

REGIONAL SCHOOL DISTRICT #14
REQUEST FOR QUALIFICATIONS AND PROPOSALS
#2018-205
FACILITIES AND DEMOGRAPHIC ASSESSMENT

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I. LEGAL NOTICE

**REGIONAL SCHOOL DISTRICT #14,
BETHLEHEM AND WOODBURY CONNECTICUT
REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR FACILITIES AND
DEMOGRAPHIC ASSESSMENT
RFP No. 2018-205**

The Regional School District #14 of Bethlehem and Woodbury will receive sealed qualifications and proposals for a facilities condition and demographic assessment of the four (4) Region 14 schools.

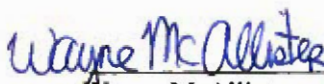
Proposals are due no later than 3:00 p.m. on Thursday, February 22, 2018 to:
c/o: Mr. Wayne McAllister
Director of Finance and Operation
Region 14 Central Office
67 Washington Avenue
Woodbury, CT 06798

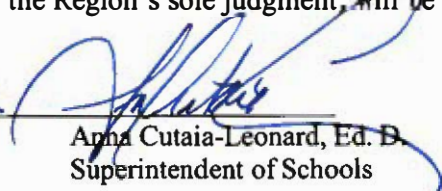
A non-mandatory walk-through of the four schools will begin at 9:00 a.m. Wednesday, January 31, 2018 outside the front entrance of Mitchell Elementary School, 14 School St. Woodbury CT 06798

The documents comprising the Bid Specifications may be obtained on the Region's website, www.ctregl4.org under "Board of Education", Building Projects or on the CT DAS contracting portal.

Any addenda will be posted to the Region's website along with the CT DAS contracting portal. All firms are responsible for checking for new addenda. Proposals will be opened and read aloud at 3:00 p.m., Thursday, February 22, 2018, Region 14 Central Office, 67 Washington Av. Woodbury, CT 06798

Regional School District #14 reserves the rights to amend or terminate this Request for Qualifications and Proposals, to reject any or all proposers and proposals, to request additional information, to waive any informalities or nonmaterial deficiencies in a response, and to take any and all other action (including but not limited to the negotiation of contract terms and selection of a proposer/bidder) that, in the Region's sole judgment, will be in its best interests.


Wayne McAllister
Director of Finance


Anna Cutaia-Leonard, Ed. D.
Superintendent of Schools

II. GENERAL SPECIFICATIONS

I. Purpose

Regional School District #14 (hereinafter, “the District”) has decided to undertake a comprehensive condition audit, plant capital renewal, demographic analysis, and planning alternatives to address potential future needs of the District. The purpose of this analysis is to ascertain (1) the present condition of the District’s facilities (with the exception of the recent renovations to the high school), (2) whether the physical plants and systems meet the needs of the district’s demographic and programmatic needs, (3) what future funding and management programs are required to maintain the functional operations of the facilities, and (4) based upon demographic and facilities study, determine what buildings are needed for future use and/or whether or not redistricting/repurposing of facilities could achieve the desired goals of the District. In general the project has been broken down into four phases: 1) Assessment, 2) Data Analysis, 3) Future Planning and 4) Data. These phases must enable the District to do the following:

1. Identify the extent and severity of the deferred maintenance liability.
2. Identify what is necessary to adapt and utilize the District’s facilities to meet the planned future requirements of the District, the requirements of today’s standards and codes, and the needs of changing technology as it impacts space (i.e., facilities adaptation).
3. Identify and prioritize deferred maintenance reduction projects that best take advantage of available funds and improve the functional aspects of the facilities.
4. Identify the resources needed to maintain the operability, suitability, and value of the physical assets given their current function (i.e., the facilities renewal investment requirement).
5. Identify the building replacement costs and property/building condition indices. Develop a long-range comprehensive financial planning process that protects the value of the District’s assets. Such analysis shall include options for the Region to consider as it relates to facility repurposes, redistricting, or modifications for consideration. Each alternative shall have associated capital cost estimates for initial construction activities as well as longer term potential impacts to facility operations and maintenance.
6. Develop a tool that supports the District’s planning process by providing readily accessible facilities information for the District facilities decision making process.
7. Maintain an up-to-date database that supports the above mentioned goals and enables an ongoing process to manage plant assets and their functional use. The system should leverage an inter/intra net structure with relational database technology and full analytical and decision support tools and methodologies.

