



Requesting Qualifications for Architectural Services (due 5/15/2015)

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School Facilities Renovation Project



Requesting Qualifications for Architectural Services
School Renovation Project
Auditorium, Stage, Agriculture Ed, Fine Arts and Maintenance Dept.

Deadline for Submittal of Qualifications: May 15, 2015 4:00 PM

Attachments

[Request for Qualification for Architectural Services](#)

REGIONAL SCHOOL DISTRICT 19

REQUEST FOR
QUALIFICATIONS FOR
ARCHITECTURAL
SERVICES

SCHOOL FACILITIES RENOVATION
PROJECT

Auditorium – Stage – Agricultural Education Facility – Fine
Arts Department - Facilities Maintenance Department

Request for Qualifications Issued: March 12, 2015, 2015

Deadline for Submittal of Responses: May 15, 2015

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Regional School District 19

Request for Qualifications for Architectural Services for Auditorium Renovation Project at the Main Campus

Background

The facilities and offices of the Regional School District No. 19 (Region) are located east of Hartford in the Town of Mansfield, Connecticut. The Region services the Towns of Ashford, Mansfield and Willington. In addition, the Region accepts students from the Town of Columbia and agricultural education students from the towns of Columbia, Coventry and Windham. The administrative offices for the board of education and E.O. Smith High School are located in Mansfield.

A \$31 million expansion and renovation project for the school was completed in 2002 resulting in a modern attractive main campus on Storrs Road in Mansfield. In 2008 the Region also completed a renovation of the vacant Reynolds School on Depot Road and opened a new campus, E.O. Smith High School at the Depot Campus.

The Region presently serves all of the public school population within the member towns in grades 9 through 12. A full range of educational opportunities is offered, including an agricultural education program. Total enrollment for school year 2013/14 was 1,011.

Overview

Regional School District 19 is requesting qualifications from architectural/engineering professionals experienced in renovations of public school facilities. Due to cost considerations, when the 2002 expansion and renovation project was completed at the Region, some desired improvements to the northern section of the building were not included in the project. This area includes the auditorium and stage, agricultural education facility, fine arts department, and the facilities maintenance department. The Region is seeking an assessment of current condition and recommendations from a qualified architectural service firm for repairs, improvements, and modernization of its 600-seat auditorium, stage area, agricultural education facility, and the facilities maintenance department area. The selected firm will work with the Superintendent of Schools on behalf of the Board of Education.

Scope of Work

The selected firm will be expected to:

- Conduct a Needs Assessment – assess the functional adequacy and structural, mechanical, electrical and safety conditions of Region’s auditorium, stage, agricultural education facility, fine arts department, and facility maintenance department and provide a report of condition.
- Meet with selected “stakeholders” to gain an understanding of the current uses of the facilities and future program needs.
- Provide an analysis of alternatives and preliminary design options for renovations.
- Provide professional cost estimates for each major project element and options for cost reduction considerations.
- Provide an analysis of potential State of Connecticut School Construction Grant funding.
- Provide briefings to the School Building Committee and presentations to the Board of Education.

Regional School District 19

Submission Requirements

Submission Due Date

Qualifications and Proposals will be accepted at Regional School District 19, Superintendent's Office, 1235 Storrs Road, Mansfield, CT 06268 until. Proposals received after that time will not be considered. Submissions will be reviewed by staff and the School Building Committee. Submittals may be withdrawn 90 days after opening if no award has been made.

Pre-bid Walk-Through

Attendance at a pre-bid walk-through is **required** for your submission to be considered in the selection process. The project scope, site, and conditions will be reviewed as well as any questions answered regarding the project. The Pre-bid walk-through will be held on Wednesday, April 8, 2015 at 11:00 AM at the Superintendent's Office.

Directions for Submissions

Interested firms are required to submit (1) Original and two (2) hard copies to the Superintendent's Office, or an electronic copy (PDF) by email to: supt@cosmith.org.

Those applying must be licensed to perform the work and provide evidence of experience in school facility design, renovation planning, and cost estimation of similar projects in the Northeast region of the United States. Submissions must include the following sections:

1. Letter of Transmittal
2. Qualifications Statement (include brief history of firm, credentials, etc)
3. Scope of Services
4. Staffing plan with resumes
5. Specialized Expertise
6. Similar Projects/References
7. Schedule of Fees
8. A concise and complete description of the work to be performed, including an explanation that your firm understands the project, its approach to the work and the key issues to resolve.

Proposal

The proposal shall be a lump sum for the services to be provided, based on the scope. Please provide a breakdown of your fee by major task (condition analysis, preliminary design, etc).

Evaluation Criteria & Right to Reject

The School District may reject any or all proposals or submittals for such reason as it deems proper. In acceptance of proposals or submittals, the School Building Committee will be guided by what it deemed to be in the best interest of the School District at the time of selection. The School District also reserves the right to negotiate further with one or more firms as to any of the features of their proposals or submittals and to accept modifications to the work and/or price when such action will be in the best interest of the School District. The award will be made to the most responsible qualified bidder, taking into consideration all criteria included in this request for qualifications. The cost portion of the evaluation will be based upon a lump sum proposal fee submitted and will also be used as part of the criteria for selection.

Regional School District 19

Responses will be reviewed and evaluated by a selection committee and the candidates may be invited to participate in oral interviews. Criteria to be considered in evaluating proposals will include:

1. Qualifications
2. Ability of professional personnel
3. Past record and experience (similar projects)
4. Willingness to meet time requirements
5. Location
6. Workload of the firm
7. Technical experience of the firm
8. Experience in public school construction
9. Experience and qualifications of proposed team members
10. Responsiveness in clear understanding of the work to be preformed
11. Ability to work with diverse decision makers
12. Strength of client recommendations
13. Attendance at Pre-bid walk-through
14. Local (City, County, Regional) experience
15. Cost

Additional Information

Additional information may be obtained by contacting:

Supt. Bruce Silva 860-487-0877 or supt@cosmith.org