



REQUEST FOR QUALIFICATIONS / PROPOSALS

for

Conceptual Design & Estimating Services

for the

Beecher Road Elementary School

Woodbridge, Connecticut

Issue Date:

03/11/2024

RFI Deadline:

03/22/2024

Responses Due:

04/01/2024



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EXHIBITS

- Exhibit A: List of Qualifying Projects
- Exhibit B: Cost Proposal
- Exhibit C: Beecher Road School – Floor Plans w/ Square Footage
- Exhibit D: Beecher Road School – Floor Plans highlighted by grade
- Exhibit E: Beecher Road School, Woodbridge, Enrollment Project to 2033

LEGAL NOTICE

REQUEST FOR QUALIFICATIONS / PROPOSALS

Conceptual Design & Estimating Services

The Woodbridge Board of Education is pleased to announce this invitation to submit qualifications and fee proposals from qualified Architectural firms for Conceptual Design and Estimating Services for the Beecher Road Elementary School.

Qualifications / Proposals will be accepted at the Board of Education's offices until 3:00 PM Eastern Daylight Time on April 1, 2024.

The Woodbridge Board of Education intends to engage an architect in the preparation of conceptual designs and estimates for the Beecher Road Elementary School. The specific requirements of each task and required deliverables are included within this RFP. The successful firm must demonstrate extensive experience in all facets of architectural and MEP design for K-12 educational facilities, including conceptual design services. Successful experience with the State of Connecticut Office of Grants Administration Process is required.

Qualified firms are required to submit their Proposal in accordance with the solicitation package requirements. Firms must comply with all municipal, State, and federal affirmative action and equal employment opportunity practices.

The Woodbridge Board of Education reserves the right to reject any or all proposals, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the Woodbridge Board of Education.

REQUEST FOR QUALIFICATIONS / PROPOSALS

Conceptual Design & Estimating Services for Beecher Road Elementary School

1. Instructions to Bidders

Bidders are required to submit the following documents in response to this solicitation:

Proposals are due by **3:00 PM on April 1, 2024**. Sealed proposals should be submitted to Woodbridge Board of Education, c/o Donna Coonan, Business Manager, 40 Beecher Road-South, Woodbridge, CT 06525

Selection timeline:

RFQ/P Issue Date:	March 11, 2024
Pre-proposal Walk-through for Bidders:	March 18, 2024 – 4:00 PM
Requests for Information Deadline:	March 22, 2024 – 4:00 PM
Proposal Due Date:	April 1, 2024 – 3:00 PM
Interviews of Shortlisted Firms:	April 8, 2024 – April 19, 2024

Questions concerning this RFP may be directed to Donna Coonan, Director of Business Services & Operation via email at dcoonan@woodbridgeps.org no later than **4:00 PM on March 22, 2024**. Responses, in the form of Addenda, will be posted to the Woodbridge Board of Education web-site.

Absolutely no extensions will be granted. The selected architect will be expected to begin work immediately upon receipt of a letter from the Board of Education directing the commencement of work. All firms submitting a proposal will be notified of the Owner's decision in writing.

The Woodbridge Board of Education reserves the right to reject any or all proposals, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the Woodbridge Board of Education. The town may, at its sole discretion, clarify, modify, amend, or terminate this solicitation at any time. Respondents are responsible for checking the Woodbridge School District website for any addenda to this RFQ/P, and to complete its response in accordance with the latest issued addenda.

Architectural Services (as hereinafter defined) shall be performed pursuant to the AIA document; AIA B101 – 2017 Standard Form of Agreement Between Owner and Architect, as negotiated and amended with the successful bidder.

2. Proposal Requirements

The Woodbridge Board of Education will be using a qualifications based selection (QBS) system for selecting the design team that will occur in parts, an initial qualifications submission followed by an interview of the strongest candidates. The Board of Education will select and recommend for hire the design team it feels will best serve the interests of Woodbridge Board of Education. A total of seven (7) copies of the RFQ Proposals are due to be submitted no later than 3:00 PM, April 1, 2024 and should be addressed to the attention of Donna Coonan, Business Manager, Woodbridge Board of Education Proposals are to be submitted in a sealed envelope clearly marked "**PROPOSAL FOR CONCEPTUAL DESIGN AND ESTIMATING SERVICES FOR BEECHER ROAD SCHOOL**" and shall be signed by a Principal of the firm authorized to bind his / her firm accordingly. All proposals shall be received at 3:00 PM, April 1, 2024 and recorded by the Business Manager and a designated member of the Board of Education. The Board of Education may reject any and all RFQ Proposals, in their opinion; if it is the best interest of the Board of Education to do so. Equal opportunity employers are encouraged to submit a proposal.

