

Agenda
Farmington High School Building Committee
Wednesday, April 24, 2019
Farmington High School Library
5:00 PM

- A. Call to Order.
- B. Public Comment.
- C. Chair Remarks and Introductions.
- D. New Business.
 - 1) To review and adopt the attached Rules of Procedure.
 - 2) To review a brief history of the Farmington High School Building Project.
 - 3) To review the Farmington High School Building Committee Charge and process.
 - 4) To discuss and take action on the roles, responsibilities, and expectations of all FHS Building Committee members.
 - 5) To review the Farmington High School Facility and Financial Ad Hoc Committee Checklist.
 - 6) To discuss the overall communication vision for the FHS Building Project.
 - 7) To establish the following subcommittees:
 - 1. Communications
 - 2. Financial
 - 3. Site Evaluation
 - 4. Architect RFP
 - 8) To review and approve the attached draft RFP for Owner's Representative Services.
 - 9) To establish the upcoming meeting schedule.
(Please bring your calendars)
- E. Adjournment.

cc: Committee Members
Paula Ray, Town Clerk
Interested Parties

MOTION:

Agenda Item D-1

To adopt the attached Rules of Procedure.

NOTE: All Farmington Boards and Commissions adopt rules of procedure as a guideline for how meetings are run and expectations of the committee.

/Attachment

RULES OF PROCEDURE
Farmington High School Building 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.

Meghan Guerrero, 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. No member, including the Chairperson, has individual authority and should not attempt to direct 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.

Kathryn Krajewski, Clerk for the Committee

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

5 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.
Committee Clerk will distribute and post
Members are asked to give any items for the agenda to the Chairperson
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, will result in the loss of appointment.

If 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 result.

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.)

MOTION:

Agenda Item D-2

To review a brief history of the Farmington High School Building Project.

NOTE: A folder has been set up on google drive for committee members to have access to reference documents regarding the FHS facility as well as documents from the FHS Facility and Financial Ad Hoc Committee and the FHS Community Survey Ad Hoc Committee.

A "FHS Building Project History" page has been set up on the Town Website for the public to access reference documents and minutes and agendas from previous committees as well as up to date information from this committee.

FHS Building Committee staff will review the FHS Building Committee history and answer any questions.

/Attachment

A BRIEF HISTORY OF THE FHS BUILDING PROJECT



2013

- **May**- Acentech Acoustic Study Completed, per BOE request
- **November**- Auditorium Study Completed, per BOE request

2014

- **April**- Compliance Review conducted by the Office of Civil Rights (this review is completed every 10 years)

2015

- **January**- TECTON FHS Facility Review, per BOE request
- **April**- BOE approval of Statement of Needs
- **May**- University of Hartford Acoustic Study, per BOE request

2016

- **January**- FHSBC appointed & TC approval of Statement of Needs
- **February**- NEASC Review & Report published (this review is completed every 10 years)
- **July**- FHSBC selected architect, Kaestle Boos Associates
- **September**- Community Visioning Day
- **October**- FHSBC selected Owner's Representative, Colliers International and Construction Manager, O&G Industries Inc.
- **November**- Draft concept designs reviewed by Committee/ FHSBC website and Facebook page launched
- **December**- Community Meeting held 12/8. architect finalized 3 conceptual drawings

2017

- **January**- 3 Conceptual options presented with pricing to FHSBC, committee voted to re-evaluate options A and D and remove C
- **February**- Conceptual options for A1 and D1 reviewed and voted to receive pricing
- **March**- FHSBC voted to begin schematic design drawings for option D1, Community Meeting held 3/30
- **April**- Schematic design package complete & cost estimating started
- **May**- FHSBC approved schematic design package and cost estimate, BOE and TC approved project
- **June**- Town Meeting and Referendum, Referendum failed

2018

- **May**- TC appoints two Ad Hoc Committees
- **October**- FHS Survey administered
- **November**- Survey Results Presented to Committee, Joint Meeting held with both Ad Hoc Committees

2019

- **January**- Joint TC and BOE meeting to approve the findings and recommendations from the Ad Hoc Committees, BOE approves new Statement of Needs
- **February**- Town Council Approves the new Statement of Needs
- **March**- Town Council appoints new FHSBC to complete Part I of the charge

Acronyms:

BOE- Board of Education

FHS - Farmington High School

FHSBC- FHS Building Committee

NEASC: New England Association of Schools and Colleges

TC- Town Council

MOTION:

Agenda Item D-3

To review the Farmington High School Building Committee Charge and process.

