

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR CONSTRUCTION MANAGEMENT SERVICES
(Construction Manager At-Risk)**

FOR PROJECTS IN THE HOLLIS SCHOOL DISTRICT

Qualified organizations are invited to submit an original, plus six (6) copies, of said Statement of Qualifications that meet the requirements described herein by no later than **2:00 p.m. on Thursday, April 20, 2017**, to the following address:

**Attn: Andrew Corey Superintendent SAU 41 & Kelly Seeley Business
Administrator
Construction Manager – RFQ
4 Lund Lane
Hollis, NH 03049**

Please mark submittals: **Hollis School District Construction Manager RFQ**

This Request for Qualifications does not commit the Hollis School District to award a contract or pay any costs incurred in the preparation of a response to this request. The District reserves the right to accept all or part of any Statement of Qualifications or to cancel in part or in its entirety this Request for Qualifications. The District further reserves the right to accept the Statements of Qualifications that it considers to be in the best interest of the District.

A summary of the work of the past year can be found at the end of this RFQ. A link to the Hollis Energy Study Working Group's website which provides a great deal more information on how the project progressed to this stage is here:

<http://www.sau41.org/energy-study> .

Hollis School District, Hollis, New Hampshire

The Hollis School District of Hollis, New Hampshire, is soliciting a **Request for Qualifications (RFQ)** from firms to provide **Construction Management** services for the renovation and installation of energy systems, energy efficiency measures and two solar photovoltaic (PV) roof top arrays at its facilities located at **36 Silver Lake Rd, Hollis, NH 03049 (Hollis Primary School)** and **12 Drury Lane, Hollis, NH 03049 (Hollis**

Upper Elementary School). Firms with relevant construction management experience are encouraged to apply. Consideration will be limited to firms which have demonstrated successful experience in the provision of construction management services of a similar scope for a public school, a private school, or other public-sector owned facilities, especially in New Hampshire.

Project Description

The Hollis School District (District) is seeking improvements to the Hollis Upper Elementary School (HUES) and the Hollis Primary Schools' (HPS) heating systems, heat delivery, energy efficiency measures and HPS electric system. These improvements will take place over two years in two phases with the construction seasons limited to the summer months from the end of June to late August. Phase 1 will be from June 24 - August 25, 2017 and phase 2 from June 20 - August 24, 2018. These beginning dates are subject to change due to snow make-up days which may vary year to year.

The project components are to:

1. Install a duplex propane boiler system at HUES, including demolition of the existing oil fired boiler system - Phase 1
2. Install a 100 kW solar photovoltaic system on roofs of each school - Phase 1
3. Upgrade the electrical system at HPS - Phase 1
4. Foam the roof wall gap at HUES - Phase 1
5. Retro-commission the Building Management System (BMS) at HUES - Phase 1
6. Replace majority of T-8 fluorescent lighting fixtures in both schools with LED fixtures - Phase 1
7. Improve air circulation, energy recovery ventilation and humidity control in both schools - Phase 1&2
8. Install phase change materials on top of ceiling tiles in both schools - phase 1 & 2
9. Consolidate two heating plants into one at HPS, including demolition of two old oil boilers - Phase 2
10. Install Air Source Heat Pumps and controls at HPS - Phase 2
11. Wrap the exterior walls of HPS with vapor permeable insulation and sheathing - Phase 2
12. Add all new windows to the HPS - Phase 2
13. Replace the BMS at HPS - Phase 2

14. Address repairs and other cost effective energy efficiency measures as funding allows during the course of the project – Phase 1 & 2

The two schools may have some limited activities during the construction period but all construction must be completed during the summer months for both phases. The Construction Manager will be required to work closely with the owner's representative and school personnel to develop and maintain a workable phased schedule to minimize school program inconvenience and ensure student safety. The Construction Manager will also be responsible for coordinating the schedules of any contractor deliveries before or during both construction phases to ensure efficient and safe project implementation. The Construction Manager will also work with the design team as they design the building insulation project for HPS and all mechanical and electrical engineering work on both HPS and HUES. Contracts are already signed or available for most of the engineering work.