1. **Introduction Letter:** A cover letter shall identify the lead consultant, their area of expertise and understanding for the project. The letter should also summarize the firm's background and relevant experience providing conceptual design and estimating services or projects of similar magnitude.
2. **Staffing:** Each firm's response to this RFP should clearly identify personnel who will have a role and lead the project. Please include resumes of team members. In addition, the RFP shall also identify any sub-consultants, their qualifications and provide experience working together.
3. **Method and Approach:** Firms shall provide an explanation of their recommended approach to the project with examples of experience of similar projects. Firms shall provide a timeline to complete the conceptual design and estimating activities and provide estimates for each option.
4. **References:** No more than (1) page project. The lead consultant shall provide a list of references in which similar services were provided by the lead consultant, noting the specific individuals representing the lead consultant for these comparable projects, within the past five (5) years.
5. **Forms:** Exhibit A- List of Qualifying Projects, Exhibit B – Cost Proposal. Candidates are advised that the selection of Architects by the Woodbridge Board of Education will be made in full compliance with the Freedom of Information laws and regulations.

3. Criteria for Evaluating Proposal Submissions

Proposal submissions will be evaluated based on the following criteria:

1. The key personnel to be assigned to the project and their present workload,
2. The firm's qualifications, experience, and demonstrated familiarity with Major Public School Building Projects in general and specifically, design and conceptual estimating for projects of a similar, size, scope and nature.
3. The firm's experience, and demonstrated familiarity with the Office of Grants Assistance guidelines and processes.

4. The project team's experience with projects of similar nature and scope.
5. Previous conceptual design and estimating experience on projects involving multiple different options.
6. The proposed project approach and how staff and consultants will be organized and utilized during both the conceptual design and estimating effort.
7. Extent of services offered, and depth and extent of overall resources that can be put to use to ensure the success of the project.
8. Quality of References from previous clients.
9. Proposal Response Forms, and Fees. The town reserves its rights to examine any other criteria and take the same under consideration and to reject any firm or proposal despite its compliance with these criteria if it determines that to do so would be in its best interests.

This RFQ neither commits the Woodbridge Board of Education to award a Contract nor pay any costs incurred in the preparation of your respective Proposals to the RFQ nor to procure or contract for any services and / or equipment.

RFQ Proposals may be held by the Woodbridge Board of Education for a period not to exceed ninety (90) days from the deadline for submitting said Proposal for the purpose of reviewing Proposals and investigating qualifications. If the Board of Education determines it is in the best interest of the Board of Education to accept an RFQ proposal, such acceptance is contingent on approval of the Board of Education, appropriation of adequate funds for performance of the services sought, and execution of a contract for services acceptable to Board of Education Counsel.

The Woodbridge Board of Education reserves the right to reject any and / or all Proposals and waive any informality. If the successful professional fails to execute the Contract, as contemplated herein, within thirty days after the letter of award of the Contract or delivery to the successful professional of the Contract for execution, the Board of Education shall have the right, but not the obligation, to award the Contract to the next most qualified bidder; provided the Board of Education reserves all rights it has against the successful bidder for failure to execute and perform the Contract.

Should you find any omissions, discrepancies or errors in any of the RFP documents or should you be in doubt as to the meaning of such documents, you should immediately notify and seek clarification in writing from the Woodbridge Board of Education, c/o Donna Coonan, Business Manager, 40 Beecher Road-South, Woodbridge, Connecticut 06525, which may correct, amend or clarify the RFP documents by a written interpretation and / or Addendum. The Board of Education must receive all requests for clarification no later than 4:00 PM on March 22, 2024. Further, all firms interested in submitting a proposal in response to this RFQ must notify Ms. Coonan in writing of such interest no later than 4:00 PM on March 22, 2024.

4. Project Description and Scope of Services

Overview

The Town of Woodbridge Connecticut is located in central southern Connecticut, to the northwest of New Haven Connecticut. The population of Woodbridge was 9,087 at the time of the 2020 census. The Woodbridge School District is a PK-6 district. Student go on to be a part of the Amity Regional School District #5, it was rated as the #1 school district in New Haven County and the 10th best school district in CT, by Niche in 2021.