II. Overview

The District is soliciting interest from firms to conduct a detailed condition assessment, perform a capital renewal analysis of its facilities, perform a demographic analysis for school enrollment, provide a full hard copy report and potentially install either program software or a web-based facility management system for use by the District’s facilities and management personnel. This

program software will systematize maintenance and use facility condition and cost data that enables strategic capital reinvestment planning and the integration of physical assets.

The District facilities are comprised of 4 buildings, totaling approximately 395,314 square feet. A specific listing of the facilities by building, age and location is attached as Exhibit "A".

In general, the objectives of the proposed project are the following:

- A. Identify deficient conditions in terms of deferred maintenance, capital renewal and building and life safety code non-compliance issues.
- B. Provide a detailed space analysis/utilization of District facilities using data from the demographic study as well as the facilities assessment to determine the most efficient and effective use of existing facilities.
- C. Devise a method of correction for each deficient condition (Corrective actions).
- D. Classify and prioritize deficient conditions, associated corrective actions, and information concerning building systems and deficiency categories (cause or nature of deficiency).
- E. Provide cost estimates for each correction of each project using published, industry standard construction, facilities maintenance and repair cost estimating data that reflects location and labor types as per the direction of the District
- F. Establish a building component depreciation analysis to forecast renewal investment rates required to maintain facilities over time.
- G. Provide multi-level financial modeling capabilities and the ability to benchmark facility conditions to like buildings.

III. Scope of Service

A. Phase I (Assessment)

a. Facility Condition Survey

This contract will require inspections of all facilities as specified herein by architectural and engineering professionals. It will produce an accurate analysis that identifies visible and discernible (through non-destructive means) components and elements requiring maintenance or other planned action.

The facility conditions survey will focus on the following property elements:

- Exterior Systems– roofs, walls, window systems, doors
- Interior Construction– walls, doors, flooring, visible structural components
- Interior Finishes: Flooring, ceiling, wall finishes
- Health/Fire/Life Safety systems
- Handicap Accessibility– ADA requirements
- Heating, Ventilation and Air Conditioning
- Plumbing

- Electrical and Service Distribution
- Fire Suppression
- Special Electrical Systems, Emergency Power, Telecommunications
- Special Construction
- Vertical Transportation
- Site utilities
- Site surface structures (out buildings)
- Exterior Site– driveways, curbing, hard top play areas

b. Demographic Study

Provide a ten year student population analysis and projection of space needs under current programming. In addition, the consultant shall provide supporting ADA, building code and Connecticut State Department of Education (CSDE) statutes, polices and guidelines that will assist the District in making future space and student allocations that support population and programmatic needs. Student demographic data analysis methodologies shall be clearly explained and, using such means and methods, provide a hindcasting of the previous 10 year population predicted vs. actual. Projected demographics should be statistically presented with potential range of predicted deviation, and compared with Region 14 provided space usage guidelines to align resource allocation with programmatic needs. Recommendations need to include a range of possible solutions for the District to consider as it relates to space configuration and use.

c. Integration of Client-Supplied Facility Condition Data

In addition to observed facilities deficiency conditions, existing client-supplied facility condition data shall be reviewed by the Consultant for possible incorporation into the facility database. The Consultant will review and conduct brief interviews with District officials to determine if the data is suitable and in electronic form, and to determine data integrity and completeness. All client-supplied facility condition data shall be identified as such in the database. Other types of client-supplied data may include any of the following: prior engineering studies, hazardous materials audits, air or water quality studies, or other related facility condition data. Inclusion of existing client-supplied reports, electronic databases or spreadsheets, and other data needs to be considered on a case by case basis.

B. Phase II (Data Analysis)

a. Prioritization/Categorization/Classification of Audit Data

Each correction project shall associate within the relational database technology the following four items from which multiple sorts, reports and analysis may be conducted:

1. Demographics

Deficiency and/or surplus categories shall be determined, in part, by the demographic projections. As a significant component of planning, the demographic study shall address accuracy and

reliability of such data and provide the District with a clear understanding of the variables that are taken into consideration as well as those factors that may not be able to be included with the demographic study algorithm.

