

Agenda  
Farmington High School Renovation Committee  
Wednesday, March 16, 2016  
Farmington High School Library  
4:30 PM

- A. Call to Order.
- B. Public Comment.
- C. Minutes.
  - 1) To approve the attached February 24, 2016 minutes. **(Attachment 1)**
- D. To approve the attached RFP. **(Attachment 2)**
- E. Other Business.
- F. Adjournment.

CC: Committee Members  
Paula Ray, Town Clerk  
Interested Parties

Minutes are considered "Draft" until approved at next meeting

Minutes  
Farmington High School Renovation Committee  
Wednesday, February 24, 2016

**Present:**

William Wadsworth  
Johnny Carrier  
Jean Baron  
Hilary Donald  
Mecheal Hamilton

Kathy Eagen, Town Manager  
Kathy Greider, Superintendent  
Russ Arnold, Dir. of Public Works  
Vincent La Fontan, School Business Manager  
Bill Silva, High School Principal  
Tim Harris, Dir. Of School Facilities  
Meredith Trimble, Town Council Liaison  
Kathryn Howroyd, Clerk of the Committee

**Absent:**

Dan Kleinman  
Justin Bernier

**A. Call to Order.**

The chair called the meeting to order at 4:32 p.m.

**B. Public Comment.**

Pam Fisher, of 4 Jules Court thanked the committee for their ongoing efforts and asked them to keep the auditorium acoustics in mind for the RFP. She also requested to make Committee contact information accessible online for the public to voice any questions/concerns.

Sharon Burn, 3 Fable Lane, asked the committee to address the overcrowding issues in the cafeteria, hallways and music rooms. She added that the poor acoustics in the auditorium should be addressed specifically in the RFP.

**C. Minutes.**

- 1) To approve the amended January 27, 2016 minutes.**  
Upon a motion made and seconded (Baron/Bernier) it was unanimously VOTED: to approve the minutes as amended on February 10, 2016.
- 2) To approve the attached February 10, 2016 minutes.**  
Upon a motion made and seconded (Carrier/Baron) it was unanimously VOTED: to approve the February 10, 2016 minutes.

**D. To review supplement information to the FHS Facility Report.**

Chairman Wadsworth presented an overview of the supplement information to the FHS Facility Report. This information was reported by Tecton and provides concepts for renovation design based on the facility study that was conducted at FHS. Mr. Wadsworth stressed that these are just concepts and the Committee should use this as a reference document.

**E. To review the draft RFP and finalize for distribution.**

Minutes are considered "Draft" until approved at next meeting

The Committee had general discussion and revisions regarding the draft RFP. In summary, the committee requested the following changes:

- Hilary Donald, Bill Wadsworth, and Jean Baron provided clerical updates to be incorporated in a new draft.
- List of all relevant reports in Section I: Background. Reports include: Farmington High School Auditorium Study, Farmington High School Acoustic Study, Office of Civil Rights (OCR) Report, Facility Review, NEASC Report, and Statement of Need.
- Athletic fields, auditorium acoustics, cafeteria, library and community building use will be added to Section II: Objectives.
- "Create multiple levels" will be eliminated from Objective #3. The respondent should determine the appropriate solution to inefficient sprawl.
- Add "building envelope" to Objective 4
- Objectives # 7 and 10 will be combined
- Structural deficiencies in the 1928 building should be reviewed
- The project timeline will be adjusted

The Board of Education staff reported that they did receive a draft of the enrollment report and will provide the complete report to the Committee upon completion.

In summary, the Committee thanked the Town and Board of Education staff members for putting together the draft RFP. Chairman Wadsworth believes the Committee will be able to finalize the RFP at the next meeting. Mr. Wadsworth reiterated that the RFP is intended to solicit creative responses from qualified firms for a schematic design of FHS, incorporating all of Farmington's specific curriculum and enrollment needs.

