



DRAFT FOR FACILITIES FEASIBILITY STUDY

Plainfield Public Schools REQUEST FOR PROPOSAL 3/8/2020

Proposal Response Date: May 16th 2023, 2:00p.m.

Pre-Proposal Conference: April 18th, 2:00p.m.

**PLAINFIELD PUBLIC SCHOOLS
651 Norwich Road
Plainfield, Connecticut 06374**

Table of Contents

I. Purpose, Background and Overview	2
IV. Scope of Service	3
V. Conducting the Study... ..	5
VI. Qualifications and Requirements... ..	5
VII. Proposal Requirements... ..	7
VIII. Criteria for Award.....	8
IX. Evaluation.....	9
X. General Conditions	10
XI. Bid Form	11
XII. Non-Collusive Statement.....	12

Request for Proposals for:

For the Plainfield Public Schools

I. PURPOSE

The State of Connecticut, Department of Education defines part of the duties of Boards of Education to *“make a **continuing study of the need for school facilities and of a long-term school building program and from time to time make recommendations based on such study to the town; “CGS Section 10-220(a)***

The Plainfield Public School District is requesting proposals to expand our enrollment, HVAC and Capital Improvement studies to defined the confines of current and future programs and needs. It is anticipated that the Plainfield Public Schools will be able to use this Feasibility Study to provide the best possible programs for our student’s at the most reasonable costs, and continue to expand programs and services for our students and our community.

The study shall be in sufficient detail to provide information that will comply with the applicable Connecticut Department of Education standards for such studies. The study will provide a dynamic and serviceable resource which may be used as a reference and a guide for continuous planning, changes, improvements, to facilities and programs.

The study will:

- Examine past, present and future student enrollments; as provided by the district from NESDEC Studies.
- Include input from numerous stakeholders, inclusive of parents, students, and the community;
- Examine the District’s present educational facilities in anticipation of enrollment projections and the District’s present and future programs; and
- Develop cost-effective options designed to address the District’s present and future space, facility, and comments regarding staffing needs.
- Consider the identified projects in the five-year capital plan on repairs, replacements and upgrades.
- Consider the need for HVAC upgrades already identified in the 2022 HVAC study completed by HF Lentz.

II. BACKGROUND INFORMATION

Plainfield Public Schools is proud to serve the residents, families and students of Plainfield Connecticut. Currently, Plainfield Public Schools operates six school location; Early Childhood Center, which serves students 3-5 years old and in Pre-School programming; Moosup Elementary, which serves students in the eastern section of Plainfield and in grades Kindergarten through Third Grade; Shepard Hill Elementary School, which serves students in the western section of Plainfield and in grades Kindergarten and Third Grade.

In our upper elementary and secondary levels, we have: Plainfield Memorial School, which serves students in grades Fourth and Fifth Grade. At our secondary level we have our middle school, Plainfield Central Middle and at our high school we have Plainfield High.

Our district has seen a reduction in enrollment from 2400 students in 2007 to 2000 students in 2023. The largest drop in enrollment has taken place at Plainfield High School, which has seen enrollment drop from 740 students to 530 students.

III. SERVICES TO BE PROVIDED BY THE CONSULTANT (Overview)

The intent of this request for proposal is to retain a firm/consultant to develop several options in a Comprehensive Facilities Plan that will guide the Board of Education in producing a dynamic master plan for all major facility improvements, including renovations, consolidations, repurposing, additions, or new construction, over the next 10 years. The plan will provide an analysis and appraisal of present and future educational needs in relation to all facilities.

Populations: Historical data of population of Plainfield at a macro (e.g. the District) and a micro (e.g. at each school site) level must be considered as well as enrollment impact factors (housing growth, live births to residents, age and size of population, non-public school enrollments, and residential housing units current and anticipated. Projected changes or demographic shifts of overall and/or student population should be noted.

Educational Program: Attention should be given to the present educational program of the Plainfield Public Schools as well as to proposed educational plans for the future. The intent would be to insure that any alternatives would be consistent with the present and prospective future program directions.

