

CITY OF PORTSMOUTH

School Department

REQUEST FOR PROPOSALS

For

Elementary School Facilities Needs Assessment

RFP #11-11

Sealed proposals, plainly marked, “RFP #11-11, Elementary School Facilities Needs Assessment” addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801 will be accepted until **2:30 p.m. Friday, October 15, 2010**. It is the City’s intention that contract negotiations will be completed by Friday, October 29, 2010 for work to commence immediately.

The Portsmouth School Department is seeking a qualified firm to conduct a comprehensive Facilities Needs Assessment of the City’s three (3) Elementary schools (grades K-5). The focus of this assessment is the educational space and facility conditions using NH Department of Education standards. Services provided by the consultant will include:

1. A building evaluation to survey, analyze and evaluate the educational space by NH DoE standards of currently used buildings.
2. Identifying future use and recommend measures for all existing school buildings to accommodate student population and concurrent administration functions.
3. An assessment of each school building and building systems.
4. A recommendation of building projects using NH DoE standards.

PRE-PROPOSAL MEETING

A **mandatory** pre-proposal meeting will be held on **Thursday, October 7, 2010 at 10a.m.** to answer questions and clarify any project issues. Attendance is **required**. **Firms that do not attend will be disqualified**. The meeting will be held at: Central Office Boardroom located at **Little Harbour School, 50 Clough Dr., Portsmouth, NH**.

The RFP is available on the City’s at <http://www.cityofportsmouth.com/finance/purchasing.htm> or by contacting the Finance/Purchasing Department at the following number: (603) 610-7227. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading. The addenda to this proposal will not be provided directly to the proposers.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City.

Portsmouth Elementary School Facilities Needs Assessment

PART 1 - GENERAL

- A. The City is seeking a Consultant to evaluate the existing condition of three elementary schools serving 2687 students in grades K-5:
1. **Dondero Elementary School**
32 Van Buren Avenue
57,144 Sq. Ft.
 2. **Little Harbour Elementary School**
50 Clough Drive
68,905 Sq. Ft.
 3. **New Franklin Elementary School**
1 Franklin Drive
40,796 Sq. Ft.
- B. The City reserves the right to reject any or all proposals submitted, to waive technical or legal deficiencies, and to accept any proposals that it may deem to be in the best interest of the City. By submitting a qualification package, the firm hereby authorizes the City to contact references and make any and all such further investigations as may be in the best interest of the City to evaluate consultant's qualifications for this project.
- C. Requests for additional information should be directed to **Ken Linchey, Maintenance Supervisor, (603) 431-5080 ext.251.**

PART 2 - REFERENCES

- A. **Manual for Planning and Construction of School Buildings 2006** produced by the New Hampshire Department of Education, Concord, NH.
- B. **Northeast Collaborative for High Performance Schools (NE CHPS) Protocol for New Construction and Major Renovations, Version 2.0 for Energy Efficiency Prerequisite 4, and enhanced commissioning per Energy Efficiency Credit 3.**

PART 3 - SCOPE OF SERVICES

- A. The selected firm will provide the following services:
1. **Building Evaluation:** to survey, analyze and evaluate the educational space by DOE Standard of currently used buildings.
 2. **Future Use and Recommendation:** for all existing school buildings to accommodate student population and concurrent administration functions.
 3. **Condition Assessment:** Evaluation of each school as followed;
 4. **Structural System:** Visually observe for signs of distress.
 5. **Exterior Elements:** Visually observe exterior walls, windows, door systems for visual evidence of deficiencies, continuity of seals, other types of distress, and report an overall condition of deficiencies.

6. **Roofing Systems:** Visually observe conditions of roofing systems and installed accessory and details.
7. **Mechanical/HVAC, Electrical, Plumbing;** Review the various systems that make-up the infrastructure of the building. Define in general terms the character of the systems, their functionality, condition, expected life, and obvious code violations.
8. **Fire and Life Safety;** Observe the age and condition of the fire and life safety elements; structural fire protection, means of egress, fire suppression systems, and fire detection and alarm systems.
9. **ADA Compliance;** Conduct a site survey of major systems that may not comply with ADA requirements.
10. **Building Project Recommendations;** using DOE standard, a needs analysis regarding feasible alternatives for building acquisitions, building construction, building renovation or building additions.

