

Agenda  
Farmington High School Renovation Committee  
Wednesday, July 27, 2016  
Farmington High School Library  
4:30 PM

- A. Call to Order.
- B. Public Comment.
- C. Minutes.
  - 1) To approve the attached July 13, 2016 minutes. **(Attachment 1)**
- D. To review the attached draft RFP for an Owner's Representative and finalize timeline for distribution. **(Attachment 2)**
- E. Other Business.
  - 1) Site visit(s)
  - 2) Upcoming Schedule
- F. Executive Session: Review and Discussion of RFP Responses for Architectural Services in accordance with Conn. Gen. Stat. §§ 1-200(6) and 1-210(b) (24).
- G. Adjournment.

cc: Committee Members  
Paula Ray, Town Clerk  
Interested Parties

MOTION:

Agenda Item F

**Executive Session – To review and discuss RFP Responses for Architectural Services in accordance with Conn. Gen. Stat. §§ 1-200(6) and 1-210(b)(24).**

To adjourn the meeting to executive session as permitted by Connecticut General Statutes Section 1-200(6) and 1-210(b)(24).

Responses to any request for proposals or bid solicitation issued by a public agency or any record or file made by a public agency in connection with the contract award process, until such contract is executed or negotiations for the award of such contract have ended, whichever occurs earlier, provided the chief executive officer of such public agency certifies that the public interest in the disclosure of such responses, record or file is outweighed by the public interest in the confidentiality of such responses, record or file;

That attendance in the Executive Session shall be limited to:

Voting and Non-Voting Members of the Farmington High School Renovation Committee

NOTE: Approval of this motion shall be by 2/3 vote.

Minutes are considered "DRAFT" until approved at next meeting

**Minutes**  
**Farmington High School Renovation Committee**  
**Wednesday, July 13, 2016**

**Present:**

William Wadsworth  
Justin Bernier  
Johnny Carrier  
Jean Baron  
Hilary Donald  
Dan Kleinman

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

**Absent:**

Mecheal Hamilton  
Kathy Greider, Superintendent

**A. Call to Order.**

The chair called the meeting to order at 4:31 p.m.

**B. Public Comment.**

None.

**C. Minutes.**

**1) To approve the attached June 29, 2016 minutes.**

Upon a motion made and seconded (Donald/Carrier) it was unanimously VOTED: to approve the June 29, 2016 minutes.

**D. Executive Session: Review and Discussion of RFP Responses for Architectural Services in accordance with Conn. Gen. Stat. §§ 1-200(6) and 1-210(b) (24).**

Upon a motion made and seconded (Kleinman/Carrier) it was unanimously VOTED: to move to Executive Session for the review and discussion of RFP Responses for Architectural Services at 4:32 p.m. with voting and non-voting members of the Farmington High School Renovation Committee present.

The committee returned to Open Session at 5:06 p.m.

**E. To establish a subcommittee to negotiate the architectural firm's contract.**

Upon a motion made and seconded (Kleinman/Bernier) it was unanimously VOTED: to establish a subcommittee to work with Town and Board of

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Education staff to negotiate and prepare a contract with Kaestle Boos Associates.

The subcommittee will include Chairman Wadsworth, Hillary Donald, Johnny Carrier and Dan Kleinman.

**F. To review the committee's next steps.**

Town Manager Kathy Eagen informed the committee that per Chapter 53 of the Town Code, the next step would be to begin an RFP for the Owner's Representative. A draft of the RFP will be presented to the committee at the next meeting. An Owner's Representative will be selected through the same RFP and interview process as the architects

The committee had general discussion regarding the next steps and how recommendations will be presented to the Town Council for approval.

