

PLYMOUTH STATE COLLEGE

of the University System of New Hampshire
Plymouth, New Hampshire

Request for Qualifications (RFQ) of Interested Firms

to provide

Full Master Planning Services

to Update the Current

Campus Master Plan

RFQ # 03-613-27

Solicited by:

Plymouth State College
Purchasing and Contract Services Department
17 High Street, MSC #35
Plymouth, NH 03264

In Support of:

Plymouth State College Physical Plant

November 25, 2002

Plymouth State College

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I. **Background**

A. **Solicitation Intent**

Plymouth State College is seeking professional master planning services to update Plymouth State College's Campus Master Plan. Services are anticipated to include:

- Review and update the goals, objectives, and elements of the Campus Master Plan;
- Analyze building uses and program space needs, identify space options;
- Evaluate transportation and parking issues and identify systemic strategies for improvements;
- Analyze land uses, including outlying properties;
- Identify project priorities, sequence, relationships and costs;
- Develop a Landscape Master Plan; and
- Prepare an updated Campus Master Plan.

B. **Plymouth State College**

Plymouth State College (PSC) is a residential, comprehensive institution with both an undergraduate and graduate mission. Founded in 1871 as Plymouth Normal School, Plymouth confers Bachelor of Arts and Bachelor of Science degrees, selected Master's degrees, and certificates of Advanced Graduate Study, and provides a variety of opportunities in continuing education.

PSC is located primarily in the town of Plymouth, NH and the College facilities border portions of the downtown business district and residential neighborhoods. PSC also owns property in Holderness NH (in an outlying area) and a piece of property called "Langdon Park" which has frontage on the Baker River in Plymouth. Plymouth is a town of approximately 6,000 year-round residents and that population increases by approximately 2,000 every academic year with the addition of PSC students. As with any college town, PSC seeks to involve the Town of Plymouth in a cooperative effort for planning all future growth. For additional information about the College and the Town, visit the respective websites at:

<http://www.plymouth.edu/> (PSC)

<http://www.plymouthinteract.com/> (Town of Plymouth).

C. **PSC Current Campus Master Plan**

The current Campus Master Plan was developed in 1993 and approved by the USNH Board of Trustees in the spring of 1994. PSC's Campus Planning Team worked with Wallace, Roberts and Todd Architects; Robert P. Owen Associates; and Architect Christopher P. Williams who oversaw this effort. This plan was created to comply with USNH policies, which require ". . . a comprehensive long-range plan that will guide the physical development of the institution for 20 or more years. The Campus Master Plan addresses all aspects of the institution including physical plant, real estate, changes in academic programs, and administrative structure". Plymouth State College recognizes that it is essential to the function of any master plan to provide period revisions

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I. **Background** (continued)

C. **PSC Current Campus Master Plan** (continued)

and updates. While much of the PSC Master Plan has been invaluable in guiding the development that has occurred on Campus, there are several key aspects that need further clarification or reconsideration. These issues are more fully described in the Scope of Services section of this document.

II. **Project Description**

A. **Project Overview**

Plymouth State College's 1994 Campus Master Plan is in need of an update because of the following:

- 1) Some of the data that was the basis for the 1994 plan is out of date.
- 2) Some of the elements of the 1994 plan were intentionally not implemented.
- 3) Other issues have arisen that were not addressed adequately.
- 4) Some solutions in the Plan need to be updated. For example: the needs of parking and transportation, space needs, and a strategy to accommodate office functions and academic support activities in facilities that are inadequate for these purposes.
- 5) It is appropriate for us to reconsider or revalidate the overall goals, objectives, and elements of the current Master Plan, and to carefully consider all aspects of the Town of Plymouth Master Plan adopted in 1998.

