

**REQUEST FOR QUALIFICATIONS ARCHITECTURAL and  
ENGINEERING DESIGN SERVICES  
for the  
BETHEL ROCKWELL & JOHNSON ELEMENTARY SCHOOL PROJECTS**

**Town of Bethel/Bethel Board of Education, 1 School Street, Box 253, Bethel, CT 06801**

**Release Date: September 12, 2016**

**Proposal Due Date: Tuesday, October 4, 2016, 11:30 a.m.**

**Mandatory Walk Through: Monday, September 19, 2016, 3:00 p.m.**

**Owner:** Town of Bethel

**Issued By:** Town of Bethel Public Site and Building Commission and the Bethel Board of Education

**Project Names:** Rockwell School Project & Johnson School Project

**Project Locations:** Anna H Rockwell School, 400 Whittlesey Drive, Bethel, CT 06801 and Ralph M T Johnson School, 500 Whittlesey Drive, Bethel, CT 06801

**Contact Person:** Dr. Christine Carver, Superintendent of Schools

## **A. Background**

The Town of Bethel Public Site and Building Commission/Bethel Board of Education (Town/Board) is soliciting qualifications from architectural or other qualified firms interested in providing professional services to assist the Town/Board in identifying the best solution to address the facilities needs of two Bethel elementary schools, Anna H Rockwell School and Ralph M T Johnson School. The Bethel Public School District is comprised in total of three elementary schools and their grounds, one middle school building and grounds, and Bethel High School building, grounds, and athletic complex. All five schools are located on one educational park campus.

The two elementary schools included in these projects are:

**Ralph M T Johnson School:** Johnson currently serves approximately 450 students in grades 4 and 5 in a building constructed in 1980. Total square footage is 56,297 and total site is approximately 14 acres.

**Anna H Rockwell School:** Rockwell currently serves approximately 400 students in a building originally constructed in 1971 and renovated in 1977. Rockwell contains approximately 57,000 square feet on an approximately 24 acre site.

The total population of the district is projected to remain stable and consistent through 2026 per the recent comprehensive school enrollment study completed in January 2016.

## **B. Scope of Work**

The Board of Education had a Feasibility Study performed in 2010 and updated in 2011. This feasibility study included a review of current conditions and explored various scenarios regarding possible configurations of the three elementary schools. In the past year an Ad Hoc committee of the Board of Education has re-examined the study and concluded that there are at least three options that must be further explored before a final decision is made. Once the final scenario is chosen it will be the basis of a referendum for the funding of the projects. These three options are as follows:

Option 1: Keep the current grade configuration the same. Renovate as new both Rockwell and Johnson Schools with the possibility of additions.

Option 2: Move Pre-School from Berry School to Johnson School, expanding Johnson appropriately. Renovate as new both Rockwell and Berry Schools with possible additions to include space at Johnson for Pre-School.

Option 3: Make Berry School Pre-K through 2, Rockwell School K-2 and expand Johnson to include grade 3, thus making it grades 3, 4, and 5. This would require renovating as new Rockwell School and renovating as new with addition for grade 3 Johnson School.

The successful firm will examine the existing facilities in light of current utilization and enrollment projections, review the recommendations of the Feasibility Study, consider at least the above options, and make recommendations to the Town /Board regarding the best option. The successful firm must be qualified to evaluate and address both the renovation and new construction options, as well as navigate the referendum and grant approval process and execute the final plan.

One major decision yet to be made is whether the project(s) will be planned for one referendum and then executed one school followed by the second or whether there will be two referendums, one for each school project, again, planned for one followed by the second.

The Town/Board intends to enter into a stage performance-based contract with the most responsible qualified firm, with the intent of working with the selected firm to implement the approved design solution once the referendum is approved. The first stage includes evaluation of the options and recommendation. The second stage includes finalizing a selection, bringing the selection to referendum and applying for state funding. The final stage includes execution of the selected option. The Town/Board seeks firms that are qualified to accomplish all three stages of the projects.