NOTE: The Town Council appointed and charged the FHS Building Committee on March 26, 2019. A flow chart was created to outline the process based on the charge.

FHS Building Committee staff will review the charge and process and answer any questions from the Committee.

/Attachments

MOTION:

To perform the following actions pertaining to the Farmington High School Building Project in accordance with Chapter 53 "Public Buildings," of the Farmington Town Code:

- 1) Appoint a Farmington High School Building Committee consisting of the following voting members:

Meghan Guerrero, Chair

Chris Fagan, Board of Education Member

Ellen Siuta, Board of Education Member

Johnny Carrier, Resident

Sharon Mazzochi, Resident

Garth Meehan, Resident

Michael Smith, Resident

And the following non-voting members:

Paul Cianci, Town Council Liaison

Beth Kintner, Town Council Liaison

Kathleen Blonski, Town Manager

Kathleen Greider, Superintendent

Scott Hurwitz, Farmington High School Principal

_____, Farmington High School Support Staff

Vince LaFontan, Farmington Public Schools Business Administrator

Tim Harris, Farmington Public Schools Director of Facilities

Other Town and Board of Education Staff as needed

Kathryn Krajewski, Clerk of the Committee

- 2) Charge the Farmington High School (FHS) Building Committee, in addition to the general responsibilities included in Chapter 53 of the Farmington Code, to complete the following tasks, listed below as Part I and Part II.

Part I:

a) That the committee shall review the approved statement of needs, FHS survey, previous building committee information, Town of Farmington financial impact and forecasting documents, and other reference documents as needed, in preparation for the proposal of a comprehensive building project (renovate, renovate with additions, renovate as new or new construction) for Town Council review and approval.

b) That after the review is complete, the committee shall engage multiple firms to generate competition to get initial design concepts for conceptual solutions that address the Statement of Needs for:

1. Maintaining the current FHS facility;
2. Renovation in the existing footprint of FHS (including renovate, renovate with additions, renovate as new, etc.); and
3. Completing a new building option on the existing FHS site or other locations.

c) That pricing for options b (1) through b (3) above shall be prepared by an Owner's Representative/Value Engineering Professional who shall be selected by the Committee. The Owner's Representative/ Value Engineering Professional shall be retained by the committee and shall be independent of any of the firms who have submitted a proposal for the FHS facility.

d) That after the architects have completed their plans and after the Owner's Representative/Value Engineering Professional has completed their analysis of the proposed plans, the Committee shall report the options to the Town Council, who shall have exclusive authority on the overall project scope and cost of the project.

e) That the Committee begin to consider alternate/other locations for a new building.

Part II:

That once the Town Council has reviewed the options presented by the Committee and the preliminary pricing, it shall re-charge the committee with:

- (1) An overall project scope; and
- (2) A range of the net municipal cost of the project with guidance from the Owner's Representative's/Value Engineering Professional's preliminary pricing options.

The committee shall then complete Phase 1, Preliminary Plan Development, per Section 53-4(B) of the town ordinances.

Once Phase 1, Preliminary Plan Development, is complete and the Project is approved at the Town Meeting and referendum, the Committee shall proceed with Phase 2, Final Design Development, as described in Section 53-4(C) of the Town Ordinances.

Appoint & Charge FHS Building Committee

Part I

Committee shall review the approved statement of needs, FHS survey, previous building committee information, Town of Farmington financial impact and forecasting documents, and other reference documents as needed, in preparation for the proposal of a comprehensive building project.

Committee should create an RFP for Owners Representative/ Value Engineering Professional to prepare pricing for option.