Project Rationale

The Woodbridge Board of Education commissioned an enrollment report for the district in 2023. Peter Prowda completed the enrollment study for the Woodbridge Board of Education. The study focused on the enrollment of the Beecher Road School.

Enrollment trends in the Town of Woodbridge are different than many Connecticut towns, which have been declining for the past 24 years. While the decline in enrollment is continuing for much of the State, enrollment in Woodbridge has been increasing.

Between the years of 2012 and 2022, PK-6 enrollment in Woodbridge increased by 13.6 percent. By comparison to neighboring towns during the same period; the Town of Monroe, CT saw an increase of 9.8 percent, the Town of Orange saw increase of 2.6 percent, and the towns of Bethany, Chester, Guilford and Madison saw decreases of 9.3%, 11.6%, 16.5% and 18.6% respectively.

The study projects an elementary enrollment of 1039 students in 2032.

As a result of the projected enrollment increases, it is the desire of the Woodbridge Board of Education to investigate options and their costs to accommodate the increased enrollment.

The Beecher Road School was originally constructed in 1960 with the last major construction completed in 1997.

The Construction can be summarized by the below table;

Wing	Construction Year	Square Feet	%Total of S.F.
A,B,C	1960/1964	45,225	26%
D,E,S, Pool & Gym	1970	75,205	43%
Kindergarten	1997	53,205	31%
D&K	2024	N/A	N/A
	TOTAL	174,635	100%

The following options have been developed by the Woodbridge Board of Education and shall serve as the basis of options to be developed by the successful respondent, in the following order. It is understood that if Option A1, A2, and A3 are not feasible, that the conceptual estimate will not be required and any cost for these services will NOT be paid to the successful respondent if they are unneeded.

Option A1 – Reconfigure Current School With Current Class Size Guidelines (Grades K-3 17-19, Grades 4-6 19-21) Do Not Include Natatorium and Accompanying Locker Rooms

Evaluate the existing space utilization to determine if the current square foot area can be reconfigured to accommodate (and meet all required ADA regulation) for the Highest 8 Year Projected Enrollment of 1039 students while maintaining their current classroom size of 17-19 or 19-21 students. A report detailing the required modifications and a cost estimate prepared by a professional cost estimator is to be provided. If it is determined that this option is not viable, a report will be required explaining why this option is not feasible. Should it be determined that this option is not feasible, a cost estimate will not be required.

**Option A2 – Reconfigure Current School With Increased Class Sizes of 23-24 Students per Class
Do Not Include Natatorium and Accompanying Locker Rooms**

Evaluate the existing space utilization to determine if the current square foot area can be reconfigured to accommodate (and meet all required ADA regulation) for the Highest 8 Year Projected Enrollment of 1039 students while increasing the current class size to 23-24 students. A report detailing the required modifications and a cost estimate prepared by a professional cost estimator is to be provided. If it is determined that this option is not viable, a report will be required explaining why this option is not feasible. Should it be determined that this option is not feasible, a cost estimate will not be required.

**Option A3 – Reconfigure Current School With Current Class Size Guidelines (Grades K-3 17-19, Grades 4-6 19-21)
Include Natatorium and Accompanying Locker Rooms**

Evaluate the existing space utilization to determine if the current square foot area can be reconfigured to accommodate (and meet all required ADA regulation) for the Highest 8 Year Projected Enrollment of 1039 students while maintaining their current classroom size of 17-19 or 19-21 students. A report detailing the required modifications and a cost estimate prepared by a professional cost estimator is to be provided. If it is determined that this option is not viable, a report will be required explaining why this option is not feasible. Should it be determined that this option is not feasible, a cost estimate will not be required.

Option B – Evaluate the Current School and Establish the size and scope of an addition

Evaluate the existing space utilization to determine the size and scope of an addition, if the current square foot area can be reconfigured to accommodate (and meet all required ADA regulation) for the Highest 8 Year Projected Enrollment of 1039 students while maintaining the current class sizes of 17-19 or 19-21 students. A report detailing the required modifications and addition as well as a cost estimate prepared by a professional cost estimator is to be provided. The current school site shall be analyzed to ensure the addition can be constructed in accordance with all local, state, and federal requirements.

