



**TOWN OF EAST WINDSOR and EAST WINDSOR PUBLIC SCHOOLS
REQUEST FOR QUALIFICATIONS and REQUEST FOR PROPOSALS**

FOR

Feasibility Study and Grant Application Design Services

FOR

**Broad Brook Elementary School
14 Rye Street, Broad Brook, CT 06016**

**East Windsor Middle School
38 Main Street, Broad Brook, CT 06016**

**East Windsor High School
76 S. Main Street, East Windsor, CT 06088**

ISSUE DATE: NOVEMBER 15, 2024



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LEGAL NOTICE

REQUEST FOR QUALIFICATIONS and REQUEST FOR PROPOSALS FOR FEASIBILITY STUDY AND GRANT APPLICATION DESIGN SERVICES

The Town of East Windsor and the Permanent Building Committee are pleased to announce this invitation to submit qualifications and fee proposals in preparation of a district master plan, design services, and assistance with state grant application submissions for the following projects:

Renovate-to-New Project at Broad Brook Elementary School

Location: 14 Rye Street, Broad Brook, CT 06016

and

Combined East Windsor Middle School and East Windsor High School

Location: 76 S. Main Street, East Windsor, CT 06088

Option 1: Renovate-to-New

Option 2: New Construction

The specific requirements of each task and required deliverables are included within this RFP. The successful firm must demonstrate extensive experience in all facets of architectural and MEP design for K-12 educational facilities, including conceptual design planning, conceptual design estimating and referendum support in accordance with the State of Connecticut DAS Office of Grants Administration (OGA) requirements. Successful experience with the State of Connecticut School Construction Grant Process is required.

Qualified firms are required to submit their Proposal in accordance with the solicitation package requirements. Firms must comply with all municipal, State, and federal affirmative action and equal employment opportunity practices.

The Town of East Windsor reserves the right to reject any or all proposals, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the Town of East Windsor and East Windsor Public Schools.

Proposals will be accepted at the First Selectman's Office located at 11 Rye Street, Broad Brook, CT 06016 to the attention of First Selectman, Jason E. Bowsza until 11:00AM on December 4, 2024.

Instructions to bidders may be obtained at website here www.eastwindsor-ct.gov.

SECTION I INSTRUCTIONS TO BIDDERS

Proposal Requirements

Proposal responses are due by **11:00 AM on Friday, December 5, 2024**, and may be mailed or hand-delivered to:

First Selectman's Office
ATTN: Jason Bowsza
Town of East Windsor
11 Rye Street
Broad Brook, CT 06106

Proposals are to be delivered in a sealed envelope or packaging labeled with the following:
"Feasibility Study and Grant Application Design Services for Broad Brook Elementary School and Combined East Windsor Middle School/East Windsor High School"

Respondents are required to submit the following documents in response to this solicitation:

Qualifications Proposal - Four (4) Hard Copies
Fee Proposal – One (1) Hard Copy in a separate, sealed envelope
Qualifications Proposal & Fee Proposal – One (1) Electronic Copy on a USB Flash Drive

Selection Timeline

RFQ/P Issue Date:	November 15, 2024
Request for Information Deadline:	2:00 PM November 27, 2024
Proposal Due Date:	December 4, 2024

Questions concerning this RFQ/P may be directed to Jim Giuliano via email at jimg@csgroup-llc.com and Samantha D'Agostino via email at samanthad@csgroup-llc.com no later than **2:00 PM on November 27, 2024**. Responses in the form of Addenda will be posted to the Town of East Windsor Website and the State of Connecticut DAS Website.

Absolutely no extensions will be granted. The selected architect will be expected to begin work immediately upon receipt of a letter from the Town directing the commencement of work. All firms submitting a proposal will be notified of the Owner's decision in writing.

The Town of East Windsor reserves the right to reject any or all proposals, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the Town of East Windsor and East Windsor Public Schools. The Town may, at its sole discretion, clarify, modify, amend, or terminate this solicitation at any time. Respondents are responsible for checking the Town or CT DAS website for any addenda to this RFQ/P, and to complete its response in accordance with the latest issued addenda.