In the future, the Committee will review and discuss all proposals collaboratively and narrow the applicants down to 3-4 firms for interviews. The Committee intends to make an award by mid to late May.

**F. Other Business.**

Town Manager Eagen stated that the next scheduled meeting is during budget week. Therefore, the Committee cancelled the March 9<sup>th</sup> meeting and moved it to March 16<sup>th</sup>.

**G. Adjournment.**

Upon a motion made and seconded (Carrier/Baron) the meeting adjourned at 5:36 p.m.

Respectfully Submitted,

Kathryn Howroyd  
Clerk of the Committee

**Architectural, Design and Related Engineering Services  
For Schematic Design and Preparation of a  
Construction Estimate for  
Renovations at Farmington High School**

**February 26, 2016**

**Farmington Public Schools**

**Farmington Town Hall  
1 Monteith Drive Farmington, CT 06032**

**RFQ Issued: 03/16/16**  
**Mandatory Walk-Thru: 03/30/16 – 2:45 PM**  
**Question Deadline: 04/20/16 - 4:30 PM**  
**Question Responses: 04/27/16**  
**Proposal Due: 05/04/16 - 2:00 PM**  
**Oral Interviews: To be scheduled**  
**Tentative Award Date: 05/25/16**  
**Completion: 12/01/16**

## LEGAL NOTICE

### Farmington Public Schools is accepting proposals for Architectural, Design and Related Engineering Services for Schematic Design and Preparation of a Construction Estimate for Renovations at Farmington High School

Proposals will be accepted at the BOE Office, Farmington Town Hall, 1 Monteith Drive, Farmington, CT 06032 until 2:00 PM Eastern Daylight Time on 05/04/2016. Instructions to bidders may be obtained at [www.fpsct.org](http://www.fpsct.org). Links: District>School District Operations>Bids/RFP

Farmington Public Schools intends to utilize the firm selected from this Request for Proposal for architectural, design and related engineering services for the renovations at the high school. The successful firm must have demonstrated extensive experience in all facets of architectural design for K-12 educational facilities, including experience in school design projects involving both new construction and renovation and extension projects. In depth, successful experience in the State of Connecticut School Construction Grant Process is also required.

Initially, the Farmington High School Building Committee will negotiate and contract for the work defined in the *Architectural, Design and Related Engineering Services for Schematic Design and Preparation of a Construction Estimate for the Renovations at Farmington High School*. Upon successful completion of this first phase, Farmington High School Building Committee may negotiate and contract for subsequent architectural/design/engineering services necessary to develop detailed construction documents, schedules and cost estimates and other steps necessary to successfully complete the proposed project.

Qualified firms are required to submit their Proposal in accordance with the solicitation package requirements. The firm must meet all municipal, state and federal affirmative action and equal employment opportunity practices. **Nine (9) copies of the proposal must be submitted.**

After review of all qualifications, including fee, the Farmington High School System reserves the right to reject any or all Bids, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of Farmington Public Schools.

A mandatory pre-proposal walkthrough is scheduled for 2:45 PM at the high school visitor entrance on 03/30/16. All questions or comments regarding this solicitation package must be submitted to the office of the Director of School Facilities via email at [harrist@fpsct.org](mailto:harrist@fpsct.org) by 4:30PM on 04/20/16.

## **PROJECT INFORMATION**

### **I. Background**

Farmington High School was constructed in 1928 with several additions over the past 70 years. The last major expansion was completed in 2003. Farmington Public Schools recently completed a facility study of the high school, auditorium, band room and chorus room. The schematic designs shall incorporate all information as indicated in NEASC standards, the OCR/ADA regulations, acoustical analysis, enrollment report, State of CT School Safety Infrastructure Council Report updated June 2014 or latest revision thereof and utilize all pertinent current relevant design standards.