Committee should create an RFP for multiple architect firms to create initial design concepts for conceptual solutions for the following:

1. Maintaining the current FHS facility;
2. Renovation in the existing footprint of FHS (including renovate, renovate with additions, renovate as new, etc.); and
3. Completing a new building option on the existing FHS site and other locations.

Committee short lists and selects two architect firms.

Committee selects Owners Representative/ Value Engineering Professional.

RFP PROCESS-ARCHITECT

Architects to provide a price to give the committee initial design concepts for conceptual solutions that address the statement of needs and provide enough information for an Owner's Representative/Value Engineering Professional to price.

RFP PROCESS-OWNER'S REPRESENTATIVE/VALUE ENGINEERING PROFESSIONAL

Owner's Representative/Value Engineering Professional to provide a price to prepare pricing for each of the architect's initial design concepts for conceptual solutions of FHS.

Architects present options & Owners Representative/Value Engineering Professional presents pricing for each option to Committee/

Committee presents options to Town Council (with pros and cons for each option), who have the exclusive authority on the overall project scope and cost of the project.

Part II

Town council re-charges Building Committee with an overall project scope & range of the net municipal cost.

Committee Completes Phase 1, Preliminary Plan Development, per §53-4(B) of Town Code.

Town Meeting/Referendum

If approved, Committee completes Phase 2, Final Design Development, per §53-4(C) of Town Code.

MOTION:

Agenda Item D-4

To discuss and approve the roles, responsibilities, and expectations of all FHS Building Committee members.

NOTE: Meghan Guerrero, Chair of the Committee, thought it would be helpful for the Committee to have a discussion on the roles, responsibilities, and expectations of both voting and non-voting members of the FHS Building Committee.

A draft document to review will be available at the meeting.

MOTION:

Agenda Item D-5

To review the Farmington High School Facility and Financial Ad Hoc Committee Checklist.


NOTE: The FHS Facility and Financial Ad Hoc Committee provided recommendations for a future FHS Building Committee and the Town Council to consider. These recommendations have been compiled into a checklist that will be referenced periodically throughout the process.

It has been suggested that an additional column(s) be added to track these action items at the task level.

FHS Building Committee staff will review the checklist and answer any questions from the Committee.

/Attachment

FHS Facility & Financial Ad Hoc Committee Recommendations Checklist
 March 26, 2019


	To generate competition, explore engaging multiple firms in the design process and project cost to address the statement of needs (Option A and Option B)	✓ Included in charge- 3/26/19
	Include a new building option and determine the cost on the existing FHS site and other locations	✓ Included in charge- 3/26/19
	Show and clearly communicate the project's required vs. desired upgrades to the public	FHSBC To Complete
	Clearly define "required" and "desired"	FHSBC To Complete
	Refer to the matrix document created by the FHS Facility and Financial Committee as a sample to prioritize the Statement of Needs	FHSBC To Complete
	Highlight and communicate the benefits of the proposed project to the public	FHSBC To Complete
	Require the architect to include a cost for the "do nothing option" (physically maintaining FHS in its current form for a 30-year period) as well as the option for renovation in the existing footprint of FHS to determine a baseline price for the required upgrades	✓ Included in charge- 3/26/19
	The next building committee should show the public how they arrived at the proposed project	FHSBC To Complete
	Use the survey results and the previous building committee data as references throughout the process	FHSBC To Complete
	Engage the community thought the process through surveying and other methods to receive feedback	FHSBC To Complete
Engage the State legislative delegation to maximize State reimbursement	FHSBC To Complete	

FHS Facility & Financial Ad Hoc Committee Recommendations Checklist
 March 26, 2019



