

**Request for Proposals
Board of Education – Willington, Connecticut
Educational Facility Planning**

1. INTRODUCTION

The Willington Board of Education (BOE), a local educational agency in Willington, CT (the “District” or the “LEA”) is seeking proposals from qualified companies, firms, and/or organizations to provide the School with educational facilities master planning for the renovation of the existing Hall Memorial (5-8) and Center Elementary (PK-4) schools. The overarching need behind the facilities master plan is to provide building infrastructure, envelope, health and safety, and accessibility upgrades necessary to maintain their long-term viability for continued educational use while also planning for improvements that will promote and enhance the educational programming needs of the district in support of its educational specifications and aim to provide a 21st-century learning environment for its students.

This Request for Proposals (“RFP”) does not commit the District to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. The School reserves the right to cancel in part or in its entirety this RFP. All requirements must be addressed in your proposal. Additional information about services offered that the respondent believes may be of benefit may be included. Respondents should reference the website (https://www.willingtonpublicschools.org/school_c_i_p_projects) for additional information regarding the RFP.

2. FORMAT OF SUBMISSIONS

Interested parties are invited to submit one (1) digital copy, via email. The proposal shall be made in the format provided and the complete proposal, together with any and all additional materials, shall be emailed no later than September 4, 2023 at 4:00 pm to the following email address: (pstevens@willingtonct.org).

3. REQUESTS FOR INFORMATION

Questions and requests for clarification related to this RFP should be submitted in writing to (pstevens@willingtonct.org) no later than August 25, 2023, at 12:00 pm. The District will provide written responses to questions submitted from all respondents via the School website located at (https://www.willingtonpublicschools.org/school_c_i_p_projects) no later than August 28, 2023, at 5:00 pm. Responses will also be sent by email to all respondents. Accordingly, questions should not include trade secrets or any other confidential information as the questions are not confidential.

4. BACKGROUND

The Town of Willington currently maintains two schools within the district that serve approximately 400 students combined. Center Elementary School currently serves grades PK-4 and Hall Memorial School serves grades 5-8. Hall School is 100 hundred years old and Center School is 70 years old. The cost of maintaining these aged schools with stop-gap repairs is burdening the town financially and building a new school failed at a referendum. The respondent’s primary involvement would be to provide educational facilities master planning for the renovation of the existing facilities and work closely with the Town and BOE administration while remaining in compliance with federal, state, and local regulations.

The Mission of the Willington Board of Education states:

Willington Public Schools through a partnership with students, parents, staff, and the community, will provide exceptional instruction in a positive and engaging environment of inclusion where students achieve their maximum potential.

District learning spaces should include:

- Learning environments that meet research-based instructional strategies;
- A building design that compliments the Willington Portrait of a Graduate;
- Contemporary school safety design;
- Meeting current fire and building code requirements;
- Updated technology, ventilation, heating, and cooling systems;
- Common spaces that are open and flexible, and that promote collaboration;
- Classroom spaces that are flexible and allow for project-based learning, collaboration, and movement;
- Furniture seating with multiple options for comfortable seating and standing which can be reconfigured to promote student agency in creating the environment that best meets their learning needs;
- Outdoor spaces that support the integration of the environment and academic learning;
- Accessible physical and digital resources, materials, and tools to facilitate student creativity and exploration.

History of the Facilities

Center Elementary School, 1953

- Addition in 1959, 1980
- Renovation in 1995 for ADA compliance
- Current total square footage: 30,500 square feet
- Currently serves preschool through grade 4 with approximately 215 students

Hall Memorial School, 1922

- Provided at no charge to the town of Willington, but must be used as a school
- Addition in 1960s, 1980
- Current total square footage: 63,016 square feet
- Renovation in 1995 for ADA compliance
- Currently serves grades 5 through 8 with approximately 185 students

Facilities study completed in 1987

- CES deficiencies noted: lack of special education resource room space, lack of separate music room, small conference room, minimal storage space, and inadequate parking
- HMS deficiencies noted: cramped special education resource rooms, conflict of use of stage and music area, lack of space for special staff offices, inadequate computer facility space, cramped storage for library
- Study was followed by a 1992 Willington School Building Committee Report which recommended the town secure land to purchase

Facilities study completed in 2017

- Similar deficiencies noted from the 1987 report

5. SCOPE OF WORK: FACILITIES PLANNING, COORDINATION, AND MAINTENANCE

Prepare a comprehensive facilities master plan that accommodates enrollment projections, a 10-year capital improvement plan (CIP), outlines educational vision and goals, and an implementation and funding plan, with collaborative stakeholder engagement.