Option C – Evaluate the Current Building and Establish a design for PRE-K – K Early Learning Center

Evaluate the size required and cost of Construction for a new PRE-K – K Early Learning Center consisting of ten (10) total Pre K-K classrooms at a site to be determined by the Town and Town of Woodbridge. Evaluate the existing space utilization at the Beecher Road School, and modifications that would be required to reconfigure the school into a Grade 1-6 Elementary School. The architect shall provide the town with a narrative of the requirements for the Site required to facilitate the new PRE-K – K Early Learning Center to include but not be limited to size and accommodations necessary for a school.

Scope of Services

The Woodbridge Board of Education is seeking a qualified architectural firm to provide the following services, included but not limited to:

A. Reimbursable Expenses:

No fee or mark-up may be charged for reimbursable expenses. Reimbursable items are limited to special request of the owner or extenuating circumstances subject to the Board's prior approval. Expenses including but not limited to; outside printing, copying, reproducible drawings, travel, staffing, express mail services and overhead shall be included as part of the architect's direct cost/fee proposal.

B. Meetings and Approval Process:

The successful respondent shall be expected to be available to provide a presentation at a minimum of two public meetings, explaining the findings of the report.

C. Conceptual Design Phase:

At minimum, the responsibilities and deliverables to be prepared by the architect during and at the completion of the Conceptual Design Phase shall consist of the following:

1. Provide conceptual drawings which shall include at a minimum floor plans, overall site plan indicating building location and vehicular circulation and supporting narratives describing architectural descriptions for materials and interior finishes as well as MEP systems and proposed site requirements.
2. Provide a conceptual estimate for each option listed in the project rationale section of this document. The estimate shall be submitted in CSI Master Format with costs converted to Unifomat.
3. Participate in two public meetings and deliver a presentation illustrating the findings of the options.
4. Meet with staff, administrators, and owner's project manager to gain insight into the requirements for the new buildings.
5. Provide a minimum of one draft copy of the report for review by the Board of Education. The report shall be presented by option with an estimate accompanying each option. The draft report shall include a summary of all options at the end of the report, with a comparison of the options and their probable costs. Following the submission of the draft, the Woodbridge Board of Education will make comments and approve the draft report. Following this approval the Architect will prepare the final report. In the event an option is deemed not feasible, a narrative explaining why the Option was not feasible shall be included in the draft and final report.
6. Five (5) Hard Copies and one Electronic Copy of the Draft and Final Report will be provided by the successful firm.

6. Special Instructions

- A. Architects responding to this RFP must have sufficient staff to assure timely project completion. The Architect's project manager must be experienced in educational facilities, with emphasis on public school facilities projects. Key consultants must also assign experienced personnel who are knowledgeable in this type of project.

- B. A pre-proposal conference has been scheduled for March 18, 2024 at 4:00 PM at the Beecher Road Elementary School, 42 Beecher Road, Woodbridge, CT 06525. *Please note this not a mandatory walkthrough, however no additional walkthroughs are planned.*
- C. Respondents must complete Exhibit B – Cost Proposal for all options.
- D. Respondents are hereby notified that all proposal submittals and information contained therein and attached thereto shall become public information upon selection of the successful Architect.
- E. The successful architect must perform services related to this project from an office located in the Connecticut area. Respondents must identify the location of said office in the proposal submitted.
- F. Comprehensive responses to the issues raised in the RFP are expected. Additional information, not specifically requested, will be considered if provided.
- G. The Woodbridge Board of Education reserves the right to reject any or all proposals for any reason it determines to be in its best interests or, in the alternative, to abandon the selection process in whole or in part.
- H. Candidates must be available for interviews upon request of the Woodbridge Board of Education. Based on the responses to the RFP the Woodbridge Board of Education reserves the right to shortlist candidates for presentations/interviews. The Architect’s proposed Principal-in-Charge and Project Manager for the project should be able to attend.

6. Insurance Requirements

The Board requires the Architect to carry commercial general liability insurance to protect it from loss. The following minimum limits shall be met:

Bodily Injury and Property Damage: \$1,000,000 each occurrence; \$2,000,000 aggregate

Products or Completed Operations: \$1,000,000 each occurrence; \$2,000,000 aggregate and be written with a per project aggregate.

Professional Liability (Errors and Omissions): \$2,000,000 each occurrence

Commercial Automobile Coverage including owned, non-owned, leased and hired vehicles (if used on City property):

\$1,000,000 combined single limit for each accident

Workers’ Compensation: Shall be in accordance with State of Connecticut requirements at the time of Bid.