## **C. Scope of Services**

The Town/Board has developed a non-exclusive list of services required for this project. Ideally, the most responsible qualified firm can offer all of these services, or designate a provider who can.

1. Review and discuss with appropriate parties the Feasibility Study, Bethel enrollment study projections, and other pertinent documents.
2. Meet with the Ad-hoc Committee, Board of Education, Bethel Public Schools administration, Town administration, Town Public Site & Building Committee and other groups to assess facilities needs.
3. Participate in community forums designed to elicit ideas and feedback from community.

4. Implement an inclusive process that develops a set of educational specifications for the Town/Board to guide the development of design drawings.
5. Develop a phasing and construction plan to assist the Town/Board and community with understanding the scope of work required to complete the chosen project.
6. Prepare conceptual designs and cost estimates to aid the Town/Board in determining a plan that will form the basis of a Town referendum regarding the implementation of the renovation plan. The Town/Board is looking for the qualified firm to deliver an efficient and cost effective building project.
7. Assist the Town/Board with the application process for state construction aid.
8. Assist the Town/Board with Utility companies to obtain any incentives or rebates that are eligible for these projects.
9. Execute chosen project to specifications while controlling project cost, quality and schedule.
10. Attend local public hearing on finalized project and costs and the Town Meeting to support referendum for approval of funds for final design and construction of project.

#### **D. Provided Information**

The Board of Education will provide interested firms with the following information:

1. The Feasibility Study prepared for Bethel Public Schools
2. Enrollment Study prepared for Bethel Public Schools with projections to 2026
3. Facility and environmental reports in possession of Bethel Public Schools

All documents are available for review at the Bethel Public Schools Central Office, 1 School Street, Bethel, CT 06801.

In addition, interested firms must participate in a **mandatory walk through** of both elementary schools, which will be followed by a question and answer session. The mandatory walk-through will take place on **Monday, September 19, 2016 at 3:00PM** and begin at Ralph M T Johnson School, 500 Whittlesey Drive, Bethel, CT 06801.

#### **E. Time Frame**

A Subcommittee of the Town/Board Ad Hoc Committee will evaluate interested firms and select the 4 most responsible qualified firms in accordance with the selection process below. The Subcommittee will then have these four firms participate in an RFP process to choose the final selected firm. Upon approval of the chosen firm by the Bethel Board of Selectmen, the Town/Board will then enter into a stage-based performance contract with the most responsible qualified firm with the expectation that the firm will accomplish the three phases of this project in accordance with the following timeline:

Stage 1: includes evaluation of the options and recommendation to the Town/Board. Begins upon award of contract by the Town/Board and projected to be complete by the close of the 2016-2017 school year.

Stage 2: includes finalizing a selection by the Board of Education, application for State aid filed by June 30, 2017 and Town referendum during calendar 2017, currently targeted for September 2017.

Stage 3: includes execution of the finalized selection and completion of the State aid process. State grant review process estimated to occur during the 2017-2018 school year. Execution of construction estimated to begin during 2018.

## **F. Selection Process**

The solicitation, review and selection process to be used for procurement of the design team for the project will be conducted as outlined:

1. A public notification (Request for Qualifications) shall be made requesting qualifications from firms interested in providing the services.
2. Qualified firms shall be determined by the Ad Hoc Subcommittee representing the Town of Bethel Public Site and Building Commission, the Bethel Board of Education and other critical members of Town leadership, and will be based on the firm's proposed personnel, qualifications and capabilities, as indicated in the response to the Request for Qualifications.
3. The Ad Hoc Subcommittee shall establish a short list of the most responsible qualified firms and request proposals from those firms. The list shall include no more than the top four most responsible qualified firms.
4. The selected firms will be required to provide a written response to the Request for Proposal, make a formal 45-minute presentation at an interview with the Ad Hoc Subcommittee, followed by a question and answer session.
5. A final selection will be made on the basis of the presentation, references and information provided in the proposal response including, but not limited to, the following criteria:
  - a. Company and project team members' experience with studies of similar size and scope (a minimum of five successful school projects is preferred);
  - b. Total years in business and financial stability of the firm;
  - c. Demonstrated ability to work with the Town/Board as a member of a team for the benefit of the District;
  - d. Knowledge of the requirements of the State of Connecticut Office of School Construction Grants and Review;
  - e. Recommendations from previous school districts' clients;
  - f. Extent of services offered;
  - g. References and reputation; and
  - h. Cost of services identified in the response to the Request for Proposal.