Council Liaison Meredith Trimble responded to committee members' questions regarding the Council's intent for the committee. She clarified that the charge of the committee states that the committee is to provide a recommendation of project scope to the Council, not the other way around. She explained that the genesis of the committee was the Board of Education's official capital request three years ago for a new auditorium, which was followed last spring by the Council's unanimous acceptance of the Board of Education's comprehensive Statement of Needs for the high school. In conjunction with the adoption of the Statement of Needs, the Council unanimously convened this committee for the purpose of taking a broad approach to addressing all the needs of the building, both infrastructure and educational. She noted the Council's strong financial commitment to the design process, along with the hope that the end product would negate the need for future Councils to convene another such committee for at least the next 50 years, if not more.

Justin Bernier explained that he believes the committee and/or Town Council should evaluate multiple options of different sizes to evaluate what is the best recommendation for the future of FHS.

Chairman Wadsworth reiterated that it is the responsibility of the committee to look at every option presented by the architects, after broad community and stakeholder participation. The best option will be determined as a group and presented to the Town Council for approval.

**G. Other Business.**

Chairman Wadsworth indicated that he received a postcard regarding Facility Planning, Owner's Project Management and Commissioning Services. A copy of the post card is recorded with the minutes.

Minute are considered "DRAFT" until approved at next meeting

The next meeting is scheduled for July 27, 2016 at 4:30 p.m. in the FHS Library.

**H. Adjournment.**

Upon a motion made and seconded (Kleinman/Carrier) the meeting adjourned at 5:43 p.m.

Respectfully Submitted,  
Kathryn Howroyd  
Clerk of the Committee

DRAFT



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Mr. Bill Wadsworth  
High School Renovation Committee  
Farmington Public Schools  
73 Red Oak Hill Road  
Farmington, CT 06032

07/08

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

**July 2016**

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

**RFP Issued: \_\_\_\_\_**

**Question Deadline: \_\_\_\_\_**

**Question Responses: \_\_\_\_\_**

**Proposal Due: \_\_\_\_\_**

**Tentative Award Date: \_\_\_\_\_**



**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 \_\_\_\_\_ . Instructions to bidders may be obtained at [www.fpsct.org](http://www.fpsct.org) Links: District > School District Operations> Bids/RFP**

The Farmington High School Building Committee is soliciting proposals from qualified individuals or firms to provide comprehensive owner's representative and project management services for the design and renovation of Farmington High School. The selected individual or firm will enter into a contract with the Farmington High School Building Committee. 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 4:30 P.M. on \_\_\_\_\_ .

The services to be provided shall include, but are not limited to, analyzing constructability, advising the Farmington High School Building Committee on project delivery systems and forms of contracts, serving as a single point of contact between the contractors and designers, auditing quality assurance/quality control procedures, assisting in evaluating contractor payment requests, providing monthly reporting and facilitating issue resolution. The owner's representative will be expected to provide all owners' representative services throughout the Farmington High School building project, including turnover, closeout, commissioning and State audit compliance.

Qualified individuals or firms are required to submit their proposal in accordance with the solicitation package requirements. **Ten (10) 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. The Town of Farmington Board of Education issued a Statement of Needs Memorandum (Attachment 1) directing administration to begin planning a renovation of appropriate and necessary school space at Farmington High School to accommodate new MEP needs, educational programming needs, Connecticut school safety expectations, NEASC standards and OCR/ADA regulations. All documentation and reference materials can be obtained by sending a request to Kathryn Howroyd, Clerk of the Farmington High School Building Committee at [howroydk@farmington-ct.org](mailto:howroydk@farmington-ct.org).

Per Chapter 53, "Public Building" of the Farmington Town Code, the Farmington High School Building Committee has selected an architectural firm to provide preresendum services including schematic drawings and cost estimates. Additional architectural work will be contracted to complete the project through Town acceptance and final payment to the contractor(s).