School Facilities: All school facilities in Plainfield should be surveyed to identify deficiencies that may have an impact on student learning, the educational program, or health and safety of the students and staff. The study must also address equity among all of the schools. A specific survey of each building should include:

1. The present utilization of educational facilities, facility capacities; sites, and available space with special attention to any needed update of building capacities.
2. Any special space needs (resource centers, art, music, physical education special education, cafeterias, administrative offices, etc.)
3. The present and proposed educational programs and the unique needs each might require.
4. The present grade organization and how the present organization may be impacted by future enrollments.
5. A five-year plan for capital improvements addressing the highest priorities.

IV. Scope of Services and Required Reports

A. Assessment of Facility Physical Conditions - Facility Condition Analysis Report

A school by school facility evaluation by inspection by the firm's staff including architects, engineers, and consultants in order to determine the condition of the school facilities, including code compliance, deferred maintenance, potential hazards, and compliance with depreciation/replacement schedules for roofs, heating systems, ADA issues, and other facility issues. The consultant will make use of the previous facilities study, updating with project completed and providing a plan for the district to use for the next ten years.

1. An update of each facility's physical condition including useful life of each building's components such as, but not limited to the HVAC, plumbing, electrical, roofing, food service equipment, etc.
2. A floor plan and a site plan of each building.
3. Documentation of Code Violations or recommendations for improvement.
4. ADA accessibility recommendations for improvement.
5. Statement of energy efficiency and recommendations for improvement.
6. Recommended schedule for replacement or repairs (Schedule of priorities).
7. Estimated cost: To be generated for each identified deficiency.
8. Information to be delivered in electronic form, such as Microsoft Excel, so that data can be sorted and grouped in various ways.

Deliverables 1: A written report of a school-by-school facility study of the physical condition and cost of repairs and code compliance, along with the prioritization of any needed repairs. Any scheduled replacement of large cost items including roofs, etc. over the next 10-year period should also be part of this report.

1. The consultant will work with the district’s demographer to incorporate the latest information available on district enrollment.
2. Study of Capacity as it Relates to Enrollment Projections, Educational Programs, Community Use, and Impact on School Facilities

Utilizing information provided by the Superintendent of Schools and The Connecticut State Department of Education and the district’s most recent enrollment projections, assess and analyze each building’s capacity to provide adequate programming for additional students in the forthcoming years and taking into consideration student enrollment and building capacity by neighborhoods.

The report should consider any existing policies or recommendations for class sizes, appropriate grade level programming, and room/facility utilization. In consultation with the various town agencies, appropriate consideration should be given to the incorporation of the “schools as a community resource center” concept whereby some of the needs of the community might be served while we are meeting the educational needs of our students. The report should include any additional classroom space that will be required as well as additions to any core areas within each building. This report should also include any recommended reductions or consolidations base on population or possible cost savings and note any inequities between the schools regarding the physical plant. The report should provide options to expanding existing facilities such as new construction, a cost analysis of each option as well as a time-frame associated with each option. Included in the cost estimates should be any code compliant issues.

1. Confirm enrollment capacities for each school building
2. Prepare a comparison of projected enrollments to building capacities.
3. Provide an overview of the school district’s educational program that highlights any special facility needs including any instructional practices or planned curriculums that will require special design features, any potential realignment of school sending boundaries or any change in the type of use of each facility.
4. Provide an analysis of each building’s capacity as it relates to the educational program and if each building provides the educational spaces dictated by that educational program.
5. Provide a report that details possible modification of use of existing buildings, as it relates to the educational program.
6. Provide Schematic plans, which graphically depict the Options.
7. Provide the estimated costs of the Options.
8. Provide the rational, pro and cons of each Option.

Deliverables 2: A written report based upon enrollment projections from the district’s demographer and community needs that will relate existing building capacity by neighborhood, classroom and core space to future space needs. Included in the report shall be at least **four** options/alternatives and related costs of each option/alternatives, by school, for Board of Education considerations.

B. Executive Summary

An executive summary is required to provide a concise description of methods used and findings of the consultants. Format for the executive summary must be clear (and of a standard format, such as PowerPoint). Requisite copies of the final report of the study should be presented to the Board of Education by the contractor with additional copies made available at cost. In addition to the previously mentioned report, an informal oral progress report should be made to the Board of Education at a time to be mutually agreed upon, so it may also be used as a presentation to the district and/or the general public. References to further detailed reports must be included.

