



Litchfield School District

School Administrative Unit #27
One Highlander Court, Litchfield NH 03052

WWW.LITCHFIELDSD.ORG

P 603.578.3570

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“Imagine Greatness, Expect Success!”

Michael Jette, Ph.D.
Superintendent

Cory Izbicki
Business Services

Mary Widman
Curriculum, Instruction
& Assessment

Hollie Falzone
Human Resources

REQUEST FOR QUALIFICATIONS

Mechanical and Functional Upgrades to the Litchfield Middle School

The Litchfield School District (The District), Litchfield, NH, is seeking a Construction Manager as Constructor (CMc) to assist The District in planning and upgrades to the Litchfield Middle School (LMS). The District is working with Windy Hill Associates, Architects and Design Day Mechanicals, Inc. and intends to engage a qualified Construction Manager for pre-construction and construction services to upgrade the existing mechanical system from hydronic to Heat Pumps, to upgrade the existing ventilation system, replace the existing Control System, to re-roof and add a solar array, add battery back-up, to replace windows, minor functional and cosmetic upgrades, and site drainage upgrade. Schematic Design drawings are currently being developed.

The intent is to phase the project by replacing windows, roof and HVAC 1 in summer 2021 and perform the balance of upgrades in summer 2022. The total project budget is expected to be about \$3.5 - \$4 Million. A performance bond will be required. The selected CMc will be expected to enter into A133-2019 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.

The District will be asking the selected CMc to provide budgeting, meeting attendance, feasibility, and other pre-construction services. The CMc will be expected to work in the owner's best interest to solicit subcontractor and materials bids to develop a cost effective budget and strategy to implement the project. The CMc will continue with The District through construction phases to implement the Work using a combination of the CMc's forces and sub-contractors.

The District requests, at a minimum, the following documentation for this pre-qualification package:

- Cover Letter
- General Company Information



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- o History, Key Personnel, Years in Business, Company Structure
 - o Experience with Public Education projects
- Your approach to Pre-Construction services, Estimating and Scheduling.
- Your approach and experience with High-Performance Buildings.
- Resumes of Project Manager and Superintendent who would be assigned to the project.

Once received The District will review packages and select firms who will be invited for a submission of fee proposals and interviews.

Schedule for responding to this RFQ:

- Issue RFQ February 9, 2021
- RFQ Due Date 2:00 pm February 19, 2021

The anticipated schedule for selecting the CMc (subject to change):

- Finalize Shortlist February 22, 2021
- Issue RFP February 22, 2021
- Proposals Due March 9, 2021
- Interviews Ongoing
- Award March 19, 2021

Submissions to be electronic only as a single PDF document via thumb-drive or by email.

It is the responsibility of the respondent to meet the submission schedule as noted above as any submissions returned as “undeliverable” will be considered late and non-responsive. If emailed a return email receipt will be sent. Submissions to be delivered to David Ely, Windy Hill Associates and to Cory Izbicki, Litchfield School District.

For questions and submissions, please contact:

- David Ely, Windy Hill Associates, Architects, david@windyhillassociates.com 603-487-5252
- Cory Izbicki, Litchfield School District, cizbicki@litchfieldsd.org 603-578-3570

Submissions must be received no later than 2:00 pm February 19, 2021.