Architectural Services (as hereinafter defined) shall be performed pursuant to the AIA document; AIA B101 – 2017 Standard Form of Agreement Between Owner and Architect, as negotiated and amended with the successful bidder.

Preliminary Project Schedule

District Conceptual Planning & Estimating: January 2, 2025 to April 30, 2025
Services for both Broad Brook Elementary School and the Combined East Windsor Middle School/East Windsor High School are anticipated to run concurrently.

**All above dates are subject to change.*

SECTION II PROPOSAL REQUIREMENTS

For a Qualifications Proposal to be responsive to this RFQ/P it must provide ALL the following information (collectively the “Minimum Requirements”) organized as listed below:

Company Information: Complete and include **Exhibit A – Company Information** to provide a summary of your firm.

- A. Any prior name(s) by which the firm was known and the years during which such name(s) was used.
- B. Name(s) of any subsidiary or other company owned or controlled by the firm.
- C. Names, titles, reporting relationships, and background and experience of the principal members of the company, including officers. Indicate which individuals are authorized to bind the company in negotiations with the Owner.
- D. Describe your firm’s primary areas of service.
- E. Address of principal office and office from which the Project will be managed.
- F. Name, address, telephone number, and email address of the principal contact person to receive notifications and to reply to inquiries from the Owner.
- G. Legal form of ownership. If a corporation, indicate where incorporated.
- H. Years engaged in construction management services under its present name.
- I. Total years in business and financial stability of the firm.

Letter of Introduction: Describe your firm’s commitment to the project and how your firm will meet or exceed expectations. Identify any factors that distinguish your firm from your competitors. Include a contact name, email, direct telephone, and address in the letter.

Relevant /Qualifying Experience: Describe your firm’s understanding of the process and recent experiences, both successes and challenges, working with the State of Connecticut State’s DAS – Office of Grants Administration (OGA).

Provide evidence your company has performed comprehensive architectural services for at least five (5) projects of similar size and scope. Specifically, discuss your company’s recent experience providing pre-referendum conceptual design and cost estimating support to school districts. Complete and include **Exhibit B – List of Qualifying Projects** and confirm each project has its own reference.

Project Team: Identify the proposed project team. List all key team members and include professional resumes, as well as a description of each person’s relevant experience. Sub-consultants shall be included within this section. Summarize relevant projects completed with each sub-consultant.

Claims & Disputes: Indicate any past claims or disputes with owners in the past five (5) years.

Fee Proposal: The Fee Proposal shall be submitted in the form of **Exhibit C- Fee Proposal**, attached hereto and made a part hereof (the “Fee Proposal Form”).

The Fee Proposal must be completed in its entirety as presented. An incomplete Fee Proposal or one that has been modified in any way shall be deemed an unresponsive Proposal, which will result in the Proposal being rejected.

Addendum Acknowledgment: Complete and include **Exhibit D – Addendum Acknowledgement** to show receipt and review of any addendum posted as a part of this solicitation.

SECTION III SELECTION PROCESS

The administrative review and selection will be based on the selected bidder successfully meeting the Minimum Requirements and be deemed by the Town, at its sole discretion, as the most responsible, responsive, and qualified bidder. This review will be

The Town of East Windsor nor the Permanent Building Committee shall be under no obligation to accept a proposal if it is deemed to be in their best interest not to do so. The Board of Education and the Town of East Windsor are not responsible for any costs incurred by any Responder in connection with this RFP.

Architect firms responding to this RFP should be aware that the anticipated contract award is only for services listed in the following sections. The Town may, at its discretion, solicit public bids for subsequent phases following approval and State grant applications.

Architect's services are expected to begin immediately following award of the work and written notice to proceed.

The Town of East Windsor nor any of their respective officers, directors, employees, or authorized agents shall be liable for any claims or damages resulting from the selection, or rejection of any Proposal.