B. **Existing Data**

The following plans, reports, inventories, assessments, and studies are available to this process:

1972	1871-1971 History of Plymouth State College
1988	Master Plan Study for Long Range Land Use and Development – John Wacker & Associates
1992	Preliminary Inventory and Analysis of Existing Conditions – Wallace Roberts & Todd
1993	Comprehensive Campus Master Plan – Wallace Roberts & Todd, Robert P. Owen Associates and Christopher Williams, Architects.
1994	Campus Space Reallocation Study, Including the Re-Use of Hyde Hall
1997	Utility Inventory
1998	Town of Plymouth Master Plan – Town of Plymouth, NH
2001	PSC Strategic Plan
2002	PSC Space Data Base and Record Floor Plans
2002	PSC Campus Map in Autocad – PSC (includes 2' topography, built forms, and landscape from aerial photographs)
2002	Deferred Maintenance Study
2003	Plymouth State College NEASC Accreditation report

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II. Project Description (continued)

C. Scope of Services

The College is seeking master planning services that will require the full range of professional disciplines normally associated with planning of this type. The College is interested in working with a master planning team (the Consultant) familiar with working together and having a history of achieving previous successful comprehensive campus master plans. The Consultant will be expected to retain all necessary subconsultants as required for services. The following is the proposed scope of services:

1. **Overview:** Review and update the goals, objectives, and elements of the current Campus Master Plan.
2. **Building uses/space needs:**
 - a) Identify space needs for academic and administrative departments, student housing, and student activities including athletics.
 - b) Utilize existing data for facilities' conditions, and augment as necessary.
 - c) Identify options for space allocation, relocation, and new space to meet these needs.
 - d) Identify utility infrastructure needs associated with current and future building and space use.
 - e) Identify options for energy conservation.
3. **Transportation/Parking:**
 - a) Analyze current data and anticipated needs for parking, transit, access to and movement within Campus.
 - b) Evaluate quantity and locations for adequate parking.
 - c) Evaluate road walkway systems, traffic impacts on Town streets, and options for improvements and ways to minimize traffic impacts for planned growth.
4. **Land Use:** Identify net useable land areas, appropriate densities, and highest and best use for the main campus, Holderness campus and Langdon Park. (See Campus Map in Appendix C)

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II. Project Description (continued)

C. Scope of Services (continued)

5. **Landscape Master Plan**: Develop a landscape plan for the main campus lands that considers the natural ecosystems, as well as the Campus character.
6. **Project Priorities**: Identify each capital project, funding source, occupant(s), and the desired sequence. Delineate the relationship between projects that must be done in series. Renovations, demolitions, new structures, utilities, and site improvements shall all be included.
7. **Campus Master Plan**: Utilizing all information and data obtained above, develop revised Campus Master Plan by July 2004, for presentation to the USNH Board of Trustees by October 2004.

D. Project Schedule

Beginning in early 2003, the College expects to proceed with a formal master planning process that will engage representatives of the community, both Campus and Town. Firms chosen as finalists will provide proposed schedules for this project with anticipated dates for significant deadlines, anticipating that it will take approximately 16 months from start to finish.

III. General Information

A. Revisions, Amendments, and Cancellation

The College may extend the deadline date for submission if, in the College's opinion, any revisions or amendments to this solicitation make this necessary. The College may also cancel this solicitation, in whole or in part, or reject all submissions when this action is deemed to be in the best interest of the College.

B. Acceptance of Submissions

The College reserves the right to accept or reject any or all submissions received as a result of this solicitation, to waive minor irregularities, or to negotiate with any respondent, in any manner necessary, to serve the best interests of the College.

C. Incurred Expenses

Any costs incurred by the respondent in preparing and submitting a response to this solicitation will be the sole responsibility of the respondent and will not be reimbursed by the College.

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III. General Information

D. Economy of Preparation

Submission packages should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to satisfy the requirements set forth in this solicitation. Clarity, conciseness, and responsiveness to the selection criteria will be valued over sheer volume.

