



REQUEST FOR QUALIFICATIONS / PROPOSALS

For

Conceptual Design Architectural Services

For the

Cromwell Middle School,
Cromwell, Connecticut

Issue Date:	January 28, 2022
RFI Deadline:	February 4, 2022, at 12:00 pm EST
Written Responses Due:	February 14, 2022, at 12:00 pm EST

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LEGAL NOTICE
REQUEST FOR PROPOSALS

Architectural Services for Conceptual Design Options for Cromwell Middle School

Proposals will be accepted at offices of the Town Manager at 41 West Street, Town Hall 1st Floor, Cromwell, CT 06416 until 12:00 PM Eastern Daylight Time on Monday, February 14, 2022. Instructions to bidders may be obtained at www.cromwell.k12.ct.us.

The Town of Cromwell intends to engage an architect for the preparation of conceptual design options for a renovated or new Cromwell Middle School. The options provided by the selected firm will be priced by an independent Owner's Representative and presented to the Town Council for selection and approval. The successful firm must demonstrate extensive experience in all facets of architectural design for K-12 educational facilities, including both new and renovated facilities. Successful experience with the State of Connecticut School Construction Grant 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 Town of Cromwell 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 Town of Cromwell and Cromwell Public Schools.

The Town of Cromwell and the Middle School Building Committee is pleased to announce this invitation to submit qualification and fee proposals from bidders to provide professional architectural services for conceptual design options for the Cromwell Middle School Project for the Town of Cromwell, Connecticut.

I. INSTRUCTIONS TO BIDDERS

Written proposals are due by **February 14, 2022, at 12:00 pm EST.**

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

1. Four (4) hard copies of the qualifications proposal.
2. One (1) copy of the fee proposal in a separate, sealed envelope.
3. One (1) electronic copy of the qualifications and fee proposal.

Proposals are to be delivered in a sealed envelope or package bearing on the outside the wording; **“Architectural Services Proposal for the Cromwell Middle School, Attention Town Manager.”**

Proposals may be mailed or hand-delivered to:

Anthony Salvatore, Town Manager
Town of Cromwell
41 West Street, Town Hall 1st Floor
Cromwell, CT 06416

Selection timeline:

RFQ/P Issue Date:	January 28, 2022
Requests for Information Deadline:	February 4, 2022, 12 pm EST
Proposal Due Date:	February 14, 2022, 12 pm EST

Questions concerning this RFP may be directed via email to Karen DePersia at karend@csgroup-llc.com no later than 12:00 pm EST Friday, February 4, 2022. Responses, in the form of Addenda, will be posted to the Town of Cromwell website and the CT DAS website.

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

The Town of Cromwell 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 Town of Cromwell and Cromwell Public Schools. The Town may, at its sole discretion, clarify, modify, amend, or terminate this solicitation at any time. Respondents are responsible for checking the Town or CT DAS 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.

II. **PROPOSAL REQUIREMENTS**

For a Qualifications Proposal to be responsive to this RFQ/P it must provide ALL the following information (Collectively the “Minimum Requirements”) organized as listed below:

1. **Letter of Introduction:** Describe your firm’s commitment to the project and how you firm will meet or exceed expectations. Identify any factors that distinguish your firm from your competitors. Include a contact name, email, direct telephone, and address in the letter.
2. **Experience with the Office of School Construction Grants and Review (OSCG&R):** Describe your firm’s recent experiences, both successes and challenges, working with the OSCG&R. Explain your company’s understanding of the State of Connecticut school grant and construction process.
3. **Qualifying Experience; Exhibit A:** Provide evidence your company has performed comprehensive architectural services for at least four projects of similar size and scope. Identify your company’s recent experience providing pre-referendum schematic design and cost estimating support to school districts. Complete and include Exhibit A.
4. **Project Team:** Identify the proposed project team for this project. List all key members of the team and their resumes, include a description of each person’s relevant experience.
5. **References:** Provide four references from completed projects of similar size and scope.
6. **Fee Proposal; Exhibit B:** The Fee Proposal shall be submitted in the form of Exhibit B: Fee Schedule, attached hereto and made a part hereof (the “Fee Proposal Form”).

The fee schedule must be completed in its entirety as presented. An incomplete fee schedule or one that has been modified in any way shall be deemed an unresponsive Proposal, which will result in the Proposal being rejected.