SECTION IV PROJECT DESCRIPTION & SCOPE OF SERVICES

Project Description

The Town of East Windsor, CT is in the north central part of Connecticut with a total area of 26.8 square miles consisting of five villages: Broad Brook, Melrose, Scantic, Warehouse Point and Windsorville. East Windsor is bordered to the north by the town of Enfield, South Windsor to the south, Ellington to the east, and Windsor Locks and Windsor to the west across the Connecticut River. At the time of the 2020 US Census, the total population of East Windsor was 11,190.

The Town of East Windsor has three schools within their district:

Broad Brook Elementary School (BBES) - Grades Pre-K to 4

Year Built: 1952

Current Building Area: 69,078 SF

Student Enrollment: 480

East Windsor Middle School (EWMS) – Grades 5 to 8

Year Built: 1966

Current Building Area: 83,035 SF

Student Enrollment: 300

East Windsor High School (EWS) – Grades 9 to 12

Year Built: 1953

Current Building Area: 123,244 SF

Student Enrollment: 256

In 2023, the Town of East Windsor and East Windsor Public Schools (the “Owner”) engaged with QA+M Architecture to prepare a district-wide Master Plan and Design Services to complete roof replacements and HVAC upgrades as needed at each school facility. Construction Solutions Group, LLC (CSG), the Owner’s Project Manager (OPM) worked with the Town, School District, and QA+M to determine that due to the age of each building, there were other inefficiencies that needed to be addressed including but not limited inadequate building envelope, ADA accessibility issues, and aging MEP systems.

The Town of East Windsor and East Windsor Public Schools would now like to engage with an Architectural Firm to complete conceptual design and estimating services in preparation for a Town Referendum and submission of State Grant Applications. To do so, the Town and the District would like to explore the following projects:

1. Renovate-to-New of the existing Broad Brook Elementary School
2. Renovate-to-New of the existing East Windsor High School and utilize this facility for a combined East Windsor Middle School and East Windsor High school
3. New Construction of a combined East Windsor Middle School and East Windsor High School at the existing East Windsor High School site

Deliverables

1. Conceptual Design & Professional Cost Estimate for Renovate-to-New Broad Brook Elementary School
2. Conceptual Design & Professional Cost Estimate for a Renovate-to-New combined East Windsor Middle School/East Windsor High School on the existing high school property
3. Conceptual Design & Professional Cost Estimate for a New Construction combined East Windsor Middle School/East Windsor High School on the existing high school property
4. Rendering for Broad Brook Elementary School
5. Rendering for East Windsor Middle School / East Windsor High School: *This will be for either the Renovate-to-New or New Construction Project, pending the Owner’s decision.*

SECTION IV PROJECT DESCRIPTION & SCOPE OF SERVICES

Scope Services

Architectural include but will not be limited to the following:

- Conceptual Design
 - Site Visit of each facility with a detailed report of your findings including photos
 - Meetings with Project Stakeholders to obtain input in developing a comprehensive conceptual design
 - Overall Site Plan that incorporates the use of existing sports fields
 - The Architect shall perform a thorough investigation of their current conditions and recommendations should be provided for the following:
 - Complete Replacement
 - Refurbishing
 - Combination of both replacement of some fields and refurbishing of others
 - Proposed floor plans with room designations
 - Proposed exterior elevations
 - Architectural narrative including proposed finishes
 - MEP narrative including proposed systems
 - Structural narrative
 - Renderings
 - Broad Brook Elementary School
 - East Windsor Middle School/East Windsor High School (*Renderings will be limited to selection of which option the Town and School District choose – i.e. either Renovate-to-New or New Construction*)
- Cost Estimating
 - A comprehensive cost estimate for the Broad Brook Elementary School should be provided with a detailed narrative including assumptions that were made. The Architect should look at potential methods or materials that can be used to reduce project costs if needed.
 - A comprehensive cost estimate for both a Renovate-to-New and New Construction Project of the combined East Windsor Middle School/East Windsor High School to help the Owner determine which option is more viable. The Architect should look at potential methods or materials that can be used to reduce project costs if needed.
- Grant Application
 - Assist the Owner's Representative in developing educational specifications for the projects noted.
 - Provide conceptual drawings for the establishment of a Grant Application Estimate.
 - Assist the Owner's Representative with all elements required for a successful grant application, including but not limited to narratives, estimates, and other state required forms.
 - Assist the Owner's Representative with determination of potential ineligible costs in accordance to prepare the Grant Application Submissions.
 - Attend estimate reconciliation meetings as required.
 - Participate in work sessions, public information meetings, Building Committee Meetings, and other community or committee meetings as requested.

