

TOWN OF OXFORD, CONNECTICUT

STANDARD INSTRUCTIONS FOR RFO/RFP # OSBC3

1. INTRODUCTION/GENERAL INFORMATION ABOUT THE RFO/RFP

The Town of Oxford School Building Committee (the "Town") is soliciting statements of qualifications and proposals from qualified individuals or firms to provide comprehensive owner's representative and project management services for the design and construction of the new Oxford Middle School (the "School Project").

The School Project shall be designed and constructed in accordance with the (1) Educational Specifications (see TAB A) as approved by the Oxford Board of Education on May 18, 2017, on the (2) Project Schedule (see TAB B) within the (3) Budget (see TAB C) adopted by the Town as approved.

The services to be provided shall include, but are not limited to; analyzing constructability, advising the Town on project delivery systems and forms of contracts, serving as a single point of contact between contractors and designers, representing the Town at key meetings, monitoring the project schedule and budget, 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 continue to provide all owner's representative services throughout the School Project, including turnover, closeout, commissioning, and State audit compliance.

The purpose of this RFQ/RFP process is to identify the most responsible and qualified respondent and to award a contract to the successful bidder.

This RFQ/RFP is not a contract offer, does not provide a respondent with any rights, and does not impose on the Town any obligations.

Interested parties should submit a response in accordance with the requirements and directions contained in this RFQ/RFP.

Respondents are prohibited from contacting any Town employee, Building Committee Member, Board of Education Member, Board of Education Employee, or officer or official concerning this RFQ/RFP, except as set forth in Section 9, below. A respondent's failure to comply with this requirement may result in disqualification.

If there are any conflicts between the provisions of these Standard Instructions and any other documents comprising this RFQ/RFP, these Standard Instructions shall prevail.

2. SCOPE OF SERVICES

The services to be provided shall include, but are not limited to, analyzing constructability, advising the Town on project delivery systems and forms of contracts, serving as a single point of contact between contractors and designers, representing the Town at key meetings, monitoring the project schedule and budget, 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 continue to provide all owner's representative services throughout the School Project, including turnover, closeout, commissioning, and State audit compliance.

The Town anticipates that the provisioned services will include, but not necessarily be limited to, the following tasks. In submitting a response to this RFQ/RFP, the proposer should address its qualifications to provide these services and its experience with the provision of such services:

1. Undertake the management of, and be the owner's representative facilitator for, the School Project.
2. Provide consultation services and advice by working closely with the Town's architects/engineer, construction manager, Oxford Building Department, Oxford Fire Marshall, Oxford Police Management, designated members of the elected Oxford Board of Education, designated staff of the Oxford Board of Education, relevant State offices and officials, and the community at large on every aspect of the School Project.
3. Assist with the completion of, review and provide input on developing and submitting required Town and State filings (with associated back-up), including funding authorization requests and reimbursement requests to the State of Connecticut.
4. Work closely with the CT State Department of Education, Bureau of Grants Management, the CT State Department of Administrative Services, Division of Construction Services Office of School Facilities, the members of the Oxford Building Department, the town Fire and Police Departments, and all appropriate Town and Board of Education staff on all aspects of the School Project, including the grant and reimbursement application and management process.
5. Make required presentations to all appropriate Town bodies (including, but not limited to the Oxford Building Department, Oxford Fire Department, Oxford Police Department, the Board of Education, the Oxford Board of Selectman, the Planning and Zoning Commission, the Conservation Commission/Inland Wetland Agency, and others (including in conjunction with the Town's architects, engineers and construction managers where appropriate).
6. Review and oversee critical path schedules for design and construction provided by others.
7. Review and oversee project budgets, schedules and cash flow projections.
8. Oversee and coordinate detailed School Project cost estimating and any required reconciliation.

between estimates and budgets. Identify cost control and value management options to keep the School Project on budget and ensure compliance with Town and Board of Education approvals, State reimbursement requirements, and School Project specifications.

9. Provide oversight for efficient and comprehensive communications and tracking of critical project elements (e.g., requests for information (RFI's); change orders, submittals, addendums, meeting minutes, schedules, 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 and tracking of change orders, including State Change Orders to relevant state officials (e.g., the DAS Office of School Construction Grants)
12. Attend and, where required, represent the Town at all School Project meetings, including job meetings, Oxford Building Department meetings, Oxford regulatory 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 and Board of Education to resolve any questions that arise during the School Project design and construction.
16. Prepare and maintain a system for reporting to the Connecticut Department of Education.
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-implemented changes and/or additions to the School Project.
19. Prepare for and assist in the state Department of Education project audit process.
20. Review Certified Payrolls for reasonableness, completeness, and compliance with the law.
21. Provide Value Management/Engineering Oversight.
22. Assist with State of Connecticut High Performance Building Certification Process.

23. Provide documentation management services (e.g., warranties, as-builts, manuals, etc.).
24. Coordinate Schedules and Deliveries and review Payment Requests/Invoices.
25. The owner's representative is prohibited from working on the School Project in additional capacities (e.g., as an architect, construction manager, engineer, or in the trade packages).

3. 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 in Connecticut, with a budget of at least \$35 million each, in the last ten (10) years.
2. Preference will be given to demonstrated experience with providing such services in conjunction with new-school construction.
3. The owner's representative must have demonstrated owner's representative, project management, and/or construction management experience for a minimum of \$300 million in State-approved projects within the previous 10 year period.
4. The owner's representative must have demonstrated experience providing construction management, owner's representative, or architectural services to multiple public school districts in Connecticut and provide references and contact information for these projects.
5. 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.
6. The School Project will be subject to requirements of the State of Connecticut Department of Administrative Services, Office of School Construction Grants 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.

The written response to this RFQ/RFP must also include the following information, which shall be used as criteria for selecting finalists to be interviewed ultimately selected as the most responsible qualified proposer to serve as the owner's representative:

7. 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 project was actually completed.

8. Describe experience with working with community and government on local and state level, particularly in the context of new school construction.
9. Indicate who will be providing mechanical, engineering, plumbing (MEP) knowledge, schedule and cost estimating capabilities if such services will be subcontracted.
10. 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 Services, Office of School Construction Grants and the Department of Education, Bureau of Grants Management, and other laws and regulations applicable to Connecticut school construction.
11. Demonstrate understanding of and ability to meet owner's representative goals and ability to provide the scope of services set forth in this RFQ/RFP.
12. Describe experience working with "at risk" construction managers and guaranteed maximum price ("GMP") contracts.
13. Describe experience working with architects, engineers, commissioning agents and other consultants during design and construction activities, particularly new school design.
14. Demonstrate successful experience with State audits of completed projects. Cite examples of a minimum of two (2) audited school projects.

4. RIGHT TO AMEND OR TERMINATE THE RFQ/RFP

The Town may, before or after the submission deadline and in its sole discretion, clarify, modify, amend or terminate this RFQ/RFP if the Town determines it is in the Town's best interest to do so. Any such action shall be effected by a posting on the Town's website, www.oxford-ct.gov under "Requests for Bids," and on the State of CT Department of Administrative Services website <http://das.ct.gov/cr1.aspx?page=12>". **Each respondent is responsible for checking the CT Department of Administrative Services and/or Town's website to determine if the Town has issued any addenda and, if so, to complete its response in accordance with the RFQ/RFP as modified by the addenda.**

5. KEY DATES

RFQ/RFP Submission Deadline: May 14, 2018 2:00 PM

Short List of Most Responsible, Qualified Proposer – May 16, 2018

Presentations & Interviews of short listed individuals/firms – May 23, 2018

6. **OBTAINING THE RFO/RFP**

All documents that are a part of this RFQ/RFP may be found on the Town's website, www.oxford-ct.gov, under "Requests for Bids" and on the State of CT Department of Administrative Services website <http://das.ct.gov/cr1.aspx?page=12>

7. **RESPONSE INSTRUCTIONS - QUALIFICATIONS**

Responses must be received by Town of Oxford at the Selectman's Office located at 486 Oxford Road, Oxford, CT 06478 by 2:00 p.m. on May 14, 2018. Postmarks prior to the submission deadline do **NOT** satisfy this condition. The Town will not accept responses by e-mail or fax. Respondents are solely responsible for ensuring timely delivery. The Town will **NOT** accept late responses.

Fifteen (15) original hard copies and one digital copy (thumb drive or CD) of all required documents and information must be submitted in sealed, opaque envelopes clearly labeled with the respondent's name, the respondent's address, the words "**RFQ/RFP DOCUMENTS**," and the **RFQ/RFP Title, RFQ/RFP Number (OSBC3), and RFQ/RFP Submission Deadline**. The Town may decline to accept responses received in unmarked envelopes that the Town opens in its normal course of business. The Town may, but shall not be required to, return such responses and inform the respondent that the documents may be resubmitted in a sealed envelope properly marked as described above.

