REQUEST FOR PROPOSALS

Professional Consulting Services for Master Facility Planning

Issuing Organization: Inter-Lakes School District
Issue Date: October 09, 2026
Proposal Due Date: December 4, 2026 at 3:00 pm
Anticipated Contract Award: July 01, 2027
Communities Served: Center Harbor, Meredith, Sandwich, New Hampshire

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1. INTRODUCTION

Inter-Lakes School District invites qualified professional consulting firms to submit proposals to provide comprehensive 5-20 year **Master Facility Planning Services**.

The purpose of this Request for Proposals (RFP) is to select a qualified consultant with demonstrated experience in facility master planning, space planning, capital planning, facility assessment, stakeholder engagement, and implementation planning.

The selected consultant will work collaboratively with Inter-Lakes School District leadership, staff, governing bodies, community stakeholders, and other project representatives to evaluate existing facilities and develop a comprehensive, long-range Master Facility Plan that aligns facility needs with the organization's strategic priorities, operational requirements, anticipated growth, financial resources, and community needs.

The resulting plan is intended to serve as a practical framework for prioritizing facility investments, addressing deficiencies, improving utilization and efficiency, and guiding future capital decisions.

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2. ORGANIZATION BACKGROUND

Inter-Lakes School District is a public education institution serving approximately 900 students between the towns of Center Harbor, Meredith, and Sandwich.

The organization owns, operates, and manages four facilities totaling approximately 100,000 square feet in its current state.

Facilities included in the planning effort may include:

- Humiston Building – SAU Business Offices
- Inter-Lakes Elementary School
- Inter-Lakes Middle High School
- Sandwich Central School

Additional background information, including organizational structure, strategic plans, facility inventories, previous studies, and available facility documentation, will be provided to shortlisted firms as appropriate.

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3. PROJECT PURPOSE AND OBJECTIVES

The primary purpose of this project is to develop a comprehensive Master Facility Plan that provides Inter-Lakes School District with a clear understanding of current and future facility needs and establishes a prioritized, financially realistic strategy for addressing those needs.

The objectives of the project include:

1. Establishing a comprehensive understanding of existing facilities, sites, conditions, and utilization.
2. Identifying current and projected space and facility needs.
3. Evaluating facility functionality, suitability, capacity, accessibility, and operational efficiency.
4. Identifying deferred maintenance, capital renewal, and major facility deficiencies.
5. Assessing opportunities for renovation, modernization, adaptive reuse, consolidation, replacement, expansion, or new construction.
6. Evaluating facility utilization and opportunities to optimize existing space.
7. Incorporating demographic, population, enrollment, service-demand, operational, and other relevant projections.
8. Engaging key stakeholders throughout the planning process.
9. Developing alternative facility strategies and evaluating their relative advantages, disadvantages, and costs.
10. Establishing priorities based on organizational needs, urgency, risk, impact, and available resources.
11. Developing conceptual capital projects and preliminary cost estimates.
12. Creating a phased, long-range capital improvement and implementation strategy.
13. Establishing a framework that can be periodically updated as conditions and organizational priorities change.

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4. SCOPE OF SERVICES

The following scope represents the anticipated services. Proposers are encouraged to recommend modifications, additions, or alternative approaches that they believe will produce a superior Master Facility Plan.

Task 1 – Project Initiation and Management

The consultant shall:

- Conduct a project kickoff meeting with organizational leadership and the project team.
- Confirm project goals, objectives, scope, schedule, deliverables, and decision-making processes.
- Develop a detailed project work plan and schedule.
- Identify required data and information.
- Establish communication and reporting protocols.
- Identify project risks, assumptions, and constraints.
- Coordinate meetings, workshops, presentations, and stakeholder engagement activities.
- Provide regular progress updates to the organization.

Deliverable: Project Work Plan and Schedule.

Task 2 – Data Collection and Existing Conditions Assessment

The consultant shall collect, review, and organize available information regarding the organization's facilities and operations.

Information may include:

- Existing facility plans and drawings.
- Building and site inventories.
- Facility square footage and space utilization data.
- Property and land information.
- Previous facility studies.
- Capital improvement plans.
- Maintenance and repair records.
- Utility and operating costs.
- Accessibility information.
- Building codes and regulatory requirements.
- Existing leases and agreements.
- Asset-management information.
- Demographic and population data.
- Enrollment or service-demand projections, where applicable.
- Organizational staffing and operational information.
- Existing strategic and comprehensive plans.

The consultant shall identify missing, incomplete, or unreliable information and recommend appropriate methods for addressing data gaps.

Deliverable: Existing Facilities Data Inventory and Data Gap Assessment.

Task 3 – Facility Condition and Functional Assessment

The consultant shall evaluate the condition and functionality of existing facilities.

