

**REQUEST FOR  
PROPOSALS FOR  
DESIGN ARCHITECTURAL AND ENGINEERING  
SERVICES AT THE MASCENIC REGIONAL HIGH  
SCHOOL AUTOMOTIVE CENTER/SCIENCE AND  
TECHNOLOGY BUILDING**

**RFP NO. 002-2023 ARCHITECTURAL & ENGINEERING SERVICES AT THE MASCENIC REGIONAL HIGH SCHOOL AUTOMOTIVE CENTER/SCIENCE AND TECHNOLOGY BUILDING**

The Mascenic Regional School Board is soliciting proposals from pre-qualified Architectural and Engineering Firms.

Request for Proposals (RFP) must be **received by 2pm, on Friday, February 10, 2023**, by U.S. Mail, or other delivery service such as UPS, FedEx, etc.,  
to:

**Superintendents of Schools SAU#87  
Attention: Dr. Chris Martin  
16 School St. Greenville, NH 03048**

**One electronic copy must** be sent to [cmartin@mascenic.org](mailto:cmartin@mascenic.org)

**PURPOSE:**

The Mascenic Regional School District (MRSD) is seeking a proposal from pre-qualified Firms to provide a comprehensive assessment of the existing Automotive Center/Science and Technology Building and a proposed design for the renovation of, and or, expansion to the Automotive Program. . The project goals are to determine the existing deficiencies, assess our future needs, and design an addition and/or renovated xx school for the xxxx School. The selected proposal will be required to be presented to the Administration and the School Board for final approval and contract issuance.

**BACKGROUND:**

The Mascenic Regional School District consists of approximately 1,000 students enrolled in grades PK-12. Facilities include one Elementary School, one Middle School, and one High School. The High School is accredited by the New England Association of Schools and Colleges, and all schools are fully approved by the New Hampshire State Department of Education.

The primary impetus for this project is the need to conduct a study to explore renovating our current Automotive program. The primary goal of the study should be, at a minimum, to explore the feasibility of renovating our Automotive program so that it can provide the experiences needed for 21<sup>st</sup> Century mechanics, with the possibility of including small engine repair, and large mechanics (diesel).

The building under examination is the Mascenic Regional High School Science and Technology (S and T) Building. This building is one of two on the MRHS campus.

Completed on February 25, 2011, the building is located behind the main building at 175 Turnpike Rd, in New Ipswich, New Hampshire. The S and T building consists of 18,085 square feet total, with 6,400 sq. ft devoted to the current Automotive Program. The remainder of the building includes the following: a 2,740 sq. ft wood shop, four science classrooms at roughly 1,400 sq. ft each, 2 science chemical storage areas at 500 sq. ft respectively, and an HVAC mezzanine 900 sq. ft in size. Much like any other building there are hallways, bathrooms, custodial and electrical closets.

#### **PROJECT DESCRIPTION:**

This project will be completed in two phases. Phase I will be the “pre-warrant article” phase. Phase 2 will be the “post warrant-article” phase. It is the intention of the MRSD to maintain the same firm(s) for both phases, but reserves the right to not proceed with the same from the first phase to the second phase. Firms should not unbalance their proposals between the two phases. While this RFP requests fees for both phases of construction the award of the proposal will **only** be for **Phase 1** services at this time, with Phase 2 to be discussed and awarded when the School Board has authorized the MRSD to move forward with the next phase.

#### **SCOPE OF SERVICES:**

Architect and Engineering Services will include, but may not necessarily be limited to the following:

1. Develop conceptual designs for the following:
  - Renovations to the current facility
  - Creation of an addition or stand-alone building
2. Collaborate with the Region 14 Applied Technical Center (ATC) Director, Mascenic Regional High School Administration/Staff, School Board, and the selected SAU Representative(s) to provide adequate information and design concepts to enable your firm to accurately provide a total project cost.
3. Participate in visioning work sessions, public information sessions, School Board meetings, potential Bond Hearings, Public Hearing Sessions and Deliberative Session, and other committee meetings as requested.
4. Work with the Region 14 ATC, MRSD, the School Board and Administration to market the project to gain community support.

These items above shall be addressed along with the Guideline Requirements listed below. The selected Architectural Firm shall review the entire Automotive Center/Science and Technology Building in its current state and provide comprehensive conceptual design solutions to address all issues that affect the school’s daily functions. It is imperative that the selected design team understands that they need to meet with appropriate stakeholders to gain insight into the use and operation of the building as the design is developed to provide complete and thorough solutions.

Firms responding to this RFP should be aware that the anticipated contract award is only for Phase I of the building committee’s charge.

