

MEMO TO THE BOARD OF EDUCATION

To: The RSD17 Board of Education

Date: 10/6/2023

Submitted for Board meeting dated: 10/10/2023

Re: Owner's Representative

Purpose of memo: Owner's Representative for Pre-Referendum Phase of District Master Capital Plan decision

Executive Summary: An Owner's Representative RFQ was forwarded to select companies on 09/21/23 and 09/22/23, with responses received/stamped and publicly opened on 9/29/2023. The Superintendent and designated staff (Facilities Manager), reviewed submissions, references and conducted interviews. The Superintendent will present his recommendation to the Board of Education at the 10/10/2023 meeting.

Board Motion: A motion for the Regional School District No. 17 Board of Education to award the Owner's Representative contract for the Pre-Referendum Phase of the District Capital Plan to Arcadis U.S., Inc. effective as of October 11, 2023.

CC:

Board Administrator

Superintendent of Schools

Enclosures:

-RFQ

-Rubric of protocol / procedures

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Regional School District No. 17

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Required Services for Owner's Representative for Pre-Referendum Phase of District Master Capital Plan

Introduction:

Regional School District 17 ("RSD 17") has contracted with Tecton Architects to conduct Educational Facility Assessments, a Demographic Study, and a Board of Education Master Plan. To develop a Master Plan, Tecton Architects is currently in the process of evaluating the physical condition of all existing school facilities, investigating and assessing the viability of alternate land/buildings, and performing a Demographic Study projecting out 20 years to develop and prioritize options, prepare final documents, and present recommendations to the RSD 17 Board of Education and Community.

The Master Plan will guide RSD 17 with research-based knowledge of the best models to incorporate the District's mission and educational vision, as well as national educational standards, and provide a framework for implementation.

RSD 17 is seeking Owner's Representative services for the Pre-Referendum Phase. Services will be provided until the referendum passes or RSD 17 decides to conclude the referendum phase. RSD 17 anticipates the referendum to be presented in January 2024.

Responses are to be submitted to David Solin, Director of Fiscal Operations & Rob Albert, Facilities Manager at Regional School District #17, Office of the Superintendent, 57 Little City Road, Higganum, CT 06441 no later than September 29, 2023, at 3:00 PM. Please provide a paper and electronic copy.

The Services requested include but are not limited to:

- Assist with development of Capital Plan that addresses the Master Plan;
- Develop and implement a system for the review of referendum proposals;
- Synthesize, summarize, and analyze referendum options, including the assumptions used, presented by the Architect – compare each option's pros and cons;
- Consult and coordinate with the RSD 17 Board of Education ("RSD 17 BOE") and Superintendent to assist in preparing all necessary information in advance of a referendum related to the funding for the Renovation Project;
- Develop Financial Projections related to referendum options proposed;

- Assist the Superintendent and RSD 17 BOE in all aspects of the referendum and Bond Process, including but not limited to, resolving any questions that arise during the referendum and Bond Action process;
- Keep meeting minutes as required;
- Assist with internal communications, as well as external communications with the community.
- Provide consultation services working closely with the Architect, the Superintendent, RSD 17 BOE, and RSD 17 BOE staff, Finance Committee and other relevant offices and officials, and the community at large.
- Establish timeline and/or milestones for work to be performed and/or submitted prior to referendum and Bond Action and monitor same.
- Oversee and assist with completing, reviewing, and providing input on developing and submitting any required filings (with associated back-up), including the referendum and Bond Action.
- Make required presentations to all appropriate Town bodies (including but not limited to the RSD 17 BOE, the Town Council, the Finance Committee, Plan and Zoning Commission, the Inland Wetlands Commission); and
- Attend a minimum of 6 meetings and provide RSD17 BOE with guidance

Owner's Representative Request for Quote Process/Protocol - CONFIDENTIAL

Option A: RFP comes before the Board for approval			
	Item	Responsible/Role	Notes
1	Determination of the services/RFQ needed	Superintendent/Dir Fiscal/Dir Facilities	Complete
2	Create RFQ that reflects the objective needs of the District. Review policy	Dir Fiscal/Dir Facilities/Attorney	Complete
3	Forward RFQ to select Companies	Office of Superintendent (PH)	09/21/23, 09/22/23, response by 09/29/23 Posted to RSD 17 website 09/28/2023
4	<ul style="list-style-type: none"> Record a date/time stamp on all submissions as received Publicly open all submissions at the same time, record and read results out loud Notify applicants that the submission was received and that they will receive follow up as the process continues 	Office of Superintendent (PH) Dir of Fiscal/Dir of Facilities	Received, stamped 09/29/2023 Publicly opened
5	Check with legal counsel on any related issues	Previously reviewed	See above (move to option B below)
6	<ul style="list-style-type: none"> Bring the results of the RFQ to BOE at the monthly Board meeting. *(See option B below) The Board will determine the process and will delegate to the next step (typically send the matter to subcommittee) 		

	<ul style="list-style-type: none"> Board will set clear objectives for the district when determining the winning submission of the RFP Note any applicable policies # on the agenda for Board reference 		
7	Conduct steps <ul style="list-style-type: none"> Review packets Review references Conduct interviews Etc 	Board Subcommittee	
8	The subcommittee after reviewing the packets and interviewing the candidates, and will make recommendations to bring back to the Board for a vote	Board Subcommittee	
9	The Superintendent will ensure that all staff related needs are represented	Superintendent	
10	The Board will discuss and vote to approve candidate	Full Board	
11	Candidates are provided results of the RFP	Office of the Director of Operations or Office of the Director of Operations	
Option B: RFP does not come before the Board. Superintendent Approval Process			
	Item	Responsible/Role	Notes
1	Follow steps 1-5 above	Director/Superintendent	Complete 9/29/2023
2	<ul style="list-style-type: none"> The Superintendent will determine the 	Superintendent	Complete

	<p>process and will appoint designated staff to be part of the review process</p> <ul style="list-style-type: none"> • The Superintendent will determine next steps • The Superintendent will set clear objectives for the district when determining the winning submission of the RFP • Refer to any applicable policies throughout the process 		
3	<p>Conduct steps</p> <ul style="list-style-type: none"> • Review packets • Review References • Conduct interviews • Etc 	Superintendent & Designated Staff	Complete
4	The Superintendent will ensure that all staff related needs are represented	Superintendent	Complete
5	The Superintendent will determine the winning candidate	Superintendent	Complete 10/09/2023
6	Candidates are provided results of the RFQ	Superintendent & Designated Staff	