REQUEST FOR QUALIFICATIONS ARCHITECTURAL and ENGINEERING DESIGN SERVICES for the EAST LYME ELEMENTARY SCHOOLS PROJECT

East Lyme Public Schools, PO Box 220, East Lyme, CT 06333

SEPTEMBER 20, 2013

Owner: East Lyme Public Schools Board of Education

Project Name: East Lyme Elementary Schools Project

Project Location: Niantic Center School, Flanders School and Lillie B. Haynes School

Contact Person: Dr. James D. Lombardo, Superintendent of Schools

A. Background

The East Lyme Public Schools Board of Education is soliciting qualifications from architectural or other qualified firms interested in providing professional services to assist the Board of Education in identifying the best solution to address the facilities needs of the three East Lyme elementary schools. The East Lyme Public School District comprises three elementary schools and their grounds, one middle school building and grounds, the ELPS Central Office Building, and East Lyme High School, Athletic Complex, and Aquatic Center.

The three elementary schools included in this project are:

Flanders Elementary School: Flanders currently serves approximately 364 students in a building that was constructed in 1964 and renovated in 1976. Flanders contains 66,927 square feet on a 12-acre site adjacent to the high school, Central Office, Athletic Complex, and Aquatic Center.

Lillie B. Haynes Elementary School: LBH currently serves approximately 336 students in a building constructed in 1957, and renovated in 1972. In addition, the facility houses ten regional special education classrooms and a private pre-school. LBH contains 100,819 square feet on a 14 acre site adjacent to the East Lyme Middle School.

Niantic Center School: NCS currently serves approximately 192 students in a building originally constructed in 1952 and renovated in 1976. NCS contains approximately 50,643 square feet on a seven-acre site in the small coastal community of Niantic.

The total elementary school population of the district has declined in recent years, and is projected to reach lower than the current approximately 892 students at the end of the FY14 school year.

B. Scope of Work

The Board has received a 2011 Existing Conditions Report and Feasibility Study that has identified significant issues with the infrastructure and educational flexibility of each of the three schools. The Study will be the basis of a referendum for the funding of the project. Working together with a committee of
approximately twenty-five community members, the Board has completed an initial study that identified three possible options for addressing these needs. These three options are as follows:

Option 1: Discontinue the use of Niantic Center School for elementary school purposes and renovate as new both Flanders and Haynes elementary schools.

Option 2: Discontinue the use of all three elementary schools and build a new elementary school “complex” on either the Haynes or Flanders site.

Option 3: Renovate Niantic Center, Haynes and Flanders elementary schools as new.

The successful firm will examine the existing facilities in light of current utilization and enrollment projections, review the recommendations of the East Lyme Public Schools Facilities Vision Task Force, and make recommendations to the Board of Education regarding the best option. The successful firm must be qualified to evaluate and address both the renovation and new construction options, as well as navigate the referendum and grant approval process and execute the final plan.

The Board of Education intends to enter into a stage performance-based contract with the most responsible qualified firm, with the intent of working with the selected firm to implement the approved design solution once the referendum is approved. The first stage includes evaluation of the options and recommendation. The second stage includes finalizing a selection, bringing the selection to referendum and applying for state funding. The final stage includes execution of the selected option. The Board of Education seeks firms that are qualified to accomplish all three stages of the project.

C. Scope of Services

The Board has developed a non-exclusive list of services required for this project. Ideally, the most responsible qualified firm can offer all of these services, or designate a provider who can.


2. Meet with the Design Committee, Board of Education, East Lyme Public Schools administration, Town administration, Town Building Committee and other groups to assess facilities needs.

3. Participate in community forums designed to elicit ideas and feedback from community.

4. Implement an inclusive process to develop a set of educational specifications to guide the development of design drawings.

5. Develop a phasing and construction plan to assist the Board and community with understanding the scope of work required to complete the chosen project.

6. Prepare conceptual designs and estimates to aid the Board of Education in determining a remediation plan that will form the basis of a Town referendum regarding the implementation of the remediation plan.

7. Assist the Board of Education with the application process for state construction aid.

8. Execute chosen project to specifications while controlling project cost, quality and schedule.
D. Provided Information

The Board of Education will provide interested firms with the following information:

1. The 2011 Existing Conditions Report and Feasibility Study for East Lyme Public Schools
2. East Lyme enrollment projections
3. East Lyme Public Schools Facilities Vision Task Force Findings Report to the East Lyme Board of Education
4. Environmental reports in possession of East Lyme Public Schools

All documents are available for review at the East Lyme Public Schools Central Office, 165 Boston Post Road, East Lyme, CT 06333.

In addition, interested firms must participate in a mandatory walk through of all three elementary schools, which will be followed by a question and answer session. The mandatory walk through will take place on **October 2, 2013 at 2:30PM** and begin at East Lyme Public Schools **Central Office 165 Boston Post Road East Lyme Public Schools**.

