



**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION FOR JUVENILE JUSTICE SERVICES**

1056 NORTH RIVER ROAD, MANCHESTER, NH 03104  
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Nicholas A. Toumpas  
Commissioner

William W. Fenniman,  
Jr.  
Director

REQUEST FOR PROPOSALS  
Ropes/Experiential Education Course  
May 27, 2009

RFP Issued By: \_\_\_\_\_ RFP # 2010-DJJS-ROPES-04  
**William W. Fenniman, Jr. Director**

**Section I: STATEMENT OF PURPOSE**

It is the intent of the State of New Hampshire, acting through the Department of Health and Human Services, Division for Juvenile Justice Services (DJJS), to solicit proposals for the construction of a ropes course at the on the grounds of the Sununu Youth Services Center in Manchester, NH.

Requests for Proposals (RFP) shall be distributed to any interested party. Specifications and instructions for completion of the proposal are contained elsewhere in this RFP. The specifications cover the minimum requirements. Each proposal shall be evaluated, in a manner described elsewhere in the RFP, on its demonstrated ability to meet these specifications, and in addition, on any special abilities, based on the Bidder's past experience or other factors, such as would be an inducement for proposal selection.

Financial commitment by the State shall not occur until such time as the Governor of the State of New Hampshire and the Honorable Executive Council approves a Contract.

THE DEADLINE FOR PROPOSAL SUBMITTAL IS: June 12, 2009 at 12 PM  
**Contact Person: Pamela Sullivan (603) 625-5471**

## Section II: SPECIFICATIONS

### PROGRAM SPECIFICATIONS

#### 1. Program Goals

To provide an experiential hands-on opportunity for individual self discovery for youth residing at the Sununu Youth Services Center through team building and leadership development opportunities.

#### 2. Population Served:

Committed youth who have been identified as having drug and alcohol use issues and require intervention programming.

#### 3. Scope of Services

3.1 Comprehensive services for challenge course planning and construction to include the following elements or their equivalent. A narrative description of each element is defined below, including requested information as outlined:

- 3.1.1 Wall with deck – A 15 foot vertical wall with no hand or foot holds and a deck for team members to assembly upon. Please define height/width of wall, height of deck, means to access the deck and base material.
- 3.1.2 5 station Deluxe Mohawk Walk - a series of foot cables strung between trees or poles, typically in a zig zag pattern usually involving other elements including by not limited to telephone poles, balance beam, ropes, etc. Please define each of the five stations with specificity. (including balance beam, inclined log). Please define each of the five stations with specificity.
- 3.1.3 Nitro Rescue Mission Crossing Series - an element involving a rope swing, items denoting boundaries with some difficulty included (usually fallen trees are used), landing areas (including all boards, hoops, Islands, Prouty's landing, Rescue Mission Gondola).
- 3.1.4 White Water River Rescue - several logs with a remote apparatus composed of ropes and an inner tube into a 55-gallon drum. The event is composed of (12) 50' x 1/4" ropes (approximately) and an inner tube and a barrel and 4-5 cedar or pine 16" x 5-6" logs. Half of the 12 ropes are suspended from 6 trees, the other half are laying on the ground.
- 3.1.5 Whale Watch – a platform that is made of wood (roughly 5-6' x 15-20') with a log or telephone pole used as a fulcrum, with the fulcrum built, off center into the element.
- 3.1.6 TP Shuffle – a balance beam, which can be made from different material. The object of this element is for 2 teams, accessing the beam from 2 different directions to pass one another on the beam without falling off. Please define the length, height and width of the beam, and the material to be used.
- 3.1.7 Zipline – a single cable between two trees or poles which participants slide down with the use of a pulley attached to the participants harness. Please define height/ length, method of access and equipment for each of the above referenced components for a group of eight- (8) people. One group per session will be allowed on the ropes courses. The harnesses must be rated at a minimum of 5,000 pounds with a rear rescue clip point.
- 3.1.8 Trapeze Jump OR pumper pole – Please define the height, length of element, and material to be used.
- 3.1.9 Flying Squirrel - two telephone poles or two trees with a cable suspended in-between each. In the middle of the suspended cable is a pulley. A rope is then passed through the pulley and is tied

into one student. The remainder of the other students then grab hold to the other end of the rope and begin running as fast as possible, pulling the one student who is tied in flying up into the tree canopy (like a flying squirrel). The student is then lowered back down.

