

RAYMOND SCHOOL DISTRICT  
REQUEST FOR PROPOSALS

Raymond High School Architectural Design Services

The Raymond School District is accepting sealed bids for Architectural Design Services for the addition of two pre-school restrooms and classroom sinks at Raymond High School.

A **mandatory pre-bid meeting** will be held at Raymond High School, 45 Harriman Hill Rd Raymond, NH at 3:00pm on December 18th 2019. The Design Firm shall be responsible for visiting the site to become familiar with all conditions and circumstances connected with this project, including compliance with all local, state and federal codes.

The Design Firm shall be responsible for coordinating the work schedule with the District's Facilities Director to avoid any disruption of student activities.

Three (3) copies of each bid should be sealed and clearly marked "RFP for RHS Pre-School Design". Bids are due by and will be opened at 2:30pm on January 30th, 2020 at the Raymond Superintendent's Office, Tina McCoy, Superintendent, SAU #33, 43 Harriman Hill Road, Raymond, NH 03077. Specifications can be obtained at [www.sau33.com](http://www.sau33.com) or by contacting:

Jennifer Heywood  
Raymond School District  
43 Harriman Hill Road  
Raymond, NH 03077  
603-895-4299 x1103  
Fax 603-895-0147  
[j.heywood@sau33.com](mailto:j.heywood@sau33.com)

Bid packages must include a statement of qualifications of the bidder and samples of bidder's work, at least three references, proof of General Liability and Workers' Compensation insurance coverage and any other information that may be relevant to the project.

Project specifications are as follows:

- 1) Provide design services for the addition of two pre-school restrooms, sinks and counters. One setup per classroom 212 and 215.
- 2) Prepare preliminary design drawings for review with the school
- 3) Prepare construction drawings based on the approved design.
- 4) Drawings to include but not limited to:
  - Mechanical and Plumbing
  - Electrical
  - Fire Alarm
  - Architectural

Addendum One:

- 1) Provide Construction Administration to include:
  - Site inspections for compliance
  - Review of bids and shop drawings
  - Provide as built documentation upon completion of work

Any questions must be forwarded in writing to the contact listed above by January 16, 2020. Answers will be provided in writing to all known bidders by January 23rd, 2020.

The Raymond School Board reserves the right to negotiate with the winning bidder to change the specifications of the work. The Raymond School Board also reserves the right to negotiate with a bidder if all bids exceed the budgeted appropriation. The Raymond School District reserves the right to waive any informality and accept or reject any, all or any part of a submitted quote and although price will be a major factor in the District's award of the contract the District reserves the right to award the work to the party the School Board determines is in the best interest of the District in the School Board's sole discretion. Any bid received after the time and date specified shall not be considered.