

AGENDA



**Addison Central School District
Facilities Committee
Committee Meeting
Wednesday, October 16, 2024, 8:30 am - 9:30 am
49 Charles Avenue
Middlebury VT
05753**

ACSD District Vision and Mission

OUR VISION

Our vision is for all ACSD students to reach their full learning potential, have a sense of belonging in our schools, and enrich our community and the communities where they live in the future.

OUR MISSION

Our mission is to provide high-quality, equitable, and varied learning environments that inspire a passion for learning and growth among our students.

Please click the link below to join the webinar: <https://us06web.zoom.us/j/83378679906>

- A. Call to Order Upon Reaching A Quorum
- B. Introductions - Board Members, Administrators and Staff
- C. Recommendation to Approve Minutes From September 18, 2024
- D. Public Comment
- E. Committee Discussion:
 - 1. Capital Improvement Planning RFP Review
 - 2. Action: Maple Broadband Easement Approval
 - 3. MUMS Renovation Discussion
- F. Other
- G. Adjournment

***Public Comment Guidelines:**

Public comments are encouraged and welcome at each regular board meeting during the period designated for public comment. Comments are limited to three minutes per person. Citizens will be called to make their statement by the board chair. Public comments regarding personnel, students or legal matters will not be heard by the Board.

MINUTES

**Addison Central School District
Facilities Committee
Committee Meeting
Wednesday, September 18, 2024, 8:30 am - 9:30 am
ACSD District Office
49 Charles Ave**

ACSD District Vision and Mission

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Our mission is to provide high-quality, equitable, and varied learning environments that inspire a passion for learning and growth among our students.

A. Call to Order Upon Reaching A Quorum

Jason called the meeting to order at 8:33 am

1. Introductions - Board Members, Administrators and Staff

Committee members in attendance: Jason Chance, Barbara Wilson; Brian Bauer; James Malcolm;

Not in attendance: Joanne Don

ACSD Staff Present:

Matt Corrente, Director of Finance & Operations
Bruce Macintyre, Director of Facilities

B. Recommendation to Approve Minutes From June 27, 2024

Move: James Malcolm Second: Barbara Wilson Status: Passed

C. Public Comment

No public comment.

D. Committee Discussion:

1. Maple Broadband Easement Proposal

Matt introduced the committee to Maple Broadband's request for an easement request to install network hubs in Middlebury and Ripton in support of their 2025 rollout planning by walking through a presentation provided by Maple Broadband.

Maple Broadband is Addison County's Communication Union District tasked with providing

internet fiber access throughout the county. According to the presentation, communications union districts (CUDs) were created to coordinate and implement creative and innovative solutions in their respective territories, particularly where existing providers are not providing adequate service that meets the needs of their residents and businesses (Vermont Act 71 2021).

They are seeking permission to install a network hub on ACSD school properties in Ripton and at the Middlebury Rec center area on Creek Rd. In Ripton, the easement could be anywhere on the parcel that is flat, clear of trees, and in compliance with zoning offset requirements. At the Middlebury Rec Center location, the easement location is somewhat less flexible to avoid areas requiring a wetlands permit, such as the easterly side due to the presence of clay soils. And, the hub would need to be the same elevation as the parking lot and Creek Rd.

The committee decided to invite Broadband Maple to attend a future committee meeting with a proposed easement for both locations.

2. Summer Project Updates

Bruce walked the committee through the status of capital improvements that occurred over the summer at each school. A few of the projects were not able to be completed over the summer due to contractor availability. The facilities committee update report that Bruce walked through will also be included as part of the board materials for the September 23rd board meeting.

3. Capital Improvement Planning Discussion: MUH, MUMS, MH

a. Review Charge

Jason reviewed the charge to the committee from the Board. The facilities committee was directed to focus on Process 1 (Middlebury Pre-authorization Initiative). Phase 1 of the work consists of identifying remaining capital improvements at Mary Hogan, MUMS and MUHS, place work on capital improvement plan, and consider additional "shovel ready" actions. Phase 2 of the committee's work will be focused on the ACSD school construction financing initiative. This work will most likely be tied up with the state of Vermont construction timeline.

b. Timeline and Next Steps

Matt spoke to different categories of need as a way to help prioritize the work and the committee discussed the work done to date by TruexCullins. The challenge for the committee will be to prioritize the needs at each school and identify a what would part of a bond initiative. It was agreed their work was somewhat dated and the fact that several projects have been completed since then. The committee decided that external help would be necessary to complete this task and decided that we should go out with an RFP to invite firms to bid on. A draft of the RFP will be reviewed at the next committee meeting.

c. Capital Planning Process Review

E. Other

No other.