E. Discrepancies and Clarifications

The College reserves the right to request clarification of any aspect of materials received or to request further information as might be required to adequately evaluate credentials and qualifications.

F. Form of Contract

The College uses a standard contract for consultant services. A copy is available on request and will be provided to finalists.

G. Certificate of Insurance

Awarded firm will be expected to meet the minimum coverage requirements of Appendix B, Insurance Requirements. No work will begin until PSC/USNH is in receipt of the Certificate of Insurance.

H. Respondent Inquiries

All questions and inquiries concerning this solicitation shall be submitted in writing, either as a signed original, legible facsimile, or electronic mail transmission, and must be received a minimum of three (3) business days prior to the submission due date.

Questions for this project should be directed to:

Heather L. Huckins,
Manager of Purchasing and Contract Services
Plymouth State College
Email: lhuckins@mail.plymouth.edu
Phone: 603-535-2249
Fax: 603-535-2711

IV. Selection Process

A. Solicitation Committee

A Solicitation Committee of the College will evaluate all Qualifications submitted. The Committee consists of at least the following (other members may be added to interview finalists):

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IV. Selection Process (continued)

A. Solicitation Committee (continued)

William R. Crangle, Vice President for Financial Affairs - PSC
William Haverly, Director of Capital Planning and Construction - USNH
Heather Huckins, Manager - Purchasing and Contract Services – PSC
Daosay Lemay, Student - PSC Student
Barbara McCahan, Chair College Planning Committee - PSC
Ellen Shippee, Director of Physical Plant – PSC

B. Evaluation Criteria

Based upon the information presented in the Qualifications Submission, the College's Solicitation Committee will choose the most highly qualified candidates as finalists. These finalists will be invited to Campus for individual interviews/oral presentations, following which the Solicitation Committee will identify the successful firm as that which can provide the greatest overall benefit to the College.

Each respondent (also referred to as "firm") will be evaluated and ranked on the criteria set forth below. The criteria will all be weighted equally in determining award:

1. Relevant experience of the firm with comprehensive campus master plans. Emphasis will be placed on the review of sample master plans completed for institutions of similar size and scope to PSC.
2. The degree to which the skills and experience of the individuals of the firm designated to be on the PSC team will contribute to the overall success of this effort.
3. The planning approach of the firm to master plans and the firm's emphasis as it relates to this specific master plan.
4. The degree to which the organization and internal management of the firm will enhance the delivery of a complete, coordinated final product, on budget and on schedule.
5. The degree to which the proposed fee is considered consistent with the anticipated level of effort. (Note: This will not be considered in determining finalists and need not be included with qualifications submissions.)
6. Demonstrated ability to communicate effectively with PSC constituencies and quickly establish a strong rapport with PSC representatives.

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IV. Selection Process (continued)

C. Informational Meeting

Interested firms are invited to attend a joint informational meeting; date and time to be determined. This meeting will be held on the Plymouth campus, exact location to be determined. The purpose of the Informational Meeting is to enable interested firms to learn and ask questions about the College's consultant selection process, clarify and/or receive additional information and details about the intent of this Master Plan, its scope, delivery process, and contractual framework, and to meet key players for the College.

D. Presentations and Interviews

Finalists will likely be invited to the College to make an oral presentation and to be interviewed by the Solicitation Committee. However, the College reserves the right to make its decision without benefit of oral presentations/interviews.

Each finalist will be forwarded information about their presentation in sufficient time to permit advance preparation, including time and location information as well as the acceptability and availability of audio-visual support. In general, the purposes for the presentations and interviews are as follows:

- To permit the finalist to respond to any Solicitation Committee questions arising from the submitted written materials.
- To permit the finalist to elaborate on the firm and individual team member qualifications.
- To permit the finalist to demonstrate its depth of knowledge and understanding about this master planning effort and provide evidence of the attributes that set them apart from other finalists.
- To permit College personnel to meet, interact with, and assess the potential working relationship that might occur with the finalist's key personnel.

