

**NH School Administrative Unit 70
Hanover School District – Bernice Ray Elementary
Norwich School District – Marion Cross Elementary
Dresden School District – Richmond Middle and Hanover High School**

RFQ/P 24-25:01

**REQUEST FOR QUALIFICATIONS & PROPOSAL
STRATEGIC EDUCATIONAL FACILITY PLANNING SERVICES**

Released July 12, 2024

**Proposal Due Date:
August 2, 2024 at 2:00 pm**

Deliver three copies to:
Jamie Teague

NH School Administrative Unit 70
41 Lebanon Street, Suite 2
Hanover, NH 03755
Tel: 603-643-6050, ext. 4032
Cell: 603-313-7098

Submit questions on RFQ/P in writing by 4:00 pm, July 24, 2024 to:

Jamie Teague
NH School Administrative Unit 70
41 Lebanon Street, Suite 2
Hanover, NH 03755
jamieteague@sau70.org

**Finalists Interview Date via Zoom:
August 12, 2024**

NH School Administrative Unit 70

REQUEST FOR QUALIFICATIONS & PROPOSALS

RFQ/P 24-25:01

STRATEGIC EDUCATIONAL FACILITY PLANNING SERVICES

SAU70 - Hanover, Norwich & Dresden Districts, hereinafter referred to as the District, will be considering proposals to provide districtwide Strategic Educational Facility Planning Services, hereinafter referred to as the PROJECT, from qualified consultant teams to assist the School District with the preparation of a comprehensive District Capital Improvement Plan to guide facilities planning and improvements aligned with educational programs for the next 10 years. The plan will address short and long term District goals and objectives and facilitate the School Boards ranking of priorities and consideration in future facility investments and improvements.

The District seeks a variety of architectural planning services including: Updated Facilities Assessment; Space Planning; Meeting Facilitation; Survey Design and Analysis; Conceptual Design; Preliminary Cost Estimating; and Cost Benefit Analysis for options including consolidation, remodeling, changes of use, new construction and site acquisition.

Consultants must have experience in specifications development and master planning for school districts and educational facilities, and in facilitating innovative and collaborative problem-solving, with verified comprehensive master planning, project development and project management experience for at least three large school districts within the last five years.

The bulk of the community and District input to the PROJECT should be completed in the fall of 2024 and spring of 2025 and during the 2025-2026 school years. A wide range of input from community members and District staff, teachers, parents and students is anticipated to identify issues and evaluate alternatives, as described in this RFQ/P. The Request is intended to provide a framework for proposals which identifies key issues, stakeholders and tasks. Respondents may propose alternative approaches which achieve similar goals by clearly identifying any changes from the scope of services in the Request and the rationale for the proposed alternative approach, including time or cost savings.

The District will evaluate proposals based on qualifications, experience and approach. The District reserves the right to contract with the vendor that provides the best overall proposal and/or to reject any or all proposals and cancel the RFQ/P at any time.

Upon the selection of the highest ranked Consultant proposal, contract price negotiations shall commence between the District and the Consultant. In the event that the District and Consultant are unable to agree on a contracted project amount, the District shall withdraw from further negotiations with the original selected Consultant and begin negotiations with the next highest ranked Consultant to establish a contract amount and agreement.

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OVERVIEW

NH SAU 70 manages three public school districts that serve approximately 1,900 students in grades K-12 and currently operates four school buildings in two states – NH and VT. All of these buildings will be included in the planning and design services project.

The District has recently commissioned a new School District Strategic Plan in August of 2023. As a component of this Strategic Plan, a comprehensive “District Capital Improvement Plan” shall be incorporated into it as an initiative, including “outstanding learning facilities for the twenty-first century.” The desire to translate all related initiatives into a comprehensive strategic plan for the District led to the decision to hire a consultant to produce a District Capital Improvement Plan (PROJECT).

The District has a number of aged facilities with various levels of improvements and repairs needed. There are also several areas in which district facilities should be improved to better meet the District goals for current and future educational needs in twenty-first-century education. The funding of these improvements is likely to require approval of a substantial facilities bond, anticipated for the fall-spring of 2026 or later ballot. The District Capital Improvement Plan would examine the district’s long-term facility needs and educational goals, develop policies and strategies for improving and managing District facilities to meet those needs and identify priority projects for potential bond financing over the next 10 years.