F. Adjournment

The meeting was adjourned at approximately 9:45 am.

Move: James Malcolm Second: Brian Bauer Status: Passed

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DRAFT

Request for Proposal for Master Planning Services Addison Central School District DRAFT 9/27/24
Middlebury, Vermont

INTRODUCTION

The Addison Central School District (ACSD) seeks to engage a qualified architect-led design team to assist them in creating a master plan for the district. The Owner will be using a Quality Based Selection (QBS). As part of that approach, the applicant will submit a Technical Proposal (qualifications) and a Financial Proposal (costs). ACSD intends to make their initial selection based on the applicant's qualifications (Technical Proposal) and then open the Financial Proposals. Then will then make a determination if the costs for the winning bidder are reasonable and make their final selection accordingly.

The following firms have been invited to participate:

- Black River Design
- Freeman French & Freeman
- TruexCullins
- Dore & Whitter

BACKGROUND

Addison Central Supervisory Union became ACSD in 2017. as part of Act 46. The district is located in Addison County and includes the towns of Middlebury, Cornwall, Bridport, Ripton, Salisbury, Shoreham, and Weybridge.

In 2016, they adopted the International Baccalaureate program for all grade levels. This includes the Principal Years Programme (grades K-4), Middle Years Programme (5-10), and International Baccalaureate Programme (grades 11-12).

There are 9 schools in the District with the following size and enrollment:

School	Grades	Enrollment	Size	Age
Middlebury Union High School	9-12	513	144,063	1955, 1997
Middlebury Union Middle School	6-9	387	64,570sf	1996
Bingham Memorial School (Cornwall)	K-5	85	13,500sf	1959, 1984
Bridport Central School	K-5	54	17,620sf	1955, 1987
Mary Hogan School	K-5	360	72,000sf	1955, 2000
Ripton Elementary School	K-5	32	14,864sf	1989
Salisbury Community School	K-5	48	24,550sf	1996
Shoreham Elementary School	K-5	68	14,864sf	1954, 1972, 2001

Weybridge Elementary School	K-5	40	15,300	1961, 1996
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In 2019, TruexCullins completed facility evaluations of all seven elementary schools. In 2022, facility evaluations of the high school and middle school were completed. From 2019 to 2021, they worked with ACSD on a master plan that focused on possible reconfigurations of the elementary schools. This effort was tabled due to a combination of factors, including COVID, an interim superintendent, and the emotional reaction to the discussion of possibly closing schools. As a result, no definitive recommendation was made at the conclusion of the planning process.

Request for Master Planning Services – Technical Proposal

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extensively documented in “Report to the Community: Educational and Facilities Planning,” April 2022. (See Appendix A.)

GOALS

From the 2022 report, the forces driving facilities master planning process were:

Informed Management of ACSD’s Collective Resources

- Addressing deferred maintenance
- Resolving inefficiencies of underutilized buildings
- Proactive long-term planning

Provide Excellent, Equitable Student Learning Environments

- Making sure all ACSD facilities are appropriate, well-equipped, and adequately staffed •
- Addressing inequities between student opportunities and classroom experiences •
- Enabling allocation of resources where need exists

Financial Sustainability and Fiscal Responsibility

- Responding to increasing expenses
- Addressing declining enrollment

In addition, Guiding Principles for the elementary school experience were also developed (see page 23 of the report).