PART 4 - SCHEDULE

- A. The City anticipates that the firm will start immediately upon contract execution with final reports completed in **December 2010**.

PART 5 - INSURANCE REQUIREMENTS

- A. Consultant will be required to maintain insurance throughout the period of the contract in sufficient amounts as to protect the Commissioning Provider from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this Contract whether such operation by himself or by anyone directly or indirectly employed by him. The following minimum amounts of insurance are required:
 1. Comprehensive General Liability:
Bodily Injury or Property Damage - \$1,000,000
 2. Automobile and Truck Liability:
Bodily Injury or Property Damage - \$1,000,000
 3. Professional Liability:
Errors and Omissions - \$1,000,000
 4. Workers Comprehensive Insurance coverage for all people employed

PART 6 - PROPOSAL

- A. Proposals shall provide sufficient information to allow the City to evaluate the firm's approach, experience, staff and availability.
- B. Proposals must be submitted to arrive no later than **2:30 p.m., Friday, October 15, 2010 at:**
Finance/Purchasing Department, City Hall
1 Junkins Avenue
Portsmouth, New Hampshire, 03801
- C. The firm must submit three (3) copies of the proposal, each signed by an authorized representative of the firm.

- D. The firm is free to suggest changes and improvements to the scope of services. For this proposal, it is assumed by the City that all of these tasks will be completed, unless any proposed changes to the task list are clearly highlighted and noted in the firms' proposal.
- E. The proposal shall include the following components:
1. A cover letter providing a brief history of the firm and identifying the firm's expertise and technical capabilities. The cover letter shall include contact information and be signed by an officer of the firm with the authority to commit the firm.
 2. Provide an organization chart for managing and executing this contract.
 3. List the individual(s) who will serve as the lead Consultant for the Work.
 4. Provide resumes for key staff and subconsultants. The resumes shall include specific information about expertise, (e.g., specification writing, troubleshooting, energy management, sustainable design, etc.).
 5. Briefly describe "relevant" experience (life cycle costing, building simulation, sustainable design, envelope, IAQ, solar, , etc.) of the firm's team in projects similar to this one
 6. Describe your proposed approach to managing the project expertly and efficiently, including distribution of tasks, travel, and duration of which staff will be on site during what periods of time, etc.
 7. As an attachment, provide the following work products that members of the firm's team developed. List the team member who actually wrote the document and the projects on which they were used.
 - a. Building Inspection reports, testing results.
 - b. Final Reports and Executive Summary.
 8. Provide an hourly rate for each team member, along with rates and fees for all other costs the City could incur from the Work.
 9. Provide a fixed, lump sum total cost to accomplish the work. All task amounts include associated meetings, progress reports and direct costs (travel, mileage, etc.). Also provide an hourly rate for each team member for work that may exceed the scope.
 10. Provide a statement of firm's liability insurance coverage (type, and dollar amount of coverage). Proof of this insurance will be required prior to the award of this contract to the winning proposal.
 11. Provide a project schedule. The City anticipates the study to commence immediately upon award of contract and shall be complete by December 10, 2010.

PART 7 - SELECTION PROCESS

- A. The Owner's staff shall review all proposals and select and rank the three most qualified Consultants. The selection and ranking shall be based on the criteria listed below. The order in which the criteria appear does not indicate the importance, ranking or weighting that will be used in the evaluation.
1. Consultant's qualifications.
 2. Proposed approach to the project.

3. Successful experience performing similar projects.
 4. Experience and availability of the staff to be assigned to perform the services required by the Project.
 5. Cost and projected timeline to accomplish the scope of work.
- B. The Owner will negotiate with the highest ranked Consultant on the tasks, staffing, and schedule consistent with the Consultant's proposal. Negotiations may be terminated if they fail to result in a contract within a reasonable amount of time. Negotiations will then ensue with the second ranked Consultant, and if necessary, the third ranked Consultant. It is the City's intention that contract negotiations will be completed by October 29, 2010 for work to commence immediately.
- C. By submitting a proposal, the firm consents to the City undertaking such investigation as it deems in its best interest to investigate the firm's qualifications. The submitting firm assumes all responsibility for any costs it incurs in preparing a response to this Request for Proposal.

The City of Portsmouth reserves the right to reject any and all proposals, to waive technical or legal deficiencies, and to accept any proposals that are deemed to be in the best interest of the city.

END of RFP