It is expected that all members of the team who will be key members of this project will attend the presentation/interview.

E. Selection Schedule

The Solicitation Committee expects to adhere to the following schedule in undertaking the selection process (these dates are estimates only):

- 11/25/02 - Send RFQ to interested firms
- 12/09/02 – Informational meeting for interested firms
- 12/19/02 – Qualifications Due at 4PM
- 01/07/03 – Determine finalists for presentations and interviews
- 01/21/03-01/27/03 – Presentations by finalists
- 02/01/03 - Select one firm for further discussions regarding project scope development, subconsultant selection, and fee negotiation.

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V. Qualifications Submission Requirements

A. General Requirements

Six (6) copies of the qualifications submission shall be submitted. Qualifications submissions must be received no later than 4:00 p.m. on December 19, 2002. The qualifications submission packages shall be delivered to:

Heather L. Huckins
Manager of Purchasing and Contract Services
25 Highland Avenue
Plymouth State College – MSC 35
Plymouth, NH 03264

No faxed submissions will be accepted.

The entire package shall be sealed. The name and address of the respondent shall appear on the outside of the package and it shall be addressed as indicated above. The outside of the package should also contain labeling equivalent of the following; “Rush delivery. Time sensitive material enclosed: PSC RFQ # 03-613-27 - Full Master Planning Services to Update the Current Campus Master Plan.”

Each respondent is solely responsible for the timely delivery of its package by the deadline prescribed. Plymouth State College will not be responsible for lack of timely delivery regardless of the reason. Failure to meet the submission deadline may result in removal from consideration.

B. Submission Format

Qualifications submissions should be in the format prescribed below. The submission should be indexed and tabbed to conform to the requested format. The information presented under each heading should conform strictly to the information and/or issues requested. Each submission package will be reviewed to determine its completeness prior to actual evaluation. If a respondent fails to provide or adequately address all categories of information requested, they may be disqualified from further consideration.

Provide six (6) copies of an indexed and tabbed submission containing the following:

Tab 1 – Cover Letter – Provide a cover letter indicating the name of the firm making the submission (or firms in the case of a joint venture) indicating your interest in being selected for this master planning effort. Include a brief description of why your firm is well suited for, and can meet the needs of this effort. The letter should be signed by the individual(s) authorized to bind the respondent or group to any statements or representations made therein and to represent the information presented as authentic.

Tab 2 – Business Information – Provide a fully executed PSC Statement of Qualifications (Appendix A).

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V. Qualifications Submissions Requirements (continued)

B. Submission Format (continued)

Tab 3 – Relevant Experience - Provide information about similar master plans prepared by the candidate firm(s). Include the following information preferably in an easy to read bulleted format:

- Master plan title, location, and size.
- Master plan description in narrative and graphic form, including type(s) of analysis (i.e. space needs, transportation, landscape plan, etc.), scope of campus involvement, and conceptual approach and solution.
- Date of completion and owner reference contact name and phone number.
- Key individuals of the firm involved and their roles in the project.
- Any sub-consultants that worked under the candidate firm.

Tab 4 – Organization Chart - Provide a current and complete organizational chart which clearly defines relationships among key personnel. If submitting as a joint venture, include formal organization chart of each firm, and a proposed organization chart for working on this project.

Tab 5 – Respondent’s Key Personnel - Provide resumes for key personnel of the firm(s) – and more in depth information for those personnel expected to work on this project. Identify and describe the roles of each individual in the firm. Note relevant project experience.

Tab 6 – Respondent’s Capabilities – Provide the following information about the firm(s) making this submission:

- A brief description of the firms history, focus, and vision.
- Number of employees (licensed professionals, interns, technical support).
- Number of current projects and present workload.
- Location of office wherein the bulk of the services solicited will be performed.

