REQUEST FOR PROPOSAL #B2018-1
STRATEGIC PLANNING STUDY OF BERLIN ELEMENTARY SCHOOLS

Town of Berlin
Berlin Public Schools
Ms. Eva Gallupe
Director of Business Operations
238 Kensington Road
Berlin, Connecticut 06037

Due 2:00 p.m. on February 28, 2018
Central Office – BOE Meeting Room
OVERVIEW

On behalf of its Board of Education, the Berlin Public School District (“District”) is seeking professional services to perform a strategic planning study for its elementary schools. This study will be considered pre-referendum work which will be used to assist the District in its analysis and, perhaps, in preparing education specifications if the District decides to pursue a project. The scope of services sought also includes recommendations as to the feasibility of alternative approaches to meeting the District’s needs and recommendations as to improvements that will best and fully support the District’s mission, “We are a school district and board of education committed to continuous improvement to ensure student achievement and student success.” To accomplish this, the school buildings should be designed to provide a safe, inclusive and inviting learning environment that is equipped with appropriate and flexible learning spaces, accommodates varied teaching and learning needs, and provides for present and future needs of the children.

THE ELEMENTARY SCHOOLS

The District is comprised of three elementary schools: Richard D. Hubbard School, Mary E. Griswold School and Emma Hart Willard School. Based on a ten-year enrollment projection, the District’s student population is expected to decline, which suggests all three schools may not be required. The District is willing to consider all viable options, which may include realigning the student population to fewer than three schools, or re-configuring building(s) to serve as grade level centers.

While well-maintained, according to a facilities survey completed in 2013, the buildings generally are energy inefficient, finishes are worn and dated, and many of the major systems are at or beyond their useful life expectancy.

Following is a synopsis of each elementary school:

- Richard D. Hubbard School: Constructed in 1966 with an addition/renovation in 1992, the school is 51,264 square feet on an almost seven-acre level terrain site. The current enrollment is 211 students, which is expected to decline. The building has multiple code issues (architectural, structural, mechanical/electrical/plumbing/fire protection and site). Once the projected renovations are completed, the building status would be updated to good condition from fair.

- Mary E. Griswold School: Constructed in 1964 with an addition/renovation in 1991, the building is 69,846 square feet sited on approximately twenty-six acres. Modular classrooms were added in 2009. The current enrollment is 505 students, which is expected to increase. The building has multiple code issues (architectural, structural, mechanical/electrical/plumbing/fire protection and site). Once the projected renovations are completed, the building status would be updated to good condition from fair.

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1 Facilities Condition Assessment for Berlin Elementary Schools completed Fall 2013, by Friar Associates, Inc. Also, included are Catherine McGee Middle School and town facilities. A copy of the Facilities Condition Assessment is available on the district’s website at www.berlinschools.org.
Emma Hart Willard School: Constructed in 1955 with additions/renovations in 1990 and 1992, the building is 90,290 square feet on an approximate twenty-acre site. The current enrollment is 492 students, which is expected to decline. The building, in its current configuration, would need to be brought to current compliance standards (architectural, structural, mechanical/electrical/plumbing/fire protection and site). Once the projected renovations are completed, the building status would remain in good condition.

**SCOPE OF WORK**

The District intends to hire a consulting firm to survey and report on the feasibility of restructuring our present pre-kindergarten to Grade 5 educational model. Our goal is to maximize the educational opportunities while minimizing costs in a manner that still supports the District’s needs. This report should include: conditions of the existing buildings; a recommended capital improvement plan; recommendations to maximize efficiencies, minimize costs, determine the appropriate number of elementary school buildings, specify services and grade level structure at each building; and fully address existing deficiencies for systems and code requirements. The Consultant’s deliverables will include the following:

- **Part A**
  - Review district enrollment data and district demographics in order to prepare and suggest the optimum utilization in terms of maximizing resources and minimizing expenses for educating elementary students.
  - Review the comprehensive facilities survey conducted in 2013 and update for capital improvements. Note: It is envisioned the Consultant will use this survey as a baseline for exception reporting on existing conditions. This survey is located on the district’s website at www.berlinschools.org.
  - Prepare a strategic facilities plan, complete with a recommended sequencing of schools for new construction or improvements or some combination of both. This plan should provide a recommendation for swing space if required as part of the overall recommendation.
  - Review enrollment projections to determine the feasibility of providing education to all students in Grades Pre-kindergarten to 5 in less than three school buildings.
  - Determine if redistricting or banding grade levels is a viable option and what the recommended structure would be in terms of grade configuration and school utilization.
  - Review special programs within the District and recommend if these programs are best suited in all schools or in limited schools. If the recommendation is for special programs in some of the schools, identify which schools, which program(s) and why. Include assurances of flexibility for accommodating future needs.
  - For a three school and two school scenario, perform a needs-based survey and recommendations as follows:
    - Recommend the optimum student population for the number of buildings recommended including available space for classrooms, administrative suites, core common spaces (e.g. cafeteria, gymnasium, media center, toilet rooms), storage, playing fields and parking.
    - Identify the structural limitations and deficiencies of each building and recommend improvements or new construction allowing each building to be in full compliance with current standards for safety, security and accessibility.
• Identify the structural limitations and suggest improvements or new construction to make each building fully available to specialized student needs or select the building(s) best located and equipped to serve this population.
• Identify the program deficiencies and/or variances of each building to the educational specification and recommend the improvements required for full compliance. Note those variances that are present but are expensive to correct (e.g. recommended classroom size is 900 to 1,000 s.f., existing classroom size of 810 s.f. is expensive to correct/value is not commensurate with the cost), and note those variances that are present and require correction (e.g. toilet rooms required in Kindergarten classrooms).
• Recommend replacement of/upgrades to existing building systems to extend useful life, achieve best value and energy efficiency, and maximize eligibility for reimbursement by the State of Connecticut Office of School Construction Grants (SCG).
• Recommend alteration and/or renovation as new to maximize eligibility for reimbursement by SCG.
• Overall: Recommend options that best meet the District’s mission and educational specification, are fully compliant with all code requirements, optimize use of space and minimize disruption to students and the community in general. Each option is to include a priority list of buildings, a work/construction schedule, recommendations for swing-space, estimates for construction and soft costs, and estimates for reimbursement by SCG based on eligibility. Because cost will be a significant factor in selecting and recommending the best option, it is imperative the Consultant accurately price all options without over-inflating them. Note which (if any) school(s) may be repurposed for community use. Note the improvements and the cost to bring the building into full compliance with ADA and all existing building and life-safety codes. Note any structural elements that may prevent the building from full use, and as with the schools, note those systems and building elements that require replacement and/or upgrades.

Part B
The District will review all options and will select the plan, if any, that best meets its mission and educational specifications, is inclusive to all students, minimizes disruption to students, and offers the best value to the community – and will recommend for referendum funding of the first step in the plan (e.g. renovation of School A). The Consultant will assist the District in pre-referendum communications and presentations to educators and administrators, Town boards and commissions, parent/student organizations, and other community groups, with the goal towards encouraging support for and implementation of the option selected.

FORMAT OF PROPOSAL

Proposals should put forth full, accurate, and complete but concise information as required by this request. The proposal should describe/include:

A. Your project approach for each element of the work described in this RFP.
B. Your work currently under contract and your ability to meet time schedules outlined.
C. Your proposed project team, their specific prior related experience, the extent to which the proposed team will be available to provide the services offered and a list of other projects to which the proposed team is currently assigned. Include a complete resume and project
assignment plus hourly rate schedule for each professional or technical person to be assigned to the project.

D. A proposed schedule for the project.

E. Your abilities and specific prior project experience in assessing existing building systems and conditions, in preparing options for use of facilities and capital improvement plans, and in preparing strategic facilities plans.

F. Interested firms must submit data regarding maintenance of project schedules and budgets for prior clients. Describe how any cost-saving measures were achieved and how project schedules were improved or expedited to the Owner’s benefit.