The District wishes to retain the services of a professional consulting and design firm to work with the District’s School Board, administration, staff, and community to develop a thorough and detailed District Capital Improvement Plan for its facilities and educational needs that identifies and meets the District’s instructional, co-curricular, and extracurricular plans. The deadline for the completion of the PROJECT is October 1, 2025, or potentially sooner for sections of the report that may be deemed as stand-alone, urgent projects.

SCHOOL FACILITIES INVENTORY

<u>Building Name</u>	<u>Address</u>	<u>Yr. Built</u>	<u>Gross Sq. Ft.</u>
Marion Cross Elementary	22 Church St., Norwich, VT	1898; 1950-1989	57,250
Bernice Ray Elementary	26 Reservoir Rd., Hanover, NH	1969; 1996-2014	81,252
Richmond Middle School	63 Lyme Rd., Hanover, NH	2005	105,000
Hanover High School	41 Lebanon St., Hanover, NH	1935;1960-2005	190,000

PROJECT GOALS

Primary goals for the PROJECT include:

1. Based on the District's 2023 Strategic Plan and other District-wide initiatives, recommend and define the facilities needed to support and enhance the District's academic and other goals, and create a District Capital Improvement Plan to support and enhance the District's programs.
2. Starting with our current facilities assessment information completed by Bureau Veritas in 2022, complete an update (as needed) to identify and/or verify any deficiencies in existing buildings and sites, including program and service areas, utility systems and infrastructure, telecommunications, and health and safety conditions.
3. Identify needs for renovated or different facilities and/or closing facilities to accomplish the District's educational initiatives based upon forecasts, utilizing the District's future enrollment forecasts and facility needs based on demographic forecasts and curricular trends.
4. Identify & evaluate the costs and benefits of a broad array of options to meet current and projected facility needs
5. Develop a facilities improvement project list to support potential bond measure(s).
6. Define practices for long-range facilities management, and define a strategy that addresses need for short and long-term facility improvements and for capital investments to support the current and future educational programs, including consolidation, renovation, and construction of replacement facilities, future joint use governmental and community partnerships.
7. Define implementation steps necessary to fulfill the needs identified, coordinating the identified scope of work with funding resources and creating a 10-year Planning Schedule for the work to be done District-wide.

SCOPE OF SPECIFIC DESIRED SERVICES:

PHASE 1. INVOLVEMENT IN THE PLANNING & DESIGN PLAN PROCESS

An important component of the PROJECT will be an extensive community involvement process to engage District staff, parents, teachers, and the community in the identification of issues and needs and evaluation of options, proposals, and priorities.

Phase 1 includes determining the overall process to engage all the key stakeholders and then developing a meeting schedule and coordinating with the relevant groups to confirm meeting times and agendas. Outreach activities and meetings will occur throughout the process. Consultants may propose alternative methods to obtain a similar level of input, such as combining groups or obtaining some input by survey rather than interviews or meetings.

TASK 1.1: Develop community involvement process

Engage various types of stakeholders in assessing facilities needs and developing a District Capital Improvement Plan, including types of meetings, surveys, or other outreach efforts, timing, purpose, and general format. Scope should include an allowance for additional meetings if deemed necessary by the School Board and/or District Administration.

Key stakeholders to include in the PROJECT Process:

District Staff and Officials

- School Board
- District Administrators
- Board Appointed Committees
- District Teachers and Classified Personnel, Bargaining Unit Leadership

Preferred methods of input: Project discussions at key points during School Board meetings, Leadership team meetings with district administrators, and other regularly scheduled staff. Detailed discussion of facility options and feedback during meetings to identify long-range educational goals. Questionnaires to identify facility needs and top 5 priorities should be developed.

Community Stakeholders

- Parents
- Community Groups
- Students

Preferred methods of input: Project discussions at key points during public and special open meetings. Detailed discussion of facility options and feedback during meetings. Questionnaires to identify facility needs and top 5 priorities should be developed for each group.