2. Facility Deficiency Priorities

Each deficiency identified in the field audit shall be prioritized in the following manner:

Priority 1 Current Critical

Conditions in this category require immediate action to:

- a. Correct a cited safety hazard
- b. Stop accelerated deterioration
- c. Return/Keep a facility to/in operation

Priority 2 Potentially Critical

Conditions in this category, if not corrected expeditiously, will become critical within a year.

Situations within this category include:

- a. Intermittent operations
- b. Rapid deterioration
- c. Potential life safety hazards

Priority 3 Necessary – Not yet critical

Conditions in this category require appropriate attention to preclude predictable deterioration or potential downtime and the associated damage or higher costs if deferred further.

Priority 4 Recommended

Conditions in this category include items that represent a sensible improvement to existing conditions. These are not required for the most basic function of the facility; however, Priority 4 projects will improve overall usability and/or reduce long-term maintenance costs.

Priority 5 Does not meet current codes/ standards – “Grandfathered” conditions in this category include items that do not conform to existing codes, but are “grandfathered” in their condition. No action is required at this time, but should substantial work be undertaken in contiguous areas, certain existing conditions may require correction.

3. Facility Deficiency Categories

Each correction project identified shall be assigned one of the following categories:

- Life-Safety Code Compliance
- Building Code Compliance
- Accessibility Code Compliance (ADA)
- Building Integrity
- Functionality
 - Curriculum / Instructional needs

- CSDE programmatic recommendations

Appearance

Energy

Environmental: (as provided in District supplied facilities condition data)

- ASBM (asbestos containing building material)
- PCBs
- Lead-Based paints
- CFCs
- IAQ (Indoor air quality)
- Water Quality

The above categories represent sample definitions and may be revised to meet the requirements of District through the initial stages of the audit process.

4. Classification

Each deficiency shall be classified by the major property components identified for survey in the field. That is, each deficiency shall be either of the following classifications: Programmatic Needs; Site; Exterior Systems; Interior Systems; Interior Finishes; Health/Fire/Life Safety Systems; Handicap Accessibility; Heating Ventilation and Air Conditioning; Plumbing; Electrical and Service Distribution; Special Electrical Systems; Fire Suppression; Special Construction, or Vertical Transportation.

5. User Specified Classifications

In addition to the standard categories and classifications available within the software system, District should have the ability to edit support tables to allow for District specified classifications to be added to the above list.

C. Phase III (Future Planning)

a. Correction – Deficient Facility Conditions

For every deficient condition identified in the audit, a means of correcting the condition (a correction project) shall be developed. Each correction project shall entail a detailed description of the methods and quantities of labor and materials necessary to conduct the work. A detailed, multiple line item, construction estimate will also be developed. The estimates shall be based upon R.S. Means Construction and Facilities Maintenance and Repair Costs data and estimating format. Where appropriate, and at the direction of the District, multiple correction methodologies should be

developed indicating the range of possible corrective measures and the associated costs. The computerized system shall enable toggling between multiple corrections methodologies at user's discretion.

Each correction project shall be assigned a unique identifier within the computerized system and shall enable correction tracking by District staff as deficiencies are corrected.

b. Targeting and Benchmarking

The system should be capable of targeting and benchmarking facilities and building condition and performance. Benchmarking of the facilities condition index should follow standard industry practices.

c. Facility Renewal or Decommission Calculations

Identifying the rate of reinvestment required to maintain components of the facility as they degrade and become unusable is critical to the long-range planning and funding of the facilities. The consultant shall analyze and model the rates of degradation of each facility and report on the required reinvestment rate on an annual basis to replace components as such components become dysfunctional. In addition, the consultant will assess the benefits of the possible cessation of use of a specific District facility, including but not limited to calculating potential income from surplus property sale, as well as annual savings from property disposal. Elements of the analysis will include:

1. Identification of the approximate replacement cost of each building and building component.
2. Rates of standard degradation of each component and the cost to replace/refurbish/sell that component.
3. Current condition of each building component.
4. The ability to analyze multi-year outlooks and various combinations of building type reinvestment/disposal rates/savings.