V. Conducting the Study

The proposer is responsible for providing all staff to prepare the study along with printing, supplies and any other cost associated with preparing final reports. The Plainfield Public Schools will take such action as appropriate to facilitate the study.

The Superintendent will make necessary arrangements to provide access to city and school reports and records, to make available such files and summaries of data as are collected and maintained by the school system/city, to provide access to school buildings and classrooms and to designate members of the staff of the Plainfield Public Schools to work with appropriate contractor personnel as would be required.

Meetings may be held with municipal and school administration and others as deemed appropriate during the progress of the study in order to solicit views and obtain input.

VI. Qualifications and Minimum Requirements

Each prospective proposer, in order for its proposal to qualify for consideration, must meet or exceed the requirements set forth in this section. Note that failure to comply with any provision contained in these specifications may constitute grounds for proposal disqualification

1. The Contractor shall have the ability to read, analyze, and interpret general business periodical, professional journals, technical procedures, or government regulations.
2. The Contractor shall have the ability to write reports, business correspondence, and procedural manuals.
3. The Contractor shall have the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
4. The Contractor shall have the ability to apply concepts, such as confidence interval, percentages, ratios, and proportions to practical situations.
5. The contractor shall have the ability to solve practical problems and analyze a variety of concrete variables in situation where only limited standardization exists.
6. The Contractor shall have the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

7. The Contractor shall have staff members with expertise in the specific areas under review.
8. The Proposer must have experience in conducting studies of this sort, and should present as part of the response evidence of previous reports/work done for other districts. The proposer should also quantify experience in dealing with the State of Connecticut Department of Education, as relating to grant proposals and/or building projects, if applicable.

VII. PROPOSAL REQUIREMENTS

All proposals must be sealed and must be submitted in a plain opaque envelope. To Plainfield Public Schools by May 16th

RFP 2023-1 Facilities Study
Plainfield Public Schools
651 Norwich Road
Plainfield CT 06374

Telephone quotations or amendments will not be accepted at any time. All materials submitted will become property of the District.

Proposers **must** sign up for additional addendums on either the DAS. The failure or omission of any Proposer to examine any site, form, instrument, or document shall in no way relieve the Proposer from any obligation with respect to its proposal. No proposal may be withdrawn for a period of sixty (30) calendar days after the scheduled closing for the receipt of proposals.

Posting Websites/Links for RFP's and Bids:

State Website (DA

The Plainfield Public Schools may make any investigation necessary to determine the ability of the Proposer to meet the needs of this proposal. The Proposer shall furnish any additional information that the District shall request in order to make a determination of a proposal award.

The Plainfield Public Schools will consider cost, experience and service history in the award of this proposal. The Plainfield Public Schools reserves the right to waive technical defects in proposals, to reject any or all proposals, in whole or in part, and to make such awards in whole or in part, to re-advertise and invite new proposals; to modify proposals based upon negotiation with the proposer(s); that is in its judgment will be in the best interest of Plainfield Public Schools even if such proposal is not the lowest cost proposal. The Plainfield Public Schools also reserves the right to discuss the proposal with one or more proposers and to make such modifications as the Plainfield Public Schools, in its sole discretion, deems to be in its best interests.

A. Request for Proposals are to be sent to:

**RFP 2023-1 Facilities Study
Plainfield Public Schools
651 Norwich Road
Plainfield CT 06374**

B. Proposals shall be submitted no later than **2:00 p.m. on May 16th 2023**

C. The submittal shall include:

1. Name of Firm, Address of Firm, Telephone Number & Fax Number of Firm. Name and title of Contact Person and Names of Officers in the Firm.
2. Firm Profile: Provide a brief overview of your firm including the number of years your firm has been providing architectural/engineering services and experience with Facilities Feasibility studies, as well as other work performed.
3. Consultants: Identify and provide information on consultants that would be engaged as part of the project team.
4. School District Clients: Provide a list of school districts for which the proposer has completed similar feasibility studies.
5. Education Experience: Provide a list of education projects designed by the firm. Include dates and project costs.
6. Resumes: Provide resumes of the key personnel that will be assigned to the project. Include educational background, experience and a list of similar studies and a list of school projects for which the individual has experience.
7. Time Frame: Provide an estimate of the time that will be required to complete the feasibility study.
8. Compensation: Provide an estimate of compensation expected to complete the study along with a list of reimbursable expenses. (The district would prefer to see an hourly rate with a "not to exceed" amount attached.) Firms

must list a cost for each area of the study such as updated enrollment/facility evaluation, physical plant evaluation, etc. It is also requested that Brien McMahon High School be listed as a separate cost.