### **II. Objectives**

The Objectives of this Request for Proposal are to:

1. Address State of Connecticut requirements for building and fire code, ADA, building and site accessibility, security compliance and review as described in the studies for the facility.
2. Develop schematic designs that meet educational program requirements and address accessibility issues to increase and maximize the square footage while aligned with enrollment projections
3. Address inefficient sprawl and improve overall building system maintenance functions through improved energy use
4. Address the inefficiencies of the current cafeteria and lunch waves
5. Update MEP building systems and any existing building envelope and structural deficiencies
6. Update auditorium to meet current design codes, accessibility codes and current acoustical design standards
7. Evaluate and improve air quality
8. Address traffic safety and parking for normal operations plus overflow parking for school/town events
9. Address student passing issues in hallways
10. Improve use of natural lighting
11. Address the inefficiencies of the current library
12. Address the need to improve current athletic fields for use/efficiency and accessibility
13. Prepare a structural analysis of the existing 1928 building to ensure there are no deficiencies
14. Leadership in Energy and Environmental Design (LEED) type strategies to be considered
15. Evaluate enrollment projections and any impact on the facility
16. Prepare a construction cost estimate
17. Identify possible grant sources and utility incentives
18. Address issues due to the building being used as a community space, e.g. emergency shelter, as well as a school
19. Address the Central Office administration and Alternative high school space requirements to be included on site

These objectives are an example of the issues that shall be addressed but are in no way limited in scope to these alone. The selected design firm shall review the entire school in its current state and use and provide design solutions to address any and all issues that affect the schools daily functions. It is imperative that the selected design team understands that they need to meet with school, town officials and staff to gain insight to the use and operation of the building as the design is developed to provide complete and thorough solutions.

### **III. Proposal / Qualification Submission Requirements**

#### **A. General Information and Proposed Staff – 14 Pages Maximum**

- Letter of Introduction
- Resumes/Qualifications of the Architectural firm's principal in charge, Project Manager, Project Architect, Interior Designer, MEP Engineering Principal, Structural Engineer, Acoustical Engineer, Cost Estimator, Civil Engineer, and Landscape Architect and any key personnel to be assigned to the project. Discuss the experience of these persons, including years of experience in current positions and other relevant positions, municipalities served, and their roles in those projects and relative experience to this project. Include what portion of this contract would be assigned to each person.

#### **B. Understanding of the Issues - 1 Page Maximum**

Describe your understanding of the issues facing Farmington's high school, possible solutions, and contemporary pedagogy as it relates to school design and any critical issues that could affect a successful outcome.

#### **C. Technical Approach – 5 Pages Maximum**

Describe your understanding of the school construction project process including:

- How your design process works and your proposed design schedule
- Development of initial schematic designs
- Refinement of initial schematic designs
- Delivery of schematic designs and cost estimates sufficient to support a bonding referendum
- Development of State of Connecticut School Construction Grant packages
- Detailed design phase
- Bidding and delivery method
- Construction phase(s)
- Final delivery of schematic design and cost estimate

#### **D. Relevant Experience and References 10 Pages Maximum**

Describe recent relevant experience including experience related to:

- Be a registered architectural firm with the State of Connecticut
- Have completed at least two (2) Connecticut High School facility projects with a construction cost of \$35-\$60 Million or more in the past five (5) years. Projects must have been completed by the prime firm, not just by a firm principal.
- Have at least two (2) LEED accredited professionals on the design team (can include consultants)
- Recent experience within the past two (2) years within the Connecticut Office of School Construction (formerly Bureau of School Facilities)
- Have professional liability of at least \$5,000,000
- Understanding of the State of Connecticut School grant/construction process

- Experience with LEED or similar type of energy efficient design strategies.
- Approach to budget estimates and schedules
- Provide references for at least five (5) similar projects
- Relevant projects and a list of high school and facility study experience of the assigned team

#### **E. Project Approach – 2 Pages Maximum**

Please discuss your approach for the design and engineering phases of the project

#### **F. Fee – 2 Pages Maximum**

Provide a Fee for performing this work including hourly labor rates and estimated hours