The final selected firm chosen from the Request for Proposal will be submitted to the Bethel Board of Selectmen for approval.

The Town/Board reserves the right to withdraw the RFQ, to waive any informality or irregularity in any submissions received, to reject any and/or all submissions and to make an award that is in the best interest of the Town/Board.

## G. Required Information

The minimal information to be included in the qualification package is as follows:

### 1. Letter of Interest

Include a letter of introduction explaining your firm's interest in the project. Discuss the firm's understanding of and general approach to the Bethel Rockwell & Johnson School Projects, including relevant experience to the three proposed phases. Address your commitment to these projects in terms of an efficient and effective budget and the timelines specified. Include any information pertinent to the project or selection process that is not requested in the following.

### 2. Licensure:

The Architect must be a licensed architect in the State of Connecticut and must be familiar with Connecticut Public and School construction Laws and Codes.

### 3. Firm history

- a. Name of firm, and location of principal and branch offices
- b. Length of time in business
- c. Firm ownership structure

### 4. Personnel

- a. List total number of firm's and/or teams personnel, other than secretarial/clerical, by professional or skill group (i.e., Architects, Electrical Engineers, Mechanical Engineers, Cost Estimators, etc.).
- b. List any outside firms that will be used to provide such services as estimating, value engineering analysis, scheduling or computer services.
- c. Identify your company's proposed management staff for the project. Provide an Organizational Chart identifying all of your key staff members and showing how each interacts with other staff members assigned to this project. For each key staff member, include a detailed resume that summarizes:
  - Education, including name of institution, field of study, degree(s) earned and year(s) received
  - Professional registration(s) and/or professional society membership(s)

### 5. Experience

- a. List all Facilities Studies in the State of Connecticut for the past five years, designating the top two most comparable projects to the Bethel Rockwell & Johnson School Projects. The following information is requested on each completed project:
  - Project name and address
  - Year completed
  - Reference (name, position and telephone number)

*Submission of these names shall constitute your permission for the Owner to contact those individuals.*

- b. The architect must provide information concerning any suits filed, judgements entered or claims made against your firm during the last five (5) years with respect to architectural

services provided by your firm, or any declaration of default or termination for cause against your firm with respect to such services. In addition, state whether during the past five (5) years your firm or your proposed consultant(s) has been suspended from bidding or entering into any government contract.

- c. Include a description of any utility incentives and rebates obtained on these projects.

## 6. Approach to Requested Services

Discuss availability of the list of services (Section C) through your firm, or your firm's approach to providing the itemized services. Describe any additional services provided by your firm that may be applicable to the Bethel Rockwell & Johnson School Projects.

## H. Insurance Requirements for Selected Firm

**1** The selected Architect shall be required to furnish a certificate of Insurance ensuring the following insurances coverage within five (5) days of receipt of Notice of Selection. Failure to maintain insurance coverage as required and to name the Town of Bethel/Bethel Board of Education and the selected Construction Manager as the Additional Insured will be grounds for termination of the contract.

### **2 Commercial General Liability Insurance**

The Architect shall provide Commercial General Liability insurance with a combined single limit of 2,000,000 per occurrence, \$4,000,000 aggregate for bodily injury and property damage.

**3** The CGL shall be written on ISO occurrence form CG 00 01 10 93 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

### **4 Commercial Automobile Liability Insurance**

The Architect shall provide Commercial Automobile Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate, and shall include coverage for all owned, hired, and non-owned vehicles.

### **5 Worker's Compensation Insurance**

The Architect shall provide Worker's Compensation Insurance in the required amount as applies to the State of Connecticut and Employers.