Responses may be withdrawn personally or in writing provided that the Town receives the withdrawal prior to the time and date of the response deadline. Responses are considered valid, and may not be withdrawn, cancelled or modified, for sixty (60) days after the response deadline, to give the Town sufficient time to review the responses, investigate the respondents' qualifications, secure any required municipal approvals, and take whatever additional steps the Town in its sole discretion deems to be in its best interests.

An authorized person representing the legal entity of the respondent must sign the response and all forms included in this RFQ/RFP.

Responses shall be organized and presented in the order listed below to assist the Town in reviewing them. Responses should be presented in sufficient detail to respond thoroughly to each requirement and expected service described in this RFQ/RFP:

- a) A Table of Contents, including clear identification of the material provided by section and number;
- b) A cover letter containing the respondent's interest in providing the owner's representative services and any other information that would assist the Town in making a selection;
- c) The name, telephone number, and e-mail address of the person to be contacted for further information or clarification;

- d) A background statement, including a description of the firm or individual submitting the proposal and the applicable State of Connecticut license numbers;
- e) A list of the respondent's staff members, a description of their background and experiences, and a description of role(s) they have been assigned in similar consulting arrangements;
- f) A complete list of similar professional service engagements during the most recent five (5) years, including the client name, and the client contact's name, address and telephone number. Please also identify by name and complete address all sub-consultants used to perform additional services;
- g) A description of the respondent's overall approach to addressing the Town's need for owner's representative services, including staff availability and the respondent's ability to respond timely to the Town's request for assistance. Such description should address the Minimum and Preferred Qualifications set forth in Section 3 as well as the Required Disclosures of Section 13;
- h) A concluding statement of the reasons the respondent believes it/he/she is best qualified to meet the Town's needs;
- i) The Background Disclosure Form attached to this RFQ/RFP and more fully described in Section 13 of these Standard Instructions;
- j) The Legal Status Disclosure Form attached to this RFQ/RFP and more fully described in Section 15 of these Standard Instructions; and
- k) The Statement of References Form attached to this RFQ/RFP and more fully described in Section 14 of these Standard Instructions.

8. RESPONSE INSTRUCTIONS – FEE PROPOSAL

Responding firms are requested to submit fee proposals in a separately sealed envelope and should not be included with the remainder of the written qualification and proposal package. Scope of services should be based on those identified in the Control Budget in TAB C and the Project Schedule shown in TAB B. Proposed fees for all owner representative and project management services should be presented in the form of a fixed lump sum. The only reimbursable expenses that will be reimbursed are (1) approved out of state travel associated with the project, (2) overnight mailings and (3) printing costs requested specifically for the project owner's use. Please provide two (2) copies of the fee proposal in a separate envelope marked as follows:

“RFQ/RFP# OSBC3 Oxford Middle School Project Fee Proposal”

Town of Oxford, CT
Office of the First Selectman
486 Oxford Road
Oxford, CT. 06478

9. QUESTIONS AND AMENDMENTS

Questions concerning the process and procedures applicable to this RFQ/RFP or the other requirements of this RFQ/RFP are to be submitted **in writing** (including by e-mail) and directed **only to**:

Name: Bob Slie - Chairman
Department: Oxford School Building Committee
E-mail: rslie@comcast.net

Respondents are prohibited from contacting any other Town employee, Building Committee Member, Board of Education Member, Board of Education Employee, or officer or official concerning this RFQ/RFP. A respondent's failure to comply with this requirement may result in disqualification.

The appropriate Town representative listed above must receive any questions from respondents no later than five (5) business days before the response deadline. That representative will confirm receipt of a respondent's questions by e-mail. The Town will answer all written questions by issuing one or more addenda, which shall be a part of this RFQ/RFP, containing all questions received as provided for above and decisions regarding same.

At least four (4) calendar days prior to the response deadline, the Town will post any addenda on the Town's website, www.oxford-ct.gov, under "Requests for Bids," and on the State of CT Department of Administrative Services website <http://das.ct.gov/cr1.aspx?page=12> **Each respondent is responsible for checking the websites to determine if the Town has issued any addenda and, if so, to complete its response in accordance with the RFQ/RFP as modified by the addenda.**

No oral statement of the Town, including oral statements by the Town representatives listed above, shall be effective to waive, change or otherwise modify any of the provisions of this RFQ/RFP, and no respondent shall rely on any alleged oral statement.

10. ADDITIONAL INFORMATION

The Town reserves the right to ask any respondent to clarify its response or to submit additional information that the Town in its sole discretion deems desirable.

11. COSTS FOR PREPARING RESPONSE

Each respondent's costs incurred in developing its response are its sole responsibility, and the Town shall have no liability for such costs.

12. OWNERSHIP OF RESPONSES

All responses become the Town's property and will not be returned to respondents.

13. REQUIRED DISCLOSURES

In its Background Disclosure Form each respondent must disclose, if applicable:

- a) Its inability or unwillingness to meet any requirement of this RFQ/RFP, including the contract terms contained in Section 18, below;
- b) If it is listed on the State of Connecticut's Debarment List;
- c) If it is ineligible, pursuant to Conn. Gen. Stat. § 31-57b, to be awarded a contract because of occupational safety and health law violations;
- d) All resolved and pending arbitrations and litigation matters in which the respondent or any of its principals (regardless of place of employment) has been involved within the last ten (10) years;
- e) All criminal proceedings in which the respondent or any of its principals (regardless of place of employment) has ever been the subject; and
- f) Each instance in which it or any of its principals (regardless of place of employment) has ever been found to have violated any state or local ethics law, regulation, ordinance, code, policy or standard, or to have committed any other offense arising out of the submission of proposals or bids or the performance of work on public works projects or contracts.

A respondent's acceptability based on these disclosures lies solely in the Town's discretion.

14. REFERENCES

Each respondent must complete and submit the Statement of References Form included in this RFQ/RFP.

15. LEGAL STATUS

Each respondent must complete and submit the Legal Status Disclosure Form included in this RFQ/RFP.

If a respondent is a corporation, limited liability company, or other business entity that is required to register with the Connecticut Secretary of the State's Office, it must have a current registration on file with that office. The Town may, in its sole discretion, request acceptable evidence of any respondent's legal status.

16. EVALUATION CRITERIA

The Town reserves the rights to amend or terminate this RFQ/RFP, to reject any or all respondents, to request additional information, to waive any informalities or non-material deficiencies in a response, and to take any and all other action that, in the Town's sole judgment, will be in its best interests.

In accordance with General Statutes § 10-287, the Town will evaluate the responses to this RFQ/RFP and select a group of individuals and/or firms from whom interviews and presentations will be scheduled prior to final selection. The Oxford Public Building Committee will utilize the following criteria to evaluate each firms responses.

Criteria Number	Selection Criteria Category	Rating Points
1	Experience with Projects of Similar Size and Scope	30
2	Past Performance on Projects of Similar Size and Scope	30
3	Organization/Team Structure for this Project	15
4	Current Workload	15
5	Litigation History	10
	Available Rating Points per Rating Member	100

The Town will consider the following factors, among others, in evaluating responses: experience, references, capabilities, past performance, and other relevant criteria, including the following: accuracy, overall quality, thoroughness, and responsiveness to the Town's requirements as stated in this RFQ/RFP; the respondent's qualifications, experience, and ability to provide the services and expertise requested; ability to respond promptly to requests; past performance; and other criteria relevant to the Town's interests, including compliance with the procedural requirements stated in this RFQ/RFP.

If a respondent is in arrears or in default to the Town with regard to any tax, debt, contract, security or any other obligation, the Tax Collector will recover the full value from the payments made to the respondent, beginning with the first payment until the obligation has been satisfied.

Pursuant to General Statute § 10-287, following the qualification evaluation, the Town shall evaluate the qualifications and request proposals, including pricing information, on the basis of the factors described herein. On the basis of the received qualifications and proposals, the Town shall determine the three (3) most responsible qualified proposers. The term "most responsible qualified proposers" means the proposer who is qualified by the Town when considering price and the factors necessary for faithful performance of the School Project based on the criteria and scope of work included in this request for proposals.

The Town will select the lowest cost responsible qualified proposer, meaning that, in

addition to price, due consideration will be given to factors such as a proposer's experience, references, capabilities, past performance, and other relevant criteria, including the Minimum and Preferred Qualifications set forth in Section 3 of this RFQ/RFP.

Such evaluation criteria shall include due consideration of the proposer's pricing for the School Project, experience with work of similar size and scope, organizational and team structure, past performance data, including, but not limited to, adherence to project schedules and project budgets and the number of change orders for projects, the approach to the work required for the contract and documented contract oversight capabilities, and other criteria specific to the project. The three (3) finalists will be invited to make presentations and then be interviewed, after which the Town will select the **most responsible, qualified proposer**,

The Town (Board of Selectmen) will issue a Preliminary Notice of Award to the most responsible, qualified proposer selected by the process described in this section. The Preliminary Notice of Award may be subject to further negotiations with the proposer. **The making of a preliminary award to a proposer does not provide the proposer with any rights and does not impose upon the Town any obligations. The Town is free to withdraw a preliminary award at any time and for any reason. A proposer has rights, and the Town has obligations, only if and when a contract is executed by the Town and the proposer.**

If the proposer does not provide all required documents and execute the contract within ten (10) business days of the date of the Preliminary Notice of Award, unless extended by the Town, the Town may call any proposal security provided by the proposer and may enter into discussions with another proposer.

