

**Town of Ledyard
School Facilities Improvement Project
Architectural/Design Services
Request for Qualifications (RFQ)/
Request for Proposals (RFP)
Bid #2014-03**

All submittals must be made in accordance with the specifications supplied by:

**The Town of Ledyard
741 Colonel Ledyard Hwy.
Ledyard, Connecticut 06339**

**Submittals will be received until, Thursday October 10,
2013, 2:00 p.m.:**

**Town of Ledyard
Mayor's Office
Office (860) 464-3222
Fax (860) 464-1126**

Request for Qualifications and Proposal : Town School Facilities Improvement Project

Overview

The Town of Ledyard, through its Permanent Municipal Building Committee (PMBC) is seeking proposals and statements of qualification from Architectural Design Professional Firms to provide professional services to the PMBC related to the possible consolidation, expansion, closing, and/or renovation of Town educational facilities.

The PMBC will develop and provide information to the Board of Education (BOE) and Ledyard Town Council for use in decisions involving facility consolidation, expansion, closing, and/or renovation in support of enrollment projections and changes to the educational curriculum and program.

While this effort was originally focused on changes to the sixth grade instructional delivery and curriculum changes, when combined with projected student enrollment decreases (from historical levels) and the fact that multiple school facilities are in need of significant maintenance, the need for a more comprehensive plan was identified. This plan to be developed is to be referred to as the “Town School Facilities Improvement Project Plan.”

Background

Existing Ledyard Schools as currently utilized include:

- Ledyard High School (Grades 9-12)
- Ledyard Middle School (Grades 7-8):
- Ledyard Center School (Grades K-6):
- Gallup Hill School (Grades Pre-K-6): Note 2.
- Juliet W. Long School: (Grades 3-6): Note 1
- Gales Ferry School: (Grades K-2): Note 1

Notes:

1. Juliet W. Long and Gales Ferry School are co-located and operated as a single “Elementary Campus” with a connecting covered walkway, common principal, and other shared resources.
2. A Pre-K program is provided at Gallup Hill School, and must continue to be provided within the Town.

Goals

Goals for this project include potential consolidation, expansion, closing and/or renovation of educational facilities with the following outcomes:

1. Sufficient facilities at Ledyard Middle School to allow for locating all sixth grade students at the middle school to provide for delivery of the Common Core Standardized Curriculum.
2. Renovation of Ledyard Middle School as new to convert the existing "Open Cluster" layout into individual classrooms to provide a more suitable education environment and added security.
3. In conjunction with the relocation of all sixth grade students from Juliet W. Long, Ledyard Center, and Gallup Hill Schools to Ledyard Middle School, a reduction in the number of elementary schools from four to three, by expanding capacity at either Ledyard Center School or Gallup Hill School, to permit the closing of the other school.
4. Facility maintenance investments in Ledyard Middle School and the school selected for expansion under Goal 3 above to allow continued use of these buildings for 20 or more additional years. This includes all required maintenance, code and accessibility compliance, as well as energy efficiency/operating cost considerations. Considerations for meeting LEED standards should be considered.
5. Providing Town of Ledyard Students with a safe and physically secure environment conducive to learning.

To meet the objectives above, a comprehensive plan based on an analysis of alternatives shall be developed to identify requirements and projected costs for a major school facilities improvement project to be presented to the Town Council for its consideration as a referendum to Town residents in May 2014. This plan must be of sufficient detail to allow for submission to the State for preliminary project reimbursement approval. The decision of whether to invest in renovating Ledyard Center School or Gallup Hill School (closing the other) will be made based on the review of the analysis of alternatives, combined with other factors to be considered, by the Ledyard Board of Education.

Scope of Services/Period of Performance

Period of Performance

The Period of Performance for this effort shall be contract award (estimated to be approximately 01 November 2013), through referendum, or termination of the project by the PMBC or Town Council - should approval at referendum not be sought. If the project or a portion thereof is approved by the Town at referendum; and preliminary State approval has been received, a separate Request for Proposals is expected to be made to select and award a contract for a final design Architect.

Scope of Services/Work

The scope of services/work shall include but is not limited to the following:

The primary deliverable shall be the content for a Town School Facilities Improvement Project Plan containing Analysis of Alternatives, and Preliminary Designs and Cost Estimates for School consolidation, expansion, closing, and/or renovation. The Offeror shall assist in the development of this plan based on inputs/recommendations from and meetings with the PMBC, Ledyard Board of Education, Superintendent of Schools, and other stakeholders, by providing the following portions of the plan:

1. A review of enrollment projection and previously conducted functional space requirements/needs analysis for Ledyard;
2. Assessment of the functional adequacy and structural, mechanical, electrical, and safety conditions of Ledyard Middle School, Gallup Hill School, and Ledyard Center School;
3. Recommendations for and a preliminary design for expansion and renovation of Ledyard Middle School to meet project objectives stated above;
4. An analysis of alternatives (using location suitability, estimated cost, and feasibility factors) and preliminary design options for expansion and renovation of either Ledyard Center School or Gallup Hill School to permit closing of one of these two facilities;
5. Consolidated project timelines designed to minimize disruption to the educational program with cost considerations for alternative timelines; and,
6. Professional cost estimates for each major project element and options for cost reduction considerations.

Offeror shall also provide assistance to the Town, Board of Education, and PMBC for submission of State BSF Application and any relevant/applicable grants.