Liability Insurance as follows:

- Bodily Injury by Accident - \$100,000 each accident
- Bodily Injury by Disease - \$500,000 policy limit
- Bodily Injury by Disease - \$100,000 each employee

## **6 Umbrella Liability Insurance**

Architect shall provide Commercial Umbrella Liability insurance with a combined single limit of \$2,000,000 per occurrence, \$2,000,000 aggregate for bodily injury and property damage.

## **7 Professional Liability Insurance**

The Architect shall provide Professional Liability insurance with a combined single limit of \$2,000,000 per occurrence, \$2,000,000 aggregate.

Each policy of Insurance, with the exception of Professional Liability and Worker's Compensation Policies shall include a waiver of subrogation in favor of the Town of Bethel/Bethel Board of Education and shall provide no less than thirty (30) days notice to the Town/Board in event of a cancellation of change in conditions or amounts of coverage. The Commercial General Liability, Automobile and Umbrella Liability shall name the Town of Bethel/Bethel Board of Education and the selected Construction Manager as an additional insureds.

**8** Certificates of Insurance, acceptable to the Town of Bethel/Bethel Board of Education shall be delivered to the Town/Board prior to the commencement of the work and keep in force throughout the term hereof.

**9** The above insurance requirements shall also apply to all sub-consultants and/or subcontractors to the Architect and the Architect shall not allow any sub-consultants and/or subcontractors to commence work until the sub-consultants and/or subcontractors insurance has been so obtained and approved.

**10** The above insurance requirements and certificate are subject to final approval by the Town's Insurance agent as to form and substance and could require changes in the types of coverage and limits.

## **I. Indemnification**

The Architect shall indemnify and hold harmless the Town of Bethel/Bethel Board of Education and its agents and Employees from and against all claims, damages, losses and expenses, including Attorney's fees arising out of, or resulting from the performance of the work.

## **J. Non-discrimination Clause**

The Bethel Public Schools are committed to a policy of equal opportunity/affirmative action for all qualified persons. The Bethel Public Schools do not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut State and/or Federal nondiscrimination laws and provides equal access to the Boy Scouts and other designated youth groups. The Bethel Public Schools do not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Bethel Public Schools nondiscrimination policies should be directed to:

Dr. Kristen Brooks (Title IX District Coordinator)  
 Assistant Superintendent of the Bethel Public Schools  
 1 School Street  
 Bethel, CT 06801  
 Phone: [\(203\) 794-8613](tel:(203)794-8613)  
 email: [brooksk@bethel.k12.ct.us](mailto:brooksk@bethel.k12.ct.us)

Mrs. Susan Budris (Section 504 District Coordinator)  
 Director of Special Education and Pupil Services  
 1 School Street  
 Bethel, CT 06801  
 Phone: [\(203\) 794-8616](tel:(203)794-8616)  
 email: [budriss@bethel.k12.ct.us](mailto:budriss@bethel.k12.ct.us)

### **K. Site Visits**

As detailed in Section D, all interested firms must participate in a mandatory walk through of the sites. The mandatory walk through will take place on **Monday, September 19, 2016 at 3:00 PM** and begin at Ralph M T Johnson School. The site walk through is a mandatory prerequisite to submission of a qualification package.

Questions regarding the walk through can be directed to the Central office by calling (203) 794-8603

### **L. Format**

The qualification packages must be signed by an officer of the Architectural Firm. Submissions must be in a sealed envelope that is clearly marked **“Rockwell & Johnson Qualifications Package.”** Qualification packages are to be in a bound booklet with a table of contents and tabs for each heading listed under Section G. Ten (10) copies of the qualifications package are to be submitted to the office of Dr. Christine Carver, Superintendent of Schools, Bethel Public Schools, Box 253, Bethel, CT 06801.

### **M. Submission and deadline**

Questions can be submitted in writing to Dr. Christine Carver, Superintendent of Schools at [carverc@bethel.k12.ct.us](mailto:carverc@bethel.k12.ct.us) through September 28, 2016. Responses will be supplied to all firms that attend the mandatory walk-through via email.

All qualifications packages must be received by the office of the Superintendent by **11:30 a.m. on Tuesday, October 4, 2016.**