	Increase the number of Town Newsletters	✓ Included in FY 2019/2020 budget
	Review the capabilities of the architect to support marketing efforts throughout the project	FHSBC To Complete
	Communicate to the public that the Town's dedicated web page on the project can be distributed and reproduced	FHSBC To Complete
	Run bus trips from Senior Center/Senior Housing/New Horizons to FHS for tours	FHSBC To Complete
	Coffee with the committee (i.e. Coffee with a cop program)	FHSBC To Complete
	Chair Report with bullet points after each meeting to distribute to public via e-newsletter/post on website	FHSBC To Complete
	Research project engagement platform to sync to website	FHSBC To Complete
	Engage civic groups/diverse demographics in the public participation to reach a broader audience (ex: Exchange Club, Rotary Club, Booster Clubs, Youth Sports, Tunxis Seniors, Chamber of Commerce, Religious Organizations, etc.)	FHSBC To Complete
	Hold as many meetings a possible in the FHS facility	FHSBC To Complete
	Use clear and concise communication	FHSBC To Complete
	Present data and information to strengthen the committee's message	FHSBC To Complete
	Communicate overall timeline of project to the public	FHSBC To Complete

FHS Facility & Financial Ad Hoc Committee Recommendations Checklist
 March 26, 2019

	Before establishing a new building committee, a project's financial impact should be evaluated by the Town Council by reviewing the long-term forecasting that was presented to the Committee	Council should have debt forecast presentation before Part II of the Charge
	The Town Council should set the range of the net municipal cost of the project for the committee	✓ Included in charge- 3/26/19
	In the charge of the committee, The Town Council should require periodic reports from the building committee throughout the process (including financial projections)	✓ Council will re-charge the committee (Phase II) and receive reports from 2 Town Council liaisons
	The cost of the project should be communicated early and often	FHSBC To Complete
	The financial information needs to be presented and communicated in a clear and consistent manner	FHSBC To Complete
	When issuing debt for the project, consideration should be given to various financing options such as principal skips.	Finance Director to complete

MOTION:

Agenda Item D-6

To discuss the overall communication vision for the FHS Building Project.

NOTE: A finding of the FHS Facility and Financial Ad Hoc Committee was that effective communication is essential to this process. Meghan Guerrera, Chair of the Committee will lead a discussion on the overall communication vision.

MOTION:

Agenda Item D-7

1. To establish a communications subcommittee consisting of the following members:

Town and Board of Education Staff

2. To establish a financial subcommittee consisting of the following members:

Town and Board of Education Staff

3. To establish a site evaluation subcommittee consisting of the following members:

Town and Board of Education Staff

4. To establish an Architect RFP subcommittee consisting of the following members:

Town and Board of Education Staff

NOTE: It is the expectation that all voting members will be appointed to at least one of these sub-committees.

MOTION:

Agenda Item D-8

To review and approve the attached draft RFP for Owner's Representative Services.

NOTE: The draft RFP was created based off the Owner's Representative RFP from the previous building committee as well as the charge of the committee. Comments and feedback from the committee are expected at the meeting.

Anticipated Timeline:

April 29, 2019- RFP issued

May 12, 2019- Proposal due

May 22, 2019- Select firms to interview

June 5, 2019- Interview firms

June 4th and June 6th could be additional interview days.

/Attachment

**Request for Proposals (RFP) and Qualifications for
Owner's Representative Services**

April 2019

Farmington Public Schools

Farmington Town Hall

1 Monteith Drive Farmington, CT 06032

RFP Issued: 4/29/2019

Question Deadline: 5/6/2019

Question Responses: 5/7/2019

Proposal Due: 5/13/2019

Interviews: Week of 6/3/2019

Tentative Award Date: 6/7/2019

LEGAL NOTICE
REQUEST FOR PROPOSALS FOR OWNER'S REPRESENTATIVE SERVICES

Proposals will be accepted at the Board of Education Office, Farmington Town Hall, 1 Monteith Drive, Farmington, CT 06032 until 2:00 P.M. Eastern Daylight Time on May 13, 2019. Instructions to bidders may be obtained at www.fpset.org Links: District > School District Operations> Bids/RFP

The Farmington High School Building (FHS) Committee is soliciting proposals from qualified individuals or firms to provide owner's representative services for the pricing of conceptual design concepts for comprehensive solutions of Farmington High School. The selected individual or firm will enter into a contract with the Town of Farmington. All questions or comments regarding this solicitation package must be submitted to the office of the Director of School Facilities via email at harrist@fpset.org by 12:00 pm on May 6, 2018.

