

**REQUEST FOR QUALIFICATIONS/PROPOSAL
ARCHITECTURAL/ENGINEERING DESIGN SERVICES
ADDITION AND RENOVATE-AS-NEW
NONNEWAUG HIGH SCHOOL**

On behalf of the Region 14 School District and the Nonnewaug Building Committee, we are pleased to invite your firm to submit a proposal to provide Architectural and Engineering design, bid and construction services for the above mentioned project.

RFP Issue Date:	Wednesday, November 25, 2015
Proposal Due Date:	Tuesday, December 15, 2015 by 11:00 AM

On June 18, 2013, the voters of Region 14 (Bethlehem and Woodbury) approved, at referendum, an addition and renovate-as-new project at Nonnewaug High School. The scope of the project includes:

- Increase the number of science labs and classrooms
- Renovate/Add space for training facility Team Locker Rooms, P.E. Locker Rooms, Athletic storage
- Complete renovation of Auditorium, Stage and Lobby
- Add multipurpose room off existing cafeteria for school/community use
- Upgrade electrical receptacles in spaces to meet current/future technology
- Provide video studio/lab and computer lab to meet future curriculum and technology requirements
- Renovate Gymnasium
- Improve Athletic Fields and Tennis Court Facilities
- Add sprinkler system to entire facility
- Provide A/C in academic wing
- Correct code and ADA issues
- Add emergency generator to operate major building systems
- Upgrade emergency Lighting, fire alarm system
- Asbestos abatement

A full copy of the updated study, conceptual plans, and cost estimate outlining the recommended actions can be found at <http://www.ctreg14.org> under the Board of Education tab: Building Projects.

PROJECT SCHEDULE

The overall project schedule consists of a standard design, bid, and construct process ultimately resulting with owner occupancy for the start of the 2018-2019 academic year.

<u>Phase</u>	<u>Completion</u>
Design team selection	Anticipated to be by January 4, 2016
Schematic Design Phase	Anticipated to be by March 1, 2016
Design Development	Anticipated to be by December 31, 2016
Contract Documents	Anticipated to be by March 1, 2017
Bid Phase	Anticipated to be by April 15, 2017
Construction	Anticipated to start by June 1, 2017

Upon completion of each design phase, SD/DD/CD, the concept and full scope of the project will be estimated and compared to the project budget.

The Region 14 Board of Education and the Nonnewaug High School Building Committee is seeking qualification packages from architectural design teams to continue the project through Schematic Design, Design Development, Construction Documents, Bidding, and Construction Administration. The successful firm must meet the following qualifications:

1. Be a registered architectural firm within the State of Connecticut.
2. Have completed at least two (2) Connecticut high school facility projects with a construction cost of \$50,000,000 or more in the past ten (10) years. Projects must have been completed by the prime firm, not just by a firm principal.
3. Prior experience with at least one (1) Connecticut renovation project of a fully-occupied high school in accordance with a phased construction schedule.
4. Have at least two (2) LEED accredited professionals on the design team (can include consultants).
5. Have professional liability insurance of at least \$5,000,000.
6. Recent experience within the past two (2) years with the Connecticut Department of Administrative Services Office of School Construction (formerly known as the Connecticut Department of Education Bureau of School Facilities).

OWNER/ARCHITECT AGREEMENT

Included in the Appendix is a draft copy of the modified AIA document B102 2007 edition "Standard Form of Agreement between Owner and Designer" and AIA Document B201-2007 edition "Standard Form of Architect's Services". The Agreements have deletions, additions, and modifications to the standard form with changes clearly designated for ease of differentiation. These documents will serve as the contract for this commission. All firms submitting proposals should review these documents to become familiar with the contract requirements and Owner's contract expectations.

The proposals should include services as described in the attached form of agreement.

If the terms of this contract are unacceptable to any proposing firm or represent a substantial fee increase, the respective firm's submitted proposal must note these unacceptable terms and/or quantify the effects on fees. Exceptions to these contract terms not identified in the written proposals will not be considered if the firm is selected for the commission.

METHOD OF BIDDING AND CONSTRUCTION CONTRACTING PROCESS

The Building Committee plans to execute the Project through a process of full design and bid document preparation, bid to pre-qualified contractors, and then construct through a lump sum general construction contract. A process involving a construction manager to coordinate separately held contracts is also being considered. The responsibilities of the Design Team as it relates to the selected design, bid and construction process generally reflect those in the traditional Owner, Designer, Contractor relationship and are detailed in the Owner/Designer Agreement form to be used as included in the Appendix.

