

**SHAKER REGIONAL SCHOOL DISTRICT  
REQUEST FOR PROPOSALS (RFP)  
TO MOVE OR SALVAGE GALE SCHOOL AT 58 SCHOOL STREET, BELMONT, NH 03220**

**REQUEST FOR PROPOSAL OVERVIEW:**

The Shaker Regional School Board is seeking Proposals for the purchase and removal of the Gale School building from its current location to a location off School District property. The building is offered for sale by sealed proposal with preference given to proposals to move and restore the building off site; however, in the event that no such proposals are received, proposals for salvage and removal will be considered. This building must be moved, and the site restored, by August 3, 2018. All permits, relocation costs, insurance requirements, and restoration or salvage costs of the building are the responsibility of the successful bidder. The successful bidder, whether moving or salvaging, will be required to clean and restore the site and School District property, including all debris and remnants of the building from the site. The successful bidder will be responsible for leaving the site in a stable, safe condition, including the cost for repairing/restoring any areas damaged during removal/salvage operations, including costs incurred as a result of damage to any property on or off School District, and bringing in necessary suitable material to fill in and level the hole left from removing the foundation.

**BACKGROUND AND PROPOSAL REQUIREMENTS:**



Gale School is located at 58 School Street, Belmont, NH. This two-story building is 5,100 square feet. Gale School was constructed by Cyris Norris for the Town of Belmont in 1894 and used as a school until 1984. It was named Gale School after Napoleon B. Gale who left \$10, 000 to the Town. Mr. Gale was born in 1815 at his father's farm on Mile Hill Road, and was for years prominent in banking circles in Laconia, NH. Mr. Gale represented Belmont Residents in the State Legislature during 1867 and 1868. The building is being offered “as is” and without warranty or any kind. It may contain asbestos, lead paint or other hazardous materials.

**SITE TOURS**

Parties who are interested in viewing the Gale School are encouraged to set up a time with the Shaker Regional School District Administrator during the week of July 10, 2017. Please contact Alicia Sperazzo, Administrative Assistant to the Superintendent, at 267-9223 ext. 5300 to set up an appointment.

## **RFP PROPOSAL MINIMUM REQUIREMENTS:**

1. Proposals must be in writing and clearly marked “**Request for Proposals: Gale School Sale and Relocation**” and delivered in a sealed envelope to the **Shaker Regional School District; Superintendent of Schools Office; 58 School Street; Belmont, NH 03220 by noon on Monday, October 2, 2017**. Proposals received after the closing time and date will be returned unopened. Faxed or emailed proposals will not be accepted.
2. **Financial Viability.** The Proposal shall demonstrate that they have the financial capacity to perform the project, as described. Proof of financial capability may include a certified financial statement, provision of approval for project financing from a financial institution licensed by the State of New Hampshire, a designation of cash reserves for the project in an amount satisfactory for completion, or other means. Proposals which indicate a more substantial investment for rehabilitation of the structure will receive a more favorable review.
3. The bidder is responsible for and all permits and approvals from any and all regulatory agencies, utilities, etc. for relocation or salvage by June 1, 2018 [*prior to beginning project*].
4. The Proposal shall provide any additional information relative to the experience and competence of the bidder that may be helpful to the District during the selection process.
5. Once the project has been awarded, that party must enter into a purchase and sales agreement and/or contract with the Shaker Regional School Board incorporating all provisions determined reasonably necessary to allow the project to proceed, including but not limited, making a non-refundable deposit of \$5,000 or 15% of the approved contract price, whichever is greater, securing insurance, demonstrating a plan for site clean-up and restoration, accepting the building “as is” and without warranty, and acknowledging the School District’s right to retain the nonrefundable deposit of the winning bidder and demolish the building if it is not relocated by the scheduled deadline.
6. The school district will provide an allowance of \$70,000 to assist in the relocation of the building. The winning bidder must cover the remaining costs associated with relocating the building. The \$70,000 allowance does not apply to removing or demolishing the building. The winner bidder is responsible for all costs associated with removing or demolishing the building. The relocation of the building must be undertaken by a qualified building moving contractor. The demolition of the building must be undertaken by a qualified contractor. Qualifications of the building moving and/or demolition contractor will be subject to District approval. Any contractors will be required to provide evidence of at least \$1,000,000 liability insurance and bonding, and naming the School District as additional insured. Final approval of the sale of the building is subject to legislative body approval at 2<sup>nd</sup> Session/voting session of the March 13, 2018 Annual Meeting.

## **DEADLINES AND SUBMISSION REQUIREMENTS:**

Please provide a concise and specific proposal that addresses each of the following areas:

1. **Proposed Use:** A statement of the interested party’s intention to relocate or salvage the Gale School. The proposed relocation site, with documentation of ownership, must be provided in the Proposal.
2. **Proposed Strategy for Timely Completion:** A statement of the date for removal of the structure from the property, as well as a description of the interested party’s strategy to accomplish the relocation of the Gale School in a timely and professional manner.
3. **Financial Capability:** Proof that the interested party has the financial capability to perform the responsibilities of the project, such as: current bank records indicating sufficient funds on hand, a preapproval letter for a loan in sufficient size from a bank or similar lending institution or lender reference, or other similar types of documentation.
4. **Other Factors:** A description of any other factors that the Shaker Regional School Board should take into consideration.