17. COMPLIANCE WITH IMMIGRATION LAWS

By submitting a response, a respondent represents that it currently complies, and during the term of a contract resulting from an RFQ/RFP will comply, with the Immigration Reform and Control Act ("IRCA") and that each person it provides under any such future contract will at all times be authorized for employment in the United States of America. Each respondent confirms that it has a properly completed Employment Eligibility Verification, Form I-9, for each person who will be assigned under any contract resulting from an RFQ/RFP and that it will require each subcontractor, if any, to confirm that it has a properly completed Form I-9 for each person who will be assigned under such contract.

18. CONTRACT TERMS

As stated above, the purpose of this Request for Qualifications and Proposals process is to identify the most qualified respondents. Following analysis of the responses to this Request for Qualifications and Proposals, the Town intends to identify the three most qualified individuals/firms who will be invited to make presentations and participate in an interview process that will conclude with selection of the most responsible qualified proposer (**the Successful Proposer**)

The following provisions will be among the mandatory terms of the Town's contract with a Successful Proposer. If a respondent is unwilling or unable to meet any of these Contract Terms, the respondent must disclose that inability or unwillingness in its Background Disclosure Form (see Section 13 of these Standard Instructions). The Town reserves the right to modify or include other provisions in its contracts as the Town, in its sole discretion, deems necessary or advisable in a given RFQ/RFP.

a) DEFENSE, HOLD HARMLESS AND INDEMNIFICATION

The Successful Proposer agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Town, its employees, officers, officials, agents, volunteers and independent contractors, including any of the foregoing sued as individuals (collectively, the "Town Indemnified Parties"), from and against all proceedings, suits, actions, claims, damages, injuries, awards, judgments, losses or expenses, including attorney's fees, arising out of or relating, directly or indirectly, to the Successful Proposer's malfeasance, misconduct, negligence or failure to meet its obligations under the RFQ/RFP or the Contract. The Successful Proposer's obligations under this section shall not be limited in any way by any limitation on the amount or type of the Successful Proposer's insurance. Nothing in this section shall obligate the Successful Proposer to indemnify the Town Indemnified Parties against liability for damage arising out of bodily injury to persons or damage to property caused by or resulting from the negligence of the Town Indemnified Parties.

In any and all claims against the Town Indemnified Parties made or brought by any employee of the Successful Proposer, or anyone directly or indirectly employed or contracted with by the Successful Proposer, or anyone for whose acts or omissions the Successful Proposer is or may be liable, the Successful Proposer's obligations under this section shall not be limited by any limitation on the amount or type of damages, compensation or benefits payable by the Successful Proposer under workers' compensation acts, disability benefit acts, or other employee benefits acts.

The Successful Proposer shall also be required to pay any and all attorney's fees incurred by the Town Indemnified Parties in enforcing any of the Successful Proposer's obligations under this section, which obligations shall survive the termination or expiration of the RFQ/RFP and the Contract.

As a municipal agency of the State of Connecticut, the Town will NOT defend, indemnify, or hold harmless the Successful Proposer.

b) COMPLIANCE WITH IMMIGRATION LAWS

The Successful Proposer shall defend, indemnify, and hold harmless the Town, its employees, officers, officials, agents, volunteers and independent contractors, including any of the foregoing sued as individuals (collectively, the "Town Indemnified Parties"), against any and all proceedings, suits, actions, claims, damages, injuries, awards, judgments, losses or expenses, including fines, penalties, punitive damages, attorney's fees and costs, brought or assessed against, or incurred by, the Town Indemnified Parties related to or arising from the obligations under the Immigration Reform and Control Act ("IRCA") imposed upon the Successful Proposer or its subcontractor. The Successful Proposer shall also be required to pay any and all attorney's fees and costs incurred by the Town Indemnified Parties in enforcing any of the Successful Proposer's obligations under this provision, whether or not a lawsuit or other proceeding is commenced, which obligations shall survive the termination or expiration of the contract.

c) ADVERTISING

The Successful Proposer shall not name the Town in its advertising, news releases, or promotional efforts without the Town's prior written approval.

If it chooses, the Successful Proposer may list the Town in a Statement of References or similar document required as part of its response to a public procurement. The Town's permission to the Successful Proposer to do so is not a statement about the quality of the Successful Proposer's work or the Town's endorsement of the Successful Proposer.

d) W-9 FORM

The Successful Proposer must provide the Town with a completed W-9 form before contract execution.

e) INSURANCE

The Successful Proposer, and its assigned subcontractor, shall maintain and keep in force, at its sole cost and expense, at least the insurance listed in the Insurance Requirements that are a part of this RFQ/RFP.

f) PAYMENTS

Proposers are encouraged to offer discounts for early payment. All payments will be made 30 days after all appropriate Town approvals have been made and the approved invoice has been received by the Town Finance Department.

g) TOWN INSPECTION OF WORK

The Town may inspect the Successful Proposer's work at all reasonable times. This right of inspection is solely for the Town's benefit and does not transfer to the Town the

responsibility for discovering patent or latent defects. The Successful Proposer has the sole and exclusive responsibility for performing in accordance with the contract.

h) REJECTED WORK OR MATERIALS

The Successful Proposer, at its sole cost and expense, shall remove from the Town's property rejected items, commodities and/or work within 48 hours of the Town's notice of rejection. Immediate removal may be required when safety or health issues are present.

i) MAINTENANCE AND AVAILABILITY OF RECORDS

The Successful Proposer shall maintain all records related to the work described in the RFQ/RFP for a period of five (5) years after final payment under the contract or until all pending Town, state and federal audits are completed, whichever is later. Such records shall be available for examination and audit by Town, state and federal representatives during that time.

j) SUBCONTRACTING

Prior to entering into any subcontract agreement(s) for the work described in the contract, the Successful Proposer shall provide the Town with written notice of the identity (full legal name, street address, mailing address (if different from street address), and telephone number) of each proposed subcontractor. The Town shall have the right to object to any proposed subcontractor by providing the Successful Proposer with written notice thereof within seven (7) business days of receipt of all required information about the proposed subcontractor. If the Town objects to a proposed subcontractor, the Successful Proposer shall not use that subcontractor for any portion of the work described in the contract.

All permitted subcontracting shall be subject to the same terms and conditions as are applicable to the Successful Proposer. The Successful Proposer shall remain fully and solely liable and responsible to the Town for performance of the work described in the contract. The Successful Proposer also agrees to promptly pay each of its subcontractors upon payment from the town. The Successful Proposer shall assure compliance with all requirements of the contract. The Successful Proposer shall also be fully and solely responsible to the Town for the acts and omissions of its subcontractors and of persons employed, whether directly or indirectly, by its subcontractor(s).

k) WORKERS COMPENSATION

Prior to contract execution, the Town will require the Successful Proposer to provide a current statement from the State Treasurer that, to the best of the State Treasurer's knowledge and belief, as of the date of the statement, the Successful Proposer was not liable to the State for any workers' compensation payments made pursuant to Conn. Gen. Stat. § 31-355.

d) COMPLIANCE WITH LAWS

The Successful Proposer shall comply with all applicable laws, regulations, ordinances, codes and orders of the United States, the State of Connecticut and the Town related to its proposal and the performance of the work described in the contract.

m) LICENSES AND PERMITS

The Successful Proposer certifies that, throughout the contract term, it shall have and provide proof of all approvals, permits and licenses required by the Town and/or any state or federal authority. The Successful Proposer shall immediately and in writing notify the Town of the loss or suspension of any such approval, permit or license.

n) AMENDMENTS

The contract may not be altered or amended except by the written agreement of both parties.

o) ENTIRE AGREEMENT

It is expressly understood and agreed that the contract contains the entire agreement between the parties, and that the parties are not, and shall not be, bound by any stipulations, representations, agreements or promises, oral or otherwise, not printed or inserted in the contract or its attached exhibits.

p) VALIDITY

The invalidity of one or more of the phrases, sentences or clauses contained in the contract shall not affect the remaining portions so long as the material purposes of the contract can be determined and effectuated.

q) CONNECTICUT LAW AND COURTS

The contract shall be governed by and construed in accordance with the internal laws (as opposed to the conflicts of law provisions) of the State of Connecticut, and the parties irrevocably submit in any suit, action or proceeding arising out of the contract to the jurisdiction of the United States District Court for the District of Connecticut or of any court of the State of Connecticut, as applicable.

r) NON-EMPLOYMENT RELATIONSHIP

The Town and the Successful Proposer are independent parties. Nothing contained in the contract shall create, or be construed or deemed as creating, the relationships of principal and agent, partnership, joint venture, employer and employee, and/or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms and conditions of the contract. The Successful Proposer understands and agrees that it is not entitled to employee benefits, including but not limited to workers compensation and employment insurance coverage, and disability. The Successful Proposer shall be solely responsible for any applicable taxes.