3.1.10 Climbing Wall – this structure will be located in the gym. Please provide an example of the climbing wall (with 5 belay stations) you propose, including the following and any equipment necessary:

- ❖ Artificial Climbing Wall (ACW)
- ❖ Supporting Structural Steel Support Framing (Super Structure)
- ❖ Engineering Calculations – including a wet stamp from an licensed Engineer
- ❖ Reinforcement, anchors, fasteners, and miscellaneous hardware.
- ❖ All components on or forming a part of the artificial climbing wall system and structural system except those items included as part of the components to be excluded.

3.2 Contractor to supply a stand-alone high ropes rescue kit...along with instruction on its use.

3.3 The contractor will provide blindfolds, Lycra tube, props for games, and introductory games that promote trust, self-confidence and team building exercises for delinquent youth.

3.4 The contractor will provide certification training for up to eight (8) staff.

3.5 The contractor will provide the operators safety manual, maintenance plan and one (1) site inspection, to include a walk through of the ropes course and a visual inspection of each element (including the climbing wall) to determine any damage and/or wear and tear of the elements and equipment associated with each element.

3.6 The Contractor will collaborate and coordinate services with the Sununu Youth Services Center maintenance department in conjunction with the physical education staff throughout the development and construction of the project.

## **B. SPECIAL PROVISIONS:**

1. The Contractor shall begin providing services effective the date of contract approval by Governor and Executive Council and shall continue to provide services for the contract period through September 30, 2009 contingent upon availability of funding.
2. The Contractor shall comply with the confidentiality provisions of RSA 170-G: 8-a. All information regarding the Division's clients, client families, foster families, and other involved individuals that the Contractor may learn is strictly confidential and shall not be discussed with anyone except the Division's personnel in the performance of contracted services.
3. Provide a current Certificate of Insurance to be submitted with final contract documents.
4. The Contractor must utilize the Association of Challenge Course Technology safety standards in its products.
5. The Contractor must have a demonstrated history in challenge course design and construction.

6. Be involved in the Association for Experiential Education,

This RFP is also available on the Internet at:  
<http://www.dhhs.state.nh.us/DHHS/OBO/Library/RFP.htm>

### **C. PAYMENT TO THE CONTRACTOR**

1. The total annual reimbursement from the Division shall not exceed the agreed upon contract price. When the annual contract price limitation is reached, the program shall continue to operate at full capacity at no charge to the Division for the contracted period.
2. Payment will be upon the completion of the project for actual expenses up to the total contract price, upon satisfactory provision of services.

### **D. BIDDERS CONFERENCE**

A Bidders conference will be held on May 29, 2009 at 9 AM EST at the following location:

Division for Juvenile Justice Services  
Administration Building  
1056 North River Road  
Manchester, NH 03104  
E-mail: [psulliva@dhhs.state.nh.us](mailto:psulliva@dhhs.state.nh.us)

The purpose of the Bidders Conference is to:

1. Request clarification of any section of the RFP;
2. Request changes to the RFP for requirements considered so restrictive as to prohibit or discourage responses;
3. Offer suggestions or changes to the RFP that could improve the RFP competition or lower the offered price, and;
4. Review any applicable documentation.

### **Section III: INSTRUCTIONS TO BIDDERS**

1. The Proposal must be signed in the manner described elsewhere in this RFP to be accepted for consideration.
2. An original and one copy of the proposal must be enclosed in a SEALED envelope clearly marked "Proposal Enclosed" and mailed, or hand-delivered to:

Pamela Sullivan  
Department of Health and Human Services  
Division for Juvenile Justice Services  
1056 North River Road

**Note: Faxed proposals are not accepted. Proposals must be received by  
June 12, 2009 at 12 PM**

3. Bidders shall not contact members of DJJS regarding the proposal after May 29, 2009. All questions shall be addressed to the contact(s) listed under Section I-D, Statement of Purpose.