SECTION V GENERAL CONDITIONS

All Invitations for Bids issued by the Town of East Windsor will bind Proposers to the terms and conditions listed below, unless specified otherwise in any individual Invitation for Bids.

The Architect shall comply with the statutes and regulations as they exist on the date of this advertisement and as they may be adopted or amended from time to time during the term of a subsequent Agreement and any amendment thereto.

1. The Architect and/or Engineer shall be required to carry the following insurance, written by a company licensed to provide insurance in the State of Connecticut and rated by AM Best as A or better, with respect to services they perform for the duration of any contract to be let as a result of this process.
2. Workers Compensation with limits as required by Connecticut General Statutes.
3. General Liability Insurance, including the Board of Education and the Town of East Windsor as additional insured with limits of \$1,000,000 each occurrence and in the aggregate for property damage.
4. Automobile Liability Insurance, including the Town as an additional insured, covering the operations of all operations motor vehicles owned, leased, hired, or used by the Architect in the furtherance of this Agreement with limits of \$1,000,000 each person, \$1,000,000 each occurrence for bodily injury, and \$1,000,000 each occurrence for property damage.
5. Professional liability insurance for protection against claims arising out of the negligent performance of services as Architect or caused by any errors or omissions of the insured in the amount of \$5,000,000.
6. The Architect shall furnish, prior to commencement of work under this agreement, Certificates of insurance evidencing workers' compensation, general, automobile, and professional liability coverage with the required limits.
7. In addition, both parties to any contract to be let as a result of this process will be required to agree mutually to waive any rights which each may have against the other with respect to subrogation under any policy insurance relating to the services or work provided under any such agreement.
8. Save Harmless. As part of entering into any contract which may be let as a result of this process, the Architect for itself and its successors will be required to covenant and agree with the Town to indemnify and save harmless said Town from any and all action, causes of action, judgments, legal fees, claims and demands whatsoever, which may at any time be instituted, made, tendered or recovered against the Town to the extent caused by the Architect's negligence in the performance of the Architectural services performed pursuant to any such agreement.
9. The Building Committee, Board of Education and the Town of East Windsor have the right to use any or all ideas, plans, specifications, and estimates presented in this RFP.

EXHIBIT A: COMPANY INFORMATION

REQUEST FOR QUALIFICATIONS and REQUEST FOR PROPOSALS FOR FEASIBILITY STUDY AND GRANT APPLICATION DESIGN SERVICES

Firm Name				
Address				
City		State		Zip Code

Item	Description	Response
A	<i>Prior name(s) by which firm was known and the years during which such name(s) was used.</i>	
B	<i>Name(s) of any subsidiary or other company owner or controlled by the firm.</i>	
C	<i>Names, titles, reporting relationships, and background and experience of the principal members of the company, including officers. Indicate which individuals are authorized to bind the company in negotiations with the Owner.</i>	
D	<i>Describe your firm's primary areas of service.</i>	
E	<i>Address of principal office and office from which the Project will be managed.</i>	
F	<i>Name, address, telephone number, and email address of the principal contact person to receive notifications and to reply to inquiries from the Owner.</i>	
G	<i>Legal form of ownership. If a corporation, indicate where incorporated.</i>	
H	<i>Years engaged in construction management services under its present name.</i>	
I	<i>Total years in business and financial stability of the firm.</i>	