Users of Specialized Facilities

- Student Services staff
- Preschool, after-school programs
- Music, performing arts, and visual arts instructors
- Humanities, Science, math, and language teachers
- Librarians, Technology managers & instructors
- Athletics/Physical Education Instructors
- World language programs

Preferred methods of input: Questionnaires on facility needs, relevant group meetings to review specialized facility requirements, and review and comment on administrative draft assessments & plans.

Students, Advocacy Groups & Community Groups Supporting Schools

- Parent Teacher Student Associations, including student representatives
- Minority and economically disadvantaged student & parent groups
- Special education students & parents
- Neighborhood Associations (invite to community-wide workshops, or specific topics such as traffic, parking, and neighborhood use of school sites)

Preferred methods of input: questionnaires or surveys, meetings to discuss issues and possible facility implications, at least two community-wide workshops to discuss issues and options, second to discuss proposals & priorities, and public comment on the draft plan.

TASK 1.2: Schedule and Materials for District and Community Involvement

Develop a detailed schedule for District and community involvement which shows key meetings in relation to completion of draft or final documents, the major phases, and the types of input solicited from various groups.

Deliverables: Proposed schedule for District and community involvement, showing all proposed district, community, and public agency meeting dates. Draft and final presentations, meeting materials, and summary notes will be provided for all meetings by the end of each phase. Where surveys are

proposed to evaluate facility needs, the consultant will provide draft and final survey and analysis of results.

PHASE 2. FACILITIES ASSESSMENT

TASK 2.1: Inventory Existing Facilities - Phases 1 and 2 can proceed concurrently.

The Consultant shall review and update a digital database of all existing School District properties, including location, land area, site improvements, topography, square footage by use, and specialized facilities. The database will draw upon existing District inventories, facility plans, or information, and supplement with additional site assessment where needed. The database shall include location maps and site plans showing adjacent areas for all sites. Building plans shall be included where available. Databases will include fields for noting any facility deficiencies, maintenance or management plans, and other issues.

Deliverable: Data Base including plans for each school site and district property, facility inventory, and condition assessment. For general use the preferred standard MS Word/Excel format software. District shall receive an electronic copy of any CAD or like drawings for our future use. Plans and maps of facilities should also be available in PDF form for space assignment and other routine use.

TASK 2.2: Identify safety, security, noise, and environmental issues and mitigations

All school sites and facilities should be assessed and any safety, security or noise hazards identified. Possible measures to reduce hazards should be identified including both facility improvements and management approaches.

TASK 2.3: Evaluate building and utilities infrastructure condition and energy efficiency

Starting from any district-provided information, the electrical, heating and ventilation, mechanical, telecommunications, water and sewer, and security systems at each district site should be inspected as needed to identify the general condition, remaining economic life, deferred maintenance, and potential for energy conservation or improved cost efficiency. Identify potential improvements to the current level of energy and resource conservation through modifications to utilities infrastructure for evaluation under Plan Proposals.

TASK 2.4: Identify current areas of facility and space deficiencies

All facilities should be documented by school site or address and any deficiencies identified with the help of surveys or interviews with on-site staff. Deficiencies should be noted in the database by school site and prioritized. Space needs surveys and room utilization studies should be developed for completion by District staff to provide objective information in determining current space usage. The consultant is encouraged to utilize the 2022 Bureau Veritas Facility Assessment Reports and the District's existing facilities information for reference in the development of a list of deficiencies.

TASK 2.5: Facilities Assessment – Review and update

All information from Phase 2 on existing facilities, their condition, and identified deficiencies shall be summarized into an updated Facilities Assessment & Database, including maps and plans of all school sites and District properties, for inclusion in the Districts Capital Improvement Plan. An Electronic copy will be provided to the District.

Deliverables: Draft Facilities Assessment

PHASE 3: DISTRICT CAPITAL IMPROVEMENT PLAN: ISSUES & OPTIONS

TASK 3.1: The consultant shall align key goals for the Capital Improvement Plan based on the SAU 70 Strategic Plan

In August of 2023, SAU 70 approved Strategic Plan Goals, which include a Portrait of a Learner. It will be important that our facilities support and enhance the implementation of the SAU 70 Strategic Plan [see attached].

