

**Request for Proposals**  
**Feasibility Study for Facility Improvements**



**Bungay Elementary School**  
**35 Bungay Rd, Seymour, CT 06483**

**Issued: March 18, 2024**

**Due: April 25, 2024**

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All references herein to "B.E.S.B.C", or "the Committee", shall mean the Bungay Elementary School Building Committee.

## **1. Invitation to Submit Proposals**

Interested Architectural Firms must submit one original and three (3) hard copies and one electronic copy on or before 2:00 p.m. on April 25, 2024. Your submission must follow the outline of this Request for Proposal. Submission packages will be received at the Office of the First Selectman, at the following address:

Town of Seymour  
Bungay Elementary School Building Committee  
1 First St  
Seymour, CT 06483

Please ensure the outside envelope is labeled: RFP – Bungay Elementary School Feasibility Study.

## **2. Background**

Bungay Elementary School was originally constructed in 1952 and underwent renovations in 1971 and 1996. The renovations included the addition of single-story classroom spaces and various facility updates. The current building encompasses a total of 59,600 square feet. The student population of Bungay School is currently 465 and the school serves Pre-K-5.

The B.E.S.B.C, working in conjunction with the Seymour Board of Selectpersons and the Board of Education, is seeking qualifications from Architectural Firms ("Firm" or "Consultant") with expertise in the design of elementary educational facilities to assist with the conceptual designs for improvements to the school.

## **3. Scope of Services**

This assessment will primarily provide the Committee with a professional overview of the current condition of the infra-structure and provide options to improve the facilities at Bungay Elementary School to meet existing State building/fire codes, ADA compliance, building/site accessibility, security compliance, and to house the current and/or anticipated programs of the elementary school for Pre-K and Kindergarten to 5th-grade students.

Based on, and including, the scope of work above, the successful Consultant will be expected to provide the following additional objectives:

1. Develop conceptual-level designs that meet the educational program requirements and address accessibility issues to increase and maximize the square footage

- alignment with enrollment projection and an overall update to the facility. Areas identified by an internal committee included enhancing school safety infrastructure, increasing access to educational technology, providing for a multipurpose room within the building, improvements to the health suite, as well as improving supportive facilities such as outdoor space.
2. Address the need to update/replace M/E/P/FP building systems, evaluate any existing building envelope deficiencies, and consider improvements to the school's indoor air quality and use of natural lighting.
  3. Evaluate recently completed enrollment projections and their impact on the facility.
  4. Review, evaluate and provide recommendations to improve the traffic pattern in the front of the school.
  5. Develop, with the assistance of the Seymour Board of Education and Seymour Public School system, Educational Specifications to be utilized as the program and guideline for the analysis and design solution(s) for the facility improvement options, and as required by the State of Connecticut for DAS-OSCG&R grant application procedures.
  6. Develop professional conceptual-level design cost estimates\* as per State of Connecticut DAS grant application procedures for the following options:
    - a) Extension/Alterations - as required to meet programmatic, facility, and capital improvements over a period of years as part of operating or bonded projects.
    - b) Renovate-as-New - the cost to meet the State requirements for this designation, as one comprehensive project, as well as the costs associated with either phased construction or swing space.
    - c) New Construction - to meet the required program and State requirements for this designation.
  7. Meet with DAS Office of School Construction Grants and Review (OSCG&R) representatives to discuss the State grant application, review, and approval process and any other relevant funding approval items for this project.
  8. Assist with development materials to be used in the event the Town holds a public referendum. These materials will include a project scope board which will include large floorplans and site plans depicting the proposed renovation and/or expansion. In addition, renderings of the preferred alternative will be developed. These should include 3D rendering of the reimagined space including exterior and interior space.

*\*In addition to the construction costs for each option above, it is expected for the selected Firm to include in the estimates all anticipated project-related costs (soft costs) such as, but not limited to, FF&E, Technology, Design/Consultant Fees, Demolition, Moving Expenses, Temporary Space, etc.*

These scope of work objectives are examples of items that shall be addressed but are in no way limited in scope to these alone. The selected Firm shall review the entire school in its current state and provide design solutions to address any and all issues that affect the school's daily functions. It is imperative that the selected Firm understands that they need to meet with various stakeholders, including school department heads and staff to gain insight into the use and operation of the Bungay Elementary School facility as the design is developed in order to provide complete and thorough solutions.

#### **4. Mandatory Site Visit & Questions**

There will be a mandatory site visit for this solicitation. Firms who do not attend the site visit will be excluded from submitting a Qualifications submission package.

The site visit will take place at Bungay Elementary School, 35 Bungay Road, Seymour, CT on April 2, 2024 at 4:30 PM. Attendees shall meet in the parking lot.