## **PROPOSAL REQUIREMENTS:**

Phase 1 and Phase 2 have been determined below. Please provide a brief narrative for how you will handle each step in each phase, whom from your Firm will be involved in each step throughout this process (including consultants if applicable), and the associated costs for each step within each phase. Please breakdown the cost of each step of the Phase 1 & Phase 2 and then a total estimated cost at the end for the complete project. *(See Appendix A)*

Please be sure to expand upon any of the steps with additional work that you believe may be required along with the additional costs.

Proposals must include anticipated timelines for each phase as outlined below.

It is the goal of the MRSD to get a clear picture for the work that will need to be done, and the costs we will be incurring by addressing the following:

1. Maintain the Current Facility:
  - a. At a minimum, this conceptual design must address the following: space capacity, functional layouts, code compliance issues, accessibility issues, address HVAC, mechanical issues, safety, or other items as appropriate.
2. Renovation of the Existing Footprint and or the creation of an addition or stand-alone building.:
  - a. The architects have the creative liberty to develop a conceptual design solution that is a comprehensive solution to address the needs of the facility.

Phases shall be:

### *Phase 1 - Pre-Warrant Article*

1. Existing condition assessment and information gathering:
  - a. Meet with all stakeholders to assess our existing conditions. Stakeholders to include teachers, administration, students, committee members, members of our Community, and/or other stakeholders as may be identified.
  - b. Review existing studies of the site, facilities and building deficiencies:
    - i. To include, but not limited to, previous studies (including demographics, and facilities), existing MEP systems, classroom spaces, faculty spaces, auto shop, building performance, etc
  - c. Determine goals, requirements and wants within the school and town community. This process will include all options available to the school and town communities (for example, an addition, a stand-alone building, a renovation of the existing building, a building which provides for broader community engagement, etc

2. Provide concept development.
  - a. Using what was learned in step 1, the A&E Firm will work with the MRSD and other stakeholders to refine the concept. The selected Firm will be able to illustrate what MRSD's minimum requirements are, along with the school's set goals. The Firm will be working with the Region 14 ATC, MRSD, the School Board and Stakeholders to move to a concrete vision. The work in this stage should begin to take into consideration the estimated costs of such an endeavor.
3. Conceptual design
  - a. Provide conceptual designs and schematics including site plans and civil engineering as required. These design drawings should be to a point that the Firm is able to provide a cost estimate for the Warrant Article
    - i. This step should include any surveying, environmental studies, or other work that will need to be completed to avoid any unanticipated costs in the future. It is understood that some work may not need to be completed at this time, but in order to fully understand the potential costs please discuss what your Firm believes may need to be done and what the associated cost may be.
4. Marketing
  - a. Work with the Region 14 ATC, MRSD, the School Board and Administration to market the project to gain Community Support. It is expected that the Firm will guide our marketing efforts, but would anticipate social media content or engagement, website design, mailers, listening sessions, etc. to be completed by the Region 14 ATC, MRSD and Administration. This step should not be a linear step but be a part of the entire process as previous steps are completed.

**EVALUATION CRITERIA:**

1. Approach and complete response to Phase I, including the approach to all 4 steps as outlined above
2. Approach and complete response to Phase 2

Evaluation criteria shall be scored as follows:

- Up to 25 points to be awarded for #1
- Up to 10 points to be awarded for #2
- Up to 15 points to be awarded for #3

Total points awarded 0 - 50.

## **CONTRACT**

### **FORM OF CONTRACT**

The Firm who is awarded the contract will need to complete a contract and provide the required Corporate Resolution (corporations/LLC) or Partnership Certificate of Authority or Sole Proprietor Certification of Authority, whichever applies, to show the individual signing the contract is authorized to do so.

### **INSURANCE:**

The 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:* 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:* The Firm 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 Umbrella Insurer.

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

*Professional liability insurance:* For protection against claims arising out of the negligent performance of services as Architect or caused by any errors or omissions of the insured in the amount of \$5,000,000.

The Architect shall furnish, prior to commencement of work under this agreement, Certificates of insurance evidencing workers' compensation, general, and professional liability coverage with the required limits.

In addition, both parties to any contract to be let as a result of this process will be required to agree mutually to waive any rights which each may have against the other with respect to subrogation under any policy insurance relating to the services or work provided under any such agreement.

*Save Harmless:* As part of entering into any contract which may be let as a result of this process, the Architect for itself and its successors will be required to covenant and agree with the School District to indemnify and save harmless said School District from any and all action, causes of action, judgments, legal fees, claims and demands whatsoever, which may at any time be instituted, made, tendered or recovered against the School District to the extent caused by the Architect's negligence in the performance of the Architectural services performed pursuant to any such agreement.

The Mascenic Regional School District has the right to use any or all ideas, plans, specifications and estimates presented in this RFP.

The certificates are required to name MRSD as additional insured and as the Certificate Holder.