The system should also be capable of generating multi-level financial modeling based on the deferred maintenance backlog, capital renewal and selected time frame. The system should be capable of analyzing and projecting funding/savings for time periods up to 50 years.

d. Project Planning

The system should provide the ability to create, track, and execute actual projects. The system will aggregate projects into contract packages or bundles of projects for more cost-effective contracting/purchasing/correction. In doing so, the system will enable the interactive analysis of various correction projects to analyze the most cost-effective approach for the work, giving the District the ability to develop logical and strategic deferred maintenance reduction plans and capital expenditure plans most appropriate to budget allocations.

D. Phase IV (Data)

- a) The data will be comprehensive and give the District the ability to project and analyze costs for deferred maintenance and capital renewal.
- b) Data will be provided in a format that the District can import into readily available software, such as Excel or Access (e.g. tab delimited or comma separated values)
- c) Provide digital photographs integrated with the data to document individual buildings and each deficiency (as required) that will be associated with the physical assets.

E. Deliverables

The consultant shall provide the following deliverables, the cost of which shall be included within the Base Bid for respective phase of work:

- 1 Electronic Copy in Excel and Access of the assessment – Phase I
- 3 hard copies of Draft Report (for review/comment by District) to include: Phase II
 - Executive summary
 - Methodology description
 - Summary Reports of priority 1 & 2 deficiencies with estimated costs
 - Detailed Building and Deficiency Data
 - Appendices of District data used
 - Draft recommendations of potential reconfiguration, repurposing, or other alternatives for the Region to consider as part of a facilities planning alternatives analysis.
- 1 Copy of Draft Report in electric format– Phase II
- 3 Copies of Final Report (contents similar to Draft Report) – Phase III
 - Including short term and long term plan to correct deficiencies
 - Including short term and long term plan to maintain project backlog
- 1 Copy of Final Report in electric format– Phase III
- Project Schedule– Included with Bid
- Schedule of values for partial progress payments– Included with Bid
- Meeting Minutes– Within 1 week of Meeting
- Presentation to the Board of Education and Finance/Facilities Subcommittee
- All presentations to be provided in both PDF and editable electronic format

III. SUBMISSION OF QUALIFICATION STATEMENTS /FEE PROPOSALS

Proposals submitted in response to this Request for Qualifications and Proposals shall include the following:

A. Letter of interest:

B. Company Information:

1. Name of company and parent company, if any. Description of the firm and all proposed subcontractors' major services and activities.
2. Names, titles, reporting relationships, background and experience of the principal members of the company, including officers. Indicate which individuals are authorized to bind the company in negotiations with the Regional School District#14
3. Address of principal office and office from which Projects will be managed
4. Name, address, telephone number and email address of the principal contact person to receive notifications and to reply to inquiries from the Finance Department.
5. Legal form of ownership. If a corporation, where incorporated
6. Years engaged in above services under your present name
7. Litigation - Describe any litigation, including arbitration proceedings (past and present), involving your firm.
8. Default - Have you ever failed to complete any work awarded to you? Have you ever defaulted on a contract or been notified of a default by your client? If so, where and why?

C. Relevant Experience

Short description of recent projects that demonstrate successful performance conducting facilities condition surveys and demographic studies at institutions of equal complexity.

D. References

Include three (3) references, with a contact name and phone number that the District may contact at each institution. It is preferred that references include those clients for whom the respondent has provided services similar in nature, quality, and quality to those requested in this RFP.

E. Affidavits

Non-Collusion Non-Conflict Affidavit and Affirmative Action Affidavit

F. Fee Proposals

In a separate sealed envelope labeled fee proposal RFQ/P#2018-205, Respondents are required to submit a fee proposal in the format provided as **Exhibit C**. Any additional

reimbursable costs associated with the performance of these services must be clearly delineated in the fee proposal submitted.

G. Management Plan

Detailed descriptions of the management plan to be used to accomplish the work. Include the proposed methodology, the schedule, and the process to be used. List, categorize and submit samples of all deliverables.

H. Resumes

Resumes of the team members that will be assigned to the project. Resumes should demonstrate the team members' education and recent experience performing similar services. Also, provide a project organizational chart and detail the experience of senior management and the support staff that will be used in this project.

I. Data

Demonstration of data collection and presentation for performing the proposed work at District facilities, following the initial review process by the District.