END OF STANDARD INSTRUCTIONS

TOWN OF OXFORD, CONNECTICUT

INSURANCE REQUIREMENTS

RFQ/RFP# OSBC3

The Successful Proposer, and its assigned subcontractors, shall agree to maintain in force at all times during which services are to be performed the following coverages placed with company(ies) licensed by the State of Connecticut that have at least an "A-" VIII policyholders rating according to Best Publication's latest edition Key Rating Guide.

		(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	\$10,000,000
	Aggregate	\$10,000,000

* "The Town of Oxford" must be named as "Additional Insured" on all insurances of all subcontractors (Accord Form) Coverage is to be provided on a primary, noncontributory basis.

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of the contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers' Compensation and Employers' 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 Successful Proposer agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of any policy. Should any of the above described policies be cancelled before the expiration date, written notice must be given to the Town 30 days prior to cancellation.

END OF INSURANCE REQUIREMENTS

TOWN OF OXFORD, CONNECTICUT

BACKGROUND DISCLOSURE FORM

RFQ/RFP#OSBC3

RESPONDENT'S FULL LEGAL NAME: _____

REQUIRED DISCLOSURES

1. **Exceptions to the RFQ/RFP**

_____ This response does not take exception to any requirement of the RFQ/RFP, including but not only any of the Contract Terms set forth in Section 17 of the Standard Instructions.

OR

_____ This response takes exception(s) to certain of the RFQ/RFP requirements, including but not only the following Contract Terms set forth in Section 17 of the Standard Instructions. **Attached is a sheet fully describing each such exception.**

2. **State Debarment List**

Is the respondent on the State of Connecticut's Debarment List?

_____ Yes
_____ No

3. **Occupational Safety and Health Law Violations**

Has the respondent or any firm, corporation, partnership or association in which it has an interest (1) been cited for three (3) or more willful or serious violations of any occupational safety and health act or of any standard, order or regulation promulgated pursuant to such act, during the three-year period preceding the submission (provided such violations were cited in accordance with the provisions of any state occupational safety and health act or the Occupational Safety and Health Act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency or court having jurisdiction) or (2) received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the response?

_____ Yes
_____ No

If "yes," attach a sheet fully describing each such matter.

4. Arbitration/Litigation

Has either the respondent or any of its principals (regardless of place of employment) been involved for the most recent ten (10) years in any resolved or pending arbitration or litigation?

_____ Yes
_____ No

If "yes," attach a sheet fully describing each such matter.

5. Criminal Proceedings

Has the respondent or any of its principals (regardless of place of employment) ever been the subject of any criminal proceedings?

_____ Yes
_____ No

If "yes," attach a sheet fully describing each such matter.

6. Ethics and Offenses in Public Projects or Contracts

Has either the respondent or any of its principals (regardless of place of employment) ever been found to have violated any state or local ethics law, regulation, ordinance, code, policy or standard, or to have committed any other offense arising out of the submission of proposals or bids or the performance of work on public works projects or contracts?

_____ Yes
_____ No

If "yes," attach a sheet fully describing each such matter.

BY _____
(PRINT NAME)

TITLE: _____

(SIGNATURE)

DATE: _____

END OF BACKGROUND DISCLOSURE FORM

TOWN OF OXFORD, CONNECTICUT

LEGAL STATUS DISCLOSURE FORM

RFQ/RFP# OSBC3

Please fully complete the applicable section below, attaching a separate sheet if you need additional space. For purposes of this disclosure, "permanent place of business" means an office continuously maintained, occupied and used by the respondent's regular employees regularly in attendance to carry on the respondent's business in the respondent's own name. An office maintained, occupied and used by a respondent only for the duration of a contract will not be considered a permanent place of business. An office maintained, occupied and used by a person affiliated with a respondent will not be considered a permanent place of business of the respondent.

IF A SOLELY OWNED BUSINESS:

Respondent's Full Legal Name _____

Street Address _____

Mailing Address (if different from Street Address) _____

Owner's Full Legal Name _____

Number of years engaged in business under sole proprietor or trade name _____

Does the respondent have a "permanent place of business" in Connecticut, as defined above? _____ Yes _____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

IF A CORPORATION:

Respondent's Full Legal Name _____

Street Address _____

Mailing Address (if different from Street Address) _____

Owner's Full Legal Name _____

Number of years engaged in business _____

Names of Current Officers

President Secretary Chief Financial Officer

Does the respondent have a "permanent place of business" in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

IF A LIMITED LIABILITY COMPANY:

Respondent's Full Legal Name _____

Street Address _____

Mailing Address (if different from Street Address) _____

Owner's Full Legal Name _____

Number of years engaged in business _____

Names of Current Manager(s) and Member(s)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Does the respondent have a "permanent place of business" in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

IF A PARTNERSHIP:

Respondent's Full Legal Name _____

Street Address _____

Mailing Address (if different from Street Address) _____

Owner's Full Legal Name _____

Number of years engaged in business _____

Names of Current Partners

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Does the respondent have a "permanent place of business" in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

Respondent's Full Legal Name

(print)
Name and Title of Respondent's Authorized Representative

(signature)
Respondent's Representative, Duly Authorized

Date

END OF LEGAL STATUS DISCLOSURE FORM

TOWN OF OXFORD, CONNECTICUT

STATEMENT OF REFERENCES FORM

**RFQ/RFP#
OSBC3**

Provide at least three (3) references:

1 BUSINESS NAME _____
ADDRESS _____
CITY, STATE _____
TELEPHONE: _____
INDIVIDUAL CONTACT NAME AND POSITION _____

1 BUSINESS NAME _____
ADDRESS _____
CITY, STATE _____
TELEPHONE: _____
INDIVIDUAL CONTACT NAME AND POSITION _____

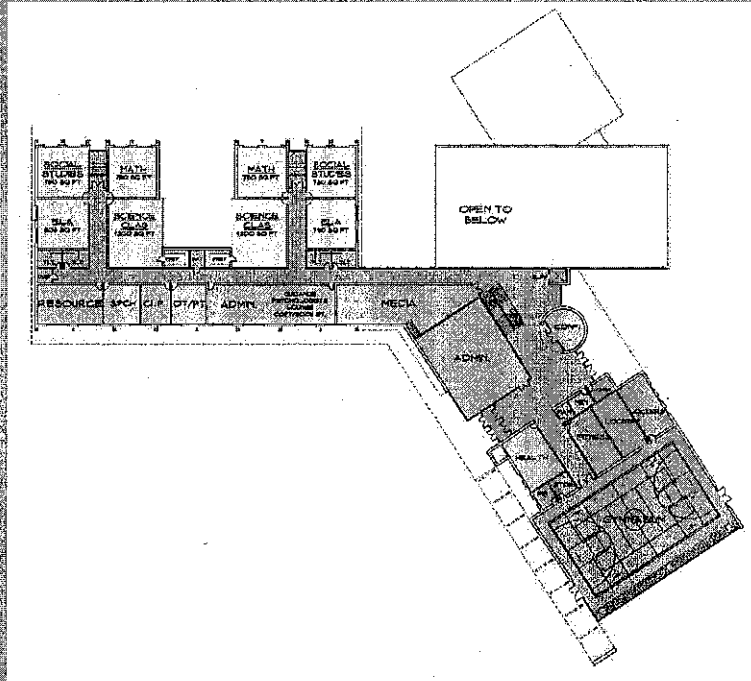
1 BUSINESS NAME _____
ADDRESS _____
CITY, STATE _____
TELEPHONE: _____
INDIVIDUAL CONTACT NAME AND POSITION _____

END OF STATEMENT OF REFERENCES FORM

TAB A

Educational Specifications

EDUCATIONAL SPECIFICATIONS



NEW CONSTRUCTION TO:

Oxford Middle School

Great Oak Road Oxford, CT

May 18th, 2017

Project Overview:

Great Oak Middle School, originally constructed in 1967 with the 2 story building including a cafeteria and gym added in 1978, was originally designed as an elementary school but for decades has served the district as the one and only middle school. The school currently houses grade 6 through grade 8. This building has not seen any upgrades in its lifetime, aside from a new roof. The building systems are antiquated and in need of improvements. It must be mentioned that this building has never been brought up to a middle school standard and is considerably programmatically inadequate. There are no science labs, no music rooms, no stage and an obsolete library. Grades cannot be organized in clusters and team teaching is not obtainable as desired. Additionally, the current building is undersized for the population. It has been determined through the Town of Oxford Facilities Study dated May 2016, that it is in the best interest of the educational program to construct a new middle school. This can be accomplished on the same school site, separating new construction from the existing school. Once the new middle school is constructed, the existing Great Oak School will be converted back to an elementary school for the Grade 3 thorough Grade 5 population that currently resides at Oxford Center School. This results in a better long term educational solution for Oxford and the State.