EXHIBIT B: QUALIFYING PROJECTS

REQUEST FOR QUALIFICATIONS and REQUEST FOR PROPOSALS FOR FEASIBILITY STUDY AND GRANT APPLICATION DESIGN SERVICES

Firm Name				
Address				
City		State		Zip Code

PROJECT # 1	
Project Name	
Project Location	
Project Phase	<input type="checkbox"/> Preconstruction <input type="checkbox"/> Construction <input type="checkbox"/> Punchlist <input type="checkbox"/> Closeout <i>*Check pertinent project phase.</i>
Completion	<i>Include actual or estimated date of completion of services (month and year).</i>
Budget	Total Cost: _____ Construction Cost: _____ Change Order Cost: _____ Final Cost at Closeout (if applicable): _____
Work Performed	<i>Include a brief description of services provided including but not limited to roles/responsibilities, project features, challenges, and whether project was completed on time and within budget, etc.</i>
Reference	Name: _____ Phone Number: _____ Email: _____

EXHIBIT B: QUALIFYING PROJECTS

REQUEST FOR QUALIFICATIONS and REQUEST FOR PROPOSALS FOR FEASIBILITY STUDY AND GRANT APPLICATION DESIGN SERVICES

Firm Name				
Address				
City		State		Zip Code

PROJECT # 2	
Project Name	
Project Location	
Project Phase	<input type="checkbox"/> Preconstruction <input type="checkbox"/> Construction <input type="checkbox"/> Punchlist <input type="checkbox"/> Closeout <i>*Check pertinent project phase.</i>
Completion	<i>Include actual or estimated date of completion of services (month and year).</i>
Budget	Total Cost: _____ Construction Cost: _____ Change Order Cost: _____ Final Cost at Closeout (if applicable): _____
Work Performed	<i>Include a brief description of services provided including but not limited to roles/responsibilities, project features, challenges, and whether project was completed on time and within budget, etc.</i>
Reference	Name: _____ Phone Number: _____ Email: _____

EXHIBIT B: QUALIFYING PROJECTS

REQUEST FOR QUALIFICATIONS and REQUEST FOR PROPOSALS FOR FEASIBILITY STUDY AND GRANT APPLICATION DESIGN SERVICES

Firm Name				
Address				
City		State		Zip Code

PROJECT # 3	
Project Name	
Project Location	
Project Phase	<input type="checkbox"/> Preconstruction <input type="checkbox"/> Construction <input type="checkbox"/> Punchlist <input type="checkbox"/> Closeout <i>*Check pertinent project phase.</i>
Completion	<i>Include actual or estimated date of completion of services (month and year).</i>
Budget	Total Cost: _____ Construction Cost: _____ Change Order Cost: _____ Final Cost at Closeout (if applicable): _____
Work Performed	<i>Include a brief description of services provided including but not limited to roles/responsibilities, project features, challenges, and whether project was completed on time and within budget, etc.</i>
Reference	Name: _____ Phone Number: _____ Email: _____

EXHIBIT B: QUALIFYING PROJECTS

REQUEST FOR QUALIFICATIONS and REQUEST FOR PROPOSALS FOR FEASIBILITY STUDY AND GRANT APPLICATION DESIGN SERVICES

Firm Name				
Address				
City		State		Zip Code

PROJECT # 4	
Project Name	
Project Location	
Project Phase	<input type="checkbox"/> Preconstruction <input type="checkbox"/> Construction <input type="checkbox"/> Punchlist <input type="checkbox"/> Closeout <i>*Check pertinent project phase.</i>
Completion	<i>Include actual or estimated date of completion of services (month and year).</i>
Budget	Total Cost: _____ Construction Cost: _____ Change Order Cost: _____ Final Cost at Closeout (if applicable): _____
Work Performed	<i>Include a brief description of services provided including but not limited to roles/responsibilities, project features, challenges, and whether project was completed on time and within budget, etc.</i>
Reference	Name: _____ Phone Number: _____ Email: _____