For questions pertaining to the RFP must be submitted in writing to the following contact:

Tim Connors, Facility Manager, Town of Seymour  
tconnors@seymourschools.org

Questions regarding this RFP will be accepted until April 10, 2024 by 5:00 PM.

Any addendum, including responses to submitted questions, will be issued via the Town's website.

#### **5. Special Instructions**

Architects responding to this RFP must have sufficient staff to ensure timely project completion. The architect's Project Manager must be experienced in educational facilities work and the public bidding environment, with emphasis on public school facilities projects. Key consultants must also assign experienced personnel who are knowledgeable in this type of project.

Respondents are hereby notified that all proposal submittals and information contained therein and attached thereto shall become public information upon selection of the successful Architect.

The successful architect must perform services related to this project from an office located in

the Connecticut area. Respondents must identify the location of said office in the proposal submitted.

The B.E.S.B.C. reserves the right to reject any or all proposals for any reason it determines to be in its best interests or, in the alternative, to abandon the selection process in whole or in part.

Candidates must be available for interviews upon request of the B.E.S.B.C. Based on responses to the RFP, the Committee reserves the right to shortlist candidates for presentations/interviews. The date for presentations/interviews for those respondents that are invited is to be determined. The architect's proposed Principal-in-Charge and Project Manager for the project should be available to attend. Firms selected for an interview should allow approximately forty-five minutes for the oral presentation and a question and answer session.

## **6. Submission Format Requirements**

Interested Firms are requested to submit their RFP replies no later than the Qualification Reply Due Date specified herein. Interested Firms are requested to submit one (1) original and three (3) hard copies, and an electronic copy of qualification data to the B.E.S.B.C.

All responses to this RFP must be in sealed envelopes and marked with the RFP reference title, the RFP number, and due date and time. The Candidate's name and address must appear on the envelope. Proposals should put forth full, accurate, and complete but concise information as required by this request. The Committee shall not be liable for costs incurred in the preparation of the response to this RFP or in connection with any presentation before a Selection Committee.

In order for a qualifications package to be responsive to this RFP, the package must include all requested information below, organized with the following sections:

1. **Letter of Transmittal:** Signed by a principal of the Firm, not to exceed two pages, describing the Firm, team, qualifications, and why it is the best Firm for this project.
2. **Firm Profile:** General Information about the Prime Firm.
3. **Project Team:** Provide detailed resumes of the individual team members directly assigned to this project, describing their role, responsibilities, and experience with similar school projects in Connecticut. Resumes should be included from both the prime Firm and all outside consultants to be utilized by the prime Firm. Include an overall project organization chart indicating the lines of responsibilities. Please note that at least one of the project team must be a LEED Accredited Professional.

4. **Understanding of the Project:** Describe your understanding and your process in performing the required tasks to complete this project, as well as any issues facing Bungay Elementary School, possible solutions, and any critical issues that could affect a successful outcome.
5. **Relevant Experience and References:** Describe recent relevant experience including experience related to the following:
  - a. Completion of renovations of at least two (2) Connecticut School facility projects with a construction cost of \$35-\$60 million or more in the past ten (10) years.
  - b. Experience with LEED, High Performance Building Design, or similar types of energy-efficient design strategies.
  - c. Approach and past performance preparing and meeting public school budget estimates and project schedules.
  - d. Recent Experience with the State of Connecticut DAS Office of School Construction Grants & Review (OSCG&R).
  - e. Provide references for at least five (5) similar projects. Please include date of project, and project reference contact information including telephone and email.
6. **Project Timeline:** Provide an estimated project timeline required to complete this study. The conceptual study schedule should indicate key milestones and time frames in which the Firm expects to review all aspects of the facility infrastructure, develop educational specifications and design solutions, develop cost estimates, and provide the final deliverable to be presented to the Bungay Building Committee.
7. **Litigation Statement:** Firm shall disclose if it has defaulted on a project similar to this project in the last five (5) years or if it is currently involved in any pending litigation or arbitration (resolved or unresolved).
8. **Forms:** RFP Response Forms, Non Collusion Affidavit, and Exceptions Form (if any).

Submissions that do not comply with all the above requirements may be deemed unresponsive and may result in the submission being incomplete.

## 7. **Fee Proposals**

Please use the attached proposal response form in Section 9, to submit your proposed fees. In addition, please provide hourly rates of those involved, in the event additional work outside of

the stated scope is requested by the Town.