G. A list of any consultants (e.g. MEP, civil, traffic) you intend to use on this project, and include resumes, etc., required in item C.

H. Include your experience with assisting clients in referendum efforts, noting the success of each and/or lessons learned.

I. The Berlin Public School District is exempt from paying any excise, transportation and sales taxes imposed by the federal government and/or the state of Connecticut. Such taxes must not be included in your prices.

J. Must comply with and sign Insurance Requirements Form.

K. Sign Affirmative Action Form.

L. Sign Ethics Statement.

PRE-BID AND CONSULTANT INTERVIEWS

The District will hold a pre-bid meeting on February 21, 2018, at 2:00 p.m., in the BOE Conference Room at the Central Office building, 238 Kensington Road, Berlin, CT 06037. While attendance is not mandatory, it is strongly encouraged. All discussion and requests for information will be published in the form of an addendum posted to the District’s website, which is www.berlinschools.org. Addenda will not be individually mailed or emailed to any firms. No verbal requests for information will be accepted.

Following initial review, candidates may be short-listed and invited to tour the three elementary schools on the morning of March 7, 2018. Interviews will be scheduled for March 9, 2018, between 9:00 a.m. and noon, in the BOE Conference Room at the Central Office building, 238 Kensington Road, Berlin, CT 06037. Selected finalists should be available to attend on the above dates.

SELECTION CRITERIA

The District will evaluate proposals based on the following criteria:

A. The Consultant’s background, experience and professional expertise with similar projects, including the size and scope of previous similar projects, special qualifications, and the availability and experience of assigned personnel. The Consultant’s supporting team (MEP, etc.) also will be evaluated on this basis.

B. The Consultant’s ability to complete the work within the required timeline and to commit staff in a timely way when requested.

C. The Consultant’s demonstrated understanding of the work.
D. Evidence of any special or innovative approach the firm will use.
E. The Consultant’s proven track record of success in gaining community support for the selection option(s).

The Berlin Public School District reserves the right to reject any and all proposals, or any part thereof, or to waive defects in same, or accept any proposal deemed to be in the best interest of the District. Failure to comply with the requirements and conditions of this RFP will result in the Candidate waiving the right to dispute the specifications and conditions noted herein.

**PROPOSED PROJECT SCHEDULE**

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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Pre-bid conference</td>
<td>February 21, 2018 2:00 pm</td>
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<tr>
<td>Submission proposals (Bid Opening)</td>
<td>February 28, 2018 2:00 pm</td>
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<tr>
<td>Building Tours</td>
<td>March 7, 2018 9:00 am</td>
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<tr>
<td>Candidate interviews</td>
<td>March 9, 2018 9:00 am - 12:00 pm</td>
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<td>Notice to proceed</td>
<td>March 13, 2018 on or before</td>
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<td>Report due to the District</td>
<td>May 1, 2018</td>
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**REQUESTS FOR INFORMATION**

Inquiries and requests for information must reference the RFP number and title and must be received in writing by **2:00 pm** on February 26, 2018, and are to be directed to:

Ms. Eva Gallupe via e-mail to egallupe@berlinschools.org

Responses will be posted via addenda to the District’s website.

**INSTRUCTIONS FOR SUBMISSION**

Responses must be submitted in sealed envelopes and clearly marked with the RFP reference title, number, due date, and time. The Consultant’s name and address must appear on the envelope.

Please submit one original and five copies of your proposal, along with one disk formatted as a text-only PDF document; photographs, drawings, graphs or other illustrations may be submitted on the same disk, provided no single file exceeds 5MB (note: the disk requirement is to expedite the District’s review and selection process). Your proposal must be submitted in a sealed envelope as instructed above and must be received no later than **1:45 p.m.**, on February 28, 2018, at the offices of:

Berlin Public School District  
Ms. Eva Gallupe, Director of Business Operations  
238 Kensington Road  
Berlin, CT 06037