VIII. CRITERIA FOR AWARD

All proposals will be evaluated by PLAINFIELD PUBLIC SCHOOLS. Selection of a successful Proposer will be at the sole discretion of PLAINFIELD PUBLIC SCHOOLS. PLAINFIELD PUBLIC SCHOOLS reserves the right to waive any informalities or irregularities of proposals, in total or in part, that, in the District's opinion is in the best interests of the District, and reserves the right to reject any proposal for any reason, and/or to either make no award to re-issue the request for proposal. PLAINFIELD PUBLIC SCHOOLS's philosophy in awarding such agreements and contracts includes but is not limited to the following factors:

- Experience and expertise in the construction, design, and renovation of school facilities as well as the ability to evaluate the physical condition of school facilities.
- An understanding of student educational programs, and the relation of programs to the physical structures of the schools.
- Knowledge of state and federal laws pertaining to school buildings such as state and federal requirements, life safety requirements including the abatement of all hazardous materials and air quality issues, and other laws, regulations, and rules that provide for a healthy school environment.
- Experience analyzing enrollment projections and other demographic data and how they relate to physical space requirements and making recommendations based on those projections and requirements.
- Ability to provide full services to the project including engineers, architects, and consultants that will focus on delivering a comprehensive report on facility needs of the district.
- Completeness of information provided in response to this RFP
- Cost
- Quality and technical capability
- Other various business issues

All questions concerning this proposal should be submitted in writing by email to **Mr. John Richards** richardsj@plainfieldschools.org no less than three (3) days prior to the due date above. Any attempt to contact the School District's leadership other than the contact listed above may result in disqualification. All replies will become the property of the School District. An interview with each proposing firm and reference checks may be requested by School District personnel during the proposal process. The successful Firm must be able to demonstrate a proven record of achievement in the area of educational master planning for school districts

IX Evaluation

Selection criteria will be based upon the following.):

	Item
1)	Firm's history and resource capability to perform required services.
2)	Firm's perception of proposal requirements.
3)	Specific experience and awards.
4)	Qualifications of staff and consultants.
5)	Quality and content of references included.
6)	Creativity of the proposal. Specific to Plainfield Public Schools requirements.
7)	Completeness and professionalism of information submitted.
8)	Fee for services and any reimbursables.
9)	Overall impression

X. GENERAL CONDITIONS

The Plainfield Public Schools is not responsible for any costs incurred by the proposing firm in responding to these terms. The Plainfield Public Schools shall not be legally bound until such time as an agreement in writing is executed by both the proposing firm and the Plainfield Public Schools.

Plainfield Public Schools reserves the right to accept or reject any proposal for any reason and also reserves the right to reject all proposals and re-issue the Request for Proposal if it deems to be in the best interests of the school district.

XI. BID FORM - FACILITIES STUDY

The undersigned proposes to furnish all services for the facility study for the amount specified on this bid form, in accordance with the terms of a negotiated contract with the Plainfield Public Schools for the 2023-2024 fiscal year.

BIDDER:

COST:

FIRM AND SIGNATURES

Firm Name

Signature of Authorized Agent

Address

Typewritten Name of Agent

City, State, Zip

Telephone Number

XII. NON-COLLUSIVE BID STATEMENT

The undersigned bidder, having fully informed himself regarding the accuracy of the statements made herein, certifies that:

1. The proposal has been arrived at by the bidder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with any other vendor of materials, supplies, equipment or services described in the invitation to bid, designed to limit independent bidding or competition, and
2. The contents of the proposal have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid and will not be communicated to any such person prior to the official opening of the bid.

The undersigned bidder further certifies that this statement is executed for the purpose of inducing the Plainfield Public Schools to consider the bid and make an award in accordance therewith.

Legal Name of Business

Street

City

State ZIP

Phone

Person authorized to sign for company (Print/type)

Title of authorized person

Signature

Date