RATIONALE FOR THE PROJECT

This project proposes to build an entirely new middle school to align with the educational needs of the modern middle school. As the community has been living with an inadequate antiquated middle school for decades and the district is expanding their curriculum the town has come to decide this need merits a new facility to accommodate a state-of-the-art educational experience.

The new middle school is proposed for several reasons. First is the need to eliminate the current town elementary school, Oxford Center School, as it is in great disrepair. This building has numerous issues including wetlands, environmental concerns, location on a busy road, a pre-1950 main building, seven separate two classroom room buildings spread throughout the site and inadequate and unsafe site circulation. The building is no longer suitable to remain a school and needs to be replaced. The current middle school building would better serve as an elementary school and it shares a site with Quaker Farms School (Pre-K through grade 2). Therefore, the three schools will all work together to create an idyllic campus setting for the entire elementary and middle school population of Oxford.

Secondly, the reason for a new middle school is the essential need to improve the academics. As previously mentioned this school was originally planned to be an elementary school and does not have the supporting space for middle school programs. School needs have changed over the decades since it was constructed and there is a greater need for Science, Engineering, Technology and Special education. Currently no science labs exist and the engineering space is inadequate. These are both programs that need specialized space to support the learning experience. The music program, loved by the community, does not even have any classrooms and instead uses the cafeteria when unoccupied. Furthermore, there is no stage in the gym or cafeteria to support any performances and school gatherings. The library is undersized and not at all adequate for a Middle School. The school size does not allow for some of the special educational programs that are needed within the district. New teaching techniques and structures require a modern facility designed to support these. Building a new middle school will allow the town to start with an efficient updated infrastructure fit for the needs of today and the future. A new school design will meet the LEAs goals and to improve the overall educational needs in Oxford.

LONG-RANGE EDUCATIONAL PLAN

Constructing a New Middle School will enable the district to achieve many long-range plans:

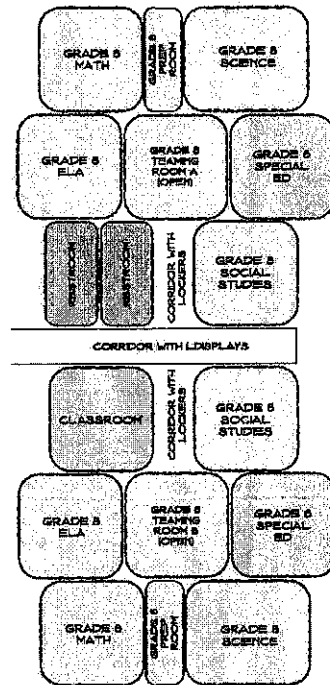
- Provide safe and effective learning environments
- Ensure long-term stewardship of the building as the Board will continue to use and invest in the building for educational use for the foreseeable future, over 20 years.
- Create the best school safety and security plans and meet all of the SSIC recommendations.
- Provide the appropriate space to implement Scientifically Research-Based Interventions (SRBI) that deliver the appropriate support, resources, and materials in reading and math, and Positive Behavior Interventions and Supports (PBIS).
- Provide the appropriate space to implement an Early Intervention Process (EIP) and improve the effectiveness of Special Education programs.
- Provide the appropriate spaces to implement an inquiry-based science program at the middle school level.
- Provide the appropriate space to implement a researched-based Literacy/English Language Arts (ELA) and appropriate intervention programs.
- Provide the appropriate space to implement research-based core math program and appropriate intervention programs.
- Provide the appropriate space to implement a comprehensive program for students with advanced learning needs.
- Accommodate events and communications to celebrate the achievements of students and staff.
- New core classroom instructional spaces.
- New secondary instructional spaces, art and music.
- New educational media center geared towards the 6-8 learners.
- Improve the school day schedule for lunch, recess, and recreation.
- New heating, and cooling and piping central systems to improve indoor air quality.
- New electrical systems and infrastructure to allow for technology in all instructional spaces.
- New roof structure for long term (20-year minimum) weather tight envelope.
- New secure and efficient windows.

LEARNING / EDUCATIONAL ACTIVITIES

The new school will be structured into age appropriate classrooms of approximately 25 students. The core educational classrooms shall be improved to a 21st century learning environment including technology with an enhanced teacher module. These classrooms will be arranged so that the 4 core academics; Science, Math, Social Studies and English Language Arts are clustered together and organized into two teams per grade. Resource rooms, Scientific Research-based Intervention (SRBI) rooms and other special education classrooms will be located adjacently to support individual student needs. Additionally, secondary educational spaces will be located appropriately with the physical space needed to support the specialized educational practice. The school will be managed by a centrally located administrative center consisting of the principal, administrative staff, nurse's suite, guidance suite, storage and conference rooms. The main administrative offices will be located at the front adjacent to the entry and connected by a security vestibule. The overall layout of the building will organize the public functions to the front and general classrooms grouped per grade level in wings or clusters on multiple floors. Allowing for the classrooms to be closed off from the remainder of the school will safely accommodate evening and weekend functions. The public areas shall welcome and greet visitors with displays, both digital and physical exhibit cases, to illustrate all of the student's work.

General Classrooms – ELA, Math, Social Studies, World Language, Team/SRBI, Health, Alternative Education

- General use classrooms for 6 thru 8 classes clustered together for academic efficiencies and organized into 2 teams per grade
- Space for 25 students in each classroom with handicapped accessibility
- Include 2 SRBI or team meeting rooms, 1 for ELA and 1 for Math – flexible space for team meeting, individual and small instruction scattered throughout
- Electrical convenience power
- Cabinets for secured storage and project display/storage for learning materials
- 1 teaching station per classroom - Teacher's desk, chair, 4 drawer file cabinet, storage/wardrobe cabinet
- Integrated modern technology with 1:1 devices
- Floor outlets
- Include tables for group work instead of individual desks
- Overhead projection racks with screen
- White boards and tack boards
- VCT flooring and base and vitreous painted walls with acoustic ceilings and parabolic LED lighting with variable light level switching.
- Air conditioned and provided with adequate air ventilation to meet current codes
- Interconnected fire alarm system with horn/strobe notification
- Interconnected school-wide intercom system
- Sprinkler system
- Emergency lighting as required by code



Typical grade level classroom cluster diagram

Science Clabs – 2 per grade level with shared storage

- General science labs with adjoining classrooms for 6 thru 8
- Space for 25 students in each classroom with handicapped accessibility
- Uninterrupted science counter top space with cabinets for secured science storage.
- Teacher's lab station with instructional counter and desk area, chair, 4 drawer file cabinet, storage/wardrobe cabinet
- Project based room
- Student peninsulas and teacher demo station
- Classroom area with desks and chairs
- Overhead projection racks with screen
- Integrated modern technology with 1:1 devices
- White boards and tack boards
- Science storage room to support both labs with code compliance venting cabinets and fume hoods connected to each lab classroom
- VCT flooring and base and painted walls with acoustic ceilings and parabolic LED lighting with variable light level switching
- Air conditioned and provided with adequate air ventilation to meet current codes
- Interconnected fire alarm system with horn/strobe notification
- Interconnected to school-wide intercom system
- Sprinkler system
- Emergency lighting as required by code

Special Education Classrooms

- General support use classrooms clustered together for academic and service efficiencies
- Resource Room per grade level with handicapped accessibility
- CLP Classroom with washer, dryer, a kitchen with refrigerator, stove, oven, dishwasher and a living room set up connected to classroom
- Physical Therapy Room
- Occupational Therapy Room
- Speech and Language Room
- Cabinets for secured storage and project display/storage for learning materials
- Integrated modern technology with 1:1 devices
- Floor outlets
- Overhead projection racks with screen
- White boards and tack boards
- VCT flooring and base and vitreous painted walls with acoustic ceilings and parabolic LED lighting with variable light level switching
- Air conditioned and provided with adequate air ventilation to meet current codes
- Interconnected fire alarm system with horn/strobe notification
- Interconnected school-wide intercom system
- Sprinkler system
- Emergency lighting as required by code

Art Classroom

- Accommodate digital arts and a variety of general art classes
- Preferably located on ground level
- Space for 25 students in each classroom with handicapped accessibility
- Computer area along wall
- Include ample storage space within the room and adjoining supply room for art materials
- Adjoining kiln room with shelving and proper venting
- 2-4 free standing deep utility sinks with sediment traps dispersed through the classroom
- Add floor drain near clay area
- Electrical convenience power throughout perimeter
- Uninterrupted flat counter top space with storage cabinets and open shelving including deep and wide drawer shelving with suspension hardware
- Drying racks
- Teacher's desk, chair, 4 drawer file cabinet, storage/wardrobe cabinet
- Overhead projection and interactive whiteboard
- White boards and tackboards
- Integrated modern technology
- VCT flooring in Art Classrooms with vitreous painted walls
- Acoustic ceilings and parabolic LED lighting with variable light level switching
- Air conditioned and provided with adequate air ventilation to meet current codes
- Fire alarm system with horn/strobe notification
- School-wide intercom system
- Sprinkler system
- Emergency lighting as required by code