PROJECT ORGANIZATION

The owner shall organize themselves in the following fashion:

• Executive Planning Committee (EC)

- Roles and Responsibilities: process planning, agenda for Facility Committee, a final recommendation to the Board
- Members:
 - Superintendent
 - School board chair
 - Director of Finance and Operations
 - Facilities Director
 - Chair of Facility Committee (see below)
 - Consultant Team Representatives

• Facility Committee (FC)

- Roles and Responsibilities: To review materials developed by the consultant team

and provide feedback, develop communication and outreach plan, recommendations to the board (the executive committee)

- Members

Stakeholder representatives, including admin, board, staff, community

- **Educational Leadership Teams (3)**

- Roles and responsibilities: to provide information on space and program needs for each division: Elementary, Middle, and High School
- Members: 3 Teams, each consisting of select admin and staff to represent Elementary Schools, Middle School and High School.

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SCOPE OF WORK

The following phases will be included in the master planning work:

Phase 1 - Visioning/Programming

Scope

- Project Goals and Guiding Principles – reconfirm the goals and principles in the 2022 report with the facility committee/School Board.
- Educational Specifications – ACSD will provide a written description of their existing educational program and any proposed changes.
- Organization – Create adjacency diagrams depicting the ideal arrangement of spaces in a typical elementary, middle, and high school
- Space Needs Program - Work with a high school, middle school, and elementary school leadership team to understand and document both existing and proposed space needs in a spreadsheet (space needs program)

Meetings (virtual unless otherwise noted)

- Kick-off meeting – 1x in person
- Executive committee mtg – 1x month
- Facilities committee mtg – 1x month
- Educational Leadership mtgs – 2 per team (total 6)
- Board Presentation – 1

Deliverables

- Project Goals/Guiding Principles
- Educational Specifications
- Adjacency Diagrams for each division
- Space Needs Program

Phase 2 - Reconfiguration Options

Scope

- Options - Revisit district reconfiguration options in 2022 report and update.
- Site Planning – develop site plans showing existing and proposed space and site features for up to 3 options.

- Cost Estimate – work with a professional cost estimator to develop costs for each option.
- Project Budget – Create a project budget for each option, including hard and soft costs.
- Presentation – prepare a slide deck for presentation to the public and board

Meetings (virtual unless otherwise noted)

- Executive committee mtg – 1x month
- Facilities committee mtg – 1x month
- Public Presentation – 1
- Board Presentation – 1

Deliverables

- Site Plans for up to 3 district-wide configuration options
- Cost estimate and project budget for each configuration option
- PDF of board presentation

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Phase 3 - Concept Design

Scope

- Design Development - Develop selected configuration option from Phase 3 in greater detail to include basic site plans, floor plans and building massing for both existing and proposed spaces.
- Pricing Package - Assemble a set of drawings and outline specifications suitable for pricing by a professional cost estimator. Include outline specifications for civil, structural, mechanical, and electrical disciplines. Provide an option for net-zero energy design solutions.
- Cost Estimate – work with a professional cost estimator to develop costs for each option.
- Project Budget – Create a project budget for each option that includes hard costs and soft costs.
- Presentation – prepare a slide deck for presentation to the public and board

Meetings (virtual unless otherwise noted)

- Executive committee mtg – 1x month
- Facilities committee mtg – 1x month
- Public Presentation – 1
- Board Presentation – 1

Deliverables

- Building and site plans for up to selected configuration option
- Cost estimate and project budget for selected configuration option
- PDF of board presentation

Phase 4 - Capital Improvement Plan

Scope

- Facility Evaluations - Facility evaluations were completed in 2019 and 2022. All costs are currently in 2024 dollars. See Appendix B. The consultant will update these costs based on the CIP (Capital Improvement Plan) implementation schedule
- Capital Improvement Plan – work with the Facilities Director to develop a detailed 10-year plan indicating when each project identified in the facility evaluations is completed. Provide a cost escalation factor appropriate to each item based on the year it is to be completed.

- Presentation – prepare a slide deck for presentation to the board

Meetings (virtual unless otherwise noted)

- Executive committee mtg – 1x month
- Facilities committee mtg – 1x month
- Board Presentation – 1

Deliverables

- Capital Improvement Plan
- Pdf of board presentation
- Final Masterplan report – to include all deliverables plus Executive Summary

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PROPOSED SCHEDULE

The following is a proposed schedule for the project. In their proposal, the consultant is invited to confirm this approach or propose an alternate schedule.



