

## REQUEST FOR QUALIFICATIONS {BEECHER ROAD SCHOOL}

The Town of Woodbridge (the “Town”) Beecher Road School Building Committee (“Building Committee”) seeks the assistance of a qualified professional Architectural / Engineering firm (“the successful professional”) to provide design services for infrastructure upgrades associated with the existing 174,635 s.f. PK – 6 grade school. Firms responding must have demonstrated relevant experience similar to this project. A Building Committee was created by the Woodbridge Board of Selectmen in December 2008 and this Request for Qualifications (“RFQ”) is issued in accordance with the Board of Selectmen’s December 10, 2008 Charge to the Building Committee. A copy of the Selectmen’s Charge is hereby attached to this RFQ as Exhibit A and the successful professional shall be responsible to meet the intent of the items noted within this Charge, without exception.

This is intended to be a two-step process. Once firms are selected through the RFQ process, a Request for Proposal (RFP) will then be issued to only those qualifying firms for design services. Below is the anticipated timeline that will be followed:

August 31	BRS building walk-through for interested firms @ 3:30 PM
September 2	Letter of Interest, Requests for Clarification and/or Questions due by 4:00 PM and submitted electronically to <a href="mailto:czettergren@woodbridge.k12.ct.us">czettergren@woodbridge.k12.ct.us</a>
September 11	RFQ due by 3:00 PM
September 16	Building Committee meets to determine Short-List
September 17	Firms Notified
September 23/24	Interviews
October 1	RFP Due
October 30	Architect Selection
Spring 2010	Referendum

There will be both a pre- and post-referendum process. It is the committee’s intent to retain one firm for both phases, the second phase being contingent on approval at a town referendum.

### **BACKGROUND**

Beecher Road School was constructed in phases beginning in 1960 with the last major construction completed in 1997. The construction can be summarized as follows:

Wing	Construction Year	Square Feet	% of Total S.F.
A,B,C	1960/1964	45,225	26%
D,E,S, Pool & Gym	1970	75,205	43%
Kindergarten (K)	1997	53,205	31%
	Total	174,635	100%

Mechanical, Electrical, Plumbing, and Fire Protection Systems (where present) are roughly dated to their original construction periods with the oldest systems nearly 50 years old. Approximately 11% of the existing school has permanent Direct Expansion cooling, 9% of the

school has temporary through wall AC units, leaving 80% of the building with heating/ventilating only.

Over the past 5 years there have been 2 studies completed assessing the building infrastructure at the Beecher Road School:

- SBS Study completed in 2004 was designed to review the building facility in its entirety to determine what long-term building systems needed attention.
- In 2006 the Woodbridge Board of Education hired Aztech Engineers to perform a more detailed study focusing on HVAC systems and various options for building infrastructure improvements. The Board of Education recommended to the Woodbridge Boards of Selectmen and Finance to pursue a building project that would address the manifold repair and deficiency items throughout the school as well as develop new building mechanical systems that would include the addition of air cooling. The budget for the complete project is approximately \$9.4M assuming a start date of Summer 2011.
- The successful professional will work with the Building Committee Chairman, and / or Superintendent of Schools, to ensure the firm has received all information needed to perform the services set forth in this document. During this RFQ bid period, related drawings and the two independent studies, generated by the previous building projects and sub-committees, pertaining to the Beecher Road School are available for review at [www.woodbridgect.org](http://www.woodbridgect.org) or the Woodbridge Board of Education Business Office. Please contact Gaye Mastrianna in the Business Office to sign-in and view these documents.

## **SCOPE OF WORK**

The proposed Scope of Work for the project is as follows:

- Repair and replace heating and ventilating components (air handling units and unit ventilators), add air conditioning (with consideration for humidification) throughout the school and provide a state of the art digital control system to monitor and operate the new systems; the new systems should be designed to develop strategies that integrate the best long term solutions while minimizing operating costs to the Beecher Road School as well as be respectful of the environment. We require that DOE-2 energy modeling be utilized.
- Replace single glazed windows wherever present in the building with insulated glass units; replace non-thermally broken window frames and replace exterior doors and frames where they are no longer serviceable. Look for opportunities to integrate day lighting systems into the window replacements to reduce energy usage and provide a superior learning environment.
- Provide for classroom upgrades including new ceilings, lighting, built in casework, classroom furniture, sinks, plumbing etc.
- Address existing ADA accessibility deficiencies previously identified in the SBS Report.
- Repair and paint the exterior of the building.
- Repair/replace faucets, sinks, and toilets where they are not functional or require accessibility; look to improve upon water conservation efforts through appropriate design.
- Replace the roof at the A, B, C wings.
- Evaluate the installation of an emergency generator.

- Provide portable classrooms during the construction period as the school will remain in operation on site.
- Evaluate the facility for compliance with the Connecticut Fire Life Safety Code and design all required improvements.
- Recommend and design technology infrastructure improvements throughout (educational, basic IT infrastructure, telecommunications, public address system, centralized clock system, and improve wireless phone coverage).
- Addition of a front entrance canopy at the North entrance.
- All new work would adhere to Energy Star ratings as well as designed to meet LEED CI Gold Standards (or other LEED standards that would be current at the time of construction bid). ASHRAE energy design guidelines will be incorporated into the design and engineering of the infrastructure upgrades.