SUBMISSION PACKAGES

Submittals will be double-sided, include a letter of interest and a table of contents. Each section will be tabbed and organized to include the following information in the order listed below.

1. Firm History: Provide a brief outline on your firm, employees, locations, years of service, and services provided.
2. Relevant Experience: Examples of past projects as well as a list of client references. Include examples of your green and sustainable design experience.

3. Project Team: The District intends to commission one firm to provide all design services necessary for the Nonnewaug High School Addition and Renovation Project. This firm will have the responsibility to provide these comprehensive design services through the firm's own capabilities and sub-consultants as necessary. Include resumes of all key team members including the person who will provide construction administration services for each discipline. Please include qualifications for the following consultants:
 - Mechanical/Electrical/Plumbing/Fire Protection Engineering
 - Civil Engineering
 - Structural Engineering
 - Landscape Architecture/Site Planning
 - Interior Design
 - FF&E Design and Procurement
 - Food Service Design
 - Acoustic Design
 - Technology
 - A/V Design
 - Security
 - Cost Estimating
 - Code Research
4. Qualifications: Please include information on work with the CTDAS Office of School Construction (formerly known as the Bureau of School Facilities), contract performance, construction administration services, project management, schedule maintenance, and any additional information which describes the firm and team.
5. Project Approach: A management plan and detailed task schedule outlining the firm's intended approach to this project and an initial plan for working with the Owner to ensure a successful project should be presented.
6. Current Workload:
 - Name of project
 - Owner's Representative and telephone number
 - Dollar value of the project
 - Design schedule
 - Completion date
 - Principal and Project Architect in charge
7. Additional Information: Include a copy of your insurance coverage as well as any additional information you feel is important to the submission.

Twenty (20) copies of the qualifications package should be submitted to the Board of Education by 11:00 am on Tuesday, December 15, 2015. Packages should be addressed and delivered to:

Wayne McAllister, Director of Finance and Operations
Regional School District 14
5 Minortown Rd.
Woodbury, CT 06798

Packages should be marked: NONNEWAUG HIGH SCHOOL RENOVATION PROJECT.

FEE PROPOSAL

Two (2) copies of the attached fee proposal page should be completed and submitted in a separate sealed envelope with the qualifications package. The fee proposals of the four firms deemed most qualified will be opened at a later date. The envelope containing the fee proposal should be addressed to John Chapman, Chairman, Nonnewaug High School Building Committee at the address above and marked: FEE PROPOSAL – NONNEWAUG HIGH SCHOOL RENOVATION PROJECT.

MISCELLANEOUS

Firms may be asked to present their proposals to the Building Committee and/or respond to questions. A final selection will be based on the information provided in the qualifications and proposal and any additional information which may be presented.

The Region 14 Board of Education and the Building Committee reserves the right to reject any or all of the proposals, to request information from any vendor, to negotiate with any of the vendors regarding the terms of the engagement, or to waive deficiencies if it is in the best interest of Region 14. The Board of Education intends to select the vendor that, in its opinion, best meets the Region's needs, not necessarily the vendor that proposes the lowest fees.

Questions regarding the Request for Qualifications should be directed to Wayne McAllister in writing at WMcAllister@ctreg14.org and must be received no later than 4:00 pm, December 11, 2015.

**Appendix A – Owner/Architect Agreement
(To be provided via Addendum)**

**FEE PROPOSAL
ADDITION AND RENOVATE-AS-NEW
NONNEWAUG HIGH SCHOOL**

Please complete the following fee proposal worksheet for the addition and renovate-as-new of Nonnewaug High School. The estimated construction cost can be found in the cost estimate located at www.ctreg14.org. **(under the Board of Education tab – building projects).**

It should be noted that this project will not only require the disciplines traditionally included in architectural contracts, i.e. architectural, structural, mechanical, fire protection, plumbing, electrical, and telecomm/security, but also those associated with design of the site and building specialties of this project. Personnel with appropriate expertise will be required including a civil engineer and landscape designer. Other areas of expertise such as cost estimating, code research, lighting design, acoustical analysis, FF&E design and procurement and interior design as needed for a comprehensive design of the project will also be required. This expertise must be provided by in-house personnel or through engagement of sub-consultants.

FEE BREAKDOWN:

Schematic Design	\$ _____
Design Development	\$ _____
Construction Documents	\$ _____
Bidding	\$ _____
Construction Administration	\$ _____
Occupancy / Close-Out	\$ _____
TOTAL FEE	\$ _____
Reimbursables (Not to Exceed)	\$ _____

Authorized Signature: _____ Date: _____

Name: _____ Phone: _____

Title: _____ Email: _____

Company: _____

Address: _____
