



City of Norwich

Department of Finance – Purchasing Agent
100 Broadway, Room No. 105
Norwich, CT 06360

Phone: (860)823-3706
Fax: (860)823-3812
E-mail: whathaway@cityofnorwich.org

REQUEST FOR PROPOSALS

RFP No.: 16-02

Opening Date and Time: Thursday, September 3, 2015 at 2:00 pm EST

Title: School Facilities Strategic Planning Services

Special Instructions: A **mandatory** pre-proposal meeting will be held on Friday, July 31, 2015 at 8:00 A.M. All interested parties are to meet in the Community Room at Kelly Middle School, 25 Mahan Drive, Norwich, CT 06360. Late arrivals (more than fifteen (15) minutes after the scheduled start time) will not be given credit for attendance at the meeting.

The following information must appear in the lower left hand corner of the envelope:

Sealed Proposal No.: 16-02

Not to be opened until Thursday, September 3, 2015 at 2:00 pm EST

Return Proposals to:

William R. Hathaway, Purchasing Agent
City of Norwich
100 Broadway, Room 105
Norwich, CT 06360-4431



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PLEASE RETURN THIS FORM IMMEDIATELY!

Acknowledgement: Receipt of RFP Documents

RFP No.: 16-02

Title: School Facilities Strategic Planning Services

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help the City of Norwich to maintain proper follow-up procedures and will ensure that your firm will receive any addendum that may be issued.

Date Issued: July 17, 2015

Date Documents Received: _____ / _____ / _____

Do you plan to submit a response? _____ Yes _____ No

Print or type the following information:

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Received by: _____

Note: Faxed or e-mailed acknowledgements are requested.

Fax No.: (860)823-3812

E-mail: whathaway@cityofnorwich.org

Fax or e-mail this sheet only. A cover sheet is not required.

DO NOT FAX OR E-MAIL YOUR RESPONSE TO THIS RFP

Purpose

The City of Norwich (“City”) and Norwich Public Schools (“NPS”) formed a School Facilities Review Committee (“Committee”) for the purposes of evaluating school facilities and making such recommendations and reports as it deems appropriate and necessary.

The Committee is seeking professional services to perform strategic planning for its school facilities. This study will be considered pre-referendum work which will be used to assist in preparing education specifications. Additionally, services are requested to recommend improvements that will best and fully support NPS’s mission “To provide each student a rigorous, effective teaching and learning environment where equity is the norm, excellence is the goal, student health and safety is assured.” To accomplish this, the school facilities should be designed to provide a safe, inclusive and inviting learning environment that is equipped with appropriate and flexible learning spaces, accommodates varied teaching and learning needs, and provides for present and future needs of the children. This mission must be balanced with affordability and full community support and acceptance. This strategic planning study must consider and weigh the value of improvements and the cost to the community as essential to its success.

Current Conditions

The district is comprised of two preschools, seven elementary schools, a 6th grade academy, a middle schools, MOPEEP facility, an adult education building, a food service facility, and the central office. . Based on enrollment projections, the total student population is expected to remain relatively unchanged.

The following documents available on NPS’s website provide a summary of the plans for improvements to the curriculum, the condition of the school facilities, and the enrollment projections through 2018.

- [2011 District Improvement Plan](#)
- [2013 School Facilities Survey](#)
- [2009 School Enrollment Dynamics & Projections 2009-2018](#)
- 2011 Norwich Educational Excellence for Today’s and Tomorrow’s Schools (NEXTT) Report <http://goo.gl/gA8VOz>

The buildings generally are energy inefficient, finishes are worn and dated, and many of the major systems are at or beyond their useful life expectancy. Further, because of the unique characteristics and limitations of each building, some of the schools are unable or poorly equipped to meet NPS’ mission and educational specifications, and many of the schools fully meet current requirements for security, full accessibility, technology and classroom space.

NPS is willing to consider all viable options, which may include realigning the student population and re-purposing vacated locations to serve the community at-large.

All of NPS’s buildings are in areas zoned as Residential with the exception of the Thomas W. Mahan School located on Route 82.