The assessment should consider, as applicable:

- Building envelope.
- Structural systems.
- Roofing.
- Mechanical systems.
- Electrical systems.
- Plumbing systems.
- Fire protection and life safety systems.
- Accessibility and ADA-related issues.
- Security and emergency preparedness.
- Technology infrastructure.
- Energy efficiency and sustainability.
- Interior finishes.
- Site conditions.
- Parking and circulation.
- Functional layout.
- Building adaptability.
- Capacity.
- Operational efficiency.
- Deferred maintenance.
- Capital renewal requirements.
- Remaining useful life of major systems.

The consultant shall identify significant deficiencies and estimate the magnitude and urgency of corrective actions.

Where appropriate, the consultant should establish facility condition or priority ratings using a consistent methodology.

Deliverable: Facility Conditions and Functional Assessment Report.

Task 4 – Space Utilization and Needs Assessment

The consultant shall assess how effectively existing facilities and spaces support current operations.

The assessment should consider:

- Current space utilization.
- Existing space standards or benchmarks.
- Departmental and operational requirements.
- Staffing levels and projected changes.

- Program requirements.
- Service delivery models.
- Adjacency requirements.
- Storage needs.
- Public/customer-facing functions.
- Shared-space opportunities.
- Underutilized or surplus space.
- Space deficiencies.
- Opportunities for consolidation or co-location.

The consultant shall develop a current and projected space needs analysis based on agreed-upon planning assumptions.

Deliverable: Space Utilization and Needs Assessment.

Task 5 – Future Needs and Demand Analysis

The consultant shall evaluate anticipated future facility needs based on relevant demographic, operational, financial, and organizational factors.

The analysis should consider, as applicable:

- Population trends.
- Demographic changes.
- Enrollment trends.
- Service-demand projections.
- Organizational growth or contraction.
- Workforce trends.
- Changes in service delivery.
- Technology.
- Regulatory requirements.
- Community expectations.
- Economic conditions.
- Strategic initiatives.
- Other factors affecting long-term facility needs.

The consultant shall develop planning assumptions and clearly identify the methodology and sources used for projections.

Deliverable: Future Facility Needs and Demand Analysis.

Task 6 – Stakeholder Engagement

The consultant shall develop and implement an effective stakeholder engagement strategy.

Stakeholders may include:

- Governing board or elected officials.
- Executive leadership.
- Department directors.
- Facility and maintenance personnel.
- Employees.
- Users of facilities.
- Community representatives.
- Partner organizations.
- Other stakeholders identified by Inter-Lakes School District.

Engagement methods may include:

- Interviews.
- Surveys.
- Focus groups.
- Workshops.
- Site visits.
- Public meetings.
- Online engagement.
- Presentations.

The consultant shall summarize stakeholder input and identify recurring themes, priorities, concerns, and opportunities.

Deliverable: Stakeholder Engagement Summary.

Task 7 – Facility Planning

Deliverable: Full Design of facility renovations, construction, or improvements.

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5. BIDDING REQUIREMENTS

All bidders shall be responsible for examining all existing conditions and thoroughly acquainting themselves with the conditions before submitting a bid. Anyone wishing to view the work areas should call Brian Swanker, Facilities Director, at 603-279-5307 to schedule an appointment.

The successful bidder shall, throughout the term of this agreement, maintain, at the bidder's sole cost and expense, the following insurance:

- General Liability Insurance for a minimum limit of $1,000,000 per occurrence, subject to a $2,000,000 aggregate.

- Automobile liability insurance for a minimum limit of liability of $1,000,000 combined single limit for bodily injury and property damage.
- The School District shall be named as an Additional Insured on the above policies.
- Worker's Compensation insurance as required by law.

The bidder will submit, within five working days after the bid is awarded and accepted, an insurance certificate evidencing the above insurance requirements.

To the fullest extent permitted by law, the successful bidder shall protect, indemnify, save, defend and hold harmless the District, including its officials, agents, volunteers and employees ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Agreement or the activities of successful bidder or its agents, employees, and contractors, and even if allegedly caused in whole or in part by any negligent or intentional act or omission of Indemnified Parties.

The successful bidder's obligations to defend, indemnify and hold harmless the Indemnified Parties hereunder shall survive the term of this Agreement.

The District shall not be required to insure, defend or indemnify the successful bidder.

Bids must be clearly marked "Master Facility Planning" and delivered electronically or hard copy by **December 4, 2026** at 3:00 pm to:

Ashley Dolloff, Business Administrator

at ashley.dolloff@interlakes.org or;

Inter-Lakes School District
103 Main Street, Suite 2
Meredith, NH 03253

The Inter-Lakes School District reserves the right to accept or reject any and all bids and to accept the bid(s) which, in their opinion, will be in the best interest of the School District. Bids will be reviewed based on cost, references, and meeting the needs of the School District. The Inter-Lakes School District retains the right to waive any informalities.