

**REQUEST FOR PROPOSALS
for
ARCHITECTURAL SERVICES**

Elementary Schools Review

Regional School District No. 12
Bridgewater, Roxbury and Washington, Connecticut

March 18, 2022

TABLE OF CONTENTS

Introduction..... 1

1.0 General.....2

2.0 Scope of Work.....2

3.0 Method of Payment 3

4.0 Documentation3

5.0 Responses to RFP4

Exhibit A – Invitation.....6

INTRODUCTION

Regional School District No. 12 (the “District”) requests professional services from an architectural firm to conduct a comprehensive review of the District’s three elementary schools located in Bridgewater (The Burnham School), Roxbury (Booth Free School) and Washington (Washington Primary School). The selected Firm will be working with the Superintendent of Schools and Board of Education to determine the most practical and cost effective way to accomplish three separate and distinct goals, as follows:

1. Renovate each school facility to “like new”;
2. Upgrade all major systems to current and planned standards for educational facilities; and
3. Address areas of significant concern and correct all safety and security exposures.

All three facilities include general classrooms with additional spaces for art, music, gymnasium, auditorium, cafeteria, library media center, technology education, student services and office/administration.

Regional School District No. 12 is an Affirmative Action – Equal Opportunity employer. Respondents to the proposal agree and warrant that in the performance of the work on these projects, they will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability. Respondents agree to provide the State of Connecticut Commission on Human Rights and Opportunities with such information requested by the Commission concerning employment practices and procedures.

Megan Bennett
Superintendent of Schools

Gregory Cava
Chairman of the Board of Education

1.0 General

- 1.1 The District is soliciting proposals from architectural firms (hereinafter referred to as the “Firm”) to develop recommendations in order to:
 - 1.1 a. Renovate each school facility to “like new”;
 - 1.1 b. Upgrade all major systems to current and planned standards for educational facilities at each facility;
 - 1.1 c. Address areas of significant concern and correct all safety and security exposures at each facility.
- 1.2 The Firm will provide all evaluation, specification development and drawings required for the District to evaluate the best course of action with respect to each facility. The Scope of Work will include services through the proposal process as well as the entire construction phase.
- 1.3 The Firm will have demonstrated experience in compliance with the State of Connecticut statutory and regulatory school construction procedures that are grant funded.
- 1.4 The Scope of Work presented in the proposal is general in nature. The Firm shall provide a detailed Scope of Work in its proposal which outlines various services it will provide for this project.
- 1.5 The Firm shall obtain and maintain, at the Firm’s expense, Professional Liability Insurance in a minimum amount of \$1,000,000.
- 1.6 The Firm shall obtain and maintain, at the Firm’s expense, such insurance as will protect the Firm from claims under Workers’ Compensation and Comprehensive General Liability Insurance that will protect the District from all claims of bodily injury, death or property damage which may arise from the performance by the Firm or the Firm’s employees in their functions and services to the District. Limits of insurance shall be \$1,000,000 per occurrence, \$2,000,000 aggregate. Workers’ Compensation shall be in accordance with Connecticut Statutes.
- 1.7 The District intends to award the work to the lowest responsible qualified respondent. The committee shall evaluate the Firm’s Scope of Work proposed and its experience in similar areas.
- 1.8 The District reserves the right to reject any and all proposals and to waive any informalities in the process. It shall be understood that the award made by the District shall be final and conclusive and without recourse or appeal by the remaining Firms.

2.0 Scope of Work

- 2.1 The Firm shall present in their proposal a detailed Scope of Work relative to how the Firm would approach the project identified in paragraphs 1.1 and 1.2.

- 2.2 The Firm will provide recommendations/solutions to accomplish each separate goal as outlined in paragraph 1.1.
- 2.3 The proposal shall include a listing of all services and related costs for design/engineering services for the development of the proposal specification documents and drawings, as well as services through the proposal and construction process. All proposals will include a listing of any anticipated services which the Firm will not provide.