SAU 70 Strategic Plan main goals include:

1. To ensure that the leadership, governance, financial, and administrative functions of the organization support the attainment of the academic, student support, and facility goals established in the Strategic Plan.
2. To provide facilities, grounds, and environments that are sustainable, fiscally responsible, and that enhance our curricular and extracurricular goals for each student to achieve success.
3. To provide instruction, co- and extra-curricular programs, professional development, and other forms of support, that include social-emotional learning, mental and physical health and wellness, and community-building.
4. To provide curriculum, instruction, and assessments that are rigorous, engaging, and equitable for all learners across the SAU70 School Districts.

TASK 3.2: Determine what Facility Needs should be incorporated into the Districts Capital Improvement Plan based on the following SAU 70 Strategic Plan Facility goals.

1. Provide and ensure access to buildings and grounds that address the curricular and extra-curricular goals within the districts.
2. Embrace sustainable measures as updates are made to facilities and grounds.
3. Ensure that future facilities and grounds upgrades are tied into annual budgetary needs.
4. Create and sustain a safe, secure, and healthy environment.

TASK 3.2.1: Identify current and potential joint use governmental and community partnerships.

Describe current joint use commitments, suggest the best ways to manage and utilize joint-use facilities, and identify any potential for future joint use agreements or community partnerships. Explore possibility of using expanded community partnerships to fulfill District facility needs. Possible partners to contact include the Towns of Hanover and Norwich, various youth support and athletic organizations.

PHASE 3: MEETINGS & DELIVERABLES

*Meetings: School Board
District Administration
District Facilities Staff*

Deliverables: Summary of facility needs aligned with educational goals, issues and recommendations.

PHASE 4: DRAFT DISTRICT CAPITAL IMPROVEMENT PLAN PROPOSALS

TASK 4.1: Proposals for Renovation or Additions to Existing Facilities

Given the limited availability and high cost of land and facilities, the majority of recommendations are likely to focus on renovation or addition to existing facilities to better meet current and future District needs. New construction may be needed for specific facilities in the event of consolidation or building replacement is needed. These recommendations may include measures to make facilities more multi-purpose or adaptable from one use to another. Proposals should clearly identify the costs of renovations and additions, along with new construction, and the potential for new or increased use, efficiency or other benefits expected from the projects.

The District Capital Improvement Plan proposals shall incorporate the best practices recommended from other previous successful facilities improvement efforts in undertaking large planning and building programs, as well as generating voter support for the schools. Recommendations shall include any NH Department of Education and/or Vermont Agency of Education references for design standards of school facilities. The Facility Plan should incorporate these and propose specific approaches to some of the perennial challenges including:

- Project Management Cost Containment
- Community Involvement
- Site Level Coordination
- Ongoing Facilities Planning
- Facility Design Standards

TASK 4.2: Infill Proposals and Best Practices for New Facility Construction

All SAU 70 schools are located on fully developed sites in residential neighborhoods. Many of the schools already contain some two story classroom buildings and have less playfield and open space than desirable for their enrollment. Consultant should explore options for more efficient “infill” development at existing sites that could include vertical stacking of different uses, underground or structured parking or storage, and other options. New construction should be accompanied by efforts to reduce the architectural scale and other impacts of construction and permanent new activities. The District Capital Improvement Plan will examine and propose “Best Practices” for integrating new construction into densely developed areas on school sites which are often already heavily developed. Included in these practices might be traffic mitigation measures, landscaping standards and other efforts to offset impacts on surrounding neighborhoods and the school environment.

TASK 4.3: Increase Sustainability and Energy/Resource Conservation Potential

Facility assessment should identify potential improvements to current level of energy and resource conservation and overall sustainability and potential for additional sustainability improvements in existing buildings, remodeled facilities and new facilities. Best Practices including “LEED” certification and “Green Building” practices should be considered in planning and design of remodeled and new facilities, while still managing the budget for most cost effective approach both short and long term.

TASK 4.4: Identify Potential for Site or Facility Acquisition

Identify areas and needs for acquiring additional land and/or facilities. Identify potential sites and provide an estimate of acquisition costs through lease or purchase plus facilities improvement and operational costs.

TASK 4.5 Develop safe, cost effective and sustainable approaches to meeting transportation and parking needs.