Umbrella/Excess Liability: \$2,000,000 each occurrence; \$2,000,000 aggregate and providing coverage over the Commercial General Liability, Commercial Automobile Liability and the Employer Liability section of the Workers Compensation coverage..

The Contractor shall provide the City with a Certificate of Insurance before any work is performed. The Town of Woodbridge, its officers (both elected and appointed), employees, and agents shall be named as additional insured on all policies, except Professional Liability and Workers Compensation, on a primary and non-contributory basis.

All policies, except Professional Liability, shall contain a waiver of subrogation in favor of the Woodbridge Board of Education / Town of Woodbridge, executed by the insurance company.

Save Harmless. As part of entering into any contract which may be let as a result of this process, the Architect for itself and its successors will be required to covenant and agree with the City to indemnify and save harmless said Town from any and all action, causes of action, judgments, legal fees, claims and demands whatsoever, which may at

any time be instituted, made, tendered or recovered against the Town to the extent caused by the Architect's negligence in the performance of the Architectural services performed pursuant to any such agreement.

The Building Committee, Board of Education and the Town of Woodbridge have the right to use any or all ideas, plans, specifications, and estimates presented in this RFP.

EXHIBIT A – LIST OF QUALIFYING PROJECTS

**Conceptual Design & Estimating Services for
Woodbridge Board of Education – Beecher Road School**

Company					
Address					
City		State		Zip	

Please provide the following information for five (5) projects to demonstrate relevant experience.

- Project Name & Location - include State Project Number if applicable, City and State
- Work Performed – include brief description of services provided (role/responsibilities, project features, current phase)
- Reference – include primary contact name, title and phone
- Budget – include total project budget
- Completion – include actual or estimated date of completion of services (month and year)

PROJECT #1			
Project Name & Location			
Work Performed			
Reference			
Budget		Completion	

PROJECT #2			
Project Name & Location			
Work Performed			
Reference			
Budget		Completion	

PROJECT #3			
Project Name & Location			
Work Performed			
Reference			
Budget		Completion	

EXHIBIT B – COST PROPOSAL

Conceptual Design & Estimating Services for Woodbridge Board of Education - Beecher Road School

Company					
Address					
City		State		Zip	

Please complete the following cost proposal for the Conceptual Design and Estimating Services for the Beecher Road School. Refer to notes on following page for additional information/clarification relative to tasks/phases below.

Option / Task	TOTAL BY TASK/PHASE
1. Option A1 - Reconfigure Current School @ 17-19 Students per Class (CONCEPT DESIGN)	
2. Option A1- Reconfigure Current School @ 17-19 Students per Class (CONCEPTUAL ESTIMATE)	
3. Option A2 - Reconfigure Current School @ 23-24 Students per Class (CONCEPT DESIGN)	
4. Option A2 - Reconfigure Current School @ 23-24 Students per Class (CONCEPT ESTIMATE)	
5. Option A3 - Reconfigure Current School @ 17-19 Students per Class Include Natatorium and Accompanying Locker Rooms (CONCEPT DESIGN)	
6. Option A3 - Reconfigure Current School @ 17-19 Students per Class Include Natatorium and Accompanying Locker Rooms (CONCEPT ESTIMATE)	
7. Option B – Evaluate the Current School and Establish the size and scope of an addition (CONCEPT DESIGN)	
8. Option B – Evaluate the Current School and Establish the size and scope of an addition (CONCEPTUAL ESTIMATE)	
9. Option C – Evaluate the Current Building and Establish a design for PRE-K – K Early Learning Center (CONCEPT DESIGN)	
10. Option C – Evaluate the Current Building and Establish a design for PRE-K – K Early Learning Center (CONCEPTUAL ESTIMATE)	
11. Reimbursable Expenses (ALLOWANCE)	\$5,000
12. TOTAL FEE (Lines 1-9)	
13.	

Notes:

In the event that Option A1 through A3 are deemed not feasible, there will be no requirement for a Conceptual Estimate to be created for these options. In this scenario, the successful firm will be compensated for the Conceptual Design effort for these options and the cost of the Conceptual Estimate will be returned to the Woodbridge Board of Education.

Addendum Acknowledgement

Addendum #		Dated		Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	

Submitted By:

Name		Title	
Signature		Date	