#### GENERAL Instructions:

- Please provide a detailed design, showing course layout
- Please provide element descriptions and pictures
- Please provide a description of the training requirements and the costs
- Pricing for additional equipment required to complete course construction (utility poles, lifts, generators)
- Annual inspection and periodic maintenance costs.

#### FORMAT AND SEQUENCE

The following proposal sections are required, in the order and format specified below. Provide full and clear information addressing each section as follows:

1. Cover Sheet - Exhibit A-1:

Fill in requested information. The signature must be of the individual voted the authority to submit proposals on behalf of the agency.

2. Bidder Summary - Exhibit A-2:

Provide a short summary describing the Bidder's ability to meet the requirements of this RFP by meeting the minimum specifications, and in addition, any special abilities to provide services, based on the Bidder's past experience or other factors.

3. Budget Proposal - Exhibits B1 and B2:

Fill in all information requested and submit an operating budget for each year of the contract period.

- **Exhibit B-1: Personnel Data.** Fill in requested information for all personnel that shall be charged to the contract, whether providing direct or indirect services in support of the contract.
- **Exhibit B-2: Budget Proposal.** Fill in requested information that includes the complete budget for the duration of the project. Please attach a Budget Narrative, which fully explains what is included in each line item, how the figures were determined and justification for these expenditures. Include sources of any income proposed as match.

4. Attachments. The following attachments must be included with each proposal

- Current resumes of Bidder's program staff identified to participate in this project. If unknown, attach a job description.
- Submit the Bidder's current mission statement, and if applicable, listing of Board of Directors and their contact information.
- Submit evidence of current (dated on or after April 1, 2009 registration with the State of New Hampshire, Secretary of State (Certificate of Good Standing).

#### **Section IV: PROPOSAL CHANGES**

1. Proposals remain the property of the Bidder until the Bid Opening. The Bidder may make changes to the proposal until that time.
2. Any proposal received by the State, prior to bid opening, shall be returned to the Bidder upon written request made by the person signing the Proposal and addressed to the Contract Specialist. The Proposal must be resealed by the Bidder and returned to the Grant Oversight Coordinator by the bid-opening deadline to be considered.
3. Changes to the Bidder's proposal shall not be made by the State at any time.

#### **Section V: BID CLOSING**

- 1. Bids shall be opened and recorded on: June 12, 2009 at 12 PM. Late bids shall not be accepted.**
2. Bids received after the bid opening shall be considered technically non-responsive and shall be disallowed.
3. Proposals, once opened and recorded, shall be the property of the State and further changes by the Bidder shall not be allowed.

#### **Section VI. PROPOSAL EVALUATION**

The review team shall evaluate each proposal received using the criteria and procedures outlined below.

##### **A. General evaluation criteria shall include:**

1. Conformity in form and format to instructions contained in the RFP;
2. Completeness and execution in the proper manner;
3. Services proposed in response to proposal specifications;
4. Qualifications and adequacy of staffing;
5. Demonstrated capacity of the agency to implement the program;
6. Cost effectiveness of proposal; and
7. Innovativeness of approaches.

##### **B. Specific evaluation criteria shall include:**

1. Experience: (20%)

The past experience of the Bidder in the design and construction of low ropes courses.  
The Bidder's ability to work with the Division for Juvenile Justice Services or other agencies.

2. Program (40%)

The extent to which the proposal meets each of the specifications.  
The acceptability of the staffing plan, staff credentials and other resource specifications.

3. Cost (40%)

The acceptability of the total cost.

The completeness and accuracy of the budget.  
The acceptability of line items costs as detailed in the budget narrative.

#### **Section VII: FINAL SELECTION**

The Review Team shall select the Proposal best meeting all criteria in the most cost efficient manner, considered to be the most advantageous to the State. Proposal selection does not guarantee contract award.

The State reserves the right to request best and Final Offers from all bidders. In such event, revised proposed costs may alter the Final Selection of successful bidder. shall notify the Bidder selected of the bid award, and shall also notify unsuccessful Bidders of non-selection. Bid results shall be made available upon written request.

