REQUEST FOR PROPOSAL (RFP) New Hartford Board of Education
New Hartford, Connecticut

GENERAL INSTRUCTIONS The New Hartford Board of Education (hereinafter, the "Board") invites interested parties to submit sealed bid proposals to assess and provide recommendations on the facility usage of the New Hartford Public Schools (hereinafter, the "District"). The intention of this project is to assess and provide recommendations on the educational and operational efficiencies of the District. Proposals must be submitted to the Superintendent's Office, New Hartford Town Hall, 530 Main Street, New Hartford, CT 06057 **no later than 10:00 am on Monday, September 15, 2025**. Late submissions shall be rejected and not considered. The Board reserves the right to accept or reject any or all proposals, to waive any informalities or technical defects, and to award the contract in a manner deemed to be in the best interest of the Board and the Town of New Hartford (hereinafter, the "Town").

SCOPE OF SERVICES The selected firm will assess and provide recommendations on the educational and operational efficiencies of the District through two defined efforts. Responding firms must provide individual pricing for each of the two efforts, as well as combinations where applicable. Any contract arising from this RFP shall be paid on a fixed-price basis, meaning that the overall price provided in the contract shall be for a fixed amount and not subject to "extras", "change orders", etc.

Effort #1 - Retaining the Current Facilities

- The selected firm will evaluate all educational and support spaces within the District's facilities to determine their size, condition, and educational appropriateness, incorporating current legislation. The firm will analyze the physical attributes of each space in relation to its current use and provide recommendations for potential reconfiguration or repurposing of spaces to optimize operational and educational outcomes. The final report will outline strategies for maximizing efficiency while retaining all three existing school facilities, inclusive of costs to retain all current facilities with required building modifications.

Effort #2 – Reducing the Total Number of Facilities

- The firm will assess the feasibility and impact of reducing the number of school facilities in the District. This study will involve an analysis of space utilization, student distribution, and building functionality to determine potential grade reconfigurations, consolidation strategies, and operational benefits, incorporating current legislation. The final report will outline required building modifications, benefits of consolidation, and associated costs.

Based on Effort #1 and Effort #2 analysis, it is encouraged to propose any alternative effort solutions.

SUBMISSION REQUIREMENTS Proposals must include:

1. **Company Profile** – Overview of firm, including experience and qualifications.
2. **Experience** – Description of relevant past projects.

3. **References** – Contact details for at least three educational clients.
4. **Scope of Work Proposal** – Detailed approach and methodology on execution Effort #1 and Effort #2
5. **Work Schedule** - Provide a detailed timeline for completing the analysis and reporting for each effort. The schedule should include key milestones such as data collection, stakeholder engagement, interim reporting, and final report submission.
6. **Fee Schedule** – Cost proposal for Effort #1 and Effort #2 and possible alternative solutions.
7. **Additional Information** – Any relevant supporting details.
    a. **Litigation Statement:** statement describing any litigation the responding firm has, in the past six years, been engaged in, arising from work performed for any Connecticut municipality. Or, if applicable, a statement there has been no such litigation.
    b. **Affirmation:** affirmation by the responding firm that it is not barred from doing business with the State of Connecticut or with any municipality in Connecticut.
    c. **Authorization Information**: Bid packages must include a signature from a person duly authorized on behalf of the responding firm to submit the proposal. Proposals must include the authorized signature, title of signatory, printed name of signatory, and the contact information (phone, fax, email, and website address) of the firm.

Proposals must be clearly labeled and submitted by the deadline **no later than 10:00 am on Monday, September 15, 2025** to:

New Hartford Town Hall
530 Main Street New Hartford, CT 06057
P.O. Box 315
Attn: Jeffrey Sousa

Questions regarding this RFP may be directed to: Jeffrey Sousa, Superintendent of Schools, Sousaj@newhtfd.org

OPTIONAL WALK-THROUGH An optional walk-through of each of the three schools will be held on Wednesday, August 20, 2025 beginning at 2:00 pm. Those interested in attending should meet at Ann Antolini School Main Office entrance, 30 Antolini Road, New Hartford, CT 06057. A confirmation of attendance, by calling 860-379-8546, before Tuesday, August 19, 2025 by 2:00 pm will be appreciated.