Consultant should prepare an assessment of parking and transportation needs, building upon information on current parking and transportation systems in Phase 2, supplemented by site specific information collected by survey or interview. Consultant should review relevant District and Town transportation policies and capabilities. Transportation and parking management plans should be developed to meet essential District needs. Measures to reduce parking demand and traffic impacts while meeting access needs should be incorporated, including promotion of walking, biking, carpooling and taking transit. Plan should identify the respective roles of District-funded facility improvements and transportation programs and the impact on the community.

TASK 4.6: Present Proposals with Cost/Benefit Assessment and Information on Population Served

To aid in prioritizing the recommendations for bond funding and implementation, each proposal should be justified in relation to objectives in the District Strategic Plan or other policy document and

presented with a brief cost/benefit assessment which estimates all associated costs of a proposal, including construction costs, project management, dislocation and ongoing operating costs. Where there are a range of options to address a specific need, they should be identified.

TASK 4.7 Administrative and Public Draft District Capital Improvement Plan Document

The various policies, strategies and specific proposals described above shall be incorporated into a Draft District Capital Improvement Plan document. The Capital Improvement Plan will provide both broad policies and strategies and, where appropriate specific proposals which may include renovation, additions, changes of use, building closure, new site acquisition, new construction, joint use, changes in management or operations or additional planning and design. Where District staff have identified alternative approaches to an issue, these shall be included to allow future flexibility.

*Deliverables: Administrative Draft District Capital Improvement Plan
Public Draft District Capital Improvement Plan*

*Meetings: Full Cabinet (Senior District Administration)
Teachers & Classified staff, Bargaining Unit Leadership
District Facilities Management Team*

TASK 4.8 School Board Review and Direction on Plan Proposals

An essential task at the culmination of this phase is School Board direction and public input on the specific proposals in the Draft District Capital Improvement Plan. While the policies and proposals could be presented for community and Board review prior to the preparation of the Draft Capital Improvement Plan, the need to put all proposals into a District-wide framework suggests the release of the Draft document as the basis for community review.

*Deliverable: Newsletter Summary of Draft District Capital Improvement Plan
Presentation and Materials for Prioritization by Board
Presentation and Materials for Community Workshop
Prioritized & Amended Draft District Capital Improvement Plan*

*Meetings: School Board
District Administration
Site Governance & Parent Teacher Organizations
Community Wide Workshops
Facilities Management Team*

PHASE 5: ADOPTION AND IMPLEMENTATION

The final phase of the Capital Improvement Plan process includes adoption and implementation. Decisions about the specific tasks and scope of each of the following tasks will depend upon the Board review and direction on the Draft Capital Improvement Plan prepared in Phase 4. Possible tasks are described below. Proposers are requested to make a separate proposal for this phase, with the understanding that the scope may change depending upon Phase 4 review.

TASK 5.1: Prepare proposed project list for potential Facilities Bond Measure, coordinating with District staff and financial experts.

Consultant will review Plan proposals with District Administration, Facilities Management and the School Board, and prepare a draft project list for a Facilities Bond Measure, incorporating advice on bond packaging from District Counsel and Business Administrator. The Consultant will be required to assist as consulting experts on bond issues and on packaging bond measures during this process. Their expertise shall be incorporated into the District Capital Improvement Plan in order to help the document function as a support to future bond measures.

The Facilities Bond Measure is expected to identify specific projects and provide cost estimates for those projects. Because the measure is intended to fund long term planning and facility improvement projects, the measure may need to combine clearly defined projects and categories of funding or types of projects including future planning, site acquisition, design and environmental review.

Deliverables: Draft and Revised Project List

Meetings: School Board for Project List approval

TASK 5.2: Adopt District Capital Improvement Plan

Consultant would incorporate any changes to the plan in order to incorporate mitigation measures or to reflect specific implementation actions and priorities identified by the Board or District, including potential bond measures to fund facility improvements.

Deliverable: District Capital Improvement Plan for Adoption by Board

Meeting: District Leadership Team Meeting

Facilities Management

School Board for Adoption of Plan

GENERAL INFORMATION ON PROPOSAL

SUBMITTAL TYPE OF CONTRACT

The School District is interested in entering into a negotiated contract for the consulting and planning services. Strict adherence to the budget limitations will be required, and budget limitations will be established for each phase of the work.

