

Nashua School District

141 Ledge Street
Nashua, NH 03060
603-966-1000 phone
603-594-4350 fax

Request for Proposals

Redistricting and Demographic study for the Nashua School District

Proposals must be submitted no later than 2:00 p.m. on Friday, September 19, 2022.

Proposals will be opened at the SAU 42 Central Office, 141 Ledge Street, Nashua, New Hampshire. The contents of all proposals will be open to inspection by interested parties, either at the time of opening or by appointment thereafter.

Request for Proposals Redistricting and Demographic Study

The Nashua School District is interested in procuring a redistricting and demographic study of our district as we move forward with our new Middle School project. Though the driver behind this study is the middle school renovation project we would like to review the whole district at this time.

I. Background Information

The Nashua Public School District consists of approximately 10,300 students enrolled in grades K-12. Facilities include 12 Elementary Schools, 3 Middle Schools, 2 comprehensive Senior High Schools and a Special Needs alternative school. All 18 schools are accredited by the New England Association of Schools and Colleges, and fully approved by the New Hampshire State Department of Education.

The primary impetus for this study is the middle school renovation project which began in 2020 and is scheduled to be complete in September of 2024. The middle school plan includes renovation to two of our 3 middle schools, closing the third school and building a new one to replace the school to be closed.

Currently we have 3 middle schools with approximate student populations of:

Elm Street 1,100 students (the school to be closed)
Fairgrounds Middle School 700 students
Pennichuck Middle School 620 students

NSD is in the process of building a new Middle School, the McCarthy Middle School which will accommodate 850 students, after renovations both Fairgrounds and Pennichuck will also be able to accommodate 850 students resulting in a more balanced middle school environment city wide, but obviously requiring a redistricting plan when the project is complete.

It would also be a good time to review the elementary school populations at the same time as this has not taken place in many years.

There is a deadline for project completion, which is September 1, 2023.

II. Scope & Pricing of Services

The scope of this project involves a demographic study of the Nashua School District with projections for the next 10 years. Specifically:

- A student forecast/demographic study of the NSD for the next 10 years
- Redistricting plan with up to 3 options
- Meetings with Central Office staff and the redistricting committee
- Presentations to the public – conducting community forums (up to 5)

Please price the proposal for all of the above tasks individually.

III. Selection Process

Proposals may be mailed, or hand delivered to the following Address:

Nashua School District
C/O Daniel Donovan, Chief Operating Officer
141 Ledge Street
Nashua, New Hampshire 03060

All proposals will be opened at the above date, time and place and will be available for inspection (and thereafter by appointment) by interested parties.

Selection criteria to be used by the Owner shall include, but not necessarily be limited to personnel named to the project, general experience and qualifications, Costs of services, as well as any and all other considerations which may be determined to be in the best interests of the district. The Owner's decision with regard to the final selection shall be considered final.

Unsuccessful bidders will be notified via email.

IV. Proposals

Each proposal shall address the following:

1. Identification of principals of the firm.
2. Identification and qualifications of key personnel to be used,
3. Specific experience on projects of similar program and scope.
4. Example of previous work provided to the public in other districts.
5. List of other school districts where similar work was completed.
6. Detailed scope of work.

Following the submission of proposals and completion of presentations and references, the District will consider all available information and select one firm with whom it will make a good faith effort to negotiate a contract. In the event such an agreement cannot be reached to the satisfaction of the district, it reserves the right to terminate negotiations with no obligation to the selected firm, and to enter into an agreement with any other party of its choosing.

9. Questions related to his RFP or the selection process shall be directed to:

Daniel Donovan
141 Ledge Street
Nashua, NH 03060
(603) 966-1000 phone

donovand@nashua.edu

10. Proposals, two (2) copies, plus a digital copy on a USB Flash Drive, shall be delivered

11. Enclosed are the following preliminary documents:

Appendix A, "List of General Terms and Conditions"

APPENDIX A

General Terms and Conditions

Any exceptions to these general terms and conditions stated elsewhere in this Request for Qualifications/Proposals shall prevail.

I. Specifications

References to brand names or model numbers are intended only to establish a minimum standard of quality. Unless otherwise stated, such references shall not restrict submissions which include other brand names or model numbers.

Any inability to comply with the conditions or specifications outlined in the Request for Qualifications/ Proposals must be clearly stated.