Scope of Service

The Construction Manager selected will work in cooperation with the owner's representative, design team and the Hollis implementation committee known as Hollis Schools Thermal Electric Project (Hollis STEP or H-STEP) to realize the goals of the Hollis School District in an expeditious and economical manner. Construction Manager services shall include but not be limited to:

Pre-Construction: Participation in regular meetings with the owner's rep, design team, and H-STEP members; development of a preliminary project schedule; assistance in phasing the project to minimize interruption of school activities; preparation of cost estimates to budget the project.

Bidding: Preparation and coordination of the bid documents and manuals; selection and vetting of prospective bidders; public bid announcement and pre-bid walk through; obtaining and opening bids along with recommendation of award in a manner consistent with requirements for public schools under applicable statutes; and obtaining all required permits with the Town of Hollis and State of New Hampshire as necessary.

Construction: Daily or as necessary on site supervision including scheduling, coordination and quality control, scheduling and coordination of weekly construction meetings with owner's representative, and design team as needed, obtaining all required inspections with the Town of Hollis, NH building department, coordination of all shop drawings and material submittals between design team and subcontractors, submittal and management of all payment applications including all lien waivers, change orders, etc., final punch list per phase, and project close out including all manuals and documentation.

Expected Schedule

RFP issued	Wednesday, April 6, 2017
Walk through (mandatory)	Thursday, April 13, 2017
Written Questions submitted by	Friday, April 14, 2017
Answers posted on Website	Tuesday, April 18, 2017
RFQ proposals received	Thursday, April 20, 2017
Construction Manager Interviews	Wednesday, April 26, 2017
Construction Manager Selection	April 28, 2017
CM Contract Negotiations Completed	May 4, 2017
Phase 1 Construction Start (date may change)	June 26, 2017
Phase 1 Construction Completion	August 25, 2017
Phase 2 Construction Start	June 20, 2018
Phase 2 Construction Completion	August 24, 2018
Total Project Completion	October 12, 2018

Submittal Requirements/Statement of Qualifications

Submittals containing the information described below should be mailed or delivered to:

Hollis School District Construction Manager RFQ

Attn: Andrew Corey Superintendent, Kelly Seeley Business Administrator –

Construction Manager – RFQ

4 Lund Lane

Hollis, NH 03049

By 1 p.m. on Thursday, April 20, 2017

Emailed proposals will be accepted if they are followed by hard copies by COB April 24, 2017. (andrew.corey@sau41.org ; copies to kelly.seeley@sau41.org; dhenry@hotzero.biz)

Statements of qualifications will be taken under advisement and reviewed by the Hollis STEP committee following the submittal deadline.

1. Information about the Firm:

- Firm name, address and telephone number
- Primary contact name with email and telephone number
- Brief history of the Firm
- Information about workload and availability

2. Qualifications of the individual(s) who will work on the renovation/energy efficiency project

Identify and provide resumes for the person(s) who will be assigned to this project and describe their respective roles and responsibilities. Should your firm be shortlisted, these individuals shall be present during the interview process:

- Project Manager
- On-Site Superintendent

3. Representative projects

- Provide at least three examples of similar projects completed by the assigned personnel (school projects and/or projects in New Hampshire or Northern New England preferred). Include contact information for person(s) at each of the named projects who can provide references.
- Discuss your Firm's experience with completing projects on-time and within budget
- Indicate projects in New Hampshire that the firm delivered through Construction Management

4. Project Approach

- Briefly describe your Firm's experience and knowledge of the Construction Manager's role in a project, in relation to school officials, owner's representative, architects, engineers, vendors and town and state officials. Describe your understanding of this two-school project and how your services would contribute to it.
- Describe your firm's experience working in New Hampshire.
- Provide your cost structure for Construction Management Fees including but not limited to:
 - Hourly rates for each grade of worker
 - Your Project Fee percentage,
 - Performance bond,
 - And other appropriate fees based on task

Selection Process

1. **Submittal Requirements/Statement of Qualifications.** The Hollis STEP Committee will review and evaluate submitted materials.

