

Concord School District

Concord, NH

Request for Proposal

Professional Services to work with the school district and local community, neighbors in the areas where the school buildings are located, to recommend alternate uses for up to five of Concord's schools after the consolidation is complete.

BACKGROUND

Concord School District is engaged in consolidating its elementary schools into four clusters. Construction will begin in January 2011 and be complete by summer of 2012. Four school buildings, Walker, Rumford, Eastman, and Dame will become vacant in the fall of 2012. A fifth school building, Dewey, is currently being used as the district office. Dewey may remain as the district office or can be relocated to one of the other facilities. The district would like to have this study, evaluate all buildings, and determine if the Dewey School is best used as a district office, or if one of the other four schools, may serve as a better location. Inventory forms, assessments and historical reports are available in hard copy at NH Department of Historical Resources in Concord and electronically at www.concordk5project.com.

PROJECT

The Concord School District is seeking a consultant to assess the five schools and recommend to the School Board the best and most feasible uses for the five school buildings. The district is looking for a "turnkey" process, where the consultant will complete the following activities and facilitate the following public processes:

1. The consultant shall assemble a team of professionals including, but not limited to, growth planning, architecture, structural engineering, real estate, financial and historical preservation. The size of the team and prospective committee members should be identified and compensated by the consultant. This team will be expected to hold neighborhood meetings to solicit input from the community where these buildings stand.

This team would meet regularly and produce regular update reports to be presented to School District and the School Board. The Superintendent and Director of Facilities and Planning will review these reports with members of Task Force 3 as well.

2. Evaluate all documentation of existing letters, recommendations, studies and reports on these five schools.

3. Using research of the local market and past studies, city appraisals and independent appraisals, determine the fair and accurate market value of the buildings.

4. Using current and future enrollment projections and the city's 2007 master plan, identify whether any of the schools should remain in the school district's inventory to accommodate future increase in school population. This analysis should consider the

Concord School District

Concord, NH

possible future use for one of the buildings as an educational facility, to remain in the school district inventory.

5. Work with members of Task Force 3 as well as other developers, city officials, community, neighbors and realtors to identify the viable appropriate uses for these buildings.

6. Research and obtain potential funding sources for the redevelopment of the properties Including:

Identify private investors for the redevelopment of the projects or potential buyers or developers for the project.

The district would like to determine the cost to shutter the building for a very short period of time, should a situation of redevelopment not happen in a timely fashion.

At the conclusion of the study, the consultant will provide the School Board with a detailed report on each school, including present value and market value, recommended uses, redevelopment costs, and list of potential investors or buyers. All copies of the report would be paper and electronic copies.

This final report is expected to be complete by December 30 2011. Proposals should include a timeline of critical milestones for each school building, a team list and a plan of how the team will accomplish the tasks given and a fee structure.

The following information must also be included in the proposal:

1. Name of firm
2. Complete address
3. Contact person
4. Telephone and fax number
5. Internet address
6. Email address
7. Fee structure and payment structure

Provide a general statement of qualifications that responds to the project background information. Provide at least three references. Firms will be asked to participate in an interview process before chosen to work on this project.

OTHER GENERAL RFP REQUIREMENTS AND CONDITIONS

The Concord School District reserves the right to postpone or cancel this RFP or reject any and all proposals for any reason. While the Concord School District anticipates holding interviews, proposers are advised that the school district has the option of selecting the proposer without conducting negotiations. Therefore, proposers should submit their best proposals initially, since negotiations may not take place.

Concord School District

Concord, NH

The Concord School District is not liable for any costs incurred by proposers in the preparation of proposals or for any work performed in connection therein. A proposer may submit a modified proposal to replace all or any portion of a proposal submitted up until the proposal submission deadline. The school district will only consider the latest version of the proposal. Late proposals and late modifications will not be considered for evaluation. Proposers may withdraw their proposals from consideration at any time before the proposal deadline. To withdraw a proposal, the proposer must provide the Concord School District with written notification.

All Requests for Proposals submission materials become the property of the Concord School District.

Mail 5 hard copies with one copy on CD by March 20, 2011 to:

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