OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Regional School District No. 7
100 Battistoni Drive, Winsted, CT 06098
TEL: (860) 379-8525

Request for A-E Qualifications and Proposals

Educational Specifications, Feasibility Study and Pre-Referendum Services

PROJECTS FOR BONDING

Combined Middle School and High School

October 30, 2026

INTRODUCTION:

Regional School District No. 7 ("RSD 7") has chosen to prioritize the following five (5) projects as a step in its long-term facilities plan. RSD 7 now seeks to retain the services of an architectural consultant to prepare the necessary Educational Specifications, perform a feasibility study evaluating the current conditions, preparation of professional cost estimates and assisting RSD 7 with pre-referendum services and the preparation of a school construction grant application. A referendum in May of 2027 is anticipated.

This is a request for qualifications and pricing. Responses are to be submitted to James Gaskins, Director of Finance and Operations, Regional School District No. 7, 100 Battistoni Drive, Winsted, CT 06098 no later than Tuesday, November 17, 2026, at 10:00 AM, when all proposals received will be publicly opened. Please provide three (3) paper copies and electronic copy. Bid submissions should be clearly marked on the front "Request for A-E Qualifications and Proposals". Questions should be sent to jgaskins@nwr7.org and received by Wednesday, November 11, 2026. All answers and addendums will be posted on our website (www.nwr7.com) by end of day Friday, November 13, 2026.

The Board reserves the right to award by groups of items, to reject any and all bids in whole or in part or to re-bid at a later date, to accept and/or reject any alternate bid(s) or proposal(s), to waive technical defects, informalities, irregularities, and omissions and to require a modification of the contract terms at any time if, in its judgment, the best interest of the Board will be served.

PROJECT DESCRIPTION:

Regional School District No. 7 is considering the five (5) following projects in need of renovation or replacement.

1) **Roof Replacement Project** (grant eligible)
    - PVC roof with high-density board
    - Approximately 165,000 sq. ft.
2) **Rooftop HVAC Units Replacement** (grant eligible)
    - 29 Rooftop Units (listing attached)
3) **Rooftop Photovoltaic System (grant eligible with roof renovation)**
4) **Athletic Fields Renovation (4 fields)** (*not grant eligible*)
    - 1 Baseball Field
    - 1 Soccer Field (inside running track)
        - With a Turf Option
        - With a New Scoreboard Option
        - With a Lighting System Option
    - 2 Combination Multi-Use Fields
5) **Vo-Ag Program Enhancement Project** (grant eligible)
    - Retaining Wall Replacement
    - Greenhouse Replacement
    - Updated Aquaculture Program

TIMELINE/IMPORTANT DATES:

Advertisement to Paper	Friday	October 30, 2026
RFP Open to Public	Friday	October 30, 2026
Advertise/Website	Friday	October 30, 2026
Mandatory Bidders Mtg.	Tuesday	November 10, 2026 @ 10:00
Questions Deadline	Wednesday	November 11, 2026
Answers Posted	Friday	November 13, 2026
Bid Opening	Tuesday	November 17, 2026 10:00 a.m.

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 7 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 projects. 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 and other relative stakeholders to obtain a detailed room by room list to populate the SCG-2500 Space Standards Worksheet. Meet with RSD 7 Building Committee and 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
    d. Meet all guidelines and requirements to obtain state grant review approval.

2. **Conceptual Design Options & Planning Analysis** - Develop conceptual design for each project (and its options if applicable). The evaluation will include the description of the overall scope, order of magnitude costs, and projected schedule.. Meet with RSD 7 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 each 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 (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 – If needed for grant applications.** 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 (as needed per project), analysis of the field investigations and preliminary recommendations for both building and site construction. This should include any documents required for the state school construction grant application, including the Seismic Survey.

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 District 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 7 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 District 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 7 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. CGS 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 (4 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 inso that a recommendation to award may be presented to the RSD 7 Board of Education at their December meeting. The selected firm is expected to begin work on the assignment immediately with completion of pre-referendum conceptual and cost estimates no later than January 20, 2027. The district reserves the right to select the candidate deemed to be in the best interest of the district and as a partner in this process.

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.
4. Demonstrate having enough qualified and specialized staff with experience to handle the project load in a short timeframe.

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.

RFQ/RFP SUBMISSION BID OPENING PAGE

(To be the top page of the submitted proposal)

NORTHWESTERN REGIONAL SCHOOL DISTRICT NO. 7

Educational Specifications, Feasibility Study and Pre-Referendum Services

Firm Submitting Proposal: _____

Address - _____

_____

Lead Contact Person: _____

Contact Information: **Phone:** _____

Email: _____

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
Educational Specifications, Feasibility Study and Pre-Referendum Services

NORTHWESTERN REGIONAL SCHOOL DISTRICT NO. 7
PROJECTS FOR BONDING
COMBINED MIDDLE SCHOOL AND HIGH SCHOOL

Northwestern Regional #7 Middle School/High School
100 Battistoni Drive
Winsted,Ct 06098