Specific Deliverables

Reports of condition on existing facilities as well as plans, drawings, schematics, and cost estimates detailing the scope of services

Provide briefings to PMBC during the project, support at the PMBCs presentations to the BOE and Town Council and support at Public Hearings and a Town Meeting on the project or referendum for the project.

All portions of and addendums to the plan, drawings, schematics, and cost estimates shall be deemed non-proprietary and provided to the Town in digital form [MS Word, MS Excel, and PDF (drawings) format] for unrestricted use and release.

Submission Requirements

Submission Due Date

Qualifications and Proposals will be accepted at the Town of Ledyard, Mayor's Office, 741 Colonel Ledyard Hwy., Ledyard, Connecticut, 06339 until Thursday, October 10, 2013 at 2:00PM local time. Proposals received after that time will not be considered. Bids will be reviewed by staff and the Permanent Municipal Building Committee. Submittals may be withdrawn 90 days after opening if no award has been made.

Directions for Submission

Interested firms are required to submit (1) one Original, two (2) hard copies, and an electronic copy (PDF on CD) of the proposal to the Mayor's Office, no later than the date and time noted above. The hard copy bids must be on 8 1/2 X 11 inch paper.

Those applying must be licensed to perform the work and provide evidence of significant experience in middle and elementary grades facility design, renovation planning, and cost estimation of similar projects in the Northeast United States.

Submissions are limited to 30 pages total and must include the following sections. NOTE: Resumes included in Section 5 do not count toward 30 page limit:

1. Title Page
2. Letter of Transmittal/Introduction
3. Qualification Statement
4. Scope of Services
5. Staffing Plan with Resumes (include major consultants)
6. Specialized Expertise
7. Litigation
8. Similar Projects/References
9. Schedule of Fees (Lump Sum as detailed below)
10. 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.

Bid Price

Bid price shall be a lump sum for the services to be provided, based on the scope. Please provide a breakdown of your fee by major tasks (i.e. condition analysis, preliminary design, various submissions, etc.). Payment is expected to be made in two installments; the first (65%) upon the PMBC's formal submission of the School Facilities Improvement Plan to the BOE, and the second (35%) two weeks after

referendum, or termination of the project should a referendum not be sought.

Qualifications Criteria

Firm(s) submitting qualifications shall be qualified for this project, and shall provide sufficient supporting documentation to display same. The Town of Ledyard shall be the sole judge in determining the sufficiency of said supporting documentation.

Award Considerations

The Town may reject any or all proposals or submittals for such reason as it may deem proper. In acceptance of proposals or submittals, the PBMC will be guided by what it deemed to be in the best interest of the Town at the time of selection. The Town 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 Town. The award will be made after a public selection process and will be made to the most responsible qualified bidder, taking into consideration all criteria included in this request for proposals/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.

Contract Considerations

General Considerations

The sections listed below are informational only; firms submitting qualifications are hereby advised that any firm awarded a contract shall be subject to these conditions. Qualifications packages are not required to contain any documents described within this section (e.g. certificates of insurance are required solely at the time of contract execution with a contracted firm).

Equal Opportunity/Affirmative Action

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the firm does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A firm with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. Findings of noncompliance

with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

Indemnification

The awarded firm shall agree to indemnify, defend, and save harmless the Town of Ledyard, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract. The Town, as a sovereign government, cannot indemnify businesses or individuals.

Insurance

Prior to the execution of any contract, the Town of Ledyard requires that any awarded contractor providing materials, equipment or services to the Town, must provide to the Town a certificate of insurance (in an approved format) naming the Town of Ledyard as additional insured, for the following: Any subcontractor to a contracted firm shall be likewise covered and shall furnish certificates of coverage acceptable to the Town before starting work.

		(Minimum Limits)
General Liability:	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Product/Completed	
	Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit	\$1,000,000
	Each Accident	\$1,000,000
Professional Liability	Each Claim or Occurrence	\$1,000,000
	Aggregate	\$3,000,000
Umbrella	Each Occurrence	\$5,000,000
	(Excess Liability) Aggregate	\$5,000,000

Termination

Please note that any contract executed by the Town of Ledyard, may be terminated by the Town upon (30) days written notice, in the event that the Town determines that termination is in its best interest. In the event of termination, the Offeror shall be compensated for all work properly performed in accordance with the approved fee schedule submitted after award.

Termination for Convenience

In the event that the contract is terminated or canceled upon request and for the convenience of the Town, without the required thirty (30) Days' advance written notice, then the Town shall negotiate reasonable termination costs, if applicable.

Termination for Cause

Termination by the Town for cause, default or negligence on the part of the Offeror shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of termination for cause.

Non-Appropriation of Funds

Please note that any contract executed by the Town of Ledyard is subject to and conditioned upon the appropriation of funds.

Contract Governed by Connecticut Law; Etc.:

Please note that any contract executed by the Town of Ledyard shall be governed by and construed in accordance with the laws of the State of Connecticut and the ordinances of the Town of Ledyard. Further, any such contract, and any other documents associated therewith, shall be in compliance and conformance with all applicable provisions of the General Statutes of the State of Connecticut, and the rules and regulations pertaining thereto, as the same may be amended from time to time.

Additional Information

The PMBC conducted a Municipal Building study (including school facilities) in 2011. That report is available from the Town of Ledyard website at:
<http://www.ledyardct.org/boe>.