Firms who find discrepancies in the specifications or are in doubt with regard to any part of a specification shall immediately notify the District. If it is deemed necessary, an addendum will be issued to all firms by mail, fax or email. The District will not be responsible for any oral instructions.

The City of Nashua supports the concept of purchasing products which are biodegradable, can be or have been recycled, or are environmentally sound. Due consideration will be given to the purchase of such products. If you are bidding on any such products which qualify, please so indicate in a cover sheet by item number and description.

II. Charges

No charges will be allowed for federal, state, or municipal sales and excise taxes, as the Nashua School District is tax exempt.

All charges are to be firm net prices, and are to be F.O.B. destination, including charges for delivery and placement.

III. Terms and Conditions of Bid

The Nashua School District reserves the right to waive all formalities and reject any and all proposals when it is in the best interest of the District to do so.

To be eligible for an award, a proposer must be deemed “responsible”. A responsible bidder 1) has the ability, capacity and skill to provide the goods or services required; 2) can provide the goods or services within the time frame specified; 3) has a satisfactory record of integrity, reputation, judgment and experience; 4) has sufficient financial resources to provide the goods or services; 5) has an ability to provide future maintenance and support as required; and 6) has developed a positive track record with the City of Nashua to the extent the bidder has previously provided goods or services.

From time to time, the District may, because of critical time frames, solicit proposals prior to approval of the fiscal year operating budget or formal award of special revenue funds actually funding the bid purchase. The award of a bid is always contingent upon the availability of such funding.

The submission of a proposal constitutes the bidder’s acceptance of and agreement to the terms and conditions of this Request for Proposals (RFP).

All proposals will be firm and binding for ninety (90) days from the date of the proposal opening.

IV. Submission and Opening of Proposals

All proposals receiving consideration must be submitted in sealed envelopes, clearly identified as directed by this Request for Qualifications/Proposals, and delivered to the Nashua School District Office located at 141 Ledge Street, Nashua, NH 03060 by the date and time specified. Provide two (2) copies of your RFP response, **along with an electronic file in PDF format on a labeled USB flash drive.**

Samples when required shall be furnished free of charge and must be tagged with the bidder’s name and bid identification. Samples not used or destroyed in testing will be returned to the bidder at his/her request and expense.

V. Compliance with Applicable Laws and Regulations

All goods or services furnished must comply with all applicable federal, state, and local laws, codes and regulations.

Material Safety Data Sheets are required for all products containing one or more toxic substances in accordance with the New Hampshire "Worker's Right to Know Act" (Chapter 277-a). Award of the bid to the successful bidder is contingent on the bidder supplying 20 copies of the Material Safety Data Sheets to allow for postings at all potential District locations.

VI. Independent Contractor

The parties agree that **Contractor** shall have the status of and shall perform all work under this contract as an independent contractor, maintaining control over all its consultants, sub consultants, contractors, or subcontractors. The only contractual relationship created by this contract is between the City and **Contractor**, and nothing in this contract shall create any contractual relationship between the City and **Contractor's** consultants, sub consultants, contractors, or subcontractors. The parties also agree that **Contractor** is not a City employee and that there shall be no:

- (1) Withholding of income taxes by the City;
- (2) Industrial insurance coverage provided by the City;
- (3) Participation in group insurance plans which may be available to employees of the City;
- (4) Participation or contributions by either the independent contractor or the City to the public employee's retirement system;
- (5) Accumulation of vacation leave or sick leave provided by the City;
- (6) Unemployment compensation coverage provided by the City.

VI. Hold Harmless Provisions

The winning bidder must agree to defend, hold harmless, and indemnify the City of Nashua, its officers, agents and employees against all claims or injuries to any person or firm arising out of the actions of the bidder, its officers, agents, or employees in providing services or goods in connection with this bid award.

VII. Default

Should any goods or services furnished by the bidder under a contract or purchase order fail to conform to the specifications contained herein or to a sample submitted by

the bidder, the District may reject the goods or services. In such an event, the bidder shall be instructed to remove any goods or cease providing services at no cost to the District, and replace them with goods or services conforming to the specifications and samples.

Should the bidder default in the performance of the foregoing paragraph, the District reserves the right to purchase the goods or services from other sources, and to hold the bidder responsible for any excess costs occasioned to the District thereby.

VIII. Conflict of Interest

Any bidder who believes a conflict of interest may exist in responding to the Request for Proposals shall so state that conflict as part of the bid submission. The District reserves the right to reject said bid based on its conclusion that a substantive conflict exists.

END OF APPENDIX A