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APPENDIX A - PSC STATEMENT OF QUALIFICATIONS

1. Firm _____

2. Address, Telephone Numbers and Fax Numbers (toll-free if available) & E-mail for:

a. Principle Place of Business (General Contact)

b. Principle/President/Managing Partner

c. Business Manager

3. Federal ID/SSN Number _____

4. Are you registered with the NH Secretary of State? Yes No Date

Do you have a current Certificate of Authority? Yes No Date

5. General Classification of Business or Character of Work Performed

6. Doing Business as:

LLC Partnership
 Individual/Proprietor Corporation

in State of _____

7. Year Organized _____

8. Number of years engaged in this business under present business name _____

If another name, supply details

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APPENDIX A - PSC STATEMENT OF QUALIFICATIONS (continued)

9. Major current projects (Include name of project, owner, contract amount, percent complete, and scheduled completion date. Attach separate sheet if necessary.)

10. List any projects completed for the University System of New Hampshire within the last five years. (Include name, gross amount, completion date, and owner representative.)

11. Please list all disciplines and areas of specialty represented in your Firm's professional staff (please include this information in brief format on organization chart). Attach additional sheet if necessary.

12. Has this business ever defaulted on a contract? _____ If "yes", state circumstances.

13. Has this business ever failed to complete any project awarded to it? _____ If "yes", state circumstances.

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APPENDIX A - PSC STATEMENT OF QUALIFICATIONS (continued)

14. List all reprographics capabilities owned and operated within your Firm.

15. List all software packages and CAD system packages utilized by your Firm.

16. List bank with which your company does business. Do you grant permission to a responsible PSC Administrator to contact these banks? Yes No

17. Number of full-time employees _____ AA/EEO Employer? _____

18. Does your Concern meet any of the following US Government criteria?

a. Minority enterprise Concern. A minority enterprise is one that is at least fifty percent owned by minority group members or in the case of publicly owned businesses at least fifty-one percent of the stock is owned by minority group members. (If checked, indicate ethnic group below)

- Black American (not of Hispanic origin)
- Asian American
- Hispanic American
- American Indian/Alaskan Native

b. Women Owned and Operated Concern. A business that, regardless of ethnic background is at least fifty percent owned by women members, or in the case of publicly owned businesses at least fifty-one percent of the stock is owned by women.

c. Small Business Concern. A business independently owned and operated, not dominant in its field and meets employment and/or sales standards developed by the Small Business Administration.

d. Labor Surplus Area Concern. A business located in an area (designated by the US Government, Department of Labor) in which unemployment exceeds the national average.

19. While furnishing goods and services to any unit of the University System of New Hampshire pursuant to any purchase order, contract, or agreement, whether written or oral, the undersigned certifies that his/her company or organization will comply with the provisions of Executive Order 11246, as amended, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 and Title I of Americans with Disabilities Act of 1990. Further, the undersigned certifies that his/her company or organization will incorporate by reference in each contract, purchase order or agreement with the University System meeting the appropriate jurisdictional limits the equal employment and affirmative action clauses contained in 41 CFR 60-1.4, 41 CFR 60-250.4, and 41 CFR 60-741.4. The undersigned also certifies that employees of the company or organization have been instructed not to engage in any acts of sexual harassment against students or employees of the University System.

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APPENDIX A - PSC STATEMENT OF QUALIFICATIONS (continued)

20. Attach a set of most recent financial statements, audited if available, showing the following items:
- a. Current assets (e.g. - cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses.)
 - b. Net fixed assets.
 - c. Other assets.
 - d. Current liabilities (e.g. - accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries, and accrued payroll taxes).
 - e. Other liabilities (e.g. - capital, capital stock, authorized and outstanding shares par values, earned surplus, and retained earnings).
 - f. Name of company preparing financial statement and date thereof. Is this financial statement for the identical organization named on page one? _____. If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g. - parent; subsidiary; etc.).

I certify the above information to be correct and authorize Plymouth State College of the University System of New Hampshire to investigate all facts contained herein, including facility visitation.