IV. CRITERIA FOR AWARD/ METHOD OF SELECTION

1. Past performance and previous experience with facility condition analysis projects at other institutions of equal complexity and associated use of a proven, detailed assessment methodology.
2. Capabilities of data collection and presentation which clearly communicate project recommendations and priorities. In addition, evidence of previous successful experience with public presentations using project data.
3. References from existing assessment clients.
4. Overall quality of resumes of proposed team members performing the study, as well as the experience of senior management and support staff for the project.
5. Ability of the firm to perform with work within 6 week period of time for District and an additional 3 week period for the District buildings, and otherwise adhere to project schedules and budgets.
6. Cost based on Fee Proposal.

On behalf of the District, the Finance/Facilities Subcommittee will evaluate the respondents based on the above criteria. At the Finance/Facilities Subcommittee's option, the Finance/Facilities Subcommittee may evaluate the qualification submittals first and then open and assess the sealed fee proposals. Further, the Finance/Facilities Subcommittee may decide to interview a short list or all of the Respondents before making its final recommendation to the Board of Education (BOE).

The Finance/Facilities Subcommittee's recommendation for the most qualified respondent shall be presented to the BOE for approval and for final negotiations by the BOE designated representatives to finalize the contract(s) in conformance with the District's requirements and subject to District approvals and review by the District's attorney. **The contract will not be deemed to be awarded until a written contract, in a form acceptable to the District, has been fully executed by both parties.**

The award of the contract(s) will be made, if at all, to the Respondent(s) whose evaluation by the Finance/Facilities Subcommittee results in the Finance/Facilities Subcommittee determining (and recommending to BOE) that such award to such Respondents is in the best interests of the District. The BOE reserves the right to reject any or all of the responses, or parts thereof, and/or to waive any informality in any of the responses if such rejection or waiver is deemed in the best interest of the District. Neither the Finance/Facilities Subcommittee or the BOE, nor any of their respective officers, directors, employees or authorized agents shall be liable for any claims or damages resulting from the evaluation, selection, non-selection or rejection of any proposal submitted in response to this Request for Qualifications and Proposals. **The contract will not be deemed to be awarded until a written contract, in a form acceptable to the District, has been fully executed by both parties**

V. TIMELINE OF THE RFQ/P/P PROCESS

- 1) Site Visits Wednesday, January 31, 2018 at 9:00 a.m. at Mitchell Elementary School
- 2) RFQ/P and separate fee proposal envelope due Thursday, February 22, 2018 at 4:00p.m. at the Superintendent's office
- 3) Award and notice to all firms on or about Tuesday, April 3, 2018 (subject to successful contract negotiation)

All inquiries relative to the specifications must be made in writing to Wayne McAllister, Director of Finance for Regional School District #14 to wmcallister@ctreg14org on or before Friday, February 16, 2018.

VI. GENERAL TERMS AND CONDITIONS

A prospective Respondent must be willing to adhere to the terms and conditions of this request, including the following:

Ownership of Documents – All qualification statements submitted in response to this Request for Qualifications and Proposals (RFQ/P/P) are to be the sole property of Regional School District #14 and subject to the provisions of Section 1-200 et seq. of the Connecticut General Statutes (re: Freedom of Information).

Ownership of Subsequent Products – Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ/P/P is to be the sole property of the Regional School

District #14 unless stated otherwise in the RFQ/P/P or contract.

Timing and Sequence – Timing and sequence of events resulting from this RFQ/P will ultimately be determined by the District and the Finance/Facilities Subcommittee.

Oral Agreements – The Finance/Facilities Subcommittee and the District will not be responsible for any alleged oral agreement or arrangement made by a respondent with any agency or employee.

Amending or Canceling Requests – The District reserves the right to amend or cancel this RFQ/P prior to the due date and time, if it is in the best interest of the District to do so.

Rejection for Default or Misrepresentation – The District reserves the right to reject the proposal of any Respondent that is in default of any prior contract or for misrepresentation.

Clerical Error-The District reserves the right to correct inaccurate awards resulting from its clerical error.

Rejection of Qualification Statements - Qualification statements are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFQ/P.

Changes to Qualification Statements - No additions or changes to the original qualification statement will be allowed after submittal.