Roof Top (HVAC) Equipment List

Unit Brand Name	Installation	Model Number	Serial Number
York Screw Chiller #1 (Servs York RTU 1 Through RTU 11) (Manual Lead/Lag)	1999/2000	YCA50210EC17	RGHM9330AA
York Screw Chiller #2 (Servs York RTU 1 Through RTU 11) (Manual Lead/Lag)	1999/2000	YCA50210EC17	RHHM9340AA
Trane Chiller #1 (Servs High School Wing House 1 Classrooms, House 2 Classrooms, Business Wing Classrooms, & Arts Wing Classrooms)	2009	CGAM 120A 2F02 AX32 A1A1 A1AX XA1C 1A1X XAXX XA1A 3AD XXXL XX	L1 12 F30 440
York RTU1 (Main Office Area)	1999/2000	CP46FG 15 5200	ACHM0066413
York RTU2 (Cafe)	1999/2000	CP47FC200200	ACHM006415
York RTU3 (Kitchen/Servery Area)	1999/2000	CP45FC750200	ACHM006417
York RTU4 (Auxiliary Gym)	1999/2000	CP47FC200200	ACHM006416
York RTU5 (Media Center)	1999/2000	CP47FC137.5200	ACHM006418
York RTU6 (Central Offices,Athletic Office)	1999/2000	CP44DWD1AF7.55200	ACHM006419
York RTU7 (Nurse's ,Green Room Wing)	1999/2000	CP24DWD1AF50200	ACHM006420

Unit Brand Name	Installation	Model Number	Serial Number
York RTU8 (Middle School North Wing)	1999/2000	E-5000-10-/POA-30/18-13100-HW/CW	98242-8
York RTU9 (Middle School South Wing)	1999/2000	N/A	N/A
York RTU10 (Middle School East Wing)	1999/2000	E5000-1A3/PUA-20	98242-10
York RTU11 (Main Gymnasium)	1999/2000	CP89DWD1AF400200	ACHM006414
TRANE RTU1 (House1 Commons)	2008	TCM181C30ACA	840100519D
TRANE RTU2 (House2 Commons)	2008	TCM181C30ACA	840100617D
TRANE Condensing Unit (Auditorium East)	2009	TTA180B300FA	8404YLIAD
TRANE Condensing Unit (Auditorium West)	2009	TTA180B300FA	84045DRAD
TRANE AHU East (Auditorium)	2009	212-1	F-9348
TRANE AHU West (Auditorium)	2009	212-1	F-9347
TRANE RTU (Music Area)	1999/2000	AHAA400EGFOUDLQ3E5NORP1	FO5HO8845
TRANE MZ-2 Condensing Unit A.C Services for (High School Science Wing, House 2 Classrooms, Little Theater, Some Arts Wing Classrooms.	2008	RAUCC40EBY03A000000020	C07L11988
TRANE AHU MZ-2 Climate Changer (House 2 Classrooms,Little Theater, Arts Wing Classrooms)	1972	MZ-35	K3A229215

Unit Brand Name	Installation	Model Number	Serial Number
TRANE MZ-1 Condensing Unit A.C. Services for (High School House 1 Wing ,Down Stairs Classrooms 002,004,006,008,&010	2009	AAUJC25EBC03A0DF0 0020	C13G04498
TRANE MZ-1 AHU (Rooms 002,004,006,008,010, High School House 1 Wing	1972	MZ-21	K3A229214
YORK AHU 1 (Boys Locker Room)	1999/2000	CA0060830	DNHM-01067B
YORK AHU 2 (Wood Shop)	1999/2000	AP150	CNHM02185D
YORK AHU 3 (Rooms 001,003)	1999/2000	BH20W4B823R00	207386
YORK AHU 4 (Rooms 005,007)	1999/2000	BH16W4B813L000	207386
YORK AHU 5 (Room 009)	1999/2000	BH16W4B813R000	207386

Unit Brand Name	Installation	Model Number	Serial Number
MITSUBISHI ELECTRIC Condenser Unit -Split (High School Head End Room)	2019	PUY.A18NKA7	8YU08904A
L-G Inverter (Condenser Unit) Servs (Business Area) Filter- (Washable) Motor-(Direct-Drive)	2013	N/A (Tag Worn Out)	N/A (Tag Worn Out)
Sanyo Split (Condenser Unit) Servs (Business Conference Room) Filter- (Washable) Motor- (Direct Drive)	2014	C2432A	0037841
Sanyo Split (Condenser Unit) Servs (I.T Office) Filter- (Washable) Motor- (Direct Drive)	2014	C2432A	0034841
Fujitsu Split (Condenser Unit) Servs (Main Head End Room) Filter- (Washable) Motor- (Direct Drive)	2014	AOU30RLX	JPN00ILL4


Battistoni Dr
Battistoni Dr
Battistoni Dr
Battistoni Dr
Battistoni Dr
Battistoni Dr
ATM
Northwestern
Regional High School
Dr. Santoro's Room
Regional School
Adult Educ
Shared Services