Firm _____

By _____ Date _____

Printed Name _____

Title _____

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APPENDIX B - INSURANCE REQUIREMENTS

1. The Contractor shall purchase and maintain for the life of the contract the insurance indicated below:
 - a. Workers' Compensation and Employer's Liability Insurance for all his/her employees to be engaged on Work in the project under the Contract.
 - b. Commercial General Liability, including all coverage's outlined in paragraph four (4).
 - c. Comprehensive Auto Liability, including all coverage's outlined in paragraph four (4).
 - d. Professional Liability as outlined in paragraph four (4).
 - e. Umbrella/Excess Liability as outlined in paragraph four (4).

2. Owner's Protective Liability Insurance

When required by Section 4, the Contractor shall obtain Owner's Protective Liability Insurance. Evidence of this policy covered under this paragraph shall be delivered to the Owner prior to starting any operations. The policy is to cover the interests of engineers and all authorized personnel of the Owner.

3. Property Insurance

- a. Builders Risk coverage or comparable coverage, if required in Section 4, shall insure all parts of the Work comprising new buildings, structures, paths, roadways, utility and landscape structures, utility distribution systems and the like, and all additions to or extensions of existing buildings, structures and systems. If the Contract Work also includes renovation within an existing structure, then this portion of the Work shall also be insured and so described and endorsed to the policy. Coverage shall be written on an "All Risk" basis. The amount of coverage shall be the full value of the Work. The policy or policies shall be in the names of the Owner and Contractor, as their interest may appear, shall provide for inclusion as insured of the names of all other contractors, subcontractors, sub-subcontractors and others employed on the premises, and shall stipulate that the insurance company or companies shall have no right of subrogation against any of the insureds for any portion of the Work. Coverage shall be on all Work in place, stored on the Site, stored off the Site as provide in Section 4, or in transit. Contractor shall provide a complete copy of this insurance policy to Owner prior to beginning the Work.
- b. Renovation Risk coverage, if required by Section 4, shall insure all parts of existing buildings, structures, paths, roadways, utility and landscape structures, utility distribution systems and the like within or in connection with which the Work is performed, on a flat or no coinsurance basis.

In addition, the "other insurance" clause shall be deleted. Coverage shall be written on an "All Risk" basis. The amount of such coverage shall be as required in Section 4. The policy or policies shall be in the names of the Owner and Contractor, as their interests may appear, shall provide for the inclusion as insureds the names of all other contractors, subcontractors, sub-subcontractors and others employed on the premises, and shall stipulate that the insurance company or companies shall have no right of subrogation against any of the insureds for any portion of the Work. Coverage shall be on all Work in place, stored on the Site, stored off the Site for which the Owner holds title, and in transit if title is held by the Owner. Contractor shall provide a complete copy of the insurance policy to Owner prior to beginning the Work.

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APPENDIX B - INSURANCE REQUIREMENTS (continued)

4. Coverage

The Contractor shall purchase those coverage's identified below by an "X" in the column titled "Required".

Required	Category	Limits of Liability in Thousands (00)	
	a. Commercial General Liability		
X	Premises-Operations	General Aggregate	2,000
	Products/Completed Operations	Products-Comp.Ops Agg.	1,000
	Explosion, Collapse and Underground Hazard	Personal & Advertising Injury	1,000
X	Contractual Insurance	Each Occurrence	1,000
X	Broad Form Property Damage	Fire Damage (any one fire)	50
X	Independent Contractors	Medical Expense (any one person)	5
X	Personal Injury with Advertising Injury		
	b. Automobile Liability		
X	Owned	Bodily Injury and Property Damage	
X	Hired	Combined Single Limit	1,000
X	Non-owned		
	c. Professional Liability		
X	Each Claim		1,000
X	Aggregate		1,000
	d. Excess Liability	This coverage can supplement limits in item a, b, and e to satisfy required limits	
	Umbrella Form	Bodily Injury and Property Damage	
	Other than Umbrella	Combined Single Limit and Aggregate	
	e. Workers' Compensation		
X	Workers' Compensation	Statutory	
X	Employer's Liability	\$100 (each accident)	
		\$500 Disease, Policy Limit	
		\$100 Disease, Each Employee	
	f. Other		
	Owner's Protective Liability	Bodily Injury and Property Damage	
	Builder's Risk/Or	Combined Single Limit	1,000
	Comparable Coverage in an Installation Floater		

