

WINDHAM, NH SCHOOL DISTRICT
REQUEST FOR PROPOSALS (RFP)
OWNER PROJECT MANAGEMENT SERVICES

Contact:	William Hickey, Business Administrator SAU #95 19 Haverhill Road Windham, NH 03087. 603.425.1976 x-120 bhickey@windhamsd.org	Date of Issue:	March 31, 2017
		Briefing Session:	10am. April 25, 2017
		Due Date:	2pm May 8, 2017
		Award Date:	May 16, 2017

1. INVITATION FOR PROPOSALS

Windham School District through the Building & Grounds Project Committee is seeking proposals for qualified Owner Project Management Services (OPM) for the Golden Brook School (GBS) & Windham Middle School (WMS) Construction /Renovation Project.

2. PROJECT DESCRIPTION

On Saturday, March 18, 2017, the voters of Windham, NH have voted in Article 2 to construct and equip a renovation and addition at GBS. The \$38,907,102 project will transform the current kindergarten to third grade school into a pre-school through fourth grade. (Housing approximately 1000 students) The GBS project will be constructed in three phases. The construction and equipping of a renovation and/or an addition at WMS is also included in the overall project and it will include renovations to science labs, family and consumer science and technical education classrooms.

The OPM will be expected to be a collaborative member of the Building & Grounds Committee and Business Administrator and to share a strong sense of budget accountability and be responsible for helping to develop bid documents and to keep change orders to a minimum.

3. SCOPE OF SERVICES

Working on behalf of the Windham School District, the person or firm shall be consistent with State and Federal statutes, be an advocate for the Windham School District through the Construction Phase of the project to ensure that the quality of design meets all standards that are specified for both GBS and WMS.

3.1 Construction Phase

- a) Prior to start of construction, in consultation with the Architect, represent the Owner and monitor the preconstruction meetings.
- b) Attend meetings of the Committee(s) from the preconstruction period to the completion of the project.
- c) Review and comment on the schedule of Values for payments as prepared by the contractor to ensure conformance with the expected flow of work as stated in the Contract Documents.
- d) Assist in the development of contingency plans for corrective action, recommend to the owner and with the Owner's approval; implement such plans as required.
- e) Participate in weekly construction and progress meetings with the Architect and the Contractor to discuss such matters as procedures progress, construction problems and scheduling.

- f) Review the contractors' construction schedule to determine if the schedule is consistent with milestones. Review project correspondence and logs maintained by the Architect's supplemental instructions, proposal request, change orders and construction change directives. Review the contractors shop drawing schedule. Advise the Owner on all of the above items.
- g) Expedite and participate in the Owner's review of data and samples when such review is requested by the Architect.
- h) Advise the owner of necessary or desirable changes in the project. Assist in negotiation of the Contractor's proposals for these changes, and submit recommendations to the Architect and the Owner. Establish and implement a change order monitoring system and report on job cost events, including approved change orders, spending change orders, and anticipated change orders. Establish a time line for the change order process that does not interfere with the progress of the work.
- i) Develop and implement procedures for prompt review and processing of applications for payment from the Contractor for progress and final payments, including certification requirements by the Architect. Make recommendations to the Owner for payment. Maintain a computerized spreadsheet recording all project expenditures.
- j) Advise the School Board or its designee on an ongoing basis of all project developments, including conditions and circumstances that may cause delay in the project schedule, increase costs, or otherwise may be inconsistent with the Owner's expectations.
- k) In conjunction with the Architect, review the Contractor's submittal of Notice of Substantial Completion, for a phase or the entire project, and make a recommendation to the Owner.
- l) Prepare monthly reports to the Committee summarizing the progress of the construction and the financial status of the project. The reports should highlight important events and identifying pending issues that must be addressed.
- m) Maintain regular contact with the Administrator and the Superintendent of Schools regarding the progress of the project and issues to be addressed.
- n) As requested, coordinate with other municipals officials in Windham School District concerning project related issues.
- o) Assist the Administrator or his designated representative and the Architect in the procurement of furnishing and equipment and technology equipment. This effort is to include scheduling and monitoring of delivery, storage and installation. Assist the Committee in the procurement of testing and other services, consultants or materials required on the project.
- p) Maintain a complete project file, including but not limited to, a master list of permits, certificates of insurance, licenses and approvals, correspondence, monthly reports, daily reports and payment records.
- q) At the conclusion to the project, assist the Committee in obtaining as-build drawings and all the other construction-related documents and all materials required for building occupancy, and project closeout.
- r) Show value engineering in each of the three (3) phases: Reduce project churn; offer alternative suggestions.
- s) Schedule a period of Commissioning: Post project build, clearly educate and document the owner on proper maintenance and procedures on equipment, services, etc.
- t) OPM to provide technical assistance to the Windham School District during the course of the project.