Contract Requirements – A formal agreement will be entered into with the Respondent. The contents of the proposal submitted by the successful Respondent and the RFQ/P will become part of any contract award.

Rights reserved to the District – The District reserves the right to award in part, to reject any and all qualification statements in whole or in part, to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the District will be served.

Withdrawal of Qualification Statements – Negligence on the part of the Respondent in preparing the qualification statement confers no right of withdrawal after the time fixed for the acceptance of the qualification statement.

Assigning, Transferring of Agreement – The successful Respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement, its rights, title or interest therein or its power to execute such agreement by any other person, company, or corporation without the prior consent and approval in writing by the District.

Cost of Preparing Qualification/Proposal Statements – The District shall not be responsible for any expenses incurred by the organization in preparing and submitting a qualification statement. All qualification statements shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

COMPLIANCE WITH LAWS

1. **Non-Discrimination and Affirmative Action.** Respondent, in performing under this contract, shall not discriminate against any worker, employee or applicant, or any member of the public, because of race, creed, color, age, marital status, sexual orientation, national origin, ancestry, sex, mental retardation or physical disability, including but not limited to blindness, unless it is shown by the Respondent that such disability prevents performance of the work involved in any manner prohibited by the laws of the United States or the State of Connecticut, nor otherwise commit an unfair employment practice. Respondent further agrees that this article, (and any additional provisions required by law), will be incorporated by Respondent in all contracts entered into in connection with this contract.

2. **Executive Orders.** The contract may be subject to the applicable provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment opening and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of the contract as if they had been fully set forth in it. The contract may also be subject to Executive Order No. 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions.

3. **Connecticut's Prevailing Wage Law Provision.** If applicable, Respondent must be in full compliance with Connecticut General Statutes Section 31-53 and 31-53(a) which applies to each contract for the construction, remodeling, refinishing, refurbishing, rehabilitation, alteration, or repair of any public works project by the state or its agents, or by any political subdivision of the State of Connecticut General Statutes, Section 31-53 (g) provides monetary thresholds which must be met before the law is applicable. The contractor should familiarize themselves with all aspects of the provisions under state law in order to ensure full compliance. Based upon the nature, cost, and scope of the work, it is anticipated that the prevailing wage law will not be applicable to this project.

4. **Occupational Safety and Health Administration Requirements.** According to Connecticut General Statutes, Section 31-53b (a) each contract entered into on or after July 1, 2007, for the construction, remodeling, refinishing, refurbishing, rehabilitation, alteration or repair of any public building project by the state or any of its agents, or by a political subdivision of the state or any of its agents, where the total cost of all work to be performed by all contractors and subcontractors in connection with the contract is at least one hundred thousand dollars shall contain a provision requiring that, not later than thirty days after the date such contract is awarded, each contractor furnish proof to the Labor Commissioner that all employees performing manual labor on or in such public building, pursuant to such contract, have completed a course of at least ten hours in duration in construction safety and health approved by the federal Occupational Safety and Health Administration or, in the case of telecommunications employees, have completed at least ten hours of training in accordance with 29 CFR 1910.268. The contractors should familiarize themselves with all aspects of state law and any applicable regulations pertaining to these requirements in order to ensure full compliance. Based upon the nature, cost, and scope of the work, it is anticipated that this law will not be applicable to this project.

5. Additional Laws. Respondents shall be responsible to comply with all additional federal and state laws which are not specifically referenced herein, but may be deemed applicable.

6. The successful respondent is hereby notified and acknowledges and agrees any agreement entered into between the successful respondent and the District shall remain in full force and effect only as long as the expenditures provided for in the contract between the successful respondent and the District have been appropriated by the District in the annual budget and / or bond funding approval and receipt for each fiscal year of the agreement and is subject to termination based on lack of funding.

INSURANCE REQUIREMENTS

Contractor shall agree to maintain in force at all times during the contract the following minimum coverages and shall name Regional School District #14 as an Additional Insured on a primary and non-contributory basis to all policies, except Workers Compensation. All policies should also include a Waiver of Subrogation. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best’s rating of “A-VIII”. In addition, all Carriers are subject to approval by Regional School District #14.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$3,000,000
	Products/Completed Operations Aggregate	\$3,000,000
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Umbrella	Each Occurrence	\$3,000,000
(Excess Liability)	Aggregate	\$3,000,000

Professional Liability	Each Claim or Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Workers' Compensation and Employers' Liability	WC Statutory Limits	
	EL Each Accident	\$1,000,000
	EL Disease Each Employee	\$1,000,000
	EL Disease Policy Limit	\$1,000,000

Original, completed Certificates of Insurance must be presented to Regional School District #14 prior to contract issuance. Contractor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration date of the policies.