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APPENDIX B - INSURANCE REQUIREMENTS (continued)

5. Conditions

- a. Plymouth State College of the University System of New Hampshire, its trustees, officers and employees will be listed as additional insured on all policies, where applicable.
- b. Subcontractors and sub-subcontractors must carry all insurance specified in Section 3 and 4 or Prime Contractor must insure activities of subcontractors and sub-subcontractors in his own policy.
- c. Contractor shall not commence the Work under this Contract until insurance required hereunder has been obtained and such insurance has been approved by the Owner, nor shall the Contractor allow any subcontractor or sub-subcontractor to commence Work on subcontract or sub-subcontract until all required insurance has been obtained and approved. Insurance required under this article shall be carried during the life of the Contract and for not less than one year thereafter.
- d. A Certificate of Insurance, Acord 25 form, or other comparable form, shall be filed with Owner. Any Certificate filed with Owner and found incomplete or not according to form will be returned as unsatisfactory. Rejected certificates of insurance and copies of policies shall be corrected as necessary and resubmitted until approved.
- e. Every policy shall contain an endorsement stating that insurance company will not, prior to completion of the Project or any policy expiration date shown on the Policy or Certificate, whichever occurs first, terminate the Policy or change any coverage therein without first mailing, by registered mail, written notice of such action at least thirty (30) days prior to termination or change, to the Owner at whose request the Policy and Certificate are issued.
- f. The Contractor agrees to assist in every manner possible, in reporting and investigation of any accident, and to cooperate with all interested insurance carriers in handling any claim, by securing, giving evidence, and obtaining attendance of witnesses, as required for any claim, or suit.
- g. The required insurance shall be written by a company licensed to do business in the State of New Hampshire or on the New Hampshire Insurance Department's approved list of Non-Admitted Carriers.
- h. The title of the buildings and equipment shall remain with the University and property insurance will be the responsibility of the University. The Contractor assumes responsibility for loss or damage to all personal property brought on the University premises.
- i. The Contractor assumes full responsibility and liability for losses, expenses, damages, demands and claims in connection with any injury, including death, or alleged injury, or damage, or alleged damage, to property sustained or alleged to have been sustained in connection with or to have arisen out of the performance of work by the Contractor, its agents, servants and employees or subcontractors, including losses, expenses or damages sustained by the University and shall indemnify and hold harmless the University, its trustees, officers, and employees, and the agents, servants, and employees of the foregoing, from any and all such losses, expenses, damages, demand and claims, and shall, to the extent permitted by law, defend any suit or action brought against them, or any of them, based upon any such alleged injury or damage, and shall pay all damage's costs, and litigation, judgments, losses, or expense, including reasonable attorney's fees which the University, its trustees, officers, and employees, and its successors and assignees, may incur or sustain by reason of the failure of the selected management company to fully perform and comply with the terms and obligations of any Contract resulting from this request.

