoing signing and authority granted shall include, but shall not be limited to, the execution of Deeds, power of attorney, transfers, assignments, contracts, obligations, certificates, and other instruments of whatever nature entered into by this Corporation.

The undersigned hereby certifies that he/she is the duly elected and qualified Secretary and the custodian of books and records and seal of \_\_\_\_\_, a corporation duly formed pursuant to the laws of the state of \_\_\_\_\_ and that the foregoing is a true record of a resolution duly adopted at a meeting of the \_\_\_\_\_ and that said meeting was held in accordance with state law and Bylaws of the above-named Corporation on \_\_\_\_\_, and that said resolution is now in full force and effect without modification or rescission.

IN WITNESS THEREOF, I have executed my name as Secretary and have hereunto affixed the corporate seal of the above-named Corporation this \_\_\_\_\_, of \_\_\_\_\_.

\_\_\_\_\_  
Secretary

**END OF EXHIBIT B**