

Mail Proposals to: Windsor Locks Public Schools
58 South Elm Street
Windsor Locks, CT 06096
Attention: Paula Wetzel

Title of RFP: WLPS- Comprehensive Assessment
(North Street, South Elementary, Middle, and High School)

RFP Due Date: Wednesday, May 20, 2015

Time: 2:00 p.m.

Required # of copies: Seven (7)

Questions and Clarifications

Directed in writing to Les Koziara,
Same address as above. E-mail:
lkoziara@wlps.org. No phone calls accepted.
Responses to questions submitted will be provided to all known respondents to this request for proposal.
No questions accepted after May 13, 2015.

INTRODUCTION

The Windsor Locks Board of Education continuously seeks to improve facility utilization in support of its mission. In looking to the future, the Board will strive to continue to offer quality education to all of its students in environments that support student learning. At the same time, it wishes to be fiscally responsible in the use of its resources and facilities. To this end, the district will work with a consultant/firm to achieve the following:

- A. Determine the most efficient use and allocation of resources given forecasted demographics, declining enrollment, capacity of existing schools and other relevant variables; and
- B. Propose to the Board of Education a range of possible alternatives to the current use of facilities, configuration, infrastructure, practices, and procedures taking into consideration their relevant implications including, but not limited to, budget, facilitation of academic programs, impact on children and families, and legislative requirements and mandates.

Background

The Windsor Locks Public Schools currently serves 1,574 Grades Pre-K thru 12 students in four schools. In addition the Pre-School population is approximately 104 students. Students are housed by grade levels per the following:

School	Grades	Population	Sq Ft
North	Pre-K to 2	436	61,973
South	3 to 5	379	66,856
Middle	6 to 8	362	121,143
High	9 to 12	501	208,858

1) Code Compliance

General

This study will provide recommendations along with budgetary numbers to bring these facilities into compliance with all buildings, life safety, handicapped accessibility, and OSHA codes and regulations.

The evaluation shall address the following items:

A. Scope of work

- Obtain existing building plans from the Town of Windsor Locks and perform field investigations to identify characteristics of the existing structure.
- List all new requirements to bring facility into code compliance and provide a written description of the method necessary to correct identified deficiencies.
- Develop cost estimates for all aspects of the proposed work.
- Work with the Public Building Commission, Town Staff, Building Official, Fire Marshal, Planning Department and Health Inspector in order to ascertain the requirements of the documents.

2) Space Needs/Utilization

B. Scope of Services

Request for Qualifications/Proposals is being issued for consultant services. The selected consultant/firm will be expected to:

- Review, verify, and analyze school enrollment projections, population trends, and forecasted demographics.
- Examine all school facilities, resources, and technology infrastructure with respect to current and future condition and capacity.
- Consider various options for grade and geographic educational grouping, configuration, and organization.
- Identify other potential opportunities beyond the existing programs that are offered.

- Conduct focus groups with staff, parents, and community members to solicit input regarding school/grade level alignment.
- Prepare a recommended plan with a minimum of three (3) options and timelines for the immediate and long term future.
- Examine implications of the recommendations on academic achievement, budget, infrastructure, facilities, and transportation, as well as the impact on children and families.

C. Report

A written report shall be prepared based upon enrollment projections that will relate existing building capacity, classroom and core space to future space needs. Included in the report shall be options/alternatives and related costs of each option/alternative, by school, for consideration.

QUALIFICATIONS CRITERIA

Eligible consultants/firms will have the following minimum qualifications:

1. At least three (3) years of demonstrated experience preparing architectural/engineering studies for school districts or towns in the region.
2. Have demonstrated experience providing full services including engineers, architects, and other experts needed to evaluate the physical conditions of school facilities and infrastructure. The firm may use subcontractors for highly specialized components of the study.
3. Ability to identify any facility issues that are foreseeable beyond a 10-year period and any recommendations to avoid or cope with these issues.
4. Knowledge of federal and state laws and regulations pertaining to school buildings and their educational requirements and standards.
5. Knowledge of best practices in school facilities including an understanding of infrastructure needed to support instructional technology.
6. Have demonstrated experience in analyzing enrollment projections and other demographic data and how they relate to physical space requirements and making recommendations based on those projections and requirements.

Evaluation Criteria	Weighting %
Past Relevant Experience & Knowledge	30%
Professional and Team Assigned to the project	20%
Demonstrated Experience as required	20%
Approach & Schedule	15%
Proposed Compensation	15%

PROPOSAL SUBMISSION REQUIREMENTS

The consultant shall provide the Windsor Locks Board of Education with a written report (1 original and 7 copies in addition to an electronic copy) that outlines its' review and recommended options/scenarios fully explained with the pros and cons of each option/scenario. The written report shall include an implementation section containing timelines related to options, responsibilities, fiscal impacts and anticipated benefits to any changes.

1. Letter of interest
2. General information on the firm and proposed sub-contractors/consultants
3. Statements summarizing the experience of the firm and proposed sub-consultants including at least three references and summaries of comparable projects (type, scale, scope, fee)
4. Detailed statements describing the organizational framework for this project, including clear identification of the lead firm, project manager and sub-consultants, and the roles and responsibilities of each sub-consultant
5. The narrative should describe the suggested approach and address the goals and objectives stated in the scope of services (the entire RFP should not exceed 25 or 30 pages in length).
6. Resumes of key personnel assigned to this project and amount of time
7. A proposed work schedule
8. Proposed Fee Schedule: (a) Proposed lump-sum fee to complete the assessment; and (b) Hourly rate schedule(s) to provide additional services beyond the initial engagement.

TERMS AND CONDITIONS

Terms of the Contract:

- 1. Costs:** The contract shall cover all costs including reimbursable items.
- 2. Acceptance/Rejection:** The Windsor Locks Public School District reserves the right to reject any and/or all proposals received or any parts thereof for any reason whatsoever, to waive any informality in any proposal or in any provision in the request for proposals, to require a modification of the contract terms at any time, and to select the bidder who, in the opinion of the District, will meet the best interests of the District, provided that nothing herein shall be deemed to waive any requirement of federal, state or local law. Under no circumstances will the district be responsible for the cost of preparing any bid or proposal. Windsor Locks Public Schools reserves the right to waive any and all guidelines herein and to reject any and all proposals if considered to be in the best interests of the School District.
- 3. Applicable Law:** The resulting contract shall be governed under the laws of the State of Connecticut. The contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances and regulations which are in effect during the period of this contract and which, in any manner, affect the work or its conduct.
- 4. Contract Assignment:** No right or duty in whole or in part of the contractor under this contract may be assigned or delegated without the prior written consent of the Board of Education.
- 5. Public Records Access:** Proposals openings are public unless otherwise specified. Records may not be available for public inspection prior to issuance of the notice of intent to award or the award of the contract.
- 6. Selection:** Selection will be based upon the Board of Education's sole determination as to which proposal best meets the Board of Education's requirements and is in the best interest of the Windsor Locks Public Schools.
- 7. Interview:** Proposers may be required to make oral presentations for the purpose of expanding upon the qualifications contained in the submission. These presentations will be scheduled and held after receipt of the proposals to provide an opportunity for the proposer to supplement and/or clarify the proposal and for the evaluation team ask questions.