Scope of Work

The Committee intends to select a consulting firm (“Firm”) to survey and report on conditions of the existing buildings, and recommend a capital improvement plan that will fully address existing deficiencies for systems and code requirements, and will fully meet and support the NPS’s needs. The Firm’s deliverable will include the following:

Part A

- Review district enrollment data and district demographics to prepare and suggest the optimum-sized schools.
- Review the [2013 School Facilities Survey](#) and NEXTT <http://goo.gl/gA8VOz>. It is envisioned the Firm will use these as a baseline for exception reporting on existing conditions.

- Prepare a strategic facilities plan, complete with a recommended sequencing of schools for new construction or improvements or some combination of both. This plan should provide a recommendation for swing space if required as part of the overall recommendation.
- If enrollment projections support less than the current number of facilities then recommend the realignment of the district and recommend the best school building locations to support the district.
- Review special programs within the district and recommend if these programs are best suited in all schools or in limited schools. If the recommendation is for special programs in some of the schools identify which schools. Include flexibility for accommodating future needs.
- For the optimum scenario, identify conservative estimated reduced costs and potential City revenues by selling the locations that would no longer be used for school purposes including, but not limited to:
 - Reduced Costs
 - Student transportation
 - Utilities
 - Maintenance
 - Insurance
 - Potential City Revenues
 - Proceeds from sale of property
 - Conveyance taxes
 - Building permits
 - Property taxes
- For both a current and optimum scenario, perform a needs-based survey and recommendations as follows:
 - Recommend the optimum student population for the number of buildings recommended including available space for classrooms, administrative suites, core common spaces (e.g. cafeteria, gymnasium, media center, toilet rooms), storage, playing fields and parking.
 - Identify the structural limitations and deficiencies of each building, and recommend improvements or new construction allowing each building to be in full compliance with current standards for safety, security and accessibility.
 - Identify the structural limitations and suggest improvements or new construction to make each building fully available to specialized student needs or select the building(s) best located and equipped to serve this population.
 - Identify the program deficiencies and/or variances of each building to the educational specification, and recommend the improvements required for full compliance. Note those variances that are present but are expensive to correct (e.g. recommended classroom size is 900 to 1,000 sf, existing classroom size of 810 sf is expensive to correct/value is not commensurate with the cost), and note those variances that are present and require correction (e.g. toilet rooms required in Kindergarten classrooms).
 - Recommend replacement of/upgrades to existing building systems to extend useful life, achieve best-value and energy efficiency, and maximize eligibility for reimbursement by the State of Connecticut, Bureau of School Facilities (BSF).
 - Recommend alteration and/or renovation as-new to maximize eligibility for reimbursement by BSF.
 - Overall: Recommend options that best meet NPS' mission and educational specification, are fully compliant with all code requirements, optimize use of space and minimize disruption to students and the community in general. Each option is to include a priority list of buildings, a work/construction schedule, recommendations for swing- space, estimates for construction and soft costs, and estimates for reimbursement by BSF based on eligibility. Because cost will be a significant factor in selecting and recommending the best option, it is imperative the Firm accurately price all options without overly-inflating them.

Note which (if any) school(s) may be a repurposed school for community use. Note the improvements and the cost to bring the building into full compliance with ADA and all existing building and life-safety codes. Note any structural elements that may prevent the building from full use, and as with the schools, note those systems and building elements that require replacement and/or upgrades.

Part B

The Committee will review all options, and will select the plan that best meets its mission and educational specifications, is inclusive to all students, minimizes disruption to students, and offers the best value to the community – and will recommend for referendum funding of the first step in the plan (e.g. renovation of School A). The Firm will assist the Committee in pre-referendum communications and presentations to educators and administrators, City boards and commissions, parent/student organizations, and other community groups, with the goal towards encouraging support for and implementation of the option selected.

Format of Proposal

Interested firms are required to submit one original and five copies of the proposal to William R. Hathaway, Purchasing Agent, no later than the date and time noted above. Submittals shall consist of the following:

- a. A transmittal letter signed by the appropriate officer of the firm offering the proposal and certifying that the proposal and any cost projection included will remain in effect for 120 days after the due date.
- b. A narrative description that puts forth full, accurate, and complete but concise information as required by this request. The proposal should describe:
 1. How the proposer will deal with each element of the work described in this RFP.
 2. The proposer's work currently under contract and its ability to meet time schedules outlined.
 3. The extent to which qualified staff will be available to provide the services offered. Include a complete resume and project assignment plus hourly rate schedule for each professional or technical person to be assigned to the project.
 4. How you propose to schedule the project.
 5. Your abilities and specific experience in assessing existing building systems and conditions, in preparing options for use of facilities and capital improvement plans, and in preparing strategic facilities plans.
 6. Interested firms must submit data regarding maintenance of project schedules and budgets for prior clients. Describe how any cost-saving measures were achieved and how project schedules were improved or expedited to the clients' benefit.
 7. Where applicable, provide a list of other consultants (e.g. MEP, civil, traffic) you intend to use on this project, and include resumes, etc. required in item 3.
 8. Include your experience with assisting clients in referendum efforts, noting the success of each and/or lessons learned.
 9. NPS is exempt from paying any excise, transportation and sales taxes imposed by the Federal government and/or the State of Connecticut. Such taxes must not be included in your prices.
 10. Must comply and sign Insurance Requirements Form.
 11. Sign Affirmative Action Form.

Vendor Information

- a. Vendor Overview – Please provide the following:
 1. The name and location of your company, including the office location that will be serving the City.
 2. A brief description of your business.
 3. The number of years your company has been in business.
 4. Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
 5. The number of personnel employed by your company (please include the number of staff dedicated to provide the requested services).
 6. The primary line of business of your firm.
- b. Client Base – Provide specific reference information for three clients you have served, relevant to the work proposed, to include:
 1. Client name and location

2. Starting date of service and completion date
3. Contact name, title, telephone number and e-mail address

The references must be relevant to service in the last forty-eight (48) months and shall include specific details on how the project represents a project similar in scope. Information on your firm’s specific role must be included.

Pre-Proposal Meeting and Firm Interviews

The Committee will hold a pre-proposal meeting on Friday, July 31, 2015 at 8:00 am in the Community Room of Kelly Middle School , 25 Mahan Drive, Norwich, CT 06360. Attendance is mandatory.

Interviews will be scheduled for Thursday, September 17, 2015 between 9:00 am and 12:00 pm Room 335 of Norwich City Hall, 100 Broadway, Norwich, CT 06360. Selected finalists will be given as much advance notice as possible, and should be available to attend on the above dates.

Selection Criteria

The Committee will evaluate proposals based on the following criteria:

- A. The Firm’s background and professional expertise, including size and scope of previous similar projects, special qualifications, and the availability and experience of assigned personnel. The Firm’s supporting team (MEP, etc.) also will be evaluated on this basis.
- B. The Firm’s ability to complete the work within the required timeline, and to commit staff in a timely way when requested.
- C. The Firm’s demonstrated understanding of the work.
- D. Evidence of any special or innovative approach the firm will use.
- E. The Firm’s proven track record of success in gaining community support for the selection option(s).

Proposed Selection Schedule

The following table is the estimated schedule for this project:

Description	Date & Time	Location
RFP Issued	July 17, 2015	http://www.norwichct.org/Bids.aspx
Pre-Proposal Meeting	Friday, July 31, 2015 at 8:00 am	Kelly Middle School Community Room
Requests for Information (RFI)	Friday, August 7 , 2015 at 4:00 pm	City Hall Purchasing Agent Room 105
Responses to RFI Posted	Wednesday, August 21 , 2015	http://www.norwichct.org/Bids.aspx
RFP Due Date/ Opening	Thursday. September 3 , 2015 at 2:00 pm EST	City Hall Room 319
Interviews of Finalists	Tentatively scheduled Thursday, September 17, 2015 9:00 am to Noon	City Hall Room 335

Requests for Information

All questions or requests for information or clarification must be submitted in writing to William R. Hathaway no later than 4:00 pm on Friday, August 7, 2015. No oral interpretation will be made to any proposer as to the meaning of the proposal specifications or any part thereof. Questions may be submitted by email to whathaway@cityofnorwich.org, by fax to (860)823-3812 or by U.S. Mail to 100 Broadway, Room 105, Norwich, CT 06360.

A summary of all questions and answers will be made available by addendum to this RFP.

Addenda

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms that receive this document. Such revisions or addenda will additionally be posted on the following websites:

<http://www.norwichct.org>

<http://das.ct.gov>

This document includes an acknowledgement page which must be faxed or e-mailed to the Purchasing Agent in order to ensure proper notification of changes to the published documents. The City of Norwich does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of the proposal documents.

