

Barre City Elementary & Middle School

Spaulding High School

*Lisa Perreault, SFO*  
Business Manager

*Jessica Barewicz*  
Director of Curriculum, Instruction, and  
Assessment

*Donald E. McMahon, M.Ed.*  
*Stacy Anderson, M.Ed.*  
Co-Directors of Special Services

*Annette Rhoades*  
Assistant Director of Special Services



**Barre Unified Union School District**

120 Ayers Street, Barre, VT 05641

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**John Pandolfo**  
Superintendent of Schools

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*Doing whatever it takes to ensure success for every child.*

Barre Town Middle & Elementary School

Central Vermont Career Center

*Carol Marold*  
Director of Human Resources

*Emmanuel Ajanma*  
Director of Technology

*Lauren May*  
Early Education Coordinator

*Jamie Evans*  
Director of Facilities

*Benjamin Merrill*  
Communications Specialist

## **REQUEST FOR PROPOSAL (RFP)**

### **CENTRAL VERMONT CAREER CENTER FEASIBILITY STUDY AND NEEDS ASSESSMENT**

**RELEASE DATE:** October 1, 2019

**DUE DATE:** November 22, 2019

Contact Information #1:

Penny Chamberlin, Director  
Phone (802) 476-6237, ext. 1138  
Email: [pchamevcc@buusd.org](mailto:pchamevcc@buusd.org)

Contact Information # 2:

Scott Griggs, Assist. Director  
Phone (802) 476-6237, ext. 1045  
Email: [sgrigcvcc@buusd.org](mailto:sgrigcvcc@buusd.org)

Applicants must submit ten (10) copies of their proposal, sealed and clearly marked on the outside envelope  
**CVCC FEASIBILITY STUDY CONSULT AND DESIGN.**

Proposals shall be submitted in an 8 ½ X 11 paper format. Exhibits, including renderings and visuals should be submitted in printed format and electronic version.

**All copies of the proposal shall be delivered no later than 4:00 PM on November 22nd to the following:**

**Barre Unified Union School District  
Lisa Perreault, Business Manager  
120 Ayers Street  
Barre, VT 05641**

## DESCRIPTION

The Central Vermont Career Center (CVCC) located at 155 Ayers Street in Barre Vermont. CVCC sits on a campus with the Spaulding High School sharing a total of 230,000 square feet. CVCC is embarking upon a comprehensive analysis of a facility renovation and or new construction to determine the most beneficial and cost effective option to provide high quality career education, technical training and post-secondary opportunities. CVCC currently occupies 18% of the 230,000 campus footprint. CVCC was constructed in 1969-70. CVCC seeks highly technical consultant assistance by a provider with proven career and technical credentials and experience to guide the system in the design of a well-crafted needs assessment.

The CVCC campus currently offers 13 programs with 1 program housed off site. They have 35 staff serving 169 students grades 10-12 and operate within a \$3,100,000 annual budget. A pre-feasibility study was conducted in 2018-19.

Among other research activities, the provider is expected to:

- propose alternative design and programmatic career pathways by extending pro and con rationales for consideration to maximize the region's access to career and technical education.
- demonstrate successful completion of comparable career education programming and school facilities studies for similar organizations and demographics.
- be familiar with sample designs of other career and technical systems, sample templates of feasibility studies, and share instruments with CVCC personnel which advance the endeavor.
- possess extensive background in enrollment forecasting and provide evidence of such.

The Feasibility Study will include a plan which:

- evaluates the existing condition of the CVCC complex and makes recommendations of the benefits and disadvantages of other identified sites.
- addresses programmatic, enrollment, and physical facility needs which comply with the Vermont Agency of Education standards and all applicable building codes.

The Needs Assessment Study will:

- provide information on demographics and projected enrollment
- provide assessment of current physical conditions of buildings and building systems
- propose future educational needs which serve a diverse population.