E. Time Frame

The Board of Education will evaluate interested firms and select the most responsible qualified firm in accordance with the selection process below. The Board of Education will enter into a stage-based performance contract with the most responsible qualified firm with the expectation that the firm will accomplish the three phases of this project in accordance with the following timeline:

Stage 1: includes evaluation of the three options set forth in Section B and recommendation to the Board of Education. Begins upon award of contract by the Board of Education and projected to be complete by the close of the 2013-2014 school year.

Stage 2: includes finalizing a selection by the Board of Education, Town referendum and application for State aid. Estimated to occur during the 2014-2015 school year.

Stage 3: includes execution of the finalized selection and completion of the State aid process. Estimated to occur during the 2015-2016 school year.

F. Selection Process

The solicitation, review and selection process to be used for procurement of the design build firm for the project will be conducted as outlined:

1. A public notification (Request for Qualifications) shall be made requesting qualifications from firms interested in providing the services.

2. Qualified firms shall be determined by the Architect Review Committee appointed by the East Lyme Board of Education, based on the firm’s proposed personnel, qualifications and capabilities, as indicated in the response to the Request for Qualifications.

3. The Architect Review Committee shall establish a short list of the most responsible qualified firms and request proposals from those firms. The list shall include no more than the top four most responsible qualified firms.

4. The selected firms will be required to provide a written response to the Request for Proposal, make a formal 45-minute presentation at an interview with the Architect Review Committee, followed by a question and answer session.
5. A final selection will be made on the basis of the presentation, references and information provided in the proposal response including, but not limited to, the following criteria:

   a. Company and project team members’ experience with studies of similar size and scope (a minimum of five successful school projects is preferred);
   b. Total years in business and financial stability of the firm;
   c. Demonstrated ability to work with the Board of Education as a member of a team for the benefit of the District;
   d. Knowledge of the requirements of the State Department of Education Office of School Facilities;
   e. Recommendations from previous school districts’ clients;
   f. Extent of services offered;
   g. References and reputation; and
   h. Cost of services identified in the response to the Request for Proposal.

G. Required Information

The minimal information to be included in the qualification package is as follows:

1. Letter of Interest
   Letter of introduction explaining your firm’s interest in the project. Discuss the firm’s understanding of and general approach to the East Lyme Elementary Schools Project, including relevant experience to the three proposed phases. Include any information pertinent to the project or selection process that is not requested in the following sections.

2. Firm history
   a. Name of firm, and location of principal and branch offices
   b. Length of time in business
   c. Firm ownership structure

2. Personnel
   a. List total number of firm’s and/or teams personnel, other than secretarial/clerical, by professional or skill group (i.e., Architects, Electrical Engineers, Mechanical Engineers, Cost Estimators, etc.).
   b. List any outside firms that will be used to provide such services as estimating, value engineering analysis, scheduling or computer services.
   c. Identify your company’s proposed management staff for the project. Provide an Organizational Chart identifying all of your key staff members and showing how each interacts with other staff members assigned to this project. For each key staff member, include a detailed resume that summarizes:
     • Education, including name of institution, field of study, degree(s) earned and year(s) received
     • Professional registration(s) and/or professional society membership(s)

3. Experience
   a. List all Facilities Studies in the State of Connecticut for the past five years, designating the top three most comparable projects to the East Lyme Elementary Schools Project. The following information is requested on each completed project:
     • Project name and address
• Year completed
• Reference (name, position and telephone number)

Submission of these names shall constitute your permission for the Owner to contact those individuals.

b. Provide any information on any involvement in litigation or arbitration with an educational client. Explain the circumstances that led to it and describe the resolution.

4. Approach to Requested Services
Discuss availability of the list of services (Section C) through your firm, or your firm’s approach to providing the itemized services. Describe any additional services provided by your firm that may be applicable to the East Lyme Elementary Schools Project.

H. Site Visits
As detailed in Section D, all interested firms must participate in a mandatory walk through of the sites. The mandatory walk through will take place on **October 2, 2013 at 2:30PM** and begin at East Lyme Public Schools Central Office 165 Boston Post Road East Lyme Public Schools. The site walk through is a mandatory prerequisite to submission of a qualification package.

Questions regarding the walk through can be directed to the Central office by calling (860) 739-3966 extension 5615.

I. Format
Qualification packages are to be in a bound booklet with a table of contents and tabs for each heading listed under Section G. Ten (10) copies of the qualifications package are to be submitted to the office of Dr. James Lombardo, Superintendent of Schools, East Lyme Public Schools, P.O. Box 210, East Lyme, CT 0633.

J. Submission deadline
All qualifications packages must be received by the office of the Superintendent by **10:00 a.m. on October 18, 2013**.