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APPENDIX B - INSURANCE REQUIREMENTS (continued)

5. Conditions (continued)

- j. To the fullest extent permitted by law the Contractor agrees to indemnify, defend and save harmless the Owner and its agents and employees from and against any and all claims, damages, losses or expenses (including but not limited to court costs and attorneys fees) by reason of liability imposed by law, Contract or otherwise because of (1) bodily injury, including death, at any time resulting therefrom, sustained by any person or persons or (2) damage to property, including loss of use thereof, arising out of or resulting from Work performed by the subcontractors, sub-subcontractors, suppliers, or materialmen. Should the project specifications and resulting Contract be based on A.I.A. documents A101 and A201 and its Supplements, this indemnification agreement shall be in addition to and cumulative with the indemnification undertaking contained in Section 3.18.1 and 3.18.2 of the General Conditions.
- k. Should the project specifications and resulting Contract be based on A.I.A. documents A101 and A201, the insurance provisions of Article II of A201 shall apply to this Contract, except to the extent that such provisions are inconsistent with this document, in which event the provisions of this document shall govern. To the extent that they are consistent with or are not displaced by this document, the provisions of Article II of A201 shall apply to this Contract.

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APPENDIX C – CAMPUS MAP

There are a variety of maps of the Campus available from the PSC Physical Plant Website located at:

<http://www.plymouth.edu/psc/fsb/home.htm>

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APPENDIX D – ACADEMIC CALENDAR 2002-2003

JULY

July Faculty interviews and hiring continue
July 4 Independence Day -- no classes -- PSC closed
July 19 Summer Session II begins

AUGUST

August 9 Summer Session II ends
August 21 Fall 2002 Confirmation Time/Room Schedule available
August 26 & 27 New Faculty Days
August 27 Department Meetings
IAC Faculty Orientation
August 28 Faculty Day
August 29 Chairs Retreat

SEPTEMBER

September 1,2 New Student Orientation
September 2 Registration
September 3 Fall Convocation
Faculty Resource Committee, 7:30 a.m.
September 4 Classes begin 8:00 a.m.
Faculty meeting at 3:30 p.m. – Heritage Commons
September 6 College Planning Committee, 3:30 p.m.

OCTOBER

October 14 Columbus Day celebrated -- no classes -- PSC closed
October 25 First half courses end
October 28 Second half of the semester begins

NOVEMBER

November 11 Veteran's Day celebrated -- no classes -- PSC closed
November 27 Thanksgiving Recess begins at 12:05 p.m.

DECEMBER

December 2 Classes resume at 8:00 a.m.
December 14-15 Reading Days
December 16 Final week of the semester begins at 8:00 a.m.
December 16-20 Final exams
December 25-31 Christmas Break – PSC closed to the public

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APPENDIX D – ACADEMIC CALENDAR 2002-2003

JANUARY

January 1	New Year's Day – PSC closed
January 2	Winterim classes begin (Winterim term January 2-23)
January 20	Martin Luther King, Jr. Day– no classes – PSC closed
January 23	Winterim Ends
January 23, 24	New Student Orientation
January 24	New student and readmit registration for Spring
January 27	Spring semester classes begin at 8:00 a.m.

FEBRUARY

February 12	Winter Carnival – no classes prior to 5:30 p.m. Evening classes will be held as usual.
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MARCH

March 14	Spring Vacation begins at 3:20 p.m.
March 24	Classes resume at 8:00 a.m. Second half of the semester begins
March 26	Second half courses begin

APRIL

Business as usual

MAY

May 5-9	Final week of classes
May 10	Graduate Commencement, 10:00 a.m., Foley Gymnasium
May 10-11	Reading Days
May 12-16	Final Exam Week
May 16	Spring Convocation with department awards, 4:00 p.m. Foley Gym
May 17	Baccalaureate Commencement (10:00 a.m.) Foley Gymnasium Associate Degree Commencement, 10:00 a.m.
May 26	Memorial Day – no classes – PSC closed
May 27	Undergraduate Summer Session starts (May 27-July 18)
May 30	Orientation for transfer students

JUNE

June 1,2	Orientation (Session A)
June 6	Transfer Student Session
June 8,9	Orientation (Session B)
June 11,12	Orientation (Session C)
June 16,17	Orientation (Session D)
June 23-Aug 8	Graduate Summer Session