1. Community Involvement
2. Facilities Assessment
3. Facilities Needs & Issues
4. District Capital Improvement Plan Proposals
5. Implementation: Facilities Bond Measure

The School District reserves the right to negotiate the scope, schedule and cost of any proposal submitted and enter into a contract based on a revised proposal.

FORM OF SUBMITTAL

Proposals submitted must be presented in the following format. Proposals that do not follow this format will not be considered.

- Section 1 Brief history of the prime consultant firm.
- Section 2a Chart showing major components of the firm's organization, including the names of individuals in key positions.
- 2b Program organization chart-including the names of individuals to be involved in this program. Include resumes/qualifications/relevant experience of these individuals. Specifically, include the employment history of these individuals with this specific firm.
- 2c The names of firms and individuals that will perform any sub-consultant work for your firm (i.e. outside firms providing cost estimating, planning, architectural design, structural, mechanical or electrical engineering services). Provide resumes/qualifications/experience of each person to be involved in the program. Include a list of the in-house design disciplines your firm provides.
- Section 3a References- the name, address, phone number of five previous clients for similar projects. Provide a list of references for projects which your firm, including your sub-consultants, have performed collectively.
- 3b Lists, photos, literature on related similar projects done by the individuals listed in sections 2b and 2c. Do not include projects completed by other branch offices or by individuals that are not part of the proposed program organization chart.
- 3c List the assignments where your firm has experience in master planning for school districts and educational facilities, and in facilitating innovative and collaborative problem-solving, with verified comprehensive master planning, project development and project management experience for at least three large school districts within the last five years.
- 3d List any assignments where your firm has experience working as construction managers on projects. Provide a description of two to three of these assignments completed within the last ten (10) years.
- Section 4 Your firm's recommended or specific approach for accomplishing each item in the section "Scope of Specific Desired Services".
- Section 5 It is the intent of SAU 70 to complete the District Capital Improvement Plan and the Draft Project Descriptions for a Facilities Bond Measure within the spring of 2025

and the 2025-26 school years, on a schedule which would allow inclusion of a facilities bond measure on the March 2026 or later ballot. Provide a detailed schedule for the work and demonstrate your firm's ability to meet this schedule.

Section 6 Describe how your firm manages and controls planning & design costs, prevents project scope increases and is able to provide the highest quality design & planning in relation to fees. Please include a brief description of expected expenditures and projection of cost for each Phase of the Project. Include fee and/or pricing structure for primary work areas.

Section 6a Provide other supplemental information that is not specifically addressed in previous sections which would indicate your firm's qualifications for this project.

PROPOSAL SUBMISSION

Three (3) copies of the proposal, spiral bound, should be submitted to:

Jamie Teague
NH School Administrative Unit 70
41 Lebanon Street, Suite 2
Hanover, NH 03755
jamieteague@sau70.org

Proposal must be received by **August 2, 2024 at 2:00 pm**

PROPOSED REVIEW & SELECTION PROCESS

District staff will review all submitted proposals. After this review, staff may select up to three firms for follow up interviews. These interviews may include members of the District Administration, Facilities Management, as well as other district staff and outside representatives

SELECTION CRITERIA

The selection criteria shall be based from the submittal form and responses. Qualifications and relevant experience in producing similar types of plans for similar clients and settings shall be extremely important in the selection process.

RIGHTS OF SELECTION AND ASSIGNMENT

The District reserves the right to: (1) select one or more firms for this work; (2) assign a specific project or aspect to a specific firm; (3) assign to one or more firms one of more of the following components: (a) Community Outreach; (b) Facility Assessment; (c) Facility Needs and Issues; (d) District Capital Improvement Plan Proposals; (e) Project Management; and (f) Implementation/ Draft Bond Measure Language.

Upon the selection of the highest ranked Consultant proposal, contract price negotiations shall commence between the District and the Consultant. In the event that the District and Consultant are unable to agree on a contracted project amount, the District shall withdraw from further negotiations with the original selected Consultant and begin negotiations with the next highest ranked Consultant to establish a contract amount and agreement.