## **8. Criteria for Evaluation Proposals**

Proposal submissions will be evaluated based on the following criteria:

1. The key personnel to be assigned to the project and their present workload.
2. The firm's qualifications, experience, and demonstrated familiarity with Public School Building projects in general and specifically renovation projects of a similar size, scope, and nature.
3. The firm's experience and demonstrated familiarity with the Connecticut State Department of Education guidelines and processes.
4. The project team's experience with projects of similar nature and scope.
5. Previous design and oversight experience in projects involving alterations and renovations to similar facilities.
6. Extent of services offered, and depth and extent of overall resources that can be put to use to ensure the success of the project.
7. Quality of references from previous clients.
8. Proposal Response Forms, and fees.

The Committee reserves its rights to examine any other criteria and take the same under consideration and to reject any firm or proposal despite its compliance with the project including resumes/experience of key personnel and consultants, performance on past public school projects, the Firm's approach to performing the various elements of work involved in this project, and references provided.

## **V. Contract Negotiations and Award:**

The B.E.S.B.C. will recommend the contract and award of the project to the selected Firm based on submitted qualifications, fee proposals and interview results the Committee feels is the most responsible, responsive, and qualified to perform the project. The Committee (and Town of Seymour) reserves the right to accept or reject any or all bids or any portion thereof, waive technicalities, and will award the project to the firm as deemed to best serve the public interest. The Board of Education is not obligated to select the lowest Bidder.

## **VI. Terms and General Conditions:**

1. Costs: The contract shall cover all costs including reimbursable items.
2. Acceptance/Rejection: The B.E.S.B.C. reserves the right to accept or reject any and



all proposals, to waive any technicality in any proposal submitted, and to accept any part of a proposal deemed to be in the best interest of the Town.

3. **Applicable Law:** The resulting contract shall be governed under the laws of the State of Connecticut. The consultant shall at all times comply with and observe all federal state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which, in any way manner, affect the work or its conduct.
4. **Contract Assignment:** No right or duty in whole or in part of the consultant under this contract may be assigned or delegated without the prior written consent of the B.E.S.B.C.
5. **Public Records Access:** Proposal 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 B.E.S.B.C.'s sole determination as to which Firm's qualifications and proposal best meets their requirements and is in the best interests of the Town of Seymour.
7. The B.E.S.B.C. is the duly appointed building committee for the subject renovation project authorized by the Board of Selectpersons to act on behalf of the Town of Seymour.

**9. Proposal Response Form**

**Request for Proposals; Bungay Elementary School Feasibility Study for Facility Improvements**

<b>Firm Name -</b>		
<b>Address -</b>		
<b>Phone -</b>	<b>Fax -</b>	<b>Email -</b>
<b>Manager -</b>		<b>Fed ID#</b>

**Proposed Fees**

<b>A. Conceptual Design Services: Lump Sum in numbers and words,</b>	
\$	Fee in words:
<b>B. Develop Educational Specifications: Lump Sum in numbers and words,</b>	
\$	Fee in words:
<b>B. Develop Professional Concept-Level Design Cost Estimates: Lump Sum in numbers and words,</b>	
<b>a) Extension/Alterations</b>	
\$	Fee in words:
<b>b) Renovate as New</b>	
\$	Fee in words:
<b>c) New Construction</b>	
\$	Fee in words:
<b>C. TOTAL FEE (A-B) : Lump Sum in numbers and words,</b>	
\$	Total Fee in words:

<b>Submitted by -</b>	-
<b>Authorized Agent of Company (name and title)</b>	<b>Date</b>
<b>Signature -</b>	

The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

Addendum #		Dated		Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	

Identify the key project team members who will provide these services. Quantify their level of involvement (X%) and provide hourly rates for each member.

<b>Name</b>	<b>Title</b>	<b>% Involved</b>	<b>Hourly Rate</b>
<b>A</b>	Principal-In-Charge	-	
<b>B</b>	Project Manager	-	
<b>C</b>	Project Architect	-	
<b>D</b>		-	

**10. Proposer’s Non-Collusion Affidavit**

The undersigned proposer, having fully informed himself/herself/itself regarding the accuracy of the statements made herein, certifies that:

1. the proposal is genuine; it is not a collusive or sham proposal;
2. the proposer developed the proposal independently and submitted it without collusion with, and without any agreement, understanding, communication or planned common course of action with, any other person or entity designed to limit independent competition;
3. the proposer, its employees and agents have not communicated the contents of the proposal to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal; and
4. no elected or appointed official or other officer or employee of the Town of Seymour is directly or indirectly interested in the proposer’s proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

The undersigned proposer further certifies that this affidavit is executed for the purpose of inducing the Town of Seymour to consider its proposal and make an award in accordance therewith.

By:	
Proposer Full Legal Name	TITLE
Name & Title of Proposer's Authorized Representative (Print Name)	DATE
Name & Title of Proposer's Authorized Representative (signature)	DATE