Instructions for Submission

Responses must be submitted in sealed envelopes and clearly marked with the RFP reference title, number, due date, and time. The Proposer's name and address must appear on the envelope.

Please submit one original (clearly marked) and five copies of your proposal, along with one electronic copy on either a CD or flash drive. **Do not use 3-ring binders.**

Your proposal must be submitted in a sealed envelope as instructed above and must be received no later than Thursday, September 3, 2015 at 2:00 pm EST at the offices of:

William R. Hathaway, Purchasing Agent

City of Norwich

100 Broadway, Room 105

Norwich, CT 06360-4431

Fee Proposal Form

Proposal to:

William R. Hathaway, Purchasing Agent
City of Norwich
100 Broadway, Room 105
Norwich, CT 06360-4431

I, _____, have received the following contract documents:

1. Request for Proposal number 16-02,
2. Addenda ___ through ___, posted at <http://www.norwichct.org/Bids.aspx> and <http://das.ct.gov>
- 3.

and have included their provisions in my fee proposal. I agree to supply all labor, materials, tools, equipment, permits and insurance, etc., in accordance with such documents in order to perform a School Facilities Strategic Planning study and all associated work for the following fee:

Part A

Perform a needs assessment, report on existing conditions, and recommend options for improvements to NPS's facilities.

Expected Total Hours _____

Fee will range from \$_____ to \$_____, with a not-to-exceed fee of \$_____.

Reimbursable expenses estimated to be \$_____ to \$_____, with a ___% multiplier.

Part B

Assist NPS in pre-referendum communication and presentations.

Expected Total Hours _____

Fee will range from \$_____ to \$_____, with a not-to-exceed fee of \$_____.

Reimbursable expenses estimated to be \$_____ to \$_____, with a ___% multiplier.

Name of Business: _____

Address: _____

Authorized Representative (Print Name & Title): _____

Signature: _____ Date: _____

Contract Considerations

Equal Opportunity – Affirmative Action

The Firm shall comply with all aspects of 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, gender, national origin, age or gender stereotyping, and which specifies goals and target dates to ensure the implementation of equal employment.

A firm with fewer than 15 employees shall be required to have a written equal employment opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, gender, national origin, age or gender stereotyping.

Findings of noncompliance with State and/or Federal equal employment opportunity laws and regulations could be sufficient cause for revocation or cancellation of any contract that results from this RFP.

Indemnification

The Firm shall indemnify, defend, and save harmless, the City, its officers, agents and employees from any and all claims and losses to the extent caused by the negligence, error or omission of the awarded firm in the performance of this work, except to the caused by the negligent acts of the City or its officers, agents or employees.

Insurance

The City is requiring insurance coverage as listed below for this work.

Note: The term "Firm" shall also include their respective agents, representatives, employees or subcontractors; and the term "City" shall include their respective officers, agents, officials, employees, volunteers, boards and commissions of both the City of Norwich and Norwich Public Schools. The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or exclude the City from additional limits and coverage provided under the Firm's policies.

All policies shall include a waiver of subrogation

Worker's Compensation Insurance

With respect to all operations the Firm performs the Firm shall carry worker's compensation insurance in accordance with the requirements of the laws of the State of Connecticut. The Firm shall carry employers liability limits of \$100,000 each accident and \$100,000 each employee by disease and \$500,000 policy limit disease.

Commercial General Liability

With respect to all operations the Firm performs the Firm shall carry Commercial General Liability insurance providing for a total limit of \$1,000,000 per occurrence for each job site or location for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification provided under this contract. Each annual aggregate limit shall not be less than \$ 2,000,000.

Automobile Liability

With respect to any owned, non-owned, or hired vehicles the Firm shall carry Automobile Liability insurance providing \$1,000,000 per accident for bodily injury and property damage.

Errors and Omissions/Professional Liability

With respect to any damage caused by an error, omission or any negligent acts of the Firm performed under this contract the Firm shall carry \$1,000,000 per claim for any wrongful act.