### **SELECTION CRITERIA/PROCESS:**

District staff will review the proposals, as well as any additional information that may be requested from the applicants, and make a recommendation to the Shaker Regional School Board based on the following criteria:

1. The Shaker Regional School District clearly states its preference for relocation of the Gale School within the Town of Belmont, NH. Relocation of the Gale School outside the Town of Belmont, NH is also acceptable.
2. All bidders must attend a Mandatory Pre-Bid Walk Through during the week of Jul 10, 2017. We will meet at the SAU Office at 58 School Street, Belmont, New Hampshire. This is the bidders' opportunity to examine and acquaint themselves with existing conditions as well as ask any questions before bidding.
3. The Shaker Regional School District will consider the financial terms of the proposals, although preference will be given to relocation proposals rather than salvage proposals.
4. The Shaker Regional School District will consider the proposed date and process for removal of the structure in a timely and professional manner.
5. The District reserves the right to accept or reject any and all bids in its discretion, to waive any formality, informality, information and/or errors in a bid. The District reserves the right to ask a bidder for clarification of information provided in a bid and to negotiate with the highest qualified and responsible bidder who meets all specifications.
6. At its discretion, the District may choose one or more bidders for further evaluation. Such bidders may be required to prepare and provide further information.
7. The District reserves the right to exercise its judgment in reviewing bids and may award the contract to a bidder other than the lowest bidder if there is just cause to conclude that such award is in the best interest of the District.
8. The selected bidder shall be required to execute a purchase and sales agreement/contract with the District within five (5) business days following notification of its selection or shall be deemed to have declined selection and shall not be permitted to bid again on any subsequent RFP effort for the period of services to which this RFP relates.
9. The District retains the right to terminate this RFP process without any prior notice.
10. After the mandatory walk through, bidders may submit written questions concerning this Request for Proposal to Debbie Thompson at [dthompson@sau.80.org](mailto:dthompson@sau.80.org) no later than July 24, 2017. The District may, not later than this date, provide the question(s) and written response(s) to all bidders who attended the mandatory pre-bid meeting.
11. The Shaker Regional School Board may require additional information regarding the financial aspects of the project, details on individuals or corporations involved in the project, or other information deemed necessary for review and final selection.
12. Within five (5) working days after the bid is awarded and accepted, contractor must deliver a valid and current insurance certificate for liability and property damage in the amount of One Million dollars (\$1,000,000.00). The insurance certificate must name the Shaker Regional School District as additionally insured. The winning bidder shall also be required to carry Workers' Compensation insurance in the amounts required by law and vehicle liability insurance with a minimum amount of One Million dollars (\$1,000,000) combined single limit.
13. OSHA Standards , Laws and Regulations MUST BE FOLLOWED. Failure to do so will result in immediate termination of contract.
14. The winning bidder's workers shall not be considered employees, contractors, or agents of the District.
15. The winning bidder must supply all of the necessary tools, equipment and safety equipment necessary to meet all requirements.

16. Walkways, sidewalks, catch basins and school egresses must be kept clear at all times. Failure to do so will result in the District terminating the contract immediately.
17. It is against NH law to use or be in possession of drugs, alcohol and tobacco products on District property. If any employee of the selected bidder is found to be in possession of or under the influence of any controlled substance, that employee will be asked to leave District property and the Police will be called. Anyone using tobacco products will be asked to leave district property immediately.
18. Winning bidder's employees are expected to stay working at all times, with the exception of break periods. Failure to do so will result in employee(s) being asked to leave District property and may result in termination of contract.

**AWARD OF RFP:**

The Shaker Regional School Board, at its sole discretion, may select the successful interested party under this RFP. The Board reserves the right to reject any and all proposals. The Board reserves the right, at its sole discretion, to rescind its selection of any interested party under this RFP, and any subsequent agreement implementing its selections in the event that the Board determines, in its sole judgment, that:

1. The Shaker Regional School Board cannot reach an agreement with the selected interested party under the proposed terms and conditions for conveyance of the building to the interested party, and
2. There is any other procedural or substantive issue relating to the development of the project.

**AWARD OF PROJECT:**

Proposals must be received at the above address no later than 12:00 noon on **Monday, October 2, 2017**, at which time they will be forwarded to the School Board, during which all proposals will be publicly opened.

Final approval of this project (sale and removal or salvage) is at the sole discretion of the voters of the Shaker Regional School District. The Shaker Regional School Board will prepare a Warrant Article to be presented to the voters to be acted on at the March 13, 2018 Annual District Meeting. Notwithstanding the request for voter approval to sell the building, the Board reserves the right to demolish the building if it is not relocated by the scheduled deadline.

**AWARD TIMELINE:**

It is anticipated that the Shaker Regional School Board will select the preferred proposal at the October 24, 2017 School Board Meeting.

A purchase and sale will be prepared for both parties to sign by November 15, 2017.

Subject to voter approval, the final contract will be signed by March 30, 2018.

**ADDITIONAL INFORMATION:**

Specific questions regarding this RFP should be addressed to Michael J. Tursi, Superintendent of Schools, Shaker Regional School District at 603-267-9223 or [mtursi@sau80.org](mailto:mtursi@sau80.org) from 8:30 am to 4:30 pm Monday – Friday.