

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Regional School District No. 17

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Request for A-E Qualifications and Proposals

Educational Specifications, Feasibility Study and Pre-Referendum Services

Haddam-Killingworth High School

August 21, 2024

Introduction:

Regional School District 17 (“RSD 17”) has chosen to prioritize the rejuvenation of its high school as the first step in its long-term facilities plan. RSD 17 now seeks to retain the services of an architectural consultant to prepare the necessary Educational Specifications, perform a feasibility study evaluating the renovation of the existing facility with a replacement facility, preparation of professional cost estimates and assisting RSD 17 and the Owner’s Representative, Arcadis, with pre-referendum services and the preparation of a school construction grant application. A referendum in March of 2025 is anticipated.

Responses are to be submitted to Alison Pierce, Director of Finance & Operations, Office of the Superintendent, 57 Little City Road, Higganum, CT 06441 no later than September 9, 2024, at 3:00 PM. Please provide a paper and electronic copy.

Project Description:

Haddam-Killingworth High School presently consists of a total of 288,000 square foot facility. The former junior high school was constructed in 1954 and the high school was constructed in the 1974. The facility is now in need of renovation or replacement while right-sizing to support a projected enrollment of 532 students in grades 9-12. Development options include the potential separation and preservation of the current field house and natatorium for continued use as a district-wide resource. Should the decision be made to separate and preserve these features, the scope of services will support a corresponding grant application. The former junior high school portion of the complex, which presently supports RSD 17 Central Office and some district support facilities, may be demolished as part of this effort and appropriate space to house the current functions is to be considered during this assignment.

SCOPE OF SERVICES

The following scope of services outlines the general professional services necessary to support the development of conceptual design options for the school and submission of the grant application for school construction to the State of Connecticut. This is not an exhaustive list, and as such, the respondent is to include all necessary services typically required of the State of Connecticut in submitting a complete and compliant grant application as though those tasks were outlined herein:

1. **Educational Specifications** - With input from RSD 17 administration and staff, coordinate the development of the Educational Specifications (Ed Specs). Meet with educators, leadership, and related staff to outline the educational requirements for the proposed project. Include the development of a detailed list of programmatic spaces (compilation of space consistent with state space standards). Tasks will include review and discussions with leadership, the principal, and other stakeholders to obtain a detailed room by room list to populate the SCG-2500 Space Standards Worksheet. Meet with RSD 17 Board of Education (BOE) and secure their approval of the Ed Specs for use. The proposer shall develop educational specifications that:
 - a. Provide written justification of the educational need for project
 - b. Describe educational activities which will be supported by the buildings at completion
 - c. Describe types of spaces which best accommodate program requirements
2. **Conceptual Design Options & Planning Analysis** - Develop conceptual design options for both Renovate as New (RNV) and new (Replacement) construction. This evaluation will include the description of the overall scope, order of magnitude costs, and projected schedule. Consideration of the field house, natatorium and Central Office needs shall be included. Meet with RSD 17 BOE and representatives of the Department of Administrative Services and Office of Grant Administration (DAS/OGA) and secure approval of the solution that best meets project goals and is most financially favorable both in project cost and grant reimbursement eligibility. Create conceptual floor plans, site plans, and renderings for the approved option.
3. **Cost Estimating & Budgeting** - Develop order of magnitude cost estimate based upon project scope; develop and populate grant application cost estimate (Uniformat). Work with the Superintendent of Schools and the Office of Grants Administration (OGA) to compile and attach necessary estimate information. The work will include the development of both “hard” construction costs as well as a complete listing of the “soft” costs (FF&E, technology, design fees, testing, etc.) to provide a comprehensive turnkey total project cost to the district. Computation of anticipated ineligible costs shall be included.
4. **Phase I ESA** - Conduct a Phase I Environmental Site Assessment, provide technical assistance with the flood mapping and completion of related sections on the DAS-053 form, as further described below:

Phase I Environmental Site Assessment (ESA)