### **OVERVIEW**

The Building Committee is seeking the use of advanced energy and green design/engineering methodologies to be capitalized upon in the infrastructure building project. Firms will be expected to integrate these concepts and provide and/or work with other firms as a team in seeking alternative funding sources that may be available for use on this type of project. This may include grants, equipment rebates, stimulus funds, etc.

The Building Committee believes it has an obligation to reduce operating costs by using energy efficiently and lowering the schools energy bills. It believes that an energy-efficient school would cost the same or less to build than a typical school and garner more support from the community for construction funding. Creating a better environment that includes favorable light, sound, and temperature can help students learn better. Schools that incorporate energy efficiencies and renewable energy technologies make a strong statement about the importance of protecting the environment. By integrating these technologies into the curriculum, students may be provided hands-on opportunities to learn about energy conservation.

### **SELECTION PROCESS**

The Building Committee will be using a Qualifications Based Selection (QBS) system for selecting the design team that will occur in three parts, an initial qualifications submission followed by an interview of the strongest candidates, and finally, with a cost proposal through the RFP process. The Building Committee will select and recommend for hire the design team it feels will best serve the long-term interests of the Town of Woodbridge.

A total of four (4) hard copies and one electronic copy in PDF format of the RFQ Responses are due to be submitted no later than 3:00 PM, September 11, 2009, and should be addressed to the attention of Charles Zettergren, Business Manager, Woodbridge Board of Education. Responses are to be submitted in a sealed envelope clearly marked **“RESPONSE FOR A/E SERVICES FOR BEECHER ROAD SCHOOL”** and shall be signed by a Principal of the firm authorized to bind his / her firm accordingly. All responses shall be opened at 3:00 PM, September 11, 2009 and recorded by the Business Manager and a designated member of the Building Committee. The Building Committee and / or Board of Selectmen may reject any and all RFQ Responses, if in his / her opinion; it is in the best interest of the Town to do so. Equal opportunity employers are encouraged to submit a RFQ Response.

You are required to complete Standard Forms 330 as part of your Statement of Qualifications.

This RFQ neither commits the Town of Woodbridge to award a contract nor pay any costs incurred in the preparation of respective responses to the RFQ nor to procure or contract for any services and / or equipment.

RFQ responses may be held by the Town of Woodbridge for a period not to exceed ninety (90) days from the deadline for submitting said response for the purpose of reviewing responses and investigating qualifications. If the Building Committee determines it is in the best interest of the Town to accept an RFQ Response, such acceptance is contingent on approval of the Board of Selectmen, appropriation of adequate funds for performance of the services sought, and execution of a contract for services acceptable to Town Counsel and the Board of Selectmen.

Should you find any omissions, discrepancies or errors in the outline for the services described above or any of the documents attached hereto or should you be in doubt as to the meaning of such outline or documents, you should immediately notify and seek clarification in writing from the Woodbridge Board of Education, c/o Charles Zettergren, Business Manager, 40 Beecher Road-South, Woodbridge, Connecticut 06525, which may correct, amend or clarify such outline by a written interpretation and / or Addendum. The Town must receive all requests for clarification no later than 4:00 PM on Wednesday, September 2, 2009. Further, all vendors interested in submitting a response to this RFQ must notify Mr. Zettergren in writing of such interest no later than 4:00 PM on Wednesday, September 2, 2009, in order to assure that they receive any written clarification issued by the Town. No oral interpretations shall be made to any Bidder and no oral statement by Town officers, employees or agents shall be effective to modify any of the provisions of the RFQ Response.

**BEECHER INFRASTRUCTURE UPGRADE  
BUILDING COMMITTEE CHARGE**

1. Membership: The Board of Selectmen created the Beecher Infrastructure Upgrade Building Committee on December 10, 2008.
2. Responsibilities: The Beecher Infrastructure Upgrade Building Committee is responsible for the budget, design, and construction of a major infrastructure upgrade and building renovation at Beecher Road School. The Board of Selectmen created the Building Committee in order to make the project eligible for potential State reimbursement.

The Building Committee's responsibilities shall include:

- a. Advertise through a Request for Qualifications process (QBS Methodology) for architect/engineering services;
  - b. Recommend to the Board of Selectmen the retention of an architectural/engineering firm to assist the Committee in the design of the proposed project;
  - c. Prepare a construction/design plan with the assistance of the architectural/engineering firm retained by the Board of Selectmen, after taking into account the budget, construction challenges, including hazardous materials abatement, and timing of construction during the school year;
  - d. Apply best practices for sustainable design including the use of sustainable and energy efficient products and materials, LEED Certification (if applicable) and the possible use of "green" energy and other techniques and seek grant opportunities to fund or offset the additional potential cost of these initiatives;
  - e. Upon approval of the Woodbridge Board of Education and Woodbridge Board of Selectmen of the construction/design plan, seek bids, with the possible assistance of a construction manager, on all aspects of the construction, in accordance with the Town of Woodbridge Purchasing Policy and State requirements for potential reimbursement;
  - f. Recommend to the Woodbridge Board of Education and the Board of Selectmen the selection of one or more firms to perform the construction, after receipt and review of the bids;
  - g. Oversee construction of the proposed project, with the possible assistance of a professional owner's representative;
  - h. Seek reimbursement from the State Department of Education for all eligible costs of the proposed construction project.
3. Funding: All expenditures from the Town capital project budget concerning this project shall be incurred in accordance with the policies of the Town of Woodbridge, the Town Charter, and this Charge.