III. SELECTION PROCESS

The administrative review and selection will be based on a two-part process. The selected bidder will have successfully met all the criteria and be deemed by the Town, at its sole discretion, as the most responsible, responsive, and qualified bidder.

1. Qualification and Fee Proposal Evaluation: The selection committee shall review Qualification Proposals for compliance with the Minimum Requirements and select a short list of finalists.
2. Interviews: Finalists will be invited to an interview with the Building Committee. Specific format instructions will be shared with the invited firms.

The Town of Cromwell nor the Middle School Building Committee shall be under no obligation to accept a proposal if it is deemed to be in their best interest not to do so. The Board of Education and the Town of Cromwell are not responsible for any costs incurred by any Responder in connection with this RFP.

Architect firms responding to this RFP should be aware that the anticipated contract award is only for Pre-Referendum Conceptual Design. It is anticipated that the Town will solicit public bids for subsequent phases following referendum approval and State grant application.

Architect's services are expected to begin immediately following award of the work and written notice to proceed and continue through June 2022.

The Town of Cromwell nor any of their respective officers, directors, employees, or authorized agents shall be liable for any claims or damages resulting from the selection, or rejection of any Proposal.

IV. PROJECT DESCRIPTION

Cromwell Middle School was constructed in 1955, a new classroom wing was added in 1957, and additional improvements were constructed in 1962 and 1979. The current school is 83,000 SF on one level and is located on 19 acres. Current enrollment is 461 in grades six through eight. The school also houses the Board of Education administrative offices.

The Middle School is showing considerable wear: the exterior is in fair condition, elements of casework and other features have exceeded their service life and are in poor condition. Classrooms are currently undersized; they can be enlarged as part of a renovation but doing so would reduce the number of classrooms which can be accommodated within the existing building; given Cromwell Middle School's classroom allocation program, simply enlarging classrooms in the existing building would not be adequate.

Fire and building code-related features need to be addressed including fire wall/fire rating issues, sprinkler coverage, and egress width in certain areas, main exit, cafeteria, library, auditorium, and gymnasium.

The building has multiple accessibility issues and concerns – there are multiple non-ADA-compliant bathrooms, drinking fountains, inadequate wheelchair accessibility and signage.

Updated educational specifications have been prepared by the Owner’s Representative, Construction Solutions Group (CSG), and will be made available to the successful architect. The Educational Specifications are intended to form the basis of design for the future program and spatial needs of students and staff. A current enrollment projection report will also be made available to the successful architect. Conceptual designs must comply with State space standards for public schools.

For planning purposes, the two options are estimated at \$38,000,000 for a renovate as new project on the existing site, and \$50,000,000 for a new construction project, either on the existing site or at another location.

It is the Town of Cromwell’s intention to hold a referendum in May 2022, and if approved, the Town will submit a grant application to the State in May 2022.

V. SCOPE OF SERVICES

Architect Services will include, but may not be limited to the following:

1. Use the Educational Specifications, projected enrollment report, and stakeholders’ input to develop three conceptual design options for the following:
 - a. Renovate as new of the current facility.
 - b. New construction of a middle school on the existing site.
 - c. New construction of a middle school at another location TBD. An alternate location has not been selected at this time.
2. A maximum of three conceptual design options will be developed for presentation to the Town Council. Presentations should include a comprehensive narrative – clearly identifying the advantages and disadvantages of each option, site plans, floor plans, elevations, and renderings, at a minimum.
3. Present an evaluation of HVAC system options to the committee. Identify advantages and disadvantages of each, concluding with a recommendation.
4. Collaborate with the Owner’s Representative to provide adequate information and detail to accurately prepare total project costs for each option.
5. All options must address cost effectiveness, practicality of maintenance, flexibility, high performance building standards, safety and security, State space standards.
6. Participate in visioning work sessions, public information meetings, CMS Building Committee Meetings, Town Council meetings, and other community or committee meetings as requested.

7. Meet with staff and administrators to gain insight into the use and operation of the facility, and clearly identify future goals to optimize learning well into the 21st century.