## **II. Scope of Services**

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

1. Undertake the management of, and be the owner's representative facilitator for the Farmington High School Renovation project.
2. Provide consultation services working closely with the Town's architect/engineer, construction manager, Farmington High School Building Committee, Board of Education, Town and Board of Education staff, relevant State offices and officials, and the community at large on every aspect of the project including planning, project development, design, project management, estimating, construction, commissioning and close-out.
3. Assist with the completion of, review and provide input on developing and submitting required Town and State filings (with associated back-up), including the grant and reimbursement application and management process.
4. Work closely with the CT State Department of Education, Bureau of Grants Management, CT State Department of Administrative Services, Division of Construction Services Office of School Facilities, members of the Farmington High School Building

Committee, and all appropriate Town and Board of Education staff on all aspects of the project, including the grant acquisition process, reimbursement applications and management process.

5. Make required presentations to all appropriate Town bodies (including but not limited to the Farmington High School Building Committee, the Board of Education, the Town Council, the Plan and Zoning Commission, the Inland Wetlands Commission, and others) in conjunction with the Town's architects, engineers and construction managers where appropriate.
6. Review and oversee critical path schedules for design and construction for the project.
7. Review and oversee project budgets, schedules and cash flow projections.
8. Oversee and coordinate detailed project cost estimating and any required reconciliation between estimates and budgets. Identify cost control and value management options to keep the project on budget and ensure compliance with Town and Board of Education approvals, State reimbursement requirements and project specifications.
9. Provide oversight for efficient and comprehensive communications and tracking of critical project elements, for example, requests for information, change orders, submittals, addendums, meeting minutes, schedules, insurance certificates, contract development and negotiations, schedule of values, etc.
10. Assist in the monitoring and reporting on contract manager, contractor and subcontractor compliance with all local, state and federal requirements.
11. Develop and implement a system for review and processing of change orders, including State Change Orders, to the appropriate state officials and town officials.
12. Attend (and, where required, represent the Town and Farmington High School Building Committee at) all project meetings including job meetings, Farmington High School Building Committee meetings and any other meetings as required.
13. Keep meeting minutes as needed.
14. Develop and implement a procedure for review, approval and processing of contractor and professional consultant requests for payment.

15. Assist the Town, Farmington High School Building Committee, and Board of Education to resolve any questions that arise during the project design and construction.
16. Prepare and maintain a system for reporting to the Connecticut Department of Education, including all grant management duties such as reimbursement requests and the project audit process.
17. Determine final completion and turnover to the Town of all required materials.
18. Coordinate the completion and construction phase closeout of all projects including but not limited to: ensuring all appropriate documents are submitted, warranty issue oversight, owner implementation changes and/or additions to the project.
19. Review Certified Payrolls for completeness and compliance with the law including maintenance of the records in compliance with the law.
20. Provide Value Management/Engineering oversight.
21. Assist with State of Connecticut High Performing Building Certification Process.
22. Provide documentation management services (for example, warranties, as-builts, manuals, etc.).
23. Coordinate schedules and deliveries and review payment requisitions and invoices. Work with the Town and/or Board of Education Finance Departments regarding purchasing and procurement requirements.
24. The owner's representative is prohibited from working on the project in additional capacities (for example, as an architect, construction manager, engineer, or construction contractor).
25. Provide oversight of safety measures and protocols for 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 a construction manager, owner's representative, or architect in the completion of at least two (2) school construction projects, with a budget of \$35-\$60 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 construction management, 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). **Ten (10) 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 or 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, construction oversight or Construction Management 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. Project Approach and Methodology-** Provide a description of the proposed technical approach to the project, including the identification of any unusual circumstances or anticipated problems and proposed solutions. The information will be used by the Farmington High School Building Committee, to assess the consultant's understanding of the project and its methodology.

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 for performing work detailed in this request.

**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, 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 up to four finalists. 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: \_\_\_\_\_

Question Deadline\*: \_\_\_\_\_

Question Responses: \_\_\_\_\_

Proposal Due: \_\_\_\_\_

Tentative Award Date: \_\_\_\_\_

\* 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](mailto:harrist@fpsct.org) by 4:30 p.m. on \_\_\_\_\_.

**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 and 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.