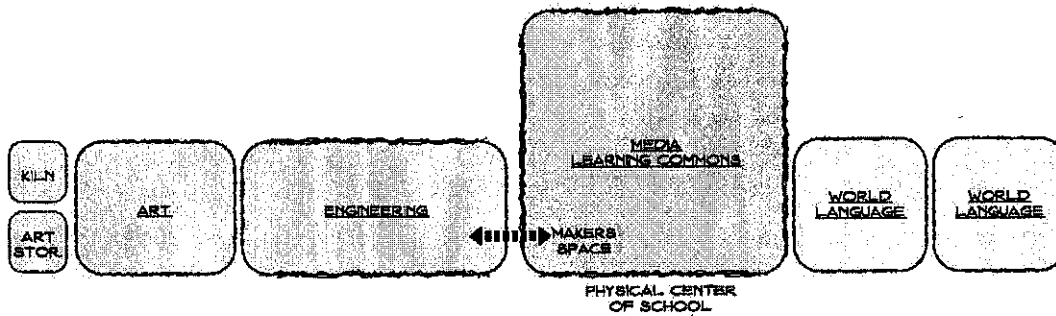
Music Classrooms

- Accommodate both band and chorus classes
- Space for 120 students in each classroom with handicapped accessibility
- The band & choral room should accommodate risers
- Storage of instruments to be available at the perimeter or in an adjacent room
- Storage for equipment associated with band functions
- Uninterrupted flat counter top space with storage cabinets and open shelving
- Teacher's desk, chair, 4 drawer file cabinet, storage/wardrobe cabinet
- Sufficient egress for large equipment
- Incorporate new music technologies
- Electrical convenience power
- Overhead projection and interactive whiteboard
- White boards and tackboards
- Integrated modern technology
- Appropriate sound management materials on walls and floor
- Acoustic ceilings and parabolic LED lighting with variable light level switching
- Air conditioned and provided with adequate air ventilation to meet current codes
- Fire alarm system with horn/strobe notification
- School-wide intercom system
- Sprinkler system
- Emergency lighting as required by code

Technology/Robotics/STE(A)M/Engineering

- Space for 25 students in each classroom with handicapped accessibility
- Support Project Lead the Way
- Minimum of 2,000 square feet
- Adequate Electrical convenience power
- 25 Fixed computer stations
- Integrated modern technology
- Makers Space for Robotics and pre-engineering
- Uninterrupted flat counter top space with cabinets for secured storage and project display/storage for learning materials
- 1 teaching station per classroom - Teacher's desk, chair, 4 drawer file cabinet, storage/wardrobe cabinet
- Integrated technology with 1:1 devices
- Overhead projection racks with screen
- White boards and tack boards
- VCT flooring and base and vitreous painted walls with acoustic ceilings and parabolic LED lighting with variable light level switching.
- Air conditioned and provided with adequate air ventilation to meet current codes
- Interconnected fire alarm system with horn/strobe notification
- Interconnected school-wide intercom system
- Sprinkler system
- Emergency lighting as required by code

Media Center/Learning Commons



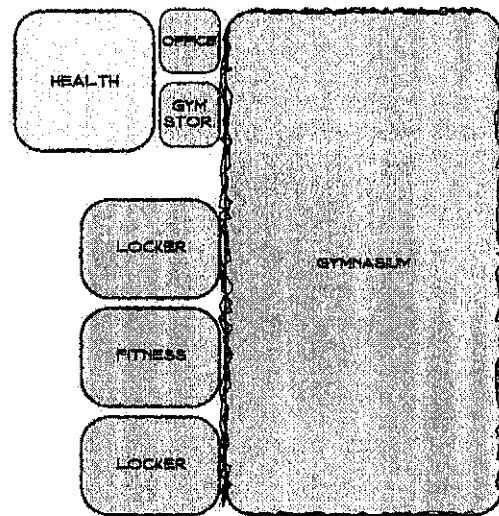
Media Center Diagram

- To serve 50+/- students, with one or two major entry points and emergency access
- Preferred location is at the physical center of the school
- Classroom capacity for two classes of students (50)
- One of these instructional spaces to be equipped with 24 computer stations
- Data jacks located throughout for student access to LAN and internet
- TV racks
- Library checkout/management area
- Space to house a collection of books with open sight lines possible for optimum adult supervision
- Shelving
- Seating for 24 students at six person tables
- Areas with comfortable seating
- Makers space
- Technology room for video production with a green screen for distance learning
- Television racks and CCTV ports for school and network broadcasts
- Workroom with electrical and data connections for high-speed copier
- Shelving
- Walls with acoustic treatment and parabolic LED lighting with variable light level switching
- Ample windows/natural light
- Air conditioned and provided with adequate air ventilation to meet current codes
- Interconnected fire alarm system with horn/strobe notification
- Interconnected school-wide intercom system
- Sprinkler system
- Emergency lighting as required by code

Gymnasium and Locker Rooms

- 1 full-sized gym
- Space appropriate to meet the needs of physical education program for both boys and girls
- Adjustable bleachers with 3 rows minimum
- Ropes, nets, rock climbing wall, basketball hoops, drop down batting cage
- Weight room/Fitness
- Padding on walls and floor for physical education programs
- Suspension equipment and/or storage rooms for pads
- Room dividing curtain/mesh to bisect the space for dual activities

- Modern storage for day to day use inside and outside
- Separate storage for extra curricula activities
- Male and female locker rooms with sufficient ventilation that adjoin the gym
- Physical education office to be shared with Health
- Wood floor suitable for running, ball sports such as basketball, kickball, etc.
- Tile floor at locker rooms, no showers
- High output LED lighting for efficiency and color correction for multipurpose activities.
- Acoustic deck and/or acoustic wall panels or suspended panels/clouds
- Fire alarm system with horn/strobe notification and voice evacuation as required by code
- Air conditioned and ventilated to current air-quality standards
- Interconnected school-wide intercom system
- Sprinkler system
- Emergency lighting as required by code



Gymnasium Diagram

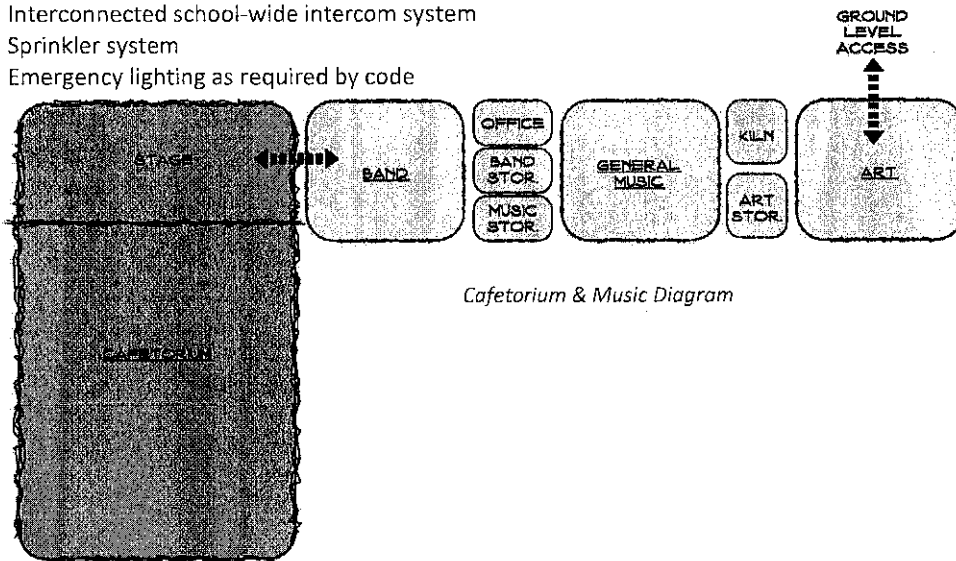
Cafeteria (Cafetorium)

- Space to seat approximately 180 students per lunch wave in three waves
- Incorporate large stage
- Provide additional space to assemble, present, and instruct the school population of 488 students
- Provide a full kitchen with servery and storage near receiving area for school
- Floors must be durable and washable, with slip resistant finish
- Provide windows with abundant natural light and create relationships to exterior
- Acoustical treatment of wall and ceiling to support the use of the space
- Provide exterior dining
- Vitreous painted or masonry walls for durability and high lay-in ceilings, durable and washable
- High out-put LED lighting for efficiency and color correction for dining and multipurpose activities
- Portable cafeteria tables and chairs
- Convenience power for cleaning equipment and staff/visitor laptops
- Conveniently located data ports and jacks for LAN and internet use by staff, students and visitors
- Large projection screen and overhead LCD rack and LAN interconnection for presentations and communications
- Fire alarm system with horn/strobe notification and voice evacuation as required by code
- Air conditioned and ventilated to current air-quality standards
- Interconnected school-wide intercom system
- Sprinkler system
- Emergency lighting as required by code

Stage (located in the Cafetorium)

- Stage with space suitable for musical and theatrical arts and music program performances as well as special educational programs
- Designed for flexible venue changes, and community use in the future
- Lighting and sound systems to support the education and instructional use of the space
- Provide Sound Booth
- Adequate technology including but not limited to a projector and pull down screen at stage
- Acoustical treatment of wall and ceiling to support the use of the space

- Handicap access to stage
- Band and Choral room will have easy access/adjacencies to stage
- Air conditioned and provided with adequate air ventilation to meet current codes
- Interconnected fire alarm system with horn/strobe notification
- Interconnected school-wide intercom system
- Sprinkler system
- Emergency lighting as required by code



Cafetorium & Music Diagram

ENROLLMENT DATA AND PROPOSED PROJECT CAPACITY

NESDEC Projections were provided to the district in December of 2015 and then again updated in November of 2016. These projections have been used to plan the future facilities within the district. Overall the projected enrollment in the district indicates a 2% to 4% decline each year over the next 10 years. The highest 8-year projected enrollment for grades 6-8 occurs in 2017-2018 with the maximum at 488 students.