### **IV. Evaluation Criteria**

#### **A. General Information and Proposed Staff**

- Past Experience of Principal and Project Manager with similar scope of services
- Past Experience of project team with similar scope of services
- Years staff has been assigned to similar scope of services
- Reasonableness of proposed rates and fees
- Availability and continuity of staff during the course of the agreement, if selected
- The quality and timeliness of performance on previous contracts or services of the nature described in this RFP
- Listing of any lawsuits in the past five (5) years as a result of work performed in which the Responder has been a defendant and the outcome of each suit

#### **B. Understanding of the Issues**

- Demonstrated understanding of the overall project goal(s) and issues of the project
- Clear discussions of possible solutions
- Identification of critical issues that could affect a successful outcome

#### **C. Technical Approach**

- Discussion of the school project process, well organized and presented in a clear, concise and logical manner

#### **D. Relevant Experience**

- Experience in designing high schools and/or high school renovation/addition projects
- Recent experience in the State of Connecticut School Construction Grant process and describe your success and failures that you encountered

#### **E. Recent Projects and References**

- References that provide a high level of confidence in the firm's ability to perform
- Provide a list of similar type projects that the firm has undertaken within the past 10 years and project owner contact information, at least three major projects have to be from other local municipalities with project similar in size and scope. Each project listed shall have the names, addresses, telephone numbers, email addresses for each project listed



## **V. Selection Process**

### **A. Initial Evaluation**

The Farmington High School Building Committee will evaluate the proposals and establish a list of finalists

### **B. Interviews**

The Farmington High School Building Committee may choose to interview up to four finalists in order of ranking. Firms selected for interview should allow approximately forty five minutes for the oral interview and a question and answer session

### **C. Final Selection and Recommendation to Board of Education**

The Farmington High School Building Committee will make a recommendation for award to the Town Council and the Board of Education

## **VI. General Conditions**

- A. The Farmington High School Building Committee reserves the right to accept or reject any or all proposals
- B. The Farmington High School Building Committee shall be under no obligation to accept a proposal if it is deemed to be 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 and Responder in conjunction with this RFP. The expenses incurred by an Responder in the preparation, submission and presentation of the 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
- C. Corporate history, including the length of time in business, experience with school construction, renovation and alteration projects, specific strengths in the industry, business philosophy and a description of the organizational structure of the firm, a description of the organizational structure for the management and operation of the services requested and/or provision of the items referred to in this RFP, including an organizational chart denoting all positions and number of personnel in each position
- D. Provide a Financial Report as to the financial condition of the firm and the ability to perform all obligations of any resultant contract. The sufficiency and the financial resources and the ability of the Responder to comply with the duties and responsibilities as described in this RFP. Each Responder shall provide a current annual financial report and the previous year's report and a statement regarding any recent or foreseeable mergers or acquisitions
- E. The Architect(s) and/or Engineer(s) shall be required to carry the following insurance with respect to service they perform for the duration of any contract to be let as a result of this process:
  - a. Workers Compensation as required by the general laws of the State of CT
  - b. General Liability Insurance, including the Board of Education and the Town of Farmington as additional insured with limits of \$1,000,000 each occurrence and in the aggregate for property damage

- c. 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 Engineer 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
  - d. Professional liability insurance for protection against claims arising out of the negligent performance of services as engineer or caused by any errors or omissions of the insured in the amount of \$5,000,000.
  - e. The engineer 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.
  - f. 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.
  - g. Save Harmless. As part of entering into any contract which may be let as a result of this process, the engineer 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 engineer's negligence in the performance of the engineering services performed pursuant to any such agreement.
  - h. The Building Committee, Board of Education and the Town of Farmington have the right to use any or all ideas presented in this RFP.
- D. The Farmington Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) 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 a 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.
- E. Facsimile (FAX) and emailed proposals will not be accepted by Farmington Public Schools under any circumstances.