

LEGAL NOTICE

TOWN OF AVON, CONNECTICUT

REQUEST FOR QUALIFICATIONS SCHOOL FACILITIES MASTER PLAN & RECONFIGURATION STUDY

February 3, 2020

Avon Public Schools invites sealed qualifications to provide a School Facilities Master Plan and Reconfiguration Study by 10:00 AM on Wednesday, March 4, 2020.

Avon Public Schools seeks responses from architectural/engineering firms licensed to do business in Connecticut to conduct a comprehensive evaluation of the existing Avon Public Schools facilities, including preparation of a Space Needs Assessment, development of a Project Program, preparation of an Existing Conditions Survey, an Evaluation of the utilization of the existing facility and site, and Recommendations on maximizing the space available for existing and future programs.

The documents comprising the Request for Qualifications may be obtained in person at the Avon Board of Education, Business Office, 34 Simsbury Road, Avon, CT 06001, during the hours of 8:00 AM – 4:00 PM Monday through Friday or on the Avon Public School's website, www.avon.k12.ct.us, (under "District") Request for Proposal.

The Town of Avon reserves the right to amend or terminate this Request for Qualifications, accept all or any part of a qualification, reject all qualifications, waive any informalities or non-material deficiencies in a qualification.

AVON PUBLIC SCHOOLS, CONNECTICUT
REQUEST FOR QUALIFICATIONS
ARCHITECTURAL/ENGINEERING DESIGN SERVICES

For the
PREPARATION OF A COMPREHENSIVE EVALUATION OF THE EXISTING AVON
PUBLIC SCHOOLS FACILITIES, AVON, CT

RFQ Closing Date/Time: March 4, 2020 – 10:00 AM

.....

Avon Public Schools is seeking responses from architectural/engineering firms licensed to do business in the State of Connecticut to conduct a comprehensive evaluation of the existing Avon Public Schools facilities. This evaluation will include the preparation of a Space Needs Assessment, the development of a Project Program, the preparation of an Existing Conditions Survey, an Evaluation of the utilization of the existing facilities and sites, and Recommendations on maximizing the space available for existing and future programs.

The selected firm will review existing building and site documentation, be required to meet with designated Town and Board Officials, and other appropriate Avon Public Schools personnel to determine both the immediate and long term needs of the District; take into consideration the District's potential growth and the impact of technological innovations, anticipated changes in public education and regional cooperation.

Prior to finalization of the Comprehensive Evaluation Report, School Facilities Master Plan and Reconfiguration Study, the selected firm will be required to present draft copies for review and discussion of the proposed document with designated Town and Board personnel and officials. Upon Acceptance, five (5) copies of the final report will be provided to the Board.

Submissions should include the following information:

- Letter of Transmittal
- Firm Overview
- Similar Project Experience
- Resumes of Project Team Members including Consultants
- A Preliminary Project Schedule

Five (5) copies of the qualifications package should be submitted to the Avon Public Schools, Business Office by 10:00am on March 4, 2020. Packages should be addressed and delivered to: Heather Michaud; Director of Fiscal Affairs, 34 Simsbury Road, Avon, CT 06001

DELIVERY INFORMATION

Packages should be marked SCHOOL FACILITIES MASTER PLAN & RECONFIGURATION STUDY, AVON, CT

SITE VISIT

A briefing for the project will be held on Thursday, February 20, 2020 at Avon Board of Education, 34 Simsbury Road, at 1:00 pm. The briefing is not mandatory; however, this will be the only opportunity for attendees to view each of the facilities.

COST PROPOSAL

This submission is for qualifications only. Avon Public Schools will review submissions and select up to four firms to be shortlisted. The shortlisted firms will be asked to provide a fee proposal and may be interviewed at a date to be determined.

QUESTIONS

Questions regarding the RFQ should be directed to: Heather Michaud
Director of Fiscal Affairs
Avon Board of Education
34 Simsbury Road
Avon, CT 06001
860-404-4707
hmichaud@avon.k12.ct.us

MISCELLANEOUS

Avon Public Schools reserves the right to reject any or all of the responses, to request information from any vendor, to negotiate with any of the vendors regarding the terms of the engagement, or to waive deficiencies if it is in the best interest of the Board. Avon Public Schools intends to select the vendor that, in its opinion, best meets the Board's needs, not necessarily the vendor that proposes the lowest fees.