The student enrollment for the current middle school is 496 students which classifies the current building as undersized for its current use, helping to make the decision to construct a new middle school. According to the Space Standards Worksheet a population of 488 students at grade 6 through grade 8 anticipates the maximum square footage of the school to be 81,984 square feet. The program is developed using this as a parameter to the overall size while aligning it with the need to create a better educational experience for the middle school students of Oxford.

Size of Facility and proposed project capacity

These specifications provide the components necessary to create a middle school to properly serve the 488 students, which is anticipated to occur in 2018. The Board of Education, the School Building Committee and consultants have worked together to align the needs of the district and to academically support these students within the space standards. The new building design will not exceed the allowable 81,984 net square feet. The current program totals at 81,984 net square feet. A collaborative effort has been made to determine the spaces, sizes and relationships of the program needed to provide an educationally cutting edge state of art middle school facility for the students of Oxford. The following spreadsheet includes the components needed to build this new scho

6-8 School - Proposed Architectural Program

Projected Enrollment: 488

Space Division	Quantity	Square footage	Subtotal
GENERAL CLASSROOMS			
Grade 6 (2 ELA, 2 Math 2 Social Studies)	6	800	4800
Grade 7 (2 ELA, 2 Math 2 Social Studies)	6	800	4800
Grade 8 (2 ELA, 2 Math 2 Social Studies)	6	800	4800
Science Clabs (2 per Grade 6-8)	6	1300	7800
World Language	2	800	1600
Team meeting room/SRBI - ELA	1	400	400
Team meeting room /SRBI - Math	1	400	400
Alternative Education	2	800	1600
Health	1	800	800
TOTAL	31		27,000
SPECIAL SUPPORT			
General Art Classroom	1	1200	1200
Art Storage	1	150	150
Kiln	1	150	150
General Music Classroom	1	1000	1000
Music Storage	1	150	150
Band Classroom	1	1000	1000
Band Storage	1	150	150
Engineering/Tech Ed/STEAM	1	2000	2000
TOTAL	4		5,800
SPECIAL EDUCATION			
Resource Rooms - per grade	3	800	2400
CLP classroom	1	400	400
Speech & Language	1	400	400
Behavioral Classroom	1	800	800
OT/PT	1	400	400
TOTAL	7		4,400

6-8 School - Proposed Architectural Program

Projected Enrollment: 488

Space Division	Quantity	Square footage	Subtotal
MEDIA CENTER			
Office	1	150	150
Circulation Desk/Media	1	150	150
Book Stack Area	1	500	500
Work Table/Seating Area	1	600	600
Technology room	1	300	300
Resource Center/Learning Lab	1	600	600
Computer Resource Lab	1	800	800
Makers Space	1	650	650
Storage/Work Room	1	150	150
TOTAL	6		3,900
PHYSICAL EDUCATION			
Full-size gymnasium	1	6450	6450
Weights & Fitness	1	550	550
Equipment Storage	2	100	200
Locker Rooms	2	500	1000
Office	1	150	150
TOTAL	5		8,350
AUDITORIUM			
Stage full room	1	1800	1800
TOTAL	1		1,800
CAFETERIA			
Dining Room		3780	3780
Storage (tables and chairs)		400	400
Kitchen		500	500
Serving		500	500
Dish Washing		200	200
Dry Storage		150	150
Refrigerator Storage		150	150
Freezer Storage		150	150
Office		120	120
Toilet		120	120
Loading Dock		100	100
Shipping and Receiving		500	500
TOTAL	8		6,540

6-8 School - Proposed Architectural Program

Projected Enrollment: 488

Space Division	Quantity	Square footage	Subtotal
ADMINISTRATION			
Main Office			
Front Lobby	1	500	500
Reception/Waiting	1	300	300
Secretarial Area	1	700	700
Work Area/Mail	1	150	150
Principal Office	1	150	150
Assistant Principal Office	1	150	150
Conference Room(s)	2	200	400
Student Records	1	150	150
Office Storage	1	150	150
Toilet	2	80	160
Guidance	2	150	300
School Psychologist	1	120	120
Faculty Lounge	1	600	600
Satellite Copy Area(s)	2	80	160
Book Storage	2	100	200
Nurse Suite			
Reception/Waiting	1	100	100
Office	1	120	120
Exam	1	120	120
Cot Area	1	400	400
Toilet	1	100	100
Storage	1	100	100
TOTAL	33		5,130

6-8 School - Proposed Architectural Program

Projected Enrollment: 488

Space Division	Quantity	Square footage	Subtotal
BUILDING INFRASTRUCTURE			
Custodial Office	1	120	120
Custodial Work Area	1	200	200
Satellite Custodial Area	2	80	160
Student Toilets			
Boys	4	250	1000
Girls	4	250	1000
Staff Toilets	3	80	240
Public Toilets	2	250	500
Server Room			
Server Room	1	200	200
Satellite Data Rooms	2	100	200
Mechanical/Boiler Room			
Mechanical/Boiler Room	1	1200	1200
Electrical Closets	3	100	300
Water Room	1	180	180
TOTAL	12		5,300
CIRCULATION			
Gross Square Foot Factor	1.2	68,320	13,664
TOTAL			81,984 100%
State Space Standards for 488			81,984

DETAILED DESCRIPTION - BEFORE, DURING, AFTER AND SUPPLEMENTAL

Before Construction

This project will begin with design and all state and town approvals. The existing middle school building will remain in operation as the town's middle school until the new building is ready to be occupied.

During Construction

New construction will occur while the students remain at the existing building. The construction zone will remain safely secured from the active schools on the shared site.

After Construction

Once the new building is complete the school will open for the next school year. Once Great Oak is vacant and any necessary alterations will be made and then Oxford Center students will relocate.

Supplemental

As the existing middle school furniture and equipment is dated and nearing the end of its useful life it is anticipated that most furniture and equipment will be new and included in the FF&E phase of the project.

BUILDING SYSTEMS

This project will have an impact on the following systems:

- Security – The intent of this project would be to provide the essential architectural components such as vestibules and window glazing and sill heights along with technical systems such as security cameras. It will also incorporate the latest SSIC standards.
- Technology – The intent is to have the most current technology available and each room outfitted to support 1 to 1 devices.
- PA, Phones & Clocks – A comprehensive modernized system will be incorporated into the design.
- HVAC– Highly efficient modern systems including cooling and ventilation will be incorporated into the design.
- Electric – Highly efficient modern systems including LED lighting and energy management systems will be incorporated into the design.

INTERIOR BUILDING ENVIRONMENT

- Ceilings and Walls – The intent of this project would be to provide the school with the best materials for efficiency and acoustics. Exterior and interior walls will be constructed with block and/or brick. Dropped acoustical ceilings will be installed in classrooms. Other spaces such as the gym, cafeteria and Media Center will likely have exposed ceilings with some acoustical clouds or portions of dropped ceilings.
- Lighting: The goal is to maximize natural light and incorporate highly efficient systems including LED.
- Plumbing – Highly efficient systems including low flush toilets and urinals will be incorporated into the design.
- Windows and doors – The project will be constructed with aluminum double or triple glazed high efficient systems working with the SSIC guidelines. Exterior doors will be aluminum and interior will be solid core wood.

SITE DEVELOPMENT

The new site is located on the currently owned and occupied 139-acre school site. Currently Great Oak Middle School resides to the south while Quaker Farms School sits to the north. The new Middle School will be positioned between the two schools. The site will accommodate the building and the building will be designed to work with the site. There is a topographic challenge that will be remedied with the design to balance the cut and fill required with the building placement. Locating the middle school here will create a campus that will now serve the entire PK to 8th grade Oxford community.