**CERTIFICATIONS:**

The Firm who is awarded the contract must comply with the terms of the MRSD. Prospective bidders are encouraged to ensure they are able to comply with all applicable regulations.

**CONTRACT TERM:**

The Mascenic Regional School District shall have the right to terminate the contract at any time by giving a thirty (30) day written notice.

**PAYMENT AND COMPENSATION:**

Payment terms: Payments shall be due no later than 30 days after receipt of invoice.

**ADDITIONAL INFORMATION:**

Applicants are responsible for having ascertained pertinent local conditions, such as equipment, conditions, locations, accessibility, and knowledge of conditions affecting the work. The act of submitting a proposal is to be considered as full acknowledgment that the applicant inspected the site and is familiar with the conditions and requirements of these specifications.

The MRSD reserves the right to make a written request for additional information from a Vendor to assist in understanding or clarifying a proposal. The responses are to be provided in writing.

All local, state and federal regulations are to be followed. Any fines assessed to the MRSD due to the lack of these regulations being followed will be the responsibility of the successful bidder .

Mascenic Regional School District reserves the right to request a criminal background check on any employee of the Firm. Mascenic Regional School District also in its discretion may decide that anyone with a criminal history, other than traffic violations that have not been annulled, will not be allowed to work at the project site.

Shirts are required to be worn at all times on the work site, smoking is not allowed on school grounds. No radios or headsets are allowed. All parking for vehicles and equipment must be cleared through the Mascenic Regional High School. Use of cell phones and radios are prohibited while vehicles are in motion. Posted speed limits are to be obeyed. Infractions of rules can result in the offender being asked to leave school grounds.

**COMPLIANCE BY WITH LAWS AND REGULATIONS- EQUAL EMPLOYMENT OPPORTUNITY**

In connection with the performance of the Services, the Firm shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Firm.

**PUBLIC DISCLOSURE:**

Each bid shall become public information upon the effective date of all resulting contracts or purchase orders; however, to the extent consistent with applicable state and federal law and regulations, as determined by the State, including, but not limited to, RSA Chapter 91-A (Right to Know Law), the state/xxxxx and properly marked confidential.

**SUBMITTAL REQUIREMENTS**

The individual or official of the Firm who has the power to bind the Firm contractually must sign the RFP.

Interested Firms should submit xx (x) copies of their bound RFP, including one original with original signatures, to MRSD by the due date.

**Superintendents of Schools SAU#87  
Attention: Dr. Chris Martin  
16 School St. Greenville, NH 03048**

RFP's received after **February 10, 2023**, will not be considered.

**One electronic copy** of the proposal **must** be submitted to **cmartin@mascenic.org**. All proposal submissions must be received at the SAU Office in bound hardcopy (paper) format, **enclosed in a sealed package, clearly labeled “RFP NO. 02-2023 ARCHITECTURAL & ENGINEERING SERVICES AT THE MRSD”** NO LATE SUBMISSIONS WILL BE ACCEPTED.

## Exhibit A

### ARCHITECTURAL & ENGINEERING SERVICES AT THE MASCENIC REGIONAL HIGH SCHOOL AUTOMOTIVE CENTER/SCIENCE AND TECHNOLOGY BUILDING

#### ***COST BID FORM***

*Company Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Telephone Number:* \_\_\_\_\_ *Fax Number:* \_\_\_\_\_

*E-mail Contact name and address:* \_\_\_\_\_

#### **Phase 1 - Pre-Warrant Article**

*Step 1 Existing condition assessment and information gathering* \$ \_\_\_\_\_

*Step 2 Provide Concept Development* \$ \_\_\_\_\_

*Step 3 Conceptual Design* \$ \_\_\_\_\_

*Step 4 Marketing* \$ \_\_\_\_\_

*Total Phase I* \$ \_\_\_\_\_

#### **Phase 2 - Post-Warrant Article**

*Step 1 Full Design Fees*

*\*Below are possible thresholds for total cost of renovation/new building etc.*

*\$1-\$5 Million* \$ \_\_\_\_\_

*\$5-\$10 Million* \$ \_\_\_\_\_

*\$10-\$15 Million* \$ \_\_\_\_\_



## Exhibit A Continued

\$15-\$20 Million \$ \_\_\_\_\_

\$20-\$25 Million \$ \_\_\_\_\_

\$25-\$30 Million \$ \_\_\_\_\_

*Additional Services anticipated in Phase I & Phase 2 (please distinguish which phase the additional services apply to).*

*To be incurred.*

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

*\*(if you need additional space please print use this form twice)*

*Acknowledgement of Addenda (if any)* \_\_\_\_\_

*Signature:* \_\_\_\_\_

*Printed Name:* \_\_\_\_\_

*Title:* \_\_\_\_\_

*Date:* \_\_\_\_\_

**END OF EXHIBIT A**