

Sanborn Regional School District
School Administrative Unit #17
178 Main Street
Kingston, New Hampshire 03848

Due 3/28/11, 2:00.
10 copies

March 7, 2011

Request for Qualifications
Sanborn Seminary Building Renovations
Architectural Feasibility Study



Office of Carol Coppola, Business Administrator
School Administrative Unit #17
178 Main Street
Kingston, New Hampshire 03848
Telephone (603) 642-3688 Fax (603) 642-7885

General:

The Sanborn Regional School District is soliciting qualifications from architectural firms for a feasibility study relating to the adaptive re-use of the existing Sanborn Seminary Building located at 178 Main Street, Kingston NH.

Sanborn Seminary was built in Kingston, New Hampshire, in 1883 as the main building of a secular secondary boarding school. The building operated continuously as a boarding school until 1966 when it was sold to the Towns of Kingston and Newton, NH for use as the Sanborn Regional High School; serving students from Kingston, Newton, and Fremont, through June 2006 when the building was placed out-of-service.

In preparation for the building's 100th anniversary in 1983, an exterior restoration project was completed, and the building was placed on the National Register of Historic Places. The Seminary is the centerpiece of a campus complex that originally included five additional wood frame structures. One of the buildings on the campus site is now being used by the Seacoast Charter School.

Project Description:

Provide a building-wide evaluation and assessment / feasibility study and make recommendations as to building code upgrades, spatial renovations, infrastructure system upgrades, and the possible marketability of the building. Include all presentation materials and techniques required to fully demonstrate proposed options to SAU 17 and the Seminary Board of Trustees. Include documents prepared using Building Information Modeling (BIM) as part of the deliverables. Provide renovation costs estimates and options for review by SAU 17 and the Trustees; including future operational and maintenance costs.

Anticipated Scope of Work:

The feasibility study shall include the following:

1. **Design options** to re-purpose the existing building, access, and parking facilities. A minimum of three (3) feasible options shall be considered; including estimated project budgets.
2. Building **envelope upgrades** to meet current NH codes and sustainable / energy-efficient principals and standards.
3. An **MEP/FP (mechanical, electrical, plumbing, and fire protection) evaluation**, including options for reducing the utility usage and upgrading out-dated systems.
4. **Code analysis** to meet all NH code requirements.
5. **Historic building analysis** as it pertains to re-using the structure without compromising its status as a Nationally Registered Historic Place; working with the National Park Service.
6. **Sustainable and Energy-efficient evaluation** to determine feasible implementation options.
7. **Meet regularly** with SAU 17, Seminary Board of Trustees, and other community / regulatory groups. Include marketing graphics and public presentations to gain public opinion and support.

Project Schedule:

Complete the study and all required work for presentation to SAU 17 and Seminary Board of Trustees for consideration to place on the March 2012 ballot. All agreements and contracts shall be executed and the study shall commence by May 2, 2011, and shall be completed by October 01, 2011.

Project Budget:

The proposed budget shall be determined through the feasibility study and shall include all costs; including, but not limited to, sitework, construction, fees, permits, utilities, furniture, fixtures, equipment, etc....

Each Design Option shall include an estimated budget. SAU 17 may choose to involve Construction Managers to assist in the estimating of the project.

Contract:

SAU 17 intends to use standard AIA, or similar, contracts to procure the study and any subsequent design and construction services. Study fee shall be negotiated by SAU 17 and the selected candidate.

Submission Requirements:

Please submit 10 copies and one electronic copy of the following information by 2:00 PM on March 28, 2011. Delivered to:

Carol Coppola, Business Administrator
School Administrative Unit #17
178 Main Street
Kingston, New Hampshire 03848

1. Your firm's **qualifications**; including a brief description of the firm, type of Ownership, number of years the firm has been in business, number of personnel, and business approach.
2. Proposed **Project team**, including prior **experience with SAU 17 and/or the Towns of Kingston and Newton, NH.**
3. List of **feasibility study projects undertaken within the past 3 years**; including description, size, original study estimated cost, final project cost (or budget including construction bids), date of completion, and Owner. Include current telephone numbers for all references.
4. List of **current or pending project** commitments by the firm.
5. List of any **current or pending contractual claims**, arbitration, and/or litigation within the past 10 years.

6. Provide proof of existing professional liability insurance covering professional services in the amount of \$1,000,000 per claim and not less than \$1,000,000 in annual aggregate.

Submission Terms:

Firms choosing to submit qualifications shall agree to make any and all information within the submission a matter of public record. SAU 17 retains the right to add and/or deduct any scope related services, relax any submission requirement, and/or reject any and all submissions if deemed to be in the interest of SAU 17.

Selection Criteria:

SAU 17 shall select the qualified firm based on the following:

1. Firm's demonstrated experience with similar types of studies for NH public construction projects.
2. Firm's demonstrated expertise in Green design
3. Firm's demonstrated ability to meet schedules and proposed project budgets
4. Firm's demonstrated ability to assist the Owner in gaining public opinion and support
5. Firm's ability to meet insurance requirements
6. Firm's experience (if any) with SAU 17 and/or the Towns of Kingston and Newton, NH

Questions:

Please direct all questions to:

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Local HS completed by
Lavallee Brensinger
Architects
Good Firm.
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Manchester, NH

Engineers:
Yeaton Associates, Inc.
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Littleton, NH
03561
Phone: 603-444-6578

End of Request for Qualifications