In general, the Basic Services of an Educational Facility Planner will include but are not limited to:

I. FACILITIES PLANNING and COORDINATION

The Educational Facility Planner (EFP) shall be primarily responsible for proposing and implementing an approach to developing a Facility Master Plan (FMP) that:

- i.** Engages multiple stakeholders including LEA representatives in the planning efforts;
- ii.** Provides data and documents, including maps, plans, notes, and other forms of analysis and representation, as necessary to inform stakeholders at the necessary decision points;
- iii.** Coordinates and facilitates meetings that engage multiple stakeholders, including but not limited to community members, students, parents, teachers, and administrators;
- iv.** Works with the LEA to ensure that agendas are prepared and minutes are recorded;
- v.** Coordinates with authorities having jurisdiction to satisfy all municipal, State, and federal requirements and obtain all approval as necessary;
- vi.** Develops a Facility Master Plan that addresses community demographics, the LEA's Educational Program, and the LEA's fiscal capacity.

II. MASTER PLANNING

The Educational Facility Planner shall assist the LEA to prepare a long-range educational facilities master plan (FMP). The FMP should provide a comprehensive review, assessment, and intended improvements for the School's existing two buildings. Components of the FMP shall include at a minimum the following:

i. Facility Analysis

The FMP must include a facility analysis that identifies and lists any deficiencies in the existing school buildings. The Facility Analysis must be conducted by licensed professionals in their respective trades and must include:

- Inspection and analysis of the building envelope (roof, walls, glazing, foundation, floor/slab);
- Inspection and analysis of the structural elements of the facility;
- Inspection and analysis of all mechanical systems, including condition, age, energy efficiency, levels of ventilation, and compliance with American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE) standards;
- Inspection and analysis of the lighting system, including condition, age, energy efficiency, and lighting levels;
- Inspection and analysis of all controls including lighting controls and sensors, energy management systems, and emergency shutoffs;
- Inspection and analysis of all fire, safety, and security systems;
- Analysis of the energy use (electric and heating and/or cooling) of the facility for at least the last two years, a survey of the facility systems, and recommendations for improving energy efficiency;
- Code compliance review documenting any regulatory deficiencies identified;
- Accessibility compliance review noting any deficiencies that impair a fully accessible facility.

ii. Adequate Facilities to Promote Student Learning and Development

LEA's school facilities shall be sufficiently flexible to provide for multiple uses of the area regarding both educational and supplementary activity programs.

The Educational Facility Planner (EFP) shall provide architectural, planning, engineering, and other services as necessary to assist the LEA in the development of a LEA Master Plan, to assist with:

- Defining long-term capital improvement needs and educational enhancement opportunities;
- Developing an appropriate and realistic schedule for implementation;
- Coordinating and packaging of assorted work scopes into realizable projects that are combined to minimize impact and disruption to students and staff, minimize cost, and sequenced logically for efficiency of implementation;
- Developing preliminary estimates for proposed improvement projects that consider any required phasing or scheduling concerns, identifying all project hard and soft costs, as well as any inflationary assumptions per industry norms;
- Identifying and considering potential alternative funding or grant opportunities and optimizing project planning efforts to be advantageous in capitalizing on any such opportunities to the greatest extent feasible.

iii. Educational Program

The EFP shall assist the LEA in reconciling and implementing its Educational Program goals and needs within the existing school building environments to maximum effect. This document must provide enough detail to provide the necessary information to develop a conceptual Schematic Design and a realistic construction budget.

The Educational Program implementation effort shall recognize that the planning process is an opportunity to create and modify facilities to be responsive to teaching and learning in modern school environments. As such, the EFP shall assist the LEA in developing tools and processes to adapt the learning environments to best serve these needs.

iv. Capital Improvement Plan

The EFP shall assist the LEA in the development of a long-range 10-year CIP, which identifies capital needs in the district and provides a funding strategy, schedule, and timeline for implementation. The capital improvement plan shall allow for systematic evaluation of all projects so that the district can anticipate future needs. Projects may be bundled based on logical planning. Projects recommended to be completed in isolation should have their own estimate while projects recommended to be completed as a group should have their own estimate.

v. Community Engagement and Local Government Collaboration

The EFP, in consultation with the LEA, shall conduct a collaborative process with community stakeholders to build a facilities master plan that shares a collective vision. The plan should consider related community plans, local codes/regulations, and fiscal capacity. Options should be presented in larger community forums to assist in determining the outcome of best-refined recommendations for facility actions.

vi. Conceptual Schematic Design

Respondents should provide adequate detail to represent individual and grouped projects in enough detail to be understood by the District. Respondents should include diagrams that clearly demonstrate their proposal and include accurate and realistic estimates for each phase/project/group of projects so the District can project a 10-year budget.

Please note these services are only for a Facility Master Plan effort as described above. The District anticipates issuing formal RFPs for the design and construction administration of any projects or capital improvement efforts it seeks to pursue separately later following due consideration internally and within the Town.

