

Agenda
Farmington High School Community Survey Ad Hoc Committee
Thursday, June 21, 2018
Town Hall Council Chambers
7:00 PM

- A. Call to Order.
 - B. Public Comment.
 - C. Introductions.
 - D. New Business
 - 1) To review and adopt the attached Rules of Procedure. **(Attachment 1)**
 - 2) To review and approve the draft RFP for a consultant to facilitate a citizen survey poll. **(Attachment 2)**
 - 3) To discuss the RFP process and timeline.
 - 4) To establish the committee meeting schedule. **(Attachment 3)**
 - E. Adjournment.
- cc: Committee Members
Paula Ray, Town Clerk

RULES OF PROCEDURE
Farmington High School Community Survey Ad Hoc Committee

I. Officers

- A. Unless otherwise specified by Charter, Code, or appointing body committees, boards or commissions usually have a chairperson, a vice-chairperson, and a secretary. The members of the committee, board or commission at the first meeting normally elect these. In some instance, the appointing authority designates the chairperson. Election of officers shall be by open ballot.

Beth Kintner, Chairperson

- B. The chairperson presides at meetings and makes official communications on behalf of the committee, board, or commission representing the group consensus at all times, not his or her personal position. The chairperson is not an administrative official with directive or operating authority, so other members should not burden the chairperson with expectations of getting things done. Similarly, the chairperson or any member should not attempt direction of Town operations.
- C. The secretary of committees, boards, or commissions should be responsible for the writing and filing of approved minutes with the Town Clerk unless other arrangements have been made.

Town Manager's Office

II. Quorums

- A. At its first meeting a committee, board, or commission should establish the number of members to make a quorum. A quorum usually is a bare majority of the membership or some larger number of members if the committee, board, or commission so chooses. No vote may be taken or meeting held of a committee, board, or commission unless a quorum is present.

7 Voting Members
4 Member Quorum

III. Agendas

- A. The committee, board, or commission must determine who is responsible for creating, distributing, and posting the agendas for meetings.

Creation of agenda by the Chairperson of the Committee
Town Manager's Office will distribute and post. Members are asked to give any items for the agenda to the Chair of the Committee 7 days prior to the meeting.

IV. Attendance

- A. Committees, boards, or commissions should establish rules governing attendance requirements for its members.

Attendance is strongly urged. Two (2) unexcused absences, as defined by the Chairperson, may result in the loss of appointment. If at all possible, members should contact the Chairperson at least 24 hours prior to a missed meeting. Finally, conference calls are an acceptable form of attendance as a last resort.

V. Freedom of Information Laws

- A. Committees, boards, or commissions should familiarize themselves with the basic requirements for meetings and minutes and make sure any rules of procedure established conform to the law. The Town Clerk is the Freedom of Information liaison for the Town of Farmington and can be used a resource in this area.

VI. Charter/Code

- A. Committees, boards, or commissions should familiarize themselves with the Charter and Code of the Town of Farmington, especially Chapter 24, Ethics to make sure any rules of procedure are not in conflict with the Charter or Code of the Town of Farmington.

VII. Robert's Rules

- A. Committees, boards, or commissions should use Roberts Rules as a guide for running their meetings and as part of their rules of procedure should establish how formally they wish to follow Robert's Rules.

(Note - Members can decide to use a less stringent form of Robert's Rules and look to them as a guide.)

**Request for Proposal
Town of Farmington, CT
Farmington High School Facility Survey**

Introduction

The Town of Farmington, CT seeks qualified firms or individuals (Consultant) to conduct a survey of Farmington residents focused on the Farmington High School (FHS) facility. The purpose of the survey is to obtain information about citizen attitudes and willingness to finance a major high school renovations project. In 2017, a major renovation and expansion project failed at town wide referendum. The Town Council and Board of Education continue to review the FHS Statement of Needs and wish to learn more about the willingness of the community to support an infrastructure project. The Town intends to focus on the school infrastructure needs but to also gather information necessary to contextualize the information. We expect to conduct this survey in the fall of 2018.

