



TOWN OF STRATFORD
REQUEST FOR PROPOSAL
RFP #2009-081

ARCHITECTURAL AND ENGINEERING SERVICES
FOR A FEASIBILITY STUDY FOR
RENOVATIONS TO STRATFORD HIGH SCHOOL
AND SCIENCE LABS AT BUNNELL HIGH SCHOOL

- Services Requested:** The Town of Stratford is seeking qualification statements and fee proposals for Architectural and Engineering Services for a feasibility study for renovations to the Stratford High School facility. The A/E firm shall provide services as required to create the greatest utilization of existing spaces and the most cost-effective solution to address facility deficiencies. The consultant will also be asked to develop plans for the Bunnell High School Science Labs.
- Proposals due:** 3:00 PM, October 16, 2009
No proposals will be accepted after the noted date and time.
- Deliver to:** Michael Bonnar, Purchasing Agent, 2725 Main St., Stratford, CT 06615
- Contact Person:** Robert Sweger, Superintendent of Plant and Transportation for Stratford Board of Education. Contact phone number 203-385-4216.

Scope of Work: The services for this project shall include a complete report making recommendations for improvements to *Stratford High School* for needed renovations to upgrade the school to like new condition. It is anticipated that the Town would implement the construction in phases over a period of years. The report should be structured to plan for phased improvements to maximize the reimbursement that the Town will receive in state funding. The work shall include but not be limited to the following tasks:

- Perform an existing condition survey including an evaluation of architectural, structural, electrical, mechanical, fire protection, environmental, security, technology, food service, and plumbing systems.
- Verify existing conditions and prepare existing floor plans.
- Work with the owner to develop conceptual designs to meet educational / programmatic needs, infrastructure upgrades and bring the building into full code compliance while maximizing state reimbursement.
- Assist the Committee(s) with the preparation of the Educational Specifications.

- Prepare multiple Conceptual Design options, including preliminary programming, floor plans, elevations, site plans. One design option should be the minimum scope of work necessary to make recommended energy efficiency improvements as well as minimum like new renovation improvements needed to secure state reimbursement for the project.
- Prepare professional opinion of probable project cost for each phase of each design option.
- Assist with filing all necessary State forms and applications, including EDO-49.
- Incorporate “Green” sustainable design consistent with or exceeding a LEED silver rating or equivalent standard, with incremental cost estimates where possible.
- Meet as required with the Committee(s), Town staff and end users.
- Prepare a draft report of findings. Provide 25 copies of the draft report.
- Attend public meetings as required to present the report and provide support for the project with representatives of the Town.
- Attend all monthly Building Needs Committee meetings during the development of the study.
- Respond to and incorporate comments generated from Town staff and the public meetings
- Prepare final report containing the analysis, conclusions, recommendations, floor plans, cost estimates, phasing plans, backup data, and educational specifications. Submit 10 copies of the final report to the Town.

In addition, prepare concept design and final design plans and specifications for renovation of the science labs in *Bunnell High School*. This work shall include updating the rooms, furniture and equipment to comply with code and technology requirements of the state and local jurisdictions. The outline scope of work described above shall be provided as well as final plans, technical specifications and bid documents to construct the project and construction administration services.

Qualification Criteria: Qualified firms are required to meet all of the following qualification criteria. Firms not meeting all of the following criteria shall clearly state which criteria they do not meet.

- The lead firm must have completed a minimum of five (5) public school projects in the State of Connecticut in the past eight (8) years, designed and completed.
- The lead design firm must have completed a minimum of three (3) “renovate to new” school projects or studies, of which a minimum of one (1) is a public high school project.
- Information to be provided for each school project shall include: a description of the project, scope of services provided and one (1) reference for at least three (3) of the projects.
- The lead design firm must have at least one (1) LEED Accredited Professional on staff or equivalent.
- Experience working with the State Department of Education, Bureau of School Facilities.
- Firm(s) shall be properly insured and licensed to practice architecture and/or engineering in the State of Connecticut.

Required Information: Submission of the following information will be required for consideration:

- Detailed information of the team's background and experience working on similar projects, as described in the Qualifications and Selection Criteria.
- Key staff assigned to the project with resumes.
- Proposed project approach and proposed schedule.
- Detailed scope of work and fee breakdown. Include a separate fee for each school.

Owner Furnished Information: The following information will be provided to the successful firm for use on the project and is available for review during the RFP process:

- Asbestos Management Plan
- HVAC study by B-L Companies, 2006
- Energy efficiency study by Trane Corp, 2008
- Digital copy of Assessors map and 1994, 100ft. Scale, 2ft contour, Town topographic map
- Current Demographic study
- Original building plans
- School needs Committee Report

Format for Submission

- Qualifications shall be submitted simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of this RFP, outlined in a cover letter. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner's needs.
- Respondents shall carefully read the information contained in this RFP and submit a complete response to all requirements and questions as directed. Incomplete Qualifications will be considered non-responsive and subject to rejection.
- Submittals shall be double sided, include a "Table of Contents" and be clearly tabbed for each part of the Qualifications package requirements.
- Provide a total of 8 original submittals.

Selection Criteria:

- Conformance to Qualification Criteria.
- Familiarity with the Town of Stratford's public project's approval process.
- Successful experience and familiarity with the State Bureau of School Facilities.
- Design team's knowledge of "Green" sustainable design.
- Qualifications of assigned personnel and sub-consultants.
- Schedule
- Project Approach.
- Positive Reference Check.
- Reasonable fee.

The Town of Stratford will short-list three to five (3-5) firms that have been determined to have submitted the most responsive qualification statement and are deemed most acceptable to successfully complete the work. The short-listed firms will be invited to conduct a presentation and interview with their project Team. At that time, the selected firms will have an opportunity to introduce key personnel who will be assigned to the project and fully explain their proposed project approach.

The Town of Stratford reserves the right to accept or reject any or all qualification statements of parts thereof, for any reason, if such action is in the best interest of the Town of Stratford.

Michael Bonnar
Purchasing Agent
Town of Stratford
203-385-4044