OTHER DATA

The District reserves the right to amend amounts of coverage required and types of coverage provided based on work or service to be performed.

VII. AFFIDAVITS AND FEE PROPOSAL FORM

NON-COLLUSIVE / NON-CONFLICT AFFIDAVIT OF RESPONDENTS

FOR: RFQ/P #2018-205-FACILITIES CONDITION ASSESSMENT

The undersigned Respondent, having fully informed themselves regarding the accuracy of the statements made herein certifies that;

1. The statement of qualifications has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other respondent designed to limit independent responses or competition, and
2. If the undersigned is one of the Respondents selected to be interviewed and to submit a written proposal, the contents of such proposal will not be communicated by the Respondent and its employees or agents to any person not an employee or agent of the respondent prior to submission to the Finance/Facilities Subcommittee.
3. No Finance/Facilities Subcommittee member or other employee or person whose salary is payable in whole or in part from the Regional School District #14 OR Board of Education, nor any immediate family member thereof, is directly or indirectly interested in the Bid/Proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any profits thereof.
4. He/she has read the Regional School District #14 Code of Ethics set forth in the District Code which is accessible on the District website and he/she agrees for himself/herself and on behalf of the company/LLC to comply with the same.

The undersigned further certifies that this statement is executed for the purpose of inducing the Regional School District #14 to consider the statement of qualifications submitted herein.

Legal Name of Respondent: _____

Business Name: _____

Business Address: _____

Signature and Title of Person

State of Connecticut S.S. County of _____

Subscribed and sworn before me this _____ day of _____, 20____.

My Commission Expires _____
Notary Public Date

AFFIRMATIVE ACTION STATEMENT

- 1 of 4 pages -

REQUIREMENT: Any bidder or respondent to an RFQ/P seeking to do business with the Regional School District #14 must upon request supply the District with any information concerning the Affirmative Action/Equal Employment Practices of the respondent/bidder. Failure to supply such information, when requested, will result in the termination of any further transactions between the respondent/bidder and the Regional School District#14.

Note: All respondent/bidders with more than ten (10) employees shall be required to complete the Affirmative Action/Equal Opportunity Employment Requirements Statement on an annual basis, except as note below:

All respondents or bidders with less than ten (10) employees are exempt from this requirement;

All respondents/bidders that have completed this form within the last year;

If either of the above applies, please indicate the:

_____ number of employees
completed this form within one year
 Yes No

Date completed: _____

FOR SEALED BIDS AND RFQ/PS: All bidders submitting a sealed bid and all respondents to RFQ/Ps will be required to complete the Affirmative Action Statement. If the form has been completed in the past year, please include a copy of the initial form included with your bid. If significant changes have taken place in the past year, please update the changes on this form.

COMPANY ADDRESS: _____

BUSINESS: _____

Type of Organization:
(Please check)
 Corporation Partnership Individual

AFFIRMATIVE ACTION STATEMENT

- 2 of 4 pages -

If respondent/bidder filing this application is not the above named company, please provide the name, address, telephone and fax numbers of the reporting unit, branch agent, and representative.

EQUAL EMPLOYMENT OPPORTUNITY:

The respondent/bidder is instructed to complete the following:

Does the company have a written policy statement regarding equal employment opportunity?

Yes No

(If yes, attach a copy)

In recruiting employees are all sources of recruitment notified that all qualified applicants will receive equitable consideration?

Yes No

If yes, provide brief description of what methods were employed:

3. Do all recruitment advertisements state that you are an Equal Opportunity Employer?

Yes No

4. Please list by name and contact person, any local community agency or other group providing minority and female placement service, which you have contacted in the last twelve (12) months. If none, please state:

AFFIRMATIVE ACTION STATEMENT

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If additional means are employed to advertise or solicit minority and female applicants for employment opportunities within your company, please indicate:

AFFIRMATIVE ACTION:

Does your company maintain a written Affirmative Action Plan for the employment of females and minorities?