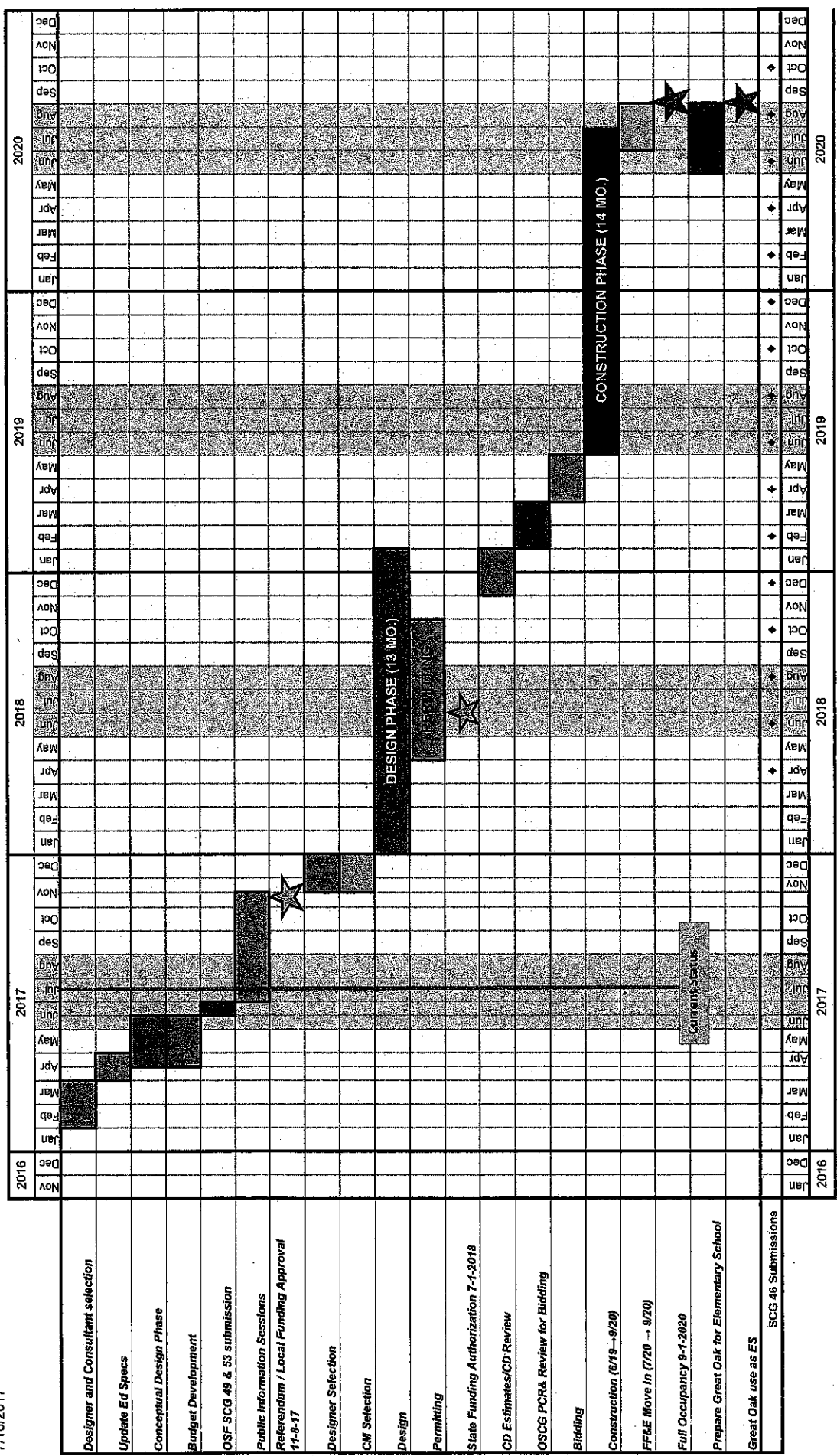
The building and site will be designed first with safety in mind. Building placement is determined through site analysis along with the SSIC guidelines to create a safe school. Traffic flow is one item that in older schools was overlooked so traffic safety will be a primary objective. The first goal is to separate bus and vehicular traffic. At the front of the school there will be two distinctive drop off and pick up areas, one to accommodate busses while the other will be for vehicles. The intent is to fit them both at the front door and not require one to cross the other to improve the overall safety. Visitor parking including handicap will also be located at the front. Staff parking may be located to the opposite side or integrated as required. Covered walkways will greet pedestrians as they approach the building. The front office will have excellent visibility of these areas.

Site amenities and accessibility will be incorporated into the project. The site will allow for full accessibility throughout the site from the building to the parking lots, to the fields and to other outdoor spaces. The placement of the building will require the relocation of the existing baseball field. Since the building is to be located on a previously developed site many amenities already exist such as the track and fields. This site creates many other opportunities to incorporate outdoor learning environments. Working with the topography may provide opportunities for an amphitheater or an outdoor classroom for instructional use. Perhaps rain water collection and gardens will be integrated into the design.

TAB B

Project Schedule

Oxford Public Schools
 New Middle School
 Proposed Project Schedule - aggressive
 7/18/2017



TAB C

Project Cost (Appendix H)

Appendix H

Total Project Budget
1/7/2018

I. Building Construction			
Total Building Construction		37,500,000.0	*
II. Related Construction			
A.	Sitework	included above	*
1	Site Prep.	included above	*
2	Drives, Paths & Plazas	included above	*
3	Parking	included above	*
4	Site Improvements	included above	*
5	Landscape & Planting	included above	*
6	Building Demolition	included above	*
7	Athletic Fields	included above	*
8	Wetlands Mitigation	included above	*
B.	Site Utility Systems		
1	Water & Fire Protection	included above	*
2	Septic design new and relocated	included above	*
3	Storm Sewer	included above	*
4	Electric	included above	*
5	Data & Communications	included above	*
6	Site Lighting	included above	*
7	Gas	included above	*
8	Steam	NA	
9	Chilled Water	NA	
C.	Hazardous Materials	NA	
D.	All CM Fees, General Conditions, Permits	included above	
III. Inflation - 2018 Construction (2yr)		incl /w above	*
Total Construction - Escalated		\$ 37,500,000.0	
IV. Furniture, Fixtures & Equipment (FF&E)			
A.	Loose Furnishings	700,000.0	*
B.	Eligible Program Related Equipment	w/ Loose Furn.	*
	i. Food Service Equipment	w/ Const.	*
C.	Network Equipment (MDF/IDF/WAPs)	by Owner	*
D.	Telecommunications Equipment	by Owner	*
E.	Audio/Visual Equipment	400,000.0	*
F.	Specialty Signage (Exterior Monumental)	w/ Const.	*
Total FF & E		Included above and below	

included below
 included below
 included above
 included below
 included below
 included below
 included above

Appendix H

		Total Project Budget	
		1/7/2018	
V. Fees and Expenses			
A. Fees			
1	Existing Conditions & Space Program	w/ architect	*
2	Architect	w/ architect	*
a	Structural Eng.	w/ architect	*
b	MEP Eng.	w/ architect	*
c	Civil Eng.	w/ architect	*
d	Landscape Arch.	w/ architect	*
e	FF&E including procurement and installation	w/ architect	*
f	Code	w/ architect	*
g	Lighting	w/ architect	*
h	Acoustical	w/ architect	*
i	Signage	w/ architect	*
j	Referendum Services	NA	
k	CTHPB Designer	w/ architect	*
l	Food Service	w/ architect	*
m	Estimator	w/ architect	* SD, DD and CD estimates with reconciliation meetings
3	Special Consultants (Design/Const. Admin.)		
a	Haz. Mat. Consultant	NA	
b	Audio/Visual -	w/ architect	*
c	Computer/Info. Systems / Technology	w/ architect	*
d	Security Consultant	w/ architect	*
e	Geo-Tech	By Owner	
f	Traffic	w/ architect	*
g	Ecologist/Soil Sample	By Owner	*
h	Peer Reviews	By Owner	
i	Third Party Code	By Owner	
j	Green Building Consultant	w/ architect	*
k	Storm Water Monitor	By Owner	
4	Project Management	By Owner	
5	Building Commissioning	By Owner	
6	CM Pre-Con Fee	By Owner	
7	Owner's Legal Fees	By Owner	
8	Site Survey	By Owner	
9	Utility Assessment	By Owner	
B. Expenses			
1	Owner's Insurance	By Owner	
2	Permits	By Owner	State Education and Storm water Permit Fees
3	Printing	By Owner	
4	Construction Utilities Use	w/ Const.	
5	Site Borings	By Owner	
6	Materials Testing	By Owner	
7	Special Inspections	w/ architect	* Special Inspections Coordinator (Agent 1)
8	Consultant Reimbursables	By Owner	
9	Moving/Relocation	By Owner	
10	Physical Plant Expenses	NA	
11	Misc. Expenses	By Owner	
12	Advertising	By Owner	
13	Temporary Space/Operations	By Owner	
14	Financing Costs/Bond Origination	By Owner	
15	Site Acquisition	NA	
Sub-total Expenses		-	
Total Fees and Expenses		Included below	
VI. Contingency			
A.	Construction	By Owner	
B.	Owner's Project	By Owner	
Total Contingency		Included Below	
Total Project Budget		\$ 44,900,000.0	

Note: * designated items are within the design responsibilities of the architect's basic services. The exhibit lists items within the scope of the design commission, budget line amounts designated by * may change, however the aggregate total of all the asterisks remain the contractual obligation as the design budget of the architect.