EXHIBIT B: QUALIFYING PROJECTS

REQUEST FOR QUALIFICATIONS and REQUEST FOR PROPOSALS FOR FEASIBILITY STUDY AND GRANT APPLICATION DESIGN SERVICES

Firm Name				
Address				
City		State		Zip Code

PROJECT # 5	
Project Name	
Project Location	
Project Phase	<input type="checkbox"/> Preconstruction <input type="checkbox"/> Construction <input type="checkbox"/> Punchlist <input type="checkbox"/> Closeout <i>*Check pertinent project phase.</i>
Completion	<i>Include actual or estimated date of completion of services (month and year).</i>
Budget	Total Cost: _____ Construction Cost: _____ Change Order Cost: _____ Final Cost at Closeout (if applicable): _____
Work Performed	<i>Include a brief description of services provided including but not limited to roles/responsibilities, project features, challenges, and whether project was completed on time and within budget, etc.</i>
Reference	Name: _____ Phone Number: _____ Email: _____

EXHIBIT C: FEE PROPOSAL

REQUEST FOR QUALIFICATIONS and REQUEST FOR PROPOSALS FOR FEASIBILITY STUDY AND GRANT APPLICATION DESIGN SERVICES

Firm Name			
Address			
City		State	
Zip Code			

ITEM 1	CONCEPTUAL PLANNING SERVICES		
	SCHOOL	FEE	
A	Broad Brook Elementary School		
B	Broad Brook Elementary School Rendering		
C	Renovate-to-New EWMS/EWHS		
D	New Construction EWMS/EWHS		
E	EWMS/EWHS Rendering		

NOTE: EWMS/EWHS Rendering will be for either Renovate-to-New OR New Construction pending a decision from the Owner.

ITEM 2	PROFESSIONAL COST ESTIMATE		
	SCHOOL	FEE	
A	Broad Brook Elementary School		
B	Renovate-to-New EWMS/EWHS		
C	New Construction EWMS/EWHS		

ITEM 3	GRANT APPLICATION ASSISTANCE		
	SCHOOL	FEE	
A	Broad Brook Elementary School		
B	Renovate-to-New EWMS/EWHS		
C	New Construction EWMS/EWHS		

FEE TOTALS

	Broad Brook Elementary School - Total Fee		
	Renovate-to-New EWMS/EWHS - Total Fee		
	New Construction EWMS/EWHS - Total Fee		
	Renderings - Total Fee		

ITEM 4	HOURLY RATES		
Please input hourly rates for the roles proposed as part of your RFQ/P Response.			
	Role	Hourly Rate	
1			Per hour
2			
3			
4			
5			

EXHIBIT C: FEE PROPOSAL

REQUEST FOR QUALIFICATIONS and REQUEST FOR PROPOSALS FOR FEASIBILITY STUDY AND GRANT APPLICATION DESIGN SERVICES

Firm Name			
Address			
City		State	
Zip Code			

The signatory below acknowledges receipt of the above addenda issued during the RFQ/P solicitation period and understands they are a part of the solicitation documents.

Submitted By:

Name		Title	
Signature		Date	

EXHIBIT D: ADDENDUM ACKNOWLEDGEMENT

REQUEST FOR QUALIFICATIONS and REQUEST FOR PROPOSALS FOR FEASIBILITY STUDY AND GRANT APPLICATION DESIGN SERVICES

Firm Name			
Address			
City		State	
Zip Code			

ADDENDUM ACKNOWLEDGEMENT

		DATED	
ADDENDUM #		DATED	
ADDENDUM #		DATED	
ADDENDUM #		DATED	
ADDENDUM #		DATED	

The signatory below acknowledges receipt of the above addenda issued during the RFQ/P solicitation period and understands they are a part of the solicitation documents.

Submitted By:

Name		Title	
Signature		Date	