The services to be provided shall be related to work performed in Part I of the FHS Building Committee's Charge. This work includes but is not limited to assisting the building committee in the selection of firms for architect services, pricing the conceptual designs concepts (including any anticipated reimbursement) from the selected firms, and the presentation of these options to the Town Council, or any other committee as requested by the FHS Building Committee

Qualified individuals or firms are required to submit their proposal in accordance with the solicitation package requirements. **One original, fifteen (15) copies of the proposal, and one electronic copy (Adobe PDF) must be submitted.**

After review of all qualifications, including fee proposals, the Farmington High School Building Committee 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 Farmington and Farmington Public Schools.

I. Background

Farmington High School was constructed in 1928 and has undergone several renovations and additions over the past 88 years. The last major expansion was completed in 2003. A Farmington High School Building Committee was established in January 2016 and evaluated six conceptual options before selecting “D-1” to present to voters at a June 2017 referendum. The D-1 Option consisted of 86% new construction and 14% renovation of the existing building to meet to Statement of Needs. This proposal was defeated 2:1 at the referendum.

The Town Council started a renewed effort to address the needs of the FHS Facility in May 2018 and appointed the FHS Community Survey Ad Hoc Committee and the FHS Facility and Financial Ad Hoc Committee. The Committees completed their respective charges in January 2019 and presented findings and recommendations to the Town Council and Board of Education. The survey indicated that the public understood the need for a comprehensive solution to the FHS facility.

The Farmington Town Council approved a new [Statement of Needs](#), as recommended by the Board of Education, on February 13, 2019. This document outlines the needs of the FHS facility including accreditation and accessibility, security compliance, sprawling layout, educational programming, building envelope code compliance (MEP), and energy efficiency.

The Town Council recently approved a multi-phased charge for the FHS Building Committee. During [Part I](#), the Committee is expected to engage multiple firms to receive initial design concepts for conceptual solutions that address the Statement of Need. Architects will provide options for the following:

1. Maintaining the current facility;
2. Renovation in the existing footprint; and
3. A new building option on the existing site or other locations.

These options will be priced by an Owner’s Representative. Upon completion, a presentation of the options, pricing, and pros and cons of each option will be provided and presented to Town Council.

II. Scope of Services

Owner’s Representative services will include, but may not necessarily be limited to the following:

1. Assistance in the completion of Part I of the FHS Building Committee Charge, including the selection of multiple architect firms.
2. It is anticipated that two (2) architectural firms will provide three (3) design concepts each. The Owner’s Representative will review each of the designs and provide a total

project cost for each of the options, including any anticipated State reimbursement or other grant funding.

The FHS Building Committee understands that this is not a typical RFP for Owner's Representative Services. Owner's Representatives should be aware that the anticipated contract award is only for Part I of the building committee charge. It is anticipated that the committee will contract with an Owner's Representative for subsequent phases and reserves the right to solicit proposals for Owner's Representative Services during any phase in the project.

III. Minimum and Preferred Qualifications

The Town expects each respondent to meet at least the following minimum qualifications:

1. The owner's representative must have demonstrated experience as an owner's representative or architect in the completion of at least two (2) school construction projects, with a budget of \$50-\$150 million or more, in the last ten (10) years.
2. Preference will be given to demonstrated experience with providing such services in projects with new-school construction or renovation on the site of an occupied school.
3. The owner's representative must have demonstrated experience providing owner's representative or architectural services to multiple public-school districts in Connecticut,
4. The owner's representative must have demonstrated strong owner's representative and project management skills including, but not limited to, extensive construction experience, change order evaluation, critical path scheduling and budget oversight. The selected firm must demonstrate the ability to work collaboratively with towns, school boards, building committees, architects and construction managers.
5. The Farmington High School building project will be subject to the requirements of the State of Connecticut Department of Administrative, Division of Construction Services Office of School Facilities and the Department of Education, Bureau of Grants Management. Candidates shall demonstrate project experience working with and extensive knowledge of these agencies and their requirements.
6. The owner's representative must demonstrate successful experience with state audits of completed projects. Cite examples of a minimum of two (2) audited school projects.