2. **Selection.** The Hollis School Board or designee will select three candidates for further evaluation. The Hollis STEP Committee will consider the responsiveness of the materials submitted, qualifications, ability of professional personnel, past record and experience, performance data, ability to meet time and budgetary requirements, workload, availability, and other factors deemed relevant by the Hollis School Board.

3. **Oral Interview.** Candidates may be asked to meet with the Hollis STEP Committee to discuss their materials submitted, assessment of the proposed project, and other subjects deemed relevant by the Hollis School Board.

4. **Acceptance/Rejection of Proposals.** The Hollis School Board reserves the right to reject any or all proposals. The Hollis School Board reserves the right to select a Construction Manager in the best interest of the Hollis School District and at the sole discretion of the Hollis School Board.

5. **Once the Construction Manager** is chosen from the RFQ process the Hollis School Board will enter into a contract with the firm based upon the AIA Document A133 – 2009 *Standard Form of Agreement Between Owner and Construction manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price*

Written questions regarding this RFQ should be directed to the Owner’s Representative: **Dick Henry** dhenry@hotzero.biz no later than 4:30 April 14, 2017. All answers will be answered as quickly as possible and will be posted to the SAU 41 website by COB Tuesday April 18, 2017.

Project Summary

Hollis Schools Energy Project: Sound Investments to Reduce Energy Costs and Extend Useful Life of our School Buildings

Published in the Nashua Telegraph March 5, 2017 by Rob Mann, Chair, Hollis School Board

On March 7, voters in the Hollis School District will have the opportunity to consider Warrant Article 1. This article proposes a \$2.8 million investment in cleaner, lower cost heating strategies for the Hollis Primary School and Hollis Upper Elementary School, energy efficiency

The substance of Article 1 is the result of a year of study and careful cost/benefit analysis set in motion by passage of Article 4 at the 2016 annual meeting. Article 4 authorized funds for the study and analysis by the Hollis Energy Study Working Group, made up of Hollis School Board and Hollis Energy Committee members.

The working group met diligently over the last year working with several specialists in building energy use. After careful consideration, in January 2017 the school board adopted the working group’s recommended project.

At the Primary School, it proposes to replace old, inefficient oil boilers with air source heat pumps, powered by a solar photovoltaic (PV) installation on the school roof. It also proposes new insulation and efficient windows to reduce heat loss. In addition, it proposes energy and cost-efficient LED lighting throughout the building.

At the Upper Elementary School, the recommended project proposes clean-burning propane boilers to replace end-of-life oil boilers, ceiling and wall insulation, and LED lighting. A solar PV array will also be installed on the roof. The two solar arrays are expected to benefit from state incentives to reduce their net cost.

This suite of heating and energy efficiency improvements will greatly improve the learning environment in both buildings, reduce annual energy costs by an estimated 69%, reduce maintenance costs, and extend the useful life of both buildings.

The school board is proposing to finance the project with a 10-year municipal lease purchase at 2.87%, with annual payments of \$326,016. Once completed, energy cost savings will offset about \$165,000 of the annual cost of these payments. After the lease is paid in full, the district will realize the full benefit of significant long-term cost savings as these improvements are expected to be fully functional for approximately 20-25 years.

The Hollis Primary School was built in 1952, with numerous additions to accommodate growth over the decades. The Upper Elementary School was built in 1980 with a major addition in 1997. Comprehensive planning and design for energy use has never been considered for either building, resulting in aging infrastructure and significant energy-related over-expenditures through the years.

The school board is proposing improvements that are much needed and long overdue. The project will largely replace price-volatile oil heat with much more efficient and lower cost technologies. Most of the electricity used by the buildings, even with the addition of electric air source heat pumps, will be generated from renewable solar power. The buildings will be more comfortable throughout the year, and therefore more conducive to learning, at a much lower operating and maintenance cost.

This is a sensible and cost effective project that on February 14 garnered unanimous support from the Hollis School Board and Budget Committee after months of scrutiny. We hope voters will take the time to learn more about the project, and come out to the district annual meeting on March 7 to support Article 1. Detailed information is available at www.sau41.org/energy-study, improvements to the buildings, and solar electric generation.