3.2 Time Schedule and Compensation

- a) The OPM shall be prepared to become fully engaged in the Project immediately upon award of this contract.
- b) The OPM is expected to be under contract until the Project is complete. (See attached time line.)
- c) Upon selection of OPM Administrator will negotiate the amount of compensation and the method of payment.

Owner expects that the OPM will devote an average of 35 hours per week to the project during the construction period, although the number of hours may vary above and below this average for a particular week, depending on the Project needs. The individuals or firm filling this position will be considered as independent contractors in all contractual arrangements.

4. EXPERIENCE

- 4.1 The OPM shall be a person and/or firm who is registered as an Architect or Professional Engineer and who has at least five (5) years' experience in the construction and supervision of construction of school buildings or a person, if not registered as an Architect or Professional Engineer, who has at least seven (7) years' experience in construction and supervision of construction of buildings. The OPM shall be independent of the designer, general contractor, and/or any subcontractor involved in the school building project.
- 4.2 Proposers must provide all of the services described in Section 3: Scope of Service and comply with Section 6: Proposal Submission Procedures/Criteria.
- 4.3 The OPM must have excellent presentation and communication skills.
- 4.4 The individual or firm must be able to demonstrate financial adequacy and managerial stability.
- 4.5 Each person and/or firm must submit the Project Manager Qualification Statement.

5. PROPOSED TIMELINES

Qualified persons and/or firms interested in submitting proposals must submit 6 copies of the proposal requirements on or before 2 p.m. May 8, 2017 to SAU #95, 19 Haverhill Road, Attention William Hickey, Windham, NH 03087.

- 5.1 **A Pre-Proposal Meeting or Briefing Session will be held on April 25, 2017 at 10 a.m.** at SAU #95 19 Haverhill Road, Windham, NH 03087.
- 5.2 **Proposals Due: No later than 2 p.m. May 8, 2017.**
- 5.3 Proposals Open: May 8, 2017.
- 5.4 Proposals reviewed ranked: May 9, 2017.
- 5.5 Interviews: (if necessary) May 11 & 12, 2017.
- 5.6 **Work to Begin: On or before June 26, 2017.**
- 5.7 Work To Be Completed By: August, 2019.

6. SUBMISSION PROCEDURES CRITERIA

Interested individuals and firms are required to clearly tab the proposals in order to identify the minimum and comparative criteria. Tabbing the criteria will allow for the Project Committee to effectively evaluate prospective individuals and/or firms. Proposals without the criteria tabbed will be deemed non-responsive and not considered.

Fee proposals are to be submitted in sealed separately marked envelope. Fee proposals will not be opened prior to the final technical service proposal rankings assigned by the Windham School District. The Fee shall be subject to negotiation. All fees shall be expressed as a lump sum not to exceed cost, including the costs of all sub-consultants and reimbursable expenses. Hourly rates for architects, engineers, clerk of the works and other applicable professionals assigned to the project should be indicated on the Fee Proposals.

Fax or electronic submissions will not be accepted. Late delivery of materials due to any type of delivery system shall be cause for rejection. In the event the school office are closed due to emergency or weather conditions on the proposal due date, proposals will be due at 1:00 am on the next business day during which offices are open.

7. EVALUATION & MINIMUM CRITERIA

Proposals will be uniformly evaluated by the Project Committee. Based on the review of the proposals up to three finalists will be short-listed and interviewed by the Project Committee. All firms or individuals short-listed will be notified at least three business days prior to their scheduled interview. All interviews will be conducted as part of a posted public meeting.

All firms or individuals submitting proposals will be notified of the Project Committee.