IV. Proposal/Qualification Submission Requirements

The proposal response package must be organized in the following formation and include the following information (missing or incomplete information may be grounds for disqualification). **An original proposal, fifteen (15) copies of the proposal, and one electronic copy (Adobe PDF) must be submitted.**

- 1. Letter of Interest-** The firm/company shall provide a cover letter containing the respondents interesting in providing owner's representative services and any other information that would assist the Farmington High School Building Committee in making a selection.
- 2. Company Information-** The firm/company shall provide a brief summary of itself, including the following information:
 - a. Name of company and parent company, if any;
 - b. Name of company primary areas of service;
 - c. Address of principal office and office from which project will be managed;
 - d. Name, address, telephone number and email address of the principal contact person to receive notifications and to reply to inquiries from the Town and/or the Farmington High School Building Committee;
 - e. Legal form of ownership;
 - f. Years engaged in above services under your present name and all prior names by which firm was known.
- 3. Relevant Experience-**
 - a. List the school districts and projects for which the firm has provided complete Owner's Representative or architectural services. Include only current projects or projects completed within the last ten (10) years. Include specific information on projects (i.e. description, size, value, schedule, type of Owner's Representative Agreement), organizational structure with owner and current owner references, project's budget at start of project and completion of project, and project's anticipated completion date at start of project and when the project was completed.
 - b. Describe experience working with community and government on the local and state level, particularly in the context of new school construction.
 - c. Describe experience with defining and implementing the State of Connecticut High Performance Building Standards, the requirements for state grants and/or reimbursement from the State of Connecticut Department of Administrative, Division of Construction Services Office of School Facilities and the Department

of Education, Bureau of Grants Management, and other laws and regulations applicable to Connecticut school construction.

- 4. Experience of Key Personnel-** Provide a list of the key personnel to be assigned to this project (including consultants, if applicable) and a brief description of the work they will perform. Resumes of the key personnel (including consultants) who will be directly involved in the project shall be included and be specific to the type of project and include at a minimum:
 - a. Current job title, responsibilities, and type of work performed, and time at current firm;
 - b. Educational background, academic degrees, and professional associations;
 - c. Experience on projects similar to that described in this RFP;
- 5. Value Engineering-** Provide a description of the proposed approach to value Engineering Services. Indicate the proposed timeline for the completion of the total project budget, once the options are provided by the architect firms.
- 6. References-** List no less than three (3) client references (name, address, e-mail address, telephone number and affiliation to identified project) for who services similar to this RFP are currently or have previously been provided.
- 7. Default-** Have you ever failed to complete any work awarded to you? Have you ever been declared to be in default of a contract? If so, where, when, why and what was the ultimate outcome?
- 8. Workload Statement-** Provide details on your firm's current and future workload and ability to provide this project the attention we feel it requires between now and the scheduled completion date.
- 9. Litigation-** Describe any pending litigation, arbitration or mediation proceedings in which your firm is currently involved or has been involved in the preceding ten (10) years.
- 10. Principals-** Names, titles, reporting relationships, background and experience of the principal members of your organization including officers. Indicate which individuals are authorized to bind the organization in negotiations, with the Town, BOE and Farmington High School Building Committee or subcommittee.
- 11. Fee-** Provide a detailed fee proposal and scope of services for the completion of Part I of the FHS Building Committee Charge.

To assist the Town in the planning process, please also provide a detailed fee proposal for the following additional phases:

- a. Pre-referendum services;
- b. Construction phase of a Farmington High School Building project.

Please note that the Town reserves the right to go out to bid for Owner's Representative Services during any phase in the project.

V. Evaluation Criteria

The Farmington High School Building Committee will consider the following factors, among others, in evaluating responses: experience, references, capabilities, past performance, price, qualifications, accuracy, overall quality, thoroughness, the ability to clearly articulate their approach and proposal to the FHS Building Committee, and responsiveness to the Town's requirements as stated in this RFP.

VI. Selection Process

1. Initial Evaluation

The Farmington High School Building Committee will evaluate proposals and establish a shortlist of finalists.