SELECTION PROCESS The Board, in the best interests of the District and the Town, reserves the right to reject any or all responses (including any parts thereof), to waive minor inconsistencies with the RFP, to negotiate changes to terms, and to select a provider based on qualifications, experience, and responsiveness to the RFP. The Board may conduct interviews with respondents as part of the evaluation process.

AWARDING OF SERVICES The contract will be awarded to the firm whose qualifications and proposal best meet the District's needs. Evaluation criteria will include:

- Experience and qualifications in educational facilities assessment and regionalization studies
- Proposed methodology and approach
- Cost-effectiveness
- References and past performance
- Any other factors relevant to the best interests of the District or the Town

AVAILABILITY OF FUNDS Any subsequent contract award associated with this RFP is contingent upon the availability and appropriation of funds. If funds are not available or not appropriated, any agreement resulting from this RFP shall become void and of no force and effect.

AGREEMENT The Board shall enter into a formal agreement with the selected firm for a mutually agreed-upon fee and period. The Board reserves the right to extend the terms of this agreement, subject to mutual agreement with the firm. Until such time as the formal agreement is executed by all parties, no contract shall exist between the respondent and the Town or District. Responses to this RFP shall not be construed as creating any formal contract between the Town or the District and any respondent.

CANCELLATION OF AGREEMENT The Board reserves the right to cancel any contract/agreement, at any time, with sixty (60) days prior written notice to the firm, should any of the following conditions exist:

- Funds are not appropriated by the Town or the Board for continuance of this agreement.
- The Board, through changes in its requirements, method of operation, or program operation no longer has a need for the service.

INSURANCE REQUIREMENTS The selected firm, upon receiving authorization to proceed, shall be required to deliver an insurance certificate in amounts acceptable to the Board. The firm shall provide evidence of insurance coverage from a company or companies with an A.M. Best rating of A- (VII) or better. Such insurance will protect and indemnify the Board from claims arising out of or resulting from any obligation under this agreement. Minimum coverage is as follows:

1. **Workers Compensation Insurance:** Firm shall provide workers compensation and employers' liability insurance that complies with the regulations of the State of Connecticut with limits no less than $100,000 per accident for bodily injury, $100,000 per accident for disease, and a policy limit of $500,000.
2. **Commercial General Liability Insurance:** Firm shall provide commercial general liability insurance, including coverage for products, operations, and completed operations (with no exclusion for sexual abuse or molestation), with the following limits:
    a. $1,000,000 per occurrence for bodily injury & property damage
    b. $1,000,000 per occurrence for personal & advertising injury
    c. $2,000,000 general aggregate (excluding products and completed operations)

    d. $3,000,000 products and completed operations aggregate
    e. The policy shall name the Board and the Town of New Hartford as additional insureds. Such coverage will be provided on an occurrence basis and will be primary and shall not contribute in any way to any insurance or self-insured retention carried by the Town or the Board. Such coverage shall contain a broad form contractual liability endorsement or similar wording within the policy form.
3. **Commercial Automobile Insurance:** Firm shall provide coverage of $1,000,000 per accident covering bodily injury and property damage on a combined single limit basis, including coverage for hired and non-owned vehicles.
4. **Umbrella Liability Insurance:** Firm shall provide an umbrella liability policy in excess (without restriction or limitation) of the above limits, with coverage amounts of $10,000,000 per occurrence and $10,000,000 aggregate, which may be amended during the term of the contract if deemed reasonable and customary by the Town or Board at the sole cost and expense of the firm.
5. **Insurance Certificates:** The insurer(s) and/or their authorized agents shall provide the Board and the Town with certificates of insurance prior to execution of the agreement by all parties, describing the coverage.
6. Include a statement that no conflicts of interest exist in the provision of services.