POINT OF CONTACT

Questions concerning this RFQ/P and the procedures for responding to the RFQ/P should be directed via email only to:

Jamie Teague
NH School Administrative Unit 70
41 Lebanon Street, Suite 2
Hanover, NH 03755
jamieteague@sau70.org

RFQ/P ISSUED

The RFQ/P will be posted on **July 12, 2024** at <https://www.sau70.org/> and emailed to at least three (3) known firms that engage in this type of work.

WRITTEN INQUIRIES AND DISTRICT RESPONSE

A prospective Vendor may submit questions or request clarification of any aspect of the Request for Qualifications. The District will only respond to questions submitted in writing via email. The District will accept all written inquiries regarding the project until **4:00 p.m. on July 24, 2024**. Inquiries shall be directed to Jamie Teague. Responses to inquiries will be issued in the form of an addendum and posted on the District's website under the Departments Tab - Bids no later than **4:00 p.m. on July 26, 2024**.

RFQ/P PREPARATION COSTS

Issuance of this RFQ/P does not commit the District, in any way, to pay any costs for the preparation and submission of the RFQ/P. Nor does the issuance of the RFQ/P obligate the District to award a contract or purchase. All costs related to the preparation and submission of the RFQ/P shall be paid by the Vendor. If the Vendor makes an oral presentation to the District, all costs related to the oral presentation shall be paid by the Vendor.

CONFIDENTIALITY/PROPRIETARY INFORMATION

The District neither requests nor encourages the submission of confidential/proprietary information in response to this Request for Qualifications. All proposals will be confidential until a contract is awarded and fully executed. At that time, all proposals and documents pertaining to the proposals will be open for public inspection, except for the material that is proprietary or confidential. Neither a proposal in its entirety, nor proposal price information will be considered confidential/proprietary. Questions regarding the application of this procedure must be directed to the Purchasing Agent listed in this RFQ/P.

CONFLICTS OF INTEREST

All Vendors must disclose the name of any officer, director, or agent who is also an employee of the District. All Vendors must disclose the name of any District employee who owns, directly or indirectly, any interest in the Vendor's business or any of its branches.

PRICING

Please include a brief description of expected expenditures and projection of cost for each Phase of the Project. Include fee and/or pricing structure for primary work areas.

COMMUNICATION RESTRICTIONS

To ensure a level playing field with an open and uniform competitive process, Respondents and their Representatives must adhere to restrictions on unallowable communications set below. Non-Compliance with this restriction will result in the Respondents proposal not being considered.

From the time the Request for Qualifications (RFQ/P) is announced until the time a contract award recommendation is made public, Respondents and their Representatives are prohibited from making any contact on any part of a proposal, negotiation or contract with any School District official, as this could appear to be an attempt to curry favor or influence. A “School District official” is broadly defined to include “any board member, employee, consultant or advisory member of the District who is involved in making recommendations or decisions for the Districts.

There will not be a public “opening” for this solicitation. Vendors are cautioned that this is a request for qualifications and abbreviated cost proposal, not a request to contract, and the District reserves the right to reject any and all offers when such rejection is deemed to be in the best interest of the District.

Late proposals will not be accepted or considered. Delivery of the proposal is the responsibility of the bidder. Proposal must be in the SAU 70 Office, 41 Lebanon Street, Suite 2, Hanover, NH by 2:00 P.M. on Friday, August 2, 2024. To ensure that the bid is delivered on time take into consideration factors that might affect delivery – such as weather conditions, holidays and postal department delays. **Telephone/fax bids will not be accepted.** If the bid is returned by some method of express mail, such as Federal Express, the RFQ/P Number **must** appear on the address label.

Schedule of Activities for RFQ/P Phase	Deadline
RFQ/P Issued	July 12, 2024
Deadline for Vendor’s Written Inquiries	July 24, 2024 at 4:00 pm
Deadline for Responses to Inquiries	July 26, 2024 at 4:00 pm
SOQ/P Submission Deadline	August 2, 2024 at 2:00 pm
Finalist Interviews	August 12, 2024 TBD via Zoom
Notice of Award	August 14, 2024 (tentative)

ATTACHMENTS:

- Bureau Veritas Reports:
 - Marion Cross Elementary School
 - Bernice Ray Elementary School
 - Frances Richmond Middle School
 - Hanover High School

SAU 70 Strategic Plan