6. SCHEDULE

Respondents should provide a schedule for the proposed work following the award of the contract.

7. PROPOSAL EVALUATION AND AWARD OF CONTRACT

The District shall evaluate proposals and award a contract in accordance with applicable laws. Respondents' proposals must be fully responsive to all requirements stated in this RFP to be considered. Any proposal not prepared and submitted in accordance with the provisions outlined herein may not be considered. The District will award a contract to the most responsive bidder offering the greatest promise, best references, highest previous performance standards, and desired quality of services for the price, in accordance with the below review criteria.

The District will evaluate each proposal submitted and may accept any proposal deemed to be in the best overall interests of the District. The District reserves the right to reject any or all proposals or any portion thereof, waive any informality or technicality in any proposal received, and/or re-issue an invitation for proposals.

Review Criteria:

- a. Respondent's understanding of and approach to the scope of work (25 points);
- b. Respondent's proposed work plan, including a developed plan of activities with responsibilities designated and potential challenges and problem-solving approach (25 points);
- c. Respondent's experience, work products, references, and quality of personnel, including experience providing educational facilities master planning services to similar clients and ability of personnel (including resumes/curriculum vitae) to provide services effectively and efficiently (25 points); and
- d. Cost (hourly rates, estimates, and overall cost) (25 points).

8. INDEPENDENT CONTRACTOR

The relationship of the selected bidder with the District under any contract shall be that of an independent contractor. Nothing in this RFP or any resulting contract shall be construed to designate the selected bidder, or any of its employees, as employees, agents, joint ventures, or partners of the District.

9. INSURANCE

Prior to any contract execution, the respondent will maintain in full force at all times Workers' Compensation insurance for all labor employed on the project that meets all applicable laws. Evidence of such Worker's Compensation coverage must be provided to the District, including a valid, currently-dated Certificate of Insurance that is satisfactory to the District. The respondent will assure that any subcontractors it employs maintain the required Workers' Compensation insurance.

The respondent will maintain in full force at all times during this engagement professional liability insurance coverage of at least \$1,000,000.00 per occurrence and will provide evidence of the same to the District. The respondent will maintain in full force at all times during this engagement general liability insurance in the minimum amount of \$1,000,000.00 per occurrence for all damages on account of personal injuries and/or property damage arising out of an occurrence and \$1,000,000.00 in the general aggregate. In addition, general liability insurance shall include fire damage in the amount of \$1,000,000.00, medical expenses in the amount of \$1,000,000.00, and products and completed operations in the amount of \$1,000,000.00. The respondent shall name the District as an additional insured to its general liability policy. Within 10 days of the contract execution, the respondent will provide a copy of its professional liability and general liability insurance policies to the District upon request.

10. CONFLICTS OF INTEREST

By submitting a response to this RFP, the respondent certifies that no officer, agent, or employee of the District has a financial interest in the proposal or has participated in contract negotiations on the part of the respondent. The respondent shall submit its proposal in good faith without fraud, collusion, or connection of any kind with any other company for the same call for proposals. The respondent is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or company/firm/organization. Further, no person or company/firm/organization who is listed as a subcontractor shall be eligible to become a qualified respondent in this solicitation.

11. INDEMNIFICATION

To the fullest extent permitted by law, the respondent shall indemnify and hold harmless the District, the School's directors, managers, consultants, agents, and employees, the company and its subcontractors, and any other contractors employed by the District, from and against all claims, losses, damages, liabilities, including reasonable attorneys' fees, costs, and expenses, for bodily injury, sickness, or death, and property damage (other than to the work itself), that may arise from the performance of or the failure to perform its services under this agreement, but only to the extent caused by the negligent acts or omissions of the company, and/or its subcontractors, consultants or anyone employed directly or indirectly by any of them or by anyone for whose acts any of them may be liable.

Exhibit A
Bid Form

1. Bids must meet and address all the specifications and materials outlined and referenced in the RFP. Any exceptions or modifications must be noted and fully explained.
2. The price or prices proposed should be stated both in WRITING and FIGURES, and any proposal not so stated may be rejected. Contracts exceeding twelve months must specify annual costs for each year.
3. Bids should be totaled so that the final cost is clearly stated, and each item should also be priced individually (if applicable). Awards may be made on the basis of the total bid or by individual items.
4. All bids must be signed.

Name of Bidder (Firm or Individual): _____

Contact Name: _____

Business Address: _____

Business Phone #: _____

Agrees to bid on: _____

If the bidder's company is based in a state other than Connecticut, list the name and contact information for a local agent for service that is located within Connecticut:

Delivery Date (if applicable): _____

Total Amount in Writing: _____

Total Amount in Figures: _____

Use additional pages if necessary for additional bidding details.

Signature of Representative

Title