VI. GENERAL CONDITIONS

1. The Architect and/or Engineer shall be required to carry the following insurance, written by a company licensed to provide insurance in the State of Connecticut and rated by AM Best as A or better, with respect to services they perform for the duration of any contract to be let as a result of this process:
 - a. Workers Compensation with limits as required by Connecticut General Statutes.
 - b. General Liability Insurance, including the Board of Education and the Town of Cromwell as additional insured with limits of \$1,000,000 each occurrence and in the aggregate for property damage.
 - c. Automobile Liability Insurance, including the Town as an additional insured, covering the operations of all operations motor vehicles owned, leased, hired, or used by the Architect in the furtherance of this Agreement with limits of \$1,000,000 each person, \$1,000,000 each occurrence for bodily injury, and \$1,000,000 each occurrence for property damage.
 - d. Professional liability insurance for protection against claims arising out of the negligent performance of services as Architect or caused by any errors or omissions of the insured in the amount of \$5,000,000.
 - e. The Architect shall furnish, prior to commencement of work under this agreement, Certificates of insurance evidencing workers' compensation, general, automobile, and professional liability coverage with the required limits.
 - f. In addition, both parties to any contract to be let as a result of this process will be required to agree mutually to waive any rights which each may have against the other with respect to subrogation under any policy insurance relating to the services or work provided under any such agreement.
 - g. 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 Town 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.
 - h. The Building Committee, Board of Education and the Town of Cromwell have the right to use any or all ideas, plans, specifications, and estimates presented in this RFP.



EXHIBIT A: LIST OF QUALIFYING PROJECTS

Cromwell Middle School

Name of Bidder: _____

Date: _____

1. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

2. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

3. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

4. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

5. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____



EXHIBIT A: Page 2

Cromwell Middle School

Name of Bidder: _____

Date: _____

6. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

7. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

8. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

9. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

10. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____



EXHIBIT B: Sec. 10-290e. Services Agreements

Cromwell Middle School

Name of Bidder: _____

Date: _____

Sec. 10-290e. Services agreements, Requirements, Prohibitions. (a) Any town or regional school district that enters into a services agreement with a consultant to render independent architectural services for a project receiving state assistance pursuant to this chapter may, where necessary or desired, provide the consultant with instructions, guidance, and directions in connection with the consultant's performance of such services. The consultant shall provide all labor, materials, supplies, tools, equipment and other facilities and necessary appurtenances or property for or incidental to such services requested by the town or regional school district to complete the school building project. As part of the services agreement, the consultant shall agree to perform such services as an independent contractor and in a good and workmanlike manner, consistent with: (1) Instructions, guidance and directions provided by the town or regional school district to the consultant; (2) the terms and conditions of the services agreement; (3) the highest prevailing applicable professional or industry standards; (4) sound architectural practices; and (5) any applicable laws, rules, regulations, ordinances, codes, orders and permits of all federal, state and local governmental bodies, agencies, authorities and courts having jurisdiction. Such services agreement shall not limit the liability of the consultant for errors and omissions related to the performance of the services.

(b) The architectural firm, vendor or organization shall not use, publish, distribute, sell or divulge any information obtained from any town or regional school district through a services agreement for the consultant's own purposes or for the benefit of any person, firm, corporation or other entity without the prior, written consent of the town or regional school district that contracted for the services. Any reports or other work product prepared by the consultant while performing services under the services agreement shall be owned solely and exclusively by the town or regional school district that contracted for such services and the Department of Education and cannot be used by the consultant for any purpose beyond the scope of the services agreement without the prior written consent of the town or regional school district. Any information designated by the town or regional school district in accordance with applicable law as confidential shall not be disclosed to any third parties without the prior written consent of the town or regional school district that contracted for such services.

(c) For the purposes of subsections (a) and (b) of this section, "services agreement" means a written agreement between a consultant and a town or regional school district for the provision of independent architectural services for the purpose of a school building project for which the town or district is receiving state assistance pursuant to this chapter.

(d) Any town or regional school district that fails to adhere to the provisions of this section for a project for which the town or district receives state assistance pursuant to this chapter shall be assessed a ten per cent reduction in the amount of its grant approved pursuant to this chapter upon completion of an audit pursuant to section 10-287.



EXHIBIT C: COST PROPOSAL

Cromwell Middle School

Conceptual Design Fee Total: \$ _____

(NOTE: Reimbursable expenses shall be included in the architect's fee above.)

Company: _____

Name, Title _____
(Please Print)

Signature, Date: _____