The Committee will rate the firm as submitting a responsible and responsive proposal if it fulfills the following minimum criteria:

- 7.1 Firm/Individual Name, Contact Name, Address, Telephone and Fax Numbers.
- 7.2 Firm/Individual History including length of time the firm/individual has been in business.
- 7.3 Names and Titles of firm partners and/or officers.
- 7.4 Key personnel that will be employed as part of the Owner's Project Management team including: applicable registration numbers, resumes, professional designations, licenses held, information on experience with similar projects, and each person's level of involvement in, and the organizational structure of the staffing for this school building project.
- 7.5 A listing of current and past public and private projects of a similar nature with the names and telephone numbers of references to contact. Photos may be provided.
- 7.6 Submission of the Project Manager Qualification Statement.
- 7.7 Any other information that the applicant considers relevant for the purpose of evaluating its qualifications for the project.
- 7.8 Adequate financial stability and proof of professional liability insurance. The Windham School District must also be able to be named an "additional insured". Other town insurance requirements for comprehensive, etc. will be included in the contract for services.

8. EVALUATION OF NON-PRICE PROPOSALS COMPARATIVE CRITERIA

- 8.1 The Project Committee will evaluate proposals and assign the rank of "highly advantageous," "advantageous," "not advantageous," or "unacceptable." Any proposal that receives an "unacceptable" rating for any of the criteria may be rejected.
- 8.2 In addition to the material submitted within the proposal for all firms deemed to have submitted responsive and responsible proposals, the Committee will likely contact the listed references and may ask for additional information or a clarification of any responses.
- 8.3 Ability to demonstrate a high degree of qualifications and experience in performance of services on projects of a similar nature.
- 8.4 Thorough knowledge of the *New Hampshire State Building Code*, *New Hampshire public construction laws* and all other pertinent codes and regulations related to the successful completion of the project.
- 8.5 Ability to work with architects, contractors, subcontractors, consultants, school officials, municipal officials, state officials, and committee members on behalf of the Owner in providing relevant information and facilitating decisions and actions of the various participants with the goal of advancing the progress of the Project on a timely basis.
- 8.6 Ability to commit the resources necessary to complete the services outlined in this RFP and the ability to sustain that commitment for the entire duration of the Project.

- 8.7 Evaluation of references for similar projects.
- 8.8 The qualifications and educational backgrounds of those assigned to the project, including past relevant experience in all phases of this design and construction work. Identification of the primary contact is required, and the primary contact shall not be changed during the engagement without permission of the Building Project Committee.
- 8.9 Experience in actual School Building Projects that included site development, new school construction, access road development and/or suitable school projects that may relate, to this project. List references by community, relevant project, contact name, and daytime telephone number. List and contact information for all design projects within the past five years would be beneficial.
- 8.10 Capabilities of firm's public building management experience, including:
- 8.10.1 Cost and budget controls
 - 8.10.2 Timeliness, construction completion to client's satisfaction
 - 8.10.3 Contractor supervision
 - 8.10.4 Contract administration
 - 8.10.5 Working knowledge of current School Building Authority
 - 8.10.6 Legislation
 - 8.10.7 Familiarity and experience of firm with public bidding
 - 8.10.8 List all experiences with public contracts in the past ten years that required some form of arbitration
or legal action in the state or federal court systems to complete the contract work and the role your firm played in the resolution of these disputes, if any.

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Fees may include incentives based on:

- Deliverable deadlines
- Change Order requests
- Execution of Suggestions
- Overall Project Savings
- Phasing results

The Windham School District reserves the right to contact any firm in order to clarify any aspect of a submitted proposal. The overall goal of the evaluation process shall be to recommend award of the contract to the person or firm whose proposal best meets the requirements of the RFP in the opinion of the Project Committee and or Windham School Board and is at the same time cost-effective and within the budget allocated for the project.

Payment: The selected individual or firm will enter into a contract with the Windham School District whereby progress payments will be made to complete the scope of work within established timeframes.

10. AWARD SELECTION

The Project Committee will determine the most responsive, responsible, and advantageous proposal. A contract for the OPM services awarded by the Windham School District to the person or firm submitting the proposal of

qualifications most beneficial to the Windham School District and the Golden Brook & Middle Schools Construction / Renovation Projects.

11. PUBLIC RECORD

All documents submitted in response to this RFP shall become property of Windham School District when received and are deemed public records and are open to public inspection; however, all proposals shall remain confidential until the completion of all evaluations pursuant to this RFP.

12. GENERAL AND SPECIAL PROVISIONS

The Windham School District reserves the right to reject any and all proposals, waive informalities, and to award contracts as may be in the best interest of the Windham School District.

The applicant selected shall be expected to comply with all applicable federal and state laws in performance of services.

The consideration of all proposals and subsequent selection of the successful applicants shall be made without regard to race, color, sex, age, handicap, religion, political affiliation or national origin.

Services provided by the successful applicant shall be rendered through a professional services contract.