### **Goals:**

The Study will address the following goals and considerations:

- Consider a modern complex and centralized site that will:
  - provide career and college pathways for students grades 9-14 with equal access
  - offer adult technical education training for Central Vermont aligned to industry
  - address industry needs and provide opportunities for industry partnerships on a shared campus
  - provide program, floor and site plans for the recommended facility
- Evaluate current:
  - delivery of career and technical education and how it aligns with the needs of Central Vermont supported by data
  - space and program offerings
- Research and project:
  - future programmatic and space needs for career and technical education that will serve Central Vermont's population and support Vermont industry needs

- enrollment opportunities for grades 9-14 in the greater Central VT region related to CVCC's region (6 sending districts)
- Lead community forums including educators, students, parents, industry partners and post secondary partners covering topics such as:
  - programmatic needs
  - building/facility needs, safety and security, access, sustainability,
  - location of CVCC
  - outreach to middle schools- as it relates to Perkins V
  - school and community relations
  - future of Career and Technical Education - all encompassing
  - impact of CTE on community and industry's sustainability

**Outcomes:**

- Proposal contents to include but not limited to:
  - Educational Philosophy of CVCC
    - Vision, Mission Statement, and Values of faculty and administration
  - School Data
    - Student population
    - Site information
    - Industry Partnerships
    - Post Secondary Partnerships
    - Community Information
    - Service Region Demographics
  - Program Goals
    - Identify educational goals and outcomes of each technical program and support services
  - Specific Program Activities and Relationships
    - Determine and define the functional needs of the learning environment and training facility
- Provide a written and electronic report and public presentation of the findings of the Study across the 6 communities served by CVCC to the local school boards including the Regional Advisory Board and Program Advisory Committees
- Provide recommendations for next steps
- Based on the results of the research and data analysis, the firm will provide estimates for the future location and siting costs for CVCC including preliminary construction/renovation costs and full project budget
- Include any and all components which the firm considers necessary for the complete development of educational and technical specifications for a new or newly renovated Central Vermont Career Center.

**AWARD PROCESS DESCRIPTION**

BUUSD will:

- Issue the RFP;
- Convene an Evaluation Team to evaluate responses and select a vendor;
- Negotiate a contract with the winning vendor;
- Receive a report by March 1, 2021.
- The BUUSD Board reserves the right to waive any formalities in the bid and reject any or all proposals in the best interest of the District.

## **INSURANCE**

Bidders must submit a Certificate of Insurance that includes the following:

1. Commercial General Liability (CGL) Insurance:
  - a. Limit Each Occurrence for Bodily Injury or Property Damage: \$1,000,000 Combined Single Limit
  - b. Limit Each Occurrence for Personal Injury/Advertising Injury: \$1,000,000 Combined Single Limit
  - c. Products – Completed Operations Aggregate Limit: \$2,000,000 Combined Single Limit
  - d. General Aggregate Limit: \$2,000,000 Combined Single Limit
2. Barre Unified Union School District shall be an additional insured with the above stated coverage.
3. Auto Liability Insurance
  - a. Bodily Injury or Property Damage: \$1,000,000 Combined Single Limit
4. Workers Compensation, including Employers Liability:
  - a. Bodily Injury by Accident: \$500,000 Each Accident
  - b. Bodily Injury by Disease: \$500,000 Each Employee
  - c. Bodily Injury by Disease: \$500,000 Policy Limit

## **RFP RESPONSE AND QUESTION PROCESS**

**During the RFP response period all questions may be addressed to: Penny Chamberlin**

**The public bid opening will take place on: November 22, 2019 at 4:15 pm, evaluation of the bids will be conducted by an evaluation team with results announced by December 6, 2019.**

The winning contractor will also be required to agree to the following considerations:

- Final report due: **March 1, 2021**
- Payment Schedule:
  - Initial Payment: 50% of contracted price.
  - Final Payment: Upon completion.