3.0 Method of Payment

- 3.1 Services will be paid for as the contract progresses. The proposal submitted should include an outline of the payment schedule with percentage of contract amount due at each timeline. The Firm will then be required to submit an invoice, and upon acceptance, payment will be made. Such payments shall be subject to all technical and procedural requirements of the District.
- 3.2 The successful Firm will be expected to execute a standard AIA contract or other contract as approved by the District.

4.0 Documentation

4.1 Submittal Letter

The Firm shall submit a cover letter addressed to Megan Bennett, Superintendent of Schools, signed by an authorized principal or agent of the Firm, which provides an overview of the Firm's proposal, as well as the name, title, phone number, and email address of the person to whom the District may direct questions concerning the request for proposals.

4.2 History of the Firm and Resumes

The Firm must include a brief history of the company including:

- a) Firm size and organization;
- b) Length of time the Firm has been in business;
- c) Products and services offered; and
- d) Resumes of key individuals that will be assigned to this project.

4.3 Key Issues and Experience

The Firm must demonstrate:

- a) Relevant Connecticut public school experience
- b) Previous work consistent with rehabilitation of historic buildings
- c) Strength and experience of the consultant team assigned to the project

4.4 Qualifications

The Firm must demonstrate knowledge of the following:

- a) Experience and expertise in the construction, design, and renovation of school facilities as well as the ability to evaluate the physical condition of systems.
- b) Knowledge of state and federal laws pertaining to school buildings such as state and federal requirements, life safety requirements including the abatement of all hazardous materials and air quality issues, and other laws, regulations, and rules that provide for a healthy school environment.
- c) Ability to provide full services to the project including engineers, architects, and consultants that will focus on delivering comprehensive reports on the building and all building systems.
- d) Experience in engaging the Board of Education or a sub-committee thereof, in the process of construction and renovations, including educating them and seeking their input during the entire process.

4.5 References

A list of at least five (5) current schools for which the Firm has completed such projects.

5.0 Responses to Proposal

- 5.1 The Firm shall provide their proposal electronically and may be required to meet with the District to discuss their proposal.
- 5.2 The Firm is required to submit a proposal that contains all costs associated with the scope of work. The proposal is to include the cost of development of drawings as well as the cost of development of proposal specifications for the projects. The Firm shall include in its proposal the fees and total cost relative to the services they propose to provide as identified in the proposal. A complete list of those items that will be considered reimbursable expenses must be included with the proposal.

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- 5.3 The Firm shall submit proposals via email to Nicole Grant, Director of Finance, at grantn@region-12.org with the subject line “Response to RFP for Elementary Schools Review”.
- 5.4 The District will receive proposals until **12:00 PM on April 1, 2022** at which time all proposals will be opened publicly and read aloud in a live Zoom environment. Instructions to join the Zoom meeting will be sent by return email to all Firms who submit a proposal.
- 5.5 No proposal may be withdrawn within sixty (60) days of the proposal opening.
- 5.6 If you have any questions, or to request site access, please contact the Director of Facilities:

Donald J. O’Leary
Director of Facilities
Region 12 Schools
11A School Street
Washington, CT 06793
Phone: 860-868-6100
Email: olearyd@region-12.org

EXHIBIT A

**REGIONAL SCHOOL DISTRICT NO. 12
INVITATION TO SUBMIT PROPOSALS**

The Board of Education of Regional School District No. 12 of the State of Connecticut hereby invites the submission of Proposals by qualified architects for:

**ELEMENTARY SCHOOLS REVIEW
Bridgewater, Roxbury, Washington**

Specifications and other information may be obtained on the District website under Central Office/Business Office/Bids & RFPS and may also be requested electronically from the Director of Finance by submitting an email request to grantn@region-12.org.

The Proposals will be received via email to the Director of Finance, Nicole Grant, at grantn@region-12.org until 12:00 pm on April 1, 2022 at which time they will be opened and read aloud. All proposals will be opened via Zoom through a live online environment. Meeting instructions will be provided to respondents. All emailed proposals will remain unopened until the designated date and time.

The Board of Education of Regional School District 12 reserves the right to reject any and all proposals.

Nicole E. Grant
Director of Finance
Regional School District No. 12
11A School Street
Washington, CT 06793

March 18, 2021