Background

The Town of Farmington was incorporated in 1645 from what was known as Tunxis Plantation, one of the largest single land grants in the Colonies. Today Farmington comprises 28.7 square miles along the Farmington River, lying ten miles west of Hartford and equidistant from the cities of Bristol and New Britain. The Town is bordered on the north by Avon, on the east by West Hartford, New Britain and Newington, on the south by Plainville, and on the west by Bristol and Burlington. Farmington has a population of 25,563 people.

Farmington operates under the Council-Manager form of government. The seven-member Town Council is elected biennially for a term of two years and serves without compensation. A Town Manager is appointed by the Council and serves as a full-time chief executive. The Town provides a full range of services to its residents. These services include police and fire protection; a K-12 public education system; sanitation services; the construction and maintenance of highways, streets, and infrastructure; recreational activities and cultural events.

Farmington High School is a 4-year comprehensive high school with a reputation for academic excellence and an emphasis on preparing its 1,205 students for college, work and life. The school challenges all students to participate in a wide variety of rigorous curricular and co-curricular opportunities. The school is accredited through the New England Association of Schools and Colleges (NEASC). The Farmington Public Schools (FPS) is a National P21 Exemplar School District. The current senior class has 303 students. There are approximately 4,200 students in the Farmington Public Schools, in grades K-12.

A Statement of Needs has been developed by the Board of Education and approved by the Town Council that outlines infrastructure and Mechanical, Electrical and Plumbing (MEP) needs, educational programming needs, Connecticut school safety expectations, and NEASC standards and Office of Civil Rights/Americans with Disabilities Act (OCR/ADA) regulations not currently being addressed in their entirety. The Town of Farmington seeks to meet these needs with a facilities upgrade.

An Ad-Hoc Subcommittee has been established to solicit proposals to hire a consultant to facilitate a citizen survey and report the results of the survey to the Town Council and Board of Education. The selected

Consultant will work with the Ad Hoc Subcommittee to develop the survey and to work through the results prior to reporting out to the elected bodies.

Scope of Services

The Consultant will be required to develop, administer and analyze a random survey of residents in the Town of Farmington. The sample is expected to ensure that the data from this survey will be within a 95% confidence interval. A sample size of approximately 400 households has been used in past town wide surveys when using a telephone survey. The Subcommittee seeks information from all demographics in the Town of Farmington and will look to the Consultant to recommend survey methodology(s) to ensure representation of the entire Farmington population.

Services to be included, but not limited to:

- Survey Tool Development - including recommendation on type(s) of survey to be utilized, format and structure of survey questions.
- Survey Administration – including recommendations on quantity of surveys and sampling to ensure that the sample well-represents the population and techniques for maximizing the response rate.
- Meetings with Town Officials both formally and informally. These meetings could be for survey development and results presentation.
- Compilation and Analysis of survey results.
- Full Report (including in-person presentations) to the Ad Hoc Committee, and the Town Council and Board of Education on methodology and results with interpretation of data as appropriate.

Proposal Information

Proposals must be clearly marked “**Response to Farmington High School Facility Survey RFP**” and received by the date and time indicated below. The Town of Farmington reserves the right to reject any and all proposals, waive any formalities in the proposal process, and accept the proposal determined to be in the best interests of the Town. The cost of the proposal development and any subsequent request for presentations, prior to the awarding of the contract, are the sole responsibility of the respondent. Negotiations with the best qualified firm may occur in order to obtain a contract incorporating the scope of services, approach to project, method of contracting, experience with public sector compensation programs and terms and conditions determined to be fair and reasonable to the Town.

The Consultant will be considered for this project on the basis of having demonstrated the ability to conduct this type of work in a complete and timely fashion.

Proposal Content

Proposals should include information outlined in this section.

Operations

- Describe how the Consultant plans to assist the Town with the development, implementation, and reporting of survey results.
- Provide a plan of operations to achieve the objectives set forth in this RFP.
- Describe how the Consultant plans to develop and implement the survey.