#### **Section VIII: NON-COMMITMENT OF THE STATE**

The State reserves the right to accept or reject any or all proposals and to cancel this RFP in whole or in part, or to alter the specifications herein, upon written or published notice of intent to do so. In the event that this occurs after the mandatory bidders conference has been held, the State will immediately notify those bidders in attendance at the conference. All other notification will be published upon completion or termination of this RFP.

The solicitation of bids by this RFP does not commit the State to award a contract to any RFP respondent.

The State, upon determining that no satisfactory proposals have been received for any particular service, may decide to provide this service directly, may negotiate with a successful applicant for a related service to include this particular service as part of the service package, or may re-bid for this particular service.

The State is not financially responsible for any costs incurred for the preparation of the neither Proposal or commitments made by the Bidder in anticipation of contract award.

**Exhibit # A-1**

*Proposal Cover Sheet*

Proposal for: Low Ropes Course

Responding to: **RFP # 2010-DJJS-ROPES-04**

OFFER: The undersigned hereby proposes to furnish to the STATE OF NEW HAMPSHIRE, the services as described in the PROPOSAL in accordance with the specifications contained in RFP # 2010-DJJS-ROPES-04

TOTAL DIVISION COST (from Exhibit B-2): \$\_\_\_\_\_

The signature of the Bidder below signifies the assent of the Bidder to all of the terms and conditions of this RFP unless exception is taken, in writing.

BIDDER: \_\_\_\_\_  
Typed name of Corporation or Respondent

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

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Type or print name signed above

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

**State of New Hampshire  
Department of Health and Human Services  
Division for Juvenile Justice Services**

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EXHIBIT B-1, Page 1

SFY 2010 PERSONNEL DATA

| Name  |  | Title | Annual Salary | % of Time Spent on Project | Project Amount Charged |
|-------|--|-------|---------------|----------------------------|------------------------|
| 1     |  |       |               |                            |                        |
| 2     |  |       |               |                            |                        |
| 3     |  |       |               |                            |                        |
| 4     |  |       |               |                            |                        |
| 5     |  |       |               |                            |                        |
| 6     |  |       |               |                            |                        |
| 7     |  |       |               |                            |                        |
| 8     |  |       |               |                            |                        |
| 9     |  |       |               |                            |                        |
| 10    |  |       |               |                            |                        |
| 11    |  |       |               |                            |                        |
| 12    |  |       |               |                            |                        |
| 13    |  |       |               |                            |                        |
| 14    |  |       |               |                            |                        |
| 15    |  |       |               |                            |                        |
| 16    |  |       |               |                            |                        |
| 17    |  |       |               |                            |                        |
| 18    |  |       |               |                            |                        |
| 19    |  |       |               |                            |                        |
| 20    |  |       |               |                            |                        |
| TOTAL |  |       |               |                            |                        |

Exhibit # A-2

**Bidder Summary:**

RFP # **2010- DJJS-ROPES-04**

NAME BIDDER \_\_\_\_\_

Type or Print

Provide a short summary describing the Bidder's ability to meet the requirements of this RFP by meeting the minimum specifications, and, in addition, any special abilities to provide services, based on the Bidder's past experience or other factors.

**Response to Specifications:**

State of New Hampshire  
**Department of Health and Human Services**  
**DJJS**  
**Contracted Services**

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EXHIBIT B-2, Page 1  
SFY 2010 Budget Proposal

|                    |  |        |  |
|--------------------|--|--------|--|
| Agency Name:       |  | Date:  |  |
|                    |  |        |  |
| Service Provided:  |  |        |  |
|                    |  |        |  |
|                    |  |        |  |
| Dates of Service   |  |        |  |
|                    |  | Amount |  |
| PERSONNEL          |  |        |  |
| (Salary and wages) |  |        |  |
|                    |  |        |  |
|                    |  |        |  |
|                    |  |        |  |
|                    |  |        |  |
|                    |  |        |  |
|                    |  |        |  |
| NON-PERSONNEL      |  |        |  |
|                    |  |        |  |
| Consumables        |  |        |  |
| Travel             |  |        |  |
|                    |  |        |  |
|                    |  |        |  |
|                    |  |        |  |
|                    |  |        |  |
| OTHER COSTS        |  |        |  |
|                    |  |        |  |
| TOTAL              |  |        |  |
|                    |  |        |  |