"Tail" Coverage

If any of the required liability insurance is on a "claims made" basis, "tail" coverage will be required at the completion of this contract for a duration of 24 months, or the maximum time period reasonably available in the marketplace. Firm shall furnish certification of "tail" coverage as described or continuous "claims made" liability coverage for 24 months following Contract completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the effective date of this Contract. If continuous "claims made" coverage is used, Firm shall be required to keep the coverage in effect for a duration of not less than 24 months from the end of the Contract.

Acceptability of Insurers

The Contractor's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or otherwise acceptable to the City. Additionally, all carriers are subject to approval by the City.

Subcontractors

The Firm shall require subcontractors to provide the same "minimum scope and limits of insurance" as required herein, with the exception of Errors and Omissions/Professional Liability insurance, unless Errors and Omissions/Professional Liability insurance is applicable to the work performed by the subcontractor. All Certificates of Insurance shall be provided to Purchasing Agent's office as required herein.

Aggregate Limits

Any aggregate limits must be declared to and approved by the City. It is agreed that the Firm shall notify the City when 50% of the aggregate limits are eroded during the contract term. If the aggregate limit is eroded for the full limit, the Firm agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. The premium shall be paid for by the Firm.

Deductibles and Self-Insured Retentions

Any deductible or self-insured retentions must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the Firm to pay and/or to indemnify.

Notice of Cancellation or Nonrenewal

Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided or cancelled before the expiration date except after 30 days prior written notice by certified mail, return receipt requested, has been given to the City. Notwithstanding this requirement, the Firm is primarily responsible for providing such written notice to the City 30 days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the event of any such change the Firm shall provide comparable substitute coverage so that there is no lapse in applicable coverage or reduction in the amount of coverage available to the City related to the Firm's services.

Waiver of Governmental Immunity

Unless requested otherwise by the City, the Firm and his insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

Additional Insured

The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers Compensation, if included, required for the performance of the Contract shall include the City as Additional Insured but only with respect to the Firm's activities to be performed under this Contract. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Certificate of Insurance

As evidence of the insurance coverage required by this Contract, the Firm shall furnish Certificate(s) of Insurance to Purchasing Agent's Office prior to the award of the Contract if required by the RFP document, but in all events prior to Firm's commencement of work under this Contract. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insureds (or Loss Payees). The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring certificates shall be filed 30 days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance documents required should be mailed to Purchasing Agent, City of Norwich, 100 Broadway, Room 105, Norwich, CT 06360-4431.

Waiver of requirements

The Purchasing Agent, may vary the requirements at Purchasing Agent's sole discretion; if Purchasing Agent determines that the City's interests will be adequately protected without meeting all stated requirements.

Invoicing and Payment

Invoices shall be paid promptly by the City unless any invoiced items are questioned, in which case payment will be withheld pending verification of the amount claimed and the validity of the claim. The City's standard payment terms are Net 30 days from receipt of properly executed invoice(s).

Award Consideration

The City reserves the right to accept or reject any and all responses, in whole or in part, to waive technical defects, irregularities and omissions, if, in its judgment, the best interests of the City will be served. The City also reserves the right to negotiate further with one or more of the firms as to any features of their qualifications and submittals and to accept modifications of the work and price when such negotiations will be in the best interest of the City.

Work performed under this contract shall be authorized by an engagement letter, with the letter signed by both a designated authority from the awarded firm, the City Manager or his designee and the Comptroller.

The individual signing this submittal hereby declares that no person or persons other than members of his/her organization are interested in this project or in the contract proposed to be taken; that it is made without any connection with any person or persons making a submission for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission therefrom in any manner which is unethical or contrary to the best interests of the City.

Unless otherwise noted within a submission received in response to this RFP, the proposed fees are assumed to be valid for 90 days from the date of the RFP opening. If an award is not made within such time, the submission can be considered no longer valid, or can be extended with mutual consent of the City and the firm making the submission. Any documents, reports, and data generated as a result of the work under this contract shall become the property of the City.

Termination

Subject to the provision below, the contract may be terminated by either party upon 30 days' advance notice to the other party. If any work or services hereunder are in progress, but not completed as of the date of termination, the contract may be extended upon written approval by the City until said work is completed and accepted.

Termination for Convenience

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

Termination for Cause

Termination by the City for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The 30 days' advance notification requirement is waived in the event of termination for cause.

Availability of Funds

Any contract executed by the City is subject to the appropriation funds.