2. Interviews

The Farmington High School Building Committee may choose to interview finalists for an interview. Firms selected for an interview should allow approximately forty five (45) minutes for an oral presentation and fifteen (15) minutes for a question and answer session.

VII. Timeline of RFP Process

The following timeline has been tentatively established:

RFP Issued: 4/29/2019

Question Deadline: 5/6/2019

Question Responses: 5/7/2019

Proposal Due: 5/13/2019

Interviews: Week of 6/3/2019

Tentative Award Date: 6/7/2019

* All inquiries relative to the conditions and specifications listed herein as well as clarification of any information contained in the RFP must be made to Tim Harris, Director of School Facilities, by email at harrist@fpsct.org by 12:00 PM on May 6, 2019.

VIII. General Conditions

1. The Farmington High School Building Committee reserves the right to accept or reject any or all proposals.
2. The Farmington High School Building Committee shall be under no obligation to accept a proposal if it is deemed in the best interest of Farmington Public Schools and the Town of Farmington not to do so. The Farmington Board of Education and the Town of Farmington are not responsible for any costs incurred by the Responder in connection with this RFP. The expenses incurred by any Responder in the preparation, submission and presentation of their proposal are the sole responsibility of the Responder and shall not be charged to the Board of Education, the Town of Farmington or the Building Committee.
3. The Building Committee, Board of Education and the Town of Farmington have the right to use any or all ideas, plans, specifications and estimates presented in this RFP.
4. Timing and sequence of events resulting from this RFP will ultimately be determined by the Town and Board of Education.
5. The Town reserves the right to amend or cancel this RFP prior to the due date and time, if it is in the best interest of the Town to do so.
6. The Town reserves the right to reject the proposal of the consultant that is in default of any prior contract or for misrepresentation.
7. Save Harmless. As part of entering into any contract which may be let as a result of this process, the Owner's Representative 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, cases 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 Owner's Representative services performed pursuant to any such agreement.
8. The Farmington Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion,

disciplinary action an determination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability, pregnancy, genetic information, or gender identity or expression, except in the case of bona fide occupational qualification. Questions concerning Title VI or Title IX compliance should be directed to: Kim Wynne, 1 Monteith Drive, Farmington, CT 06032, 860-673-8270. Questions concerning Section 504 compliance should be directed to: Dr. Laurie Singer, 2 School Street, Farmington CT, 06032, 860-677-1791.

9. Proposal submitted by facsimile (FAX) and/or emailed will not be accepted.

IX. Insurance Requirements

Firms shall agree to maintain in force at all times during which services are to be performed the following coverages and shall name the Town of Farmington and Farmington Board of Education and others as may be required as Additional Insured on a primary and non-contributory basis to the Firms' Commercial General Liability, Automotive Liability and Professional Liability policies. **These requirements shall be clearly stated in the remarks section on the Certificate of Insurance.** Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all Carriers are subject to approval by the Town of Farmington.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Professional Liability	Each Claim or Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Umbrella (Excess Liability)	Each Occurrence	\$5,000,000
	Aggregate	\$5,000,000
Worker's Compensation and Employer's Liability	WC Statutory Limits	
	EL Each Accident	\$100,000
	EL Disease Each Employee	\$100,000
	EL Disease Policy Limit	\$500,000

Original, completed Certificates of Insurance must be presented to the Town prior to purchase order/contract issuance. The firm agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of the policy.

DRAFT

MOTION:

Agenda Item D-9

To establish the upcoming meeting schedule.

NOTE:

Please bring your calendars.

It is anticipated that the committee will meet every other Wednesday at either 5:00 PM or 7:00 PM.

Upcoming Meeting Schedule

May 8, 2019- 5:00 PM

May 22, 2019- 5:00 PM

June 5, 2019- 5:00 PM

June 19, 2019- 5:00 PM

No meetings will be held the week of July 1st due to the Fourth of July holiday.

July 10, 2019- 5:00 PM

July 24, 2019- 5:00 PM

Please Note: Dates and Times may be adjusted