Yes No

(If yes, attach a copy)

Please indicate the name and address of the company official(s) responsible for carrying out the Equal Opportunity/Affirmative Action Program for your company:

8. If a written Affirmative Action for your company is not in place, please estimate the number of vacancies expected during the next twelve (12) months and indicate the numerical or percentage goals you have set for employment of minority people and females to make your labor force reflective of the labor market in which you operate.

The vendor is hereby notified that failure to complete the above form in a satisfactory manner will preclude such vendor from being actively considered to contract with the Regional School District #14. The vendor is further advised the Affirmative Action Statement included with the bid document will become part of the contract and that any breach of such statements will constitute a breach of contract subject to such remedies as provided by law.

AFFIRMATIVE ACTION STATEMENT

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I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers and that all entries above are true, complete and correct, to the best of my knowledge and belief.

Date Signature of Agent Title

Subscribed and sworn before me at _____,

County of _____, Connecticut,

This _____ day of _____, 20__.

Notary Public

My commission expires: _____

Date: _____

FEE PROPOSAL FORM

**RFQ/P#2018-205 Facilities and Demographic Assessment
RFQ/P DUE 4:00 P.M., THURSDAY, FEBRUARY 22, 2018
Anna Cutaia-Leonard, Ed.D., Superintendent of Schools
Regional School District #14**

**67 Washington Avenue, Woodbury, CT 06798
Attention: Finance Department**

BIDDER

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

e-mail: _____

Contact Person: _____ Title: _____

To the Board of Education:

We submit for your consideration our bid for the Facilities Condition Assessment. We have read the bidding documents including the Regional School District #14's General Conditions and Instructions to Bidders and the bid specifications and are submitting our bid in full compliance with all terms and conditions except as noted below under "Exceptions." We have enclosed our original bid bond or cashier's check in the amount of 10% of our total base bid.

Upon notification of the award, we will provide the following within five (5) business days after receipt of such notice:

- (i) the requested Certificate of Insurance from the following company:

_____;
and

- (ii) three original contracts, in a form provided by the District, executed by authorized officer of awarded Bidder.

FEE PROPOSAL FOR RFQ/P #2018-205 Facilities Condition Assessment

We agree to perform the work described in the bid specifications within the time period set forth in the specifications for:

Phase I. (Assessment of all four (4) schools)

\$ _____ (\$ _____)
Write amount in words Write dollar amount

Phase II. (Data Analysis)

\$ _____ (\$ _____)
Write amount in words Write dollar amount

Phase III. (Future Planning)

\$ _____ (\$ _____)
Write amount in words Write dollar amount

Phase IV. (Data)

\$ _____ (\$ _____)
Write amount in words Write dollar amount

Total FEE PROPOSAL amount of (total of above including any deduct for award of all four phases):

\$ _____ (\$ _____)
Write amount in words Write dollar amount

Optional Application Service Provider (ASP) model, Add/Deduct to fee proposal:

Description: _____ e e e e e e e _____

\$ _____ (\$ _____)
Write amount in words Write dollar amount

Yearly Fee for ASP (Price guarantee for three (3) years).

\$ _____ (\$ _____)/year
Write amount in words Write dollar amount

Optional Deduct if awarded phase I for all four schools:

\$ _____ (\$ _____)
Write amount in words Write dollar amount

Optional Add/Deduct:

Description: _____

\$ _____ (\$ _____)
Write amount in words Write dollar amount

Exceptions: _____

The undersigned authorized representative hereby submits the above bid to the Regional School District #14.

Name of Contractor Entity: _____

By _____

Print Name and Title: _____
Duly authorized

VIII. EXHIBITS

Exhibit A.

School Buildings

Number	Building	Address	Road Name	Town	Square Foot
1	Mitchel Elementary	14	School Street	Woodbury	62,854
2	Bethlehem Elementary	92	East Street	Bethlehem	48,306
3	Woodbury Middle School	67	Washington Avenue	Woodbury	103,317
4	Nonnewaug High School	5	Minortown Road	Woodbury	146,484
4A	Nonnewaug Ellis Clarke-Agriscience	5	Minortown Road	Woodbury	34,353