- Describe the Consultant’s experience in developing surveys for other municipalities including targeted topics such as the willingness of the community to support a particular project or initiative.
- Describe the Consultant’s capability and experience in ensuring a satisfactory rate of survey responses and in providing multi-level reporting that is clear to a nontechnical person.
- Provide the Subcommittee with at least one example of a similar survey conducted by the Consultant, preferable for a similarly sized municipality.

Consultant Information, Personnel, References

- Provide a brief history of the Consultant and its experience in conducting citizen surveys for municipalities.
- Provide information on and qualifications of those individuals assigned to work with the ad hoc subcommittee on this project. Identify the lead contact person assigned to the project.
- Provide a list of the Consultant’s municipal clients and include a description of the project completed and a contact name and telephone number.

Financial Proposal

- Describe the Consultants proposed fee. The proposed fee should include all related expenses.
- Describe how the Town will be charged for these services.
- Describe any optional services and the price for each.

Other Information

- Provide any other information the Subcommittee should consider in evaluating the consultants proposal.

Time of Completion

A time schedule, including the completion of each phase of the project, must be provided with the proposal. Below of the estimated time frame for the project:

Estimated Time Frame

June 25, 2018	RFP released
July 2, 2018	Any and all questions due to Town.
July 16, 2018	Deadline for RFP submissions.
July 26, 2018	Review RFP submissions.
August	Interviews with prospective consultants/Select Consultant.
September	Ad Hoc Subcommittee meetings to work on survey questions with Consultant.
October	Consultant prepares and administers survey.
November 15, 2018	Consultant submits final report no later than this date.

This is a tentative time schedule that is subject to discussion with the Consultant and the Subcommittee.

Evaluation Criteria

The Ad Hoc Subcommittee will evaluate proposals and, if a Consultant is selected, select the Consultant on the basis of:

- The Consultant's plan to assist the Town to meet its goals for the survey.
- Relevant experience, qualifications and success in meeting the scope of services included in this RFP.
- Projected schedule for completion of the project.
- Reputation and references from clients.
- The Consultant's proposed cost of services.
- Cost effectiveness.
- The quality of the proposal, particularly the responsiveness to the RFP and the adequacy of the information provided.
- Any other factors relevant to the Consultants capacity and willingness to satisfy the Town.

Submission Requirements

The Consultant will provide twelve (12) bound copies of their proposal as well as one (1) unbound copy of the proposal. A copy of the proposal in electronic format is also required.

Any questions related to this RFP should be sent to Erica Robertson, Assistant Town Manager – robertsone@farmington-ct.org or 860-675-2351.

Proposals shall be submitted no later than 4:00 PM on Monday, July 16, 2018 to:

**Erica Robertson, Assistant Town Manager
Town of Farmington
1 Monteith Drive
Farmington, CT 06032-1053**

Farmington High School Community Survey Ad Hoc Committee
Draft Meeting Schedule

June 21, 2018	Rules of Procedure Review and Approve RFP Set meeting Schedule	1 st Subcommittee meeting
July 26, 2018	Review RFP Submissions	Please check your calendar to make sure that this date works for everyone.
August 16, 2018	Interview Consultants	1 st Interview - Short list Please check your calendar to make sure that this date works for everyone.
August 23, 2018 August 30, 2018 September 6, 2018 September 13, 2018	Interview Top Candidate Select Consultant	Subcommittee to select a date that works for everyone. <i>Please select your available dates by clicking here.</i>
September 20, 2018 September 27, 2018 October 4, 2018 October 11, 2018	Meetings with Consultant on Survey Tool and Survey Questions	2 meetings anticipated to complete this work. Subcommittee to select two dates that work for everyone. <i>Please select your available dates by clicking here.</i>
November 1, 2018 November 8, 2018	Results Discussion	1 meeting anticipated to complete this work. Subcommittee to select a date that works for everyone. This meeting can be set after we secure a consultant and have a firm survey tool and schedule.
January 2019 February 2019	Meeting with Town Council and Board of Education	Joint meeting anticipated to go over the findings of the 2 Ad Hoc Subcommittees.