- a. Conduct a Phase I ESA of the school property in general accordance with American Society for Testing and Materials (ASTM) standard E1527-13 to identify actual and potential site contamination. Evaluate and report the existing information collected through a records review, site inspections, and interviews.
 - b. Key components of the work will include the following:
 - i. A review of current and historic aerial photographs
 - ii. A review of current and historic topographic maps
 - iii. A review of available Sanborn maps
 - iv. A review of municipal records
 - v. Site reconnaissance
 - vi. Interviews
 - vii. A review of an electronic database search of state and federal records
 - viii. An in-person review of state records, if necessary
5. **DAS-053 (Site Analysis)** - Review Federal Emergency Management Agency (FEMA) issued flood maps for the property. Based on the FEMA review, complete pertinent sections of the DAS-053 site analysis form.
6. **Preliminary Geotechnical Analysis** - Provide preliminary geotechnical analysis for the proposed development area of the site, including a series of borings and/or test pits (limited to 8-10), analysis of the field investigations and preliminary recommendations for both building and site construction.
7. **Updated Enrollment Projections** - Coordinate with the demographer (as originally consulted or coordinated with the district's preferred vendor) to obtain updated Enrollment projections for the district for use as part of the grant application.
8. **OGA (Office of Grants Administration) Forms & Electronic Grant Submission**
Coordinate with the Superintendent of Schools and Owner's Representative to support and populate the various grant application forms as required as a part of the electronic submission. This work will include:
 - a. Assemble the existing conditions report and related information for posting (contents to be provided from the RSD 17 master planning effort) including finishes, roofing, plumbing, water supply, fire protection, heating, ventilating and air conditioning (HVAC), electrical systems, energy monitoring, communications and security systems.
 - b. Work with the Superintendent of Schools and Owner's Representative to determine any open grant applications, audits, or state reimbursement items that may impact the grant submission. This work will include coordinating directly with OGA.
9. **Meeting Attendance** - Schedule and attend coordination review meetings with the RSD 17 leadership team, principal and their support team, community public forums, and public board meetings in an effort to secure necessary approvals for the

grant application, and team meetings with DAS/OGA. For purposes of this proposal, anticipate a total of three public/board meetings will be included in this effort.

- a. Preparation for and attendance at BOE meetings to seek approval of the Ed Specs.
- b. 8-24 Approval - Seek and obtain CT Gen Stat § 8-24 (2018) development approval for the school building project.
- c. Preparation for and attendance at Board of Selectmen and/or Board of Finance meetings in an effort to seek approval for funding of the project and/or referendum.

10. Presentations & Graphic Material - This work will include:

- a. Preparation of graphic material and data content and support to the community for the proposed referendum.
- b. Attendance at and participation in information sessions (2 anticipated) with the public in advance of the referendum vote.

SELECTION PROCESS

As time is of the essence and the schedule for performance of the scope of work is aggressive, the selection process will be accelerated. Respondents should anticipate being called to attend interviews in the September 10-13 timeframe so that a recommendation to award may be presented to the RSD#17 Board of Education at their September 17 meeting. The selected firm is expected to begin work on the assignment immediately.

PROPOSAL REQUIREMENTS

The qualifications and proposal submission should not exceed fifteen single sided pages. Briefly document prior experience in:

1. Developing Ed Specs for priority school construction grant applications to DAS/OGA in the last 3 years.
2. Performing feasibility studies in support of such school construction grant applications.
3. Estimator's familiarity with current construction costs in the Connecticut public school marketplace.

Items that are traditionally described as "Reimbursable Expenses" shall be included in the all-inclusive lump sum fee.

Hourly rates are to be submitted with the fee. The fee along with the rates shall be incorporated into the agreement. Additional services, if necessary and agreed to, will be negotiated based upon hourly rates.

FEE SCHEDULE

Provide a fee proposal itemized per the following table:

	Scope of Work	Fixed Fee
1	Educational Specifications	
2	Conceptual Design Options & Planning Analysis	
3	Cost Estimating & Budgeting	
4	Phase I ESA	
5	DAS-053 (Site Analysis)	
6	Preliminary Geotechnical Analysis	
7	Updated Enrollment Projections	
8	DAS/OGA Forms & Submission	
9	Meeting Attendance Through Referendum	
10	Presentation Materials	
	FEE TOTAL	

End of Request for A-E Qualifications and Proposals

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