PROVIDED BY OWNER

Enrollment Projections

ACSD will provide enrollment projections which will serve as the basis for the capacity of all master planning options.

As-Built Drawings

ACSD will provide basic Revit floor plans of each building drawn from archival hard copy drawings and spot-checked in the field. They will show door, windows and walls with a standard wall height and no roofs.

The consultant will assemble site plans from Google Maps and Agency of Natural Resources wetland and lidar topography information. Should it become necessary, ACSD will contract for surveyed site plans.

Cost Modeling

ACSD will provide modeling of operational cost impacts of each configuration option.

Transportation Consulting

If necessary, ACSD will contract with a transportation consultant to compute travel times and

transportation costs associated with each configuration option.

SUBMISSION FORMAT

1. The applicant shall submit two proposals in separate sealed envelopes: Technical Proposal and Financial Proposal
2. Technical Proposal shall contain the following (in this order):
 - a. Cover letter
 - b. Project Approach
 - i. Describe the process by which your team will undertake this project.
 - c. Project Schedule
 - i. The project schedule shall be in a Gantt style bar format.
 - d. Project Team
 - i. Resumes
 1. Key team members only – 1 page only
 - e. Relevant Experience
 - i. Provide examples of similar scale and scope projects
 - f. References

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- i. Provide a minimum of 3 references of school projects of similar characteristics.

3. Financial Proposal

- a. Provide lump sum proposal for all work.
 - i. Itemize by phase.
- b. Provide estimate of reimbursables.
- c. Provide standard hourly rates for all consultants.
- d. Provide proposed terms and conditions, if any.
- e. Deliverables
 - i. Provide **3 hardcopies** each for both Technical and Financial Proposal in separate sealed envelopes.
 1. In addition, provide thumb drive with pdf of each proposal in their corresponding sealed envelope.
 - ii. Send or deliver separate sealed Technical and Financial Proposal packages to Bruce MacIntire, Facilities Director at Middlebury Union High School, 49 Charles Ave, Middlebury, VT 05673. Packages must be received by 3 pm on December 10, 2024
 1. No faxes or emailed versions allowed in lieu of requirements listed.
 2. The district retains the right to reject any proposal that is late or does not meet the requirements of this RFP.
- f. All questions must be in writing and emailed to Bruce MacIntire, Facilities Director at bmacintire@acsdvt.org

IMPORTANT DATES

The following dates have been set for the RFP process:

- Request for Proposal Issued – October 15, 2024
- Walk-thru of facilities – by appointment only.
- Last day for Requests for Information (RFIs) – October 29, 2024
- RFIs response by Owner - by Nov 5, 2024

- Proposal due date and time – November 12, 2024, at 3pm.
- Notification date of short-listed firms - November 19, 2024
- Tentative Interview date of short-listed firms – Dec 3, 2024
- Notification of award – Dec 17, 2024
- Consultants start date - January 2024

SELECTION PROCESS

Selection Committee

- Wendy Baker, Superintendent
- Mathew Corrente, Director of Finance and Operations
- Bruce MacIntire, ACSD Facilities Director
- Others?

Selection Criteria

- Understanding of project needs and goals
- Project Experience
- Project Approach
- References
- Meeting Schedules and Budgets
- Flexibility in working approach.

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- Knowledge of 21st century design
- Knowledge of Sustainability
- Presentation skill
- Quality of presentation materials
- Fee Approach

Proposal Review Process

- The selection committee shall first open and review the Technical Proposal first and rank the applicants. They may decide to interview some or all of the participants.
- At some point after the interviews, a committee representative will call references of some or all of the participants.
- A tentative selection will be made. Following this, the Financial Proposals will be open. • The intent is that the District will select a qualified firm that is the best fit for them. • Should the fee proposal be excessively high or low, of for any reason, the District reserves the right to reject any or all of the proposals.

APPENDICES

- A. Report to the Community: Educational and Facilities Planning”, April 2022.
 - a. <https://www.acsdvt.org/school-board/facilities-master-plan>
- B. ACSD Facilities Evaluation, May 24, 2022, TruexCullins
 - a. Insert Link here.

END OF RFP

