



**New High School and
Consolidated Early Learning Academy and Meeting House School
Addition and Renovations
New Fairfield Public Schools**

REQUEST FOR QUALIFICATIONS FOR
CONSTRUCTION MANAGEMENT SERVICES FOR
NEW FAIRFIELD PUBLIC SCHOOLS
OSCG PROJECTS #091-0044N and #091-0045EA

February 14, 2020

**STATEMENT OF QUALIFICATIONS DUE BY Thursday, March 5, 2020
BY 2:00 PM**

AND MUST BE SUBMITTED TO

**Ms. Patty Mota
Purchasing Agent
Town of New Fairfield
3 Brush Hill Road
New Fairfield, CT 06812**

FOR QUESTIONS REGARDING THE RFQ, Contact Scott Pellman at Colliers VIA email (scott.pellman@colliers.com and also copy PATTY MOTA, PURCHASING AGENT, at (pmota@newfairfield.org) All inquiries or questions must be submitted by noon on February 26, 2020

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I. Introduction

The New Fairfield Permanent Building Committee (NFPBC) invites qualified Construction Management firms to submit qualification statements to provide comprehensive construction management services for two school construction projects: the construction of the (new) New Fairfield High School and the extension and renovation of the Consolidated Early Learning Academy and Meeting House Hill School. Interested firms shall have extensive experience in the construction of high schools (grades 9 through 12) and elementary schools (pre-kindergarten through grade 5), specifically in the State of Connecticut. They shall also have experience with the Connecticut Department of Administration Services Office of School Construction Grants and Review.

The New Fairfield Board of Education has submitted two separate grant applications, one for each project respectively. As such, the projects are considered separate projects and will be managed as such. However, the NFPBC may elect to choose one firm for both projects or individual firms for each project depending on the firms' qualifications and experience with each type of school.

The NFPBC will be utilizing a qualification-based selection criterion in accordance with Connecticut General Statute 10-287(b)(2). The NFPBC will shortlist no more than a total of four firms for each project to solicit final proposals and ultimately interview. Firms determined to be the highest qualified in both high school and elementary school construction may be shortlisted for both projects at the discretion of the NFPBC. Once the shortlist has been established site visits will be coordinated with the shortlisted firms.

II. Project Overview

A. Project Background

The New Fairfield Public School system consists of four centralized schools. The high school and middle school are conjoined on a 146-acre site on Gillotti Road. The Meeting House Hill School is located just east of the high school and middle school. The Consolidated School is located further east but also located on Gillotti Road in New Fairfield. The high school houses grades nine through twelve and the middle school houses grades six through eight. Meeting House Hill School houses grades three through five and the Consolidated School houses pre-kindergarten through second grade.

A facility study of the existing high school and Consolidated School by QA+M Architecture in April 2019 identified fair to poor conditions at both the high school and consolidated school. Both schools contain code violations, energy, programming, and building envelope deficiencies as well as vehicular and pedestrian site circulation issues. They require HVAC and school security upgrades as well as natural lighting.

In addition to the facility study, an enrollment study of the district was conducted by the New England School Development Council (NESDEC) in October 25, 2018. Enrollment projections show district enrollments dropping by

approximately 470 students between 2018 and 2028. Based upon the enrollment projections and poor conditions of the high school and Consolidated School, the Town of New Fairfield and New Fairfield Public Schools decided to reduce the number of facilities from four to three by eliminating the Consolidated School and constructing an addition to the existing Meeting House Hill School and ultimately replacing the high school with a new facility.

B. Project Descriptions

New High School

As noted in the project background the existing high school has many code violations and deficiencies. The existing school is approximately 180,000 gross square feet and was constructed in the 1970s. The existing high school building has suffered from numerous construction deficiencies from the beginning of its construction in part due to the lack of quality control during this era. The construction deficiencies were not properly identified and addressed at the time of construction. Since the original construction, several minor upgrades were incorporated into the building, but they did not address the major structural and mechanical deficiencies inherited with the original construction.

Upon completion of facilities study, the New Fairfield Public Schools met with the Connecticut Department of Administrative Services Office of School Construction Grants and Review (OSCG&R) to discuss their findings. The original intent of the district was to renovate the existing high school in place. After reviewing the severe physical conditions of the high school, OSCG&R advised that they only support the construction of a new facility.

The new high school will be approximately 145,000 gross square feet and is proposed to be constructed on the existing high school and middle school campus. The eight-year highest projected enrollment is 716 students with a space standard calculation of 133,534 square feet. Depending on the final design the project may involve the relocation of existing wells and practice athletic fields. The site is serviced by septic fields. Upon completion of the new high school most of the existing high school which is connected to the existing middle school will be razed. The existing high school gymnasium and pool will remain. Building areas that are affected by demolition or remain after demolition will be modified or restored to create appropriate exterior walls. Site circulation and restoration of the demolition area will be included to support the final design.

Consolidated Early Learning Academy and Meeting House Hill School Addition

As noted in the project background the existing Consolidated School has many code violations and numerous other deficiencies. The existing structure is approximately 79,000 gross square feet which is oversized for the project enrollment of 338 students from pre-K through grade 1.

Due to the existing deficiencies within the existing school including oversized structure, the New Fairfield Public Schools studied the option of constructing an addition to the existing Meeting House Hill School to consolidate the school operations. The new Consolidated Early Learning Academy addition will be

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approximately 45,000 gross square feet and will house grades Pre-K through grade 1 while the existing Meeting House Hill School will house grades 2 through 5. The site will be fully occupied during construction of the new addition Pre-K to 1st grade addition. Minor modifications are anticipated within the existing Meeting House Hill School to support the project. Once the new addition has been completed the existing consolidated school will be razed and a new bus storage lot currently contained at the Meeting House Site will be created. This work is included as part of the overall Consolidate Early Learning Center / Meeting House Hill School extension and renovation.

C. Invitation to Submit

The Town of New Fairfield is soliciting qualification statements from a qualified Construction Manager to provide comprehensive construction management services for the construction of the (new) New Fairfield High School and the Consolidated Early Learning Academy and Meeting House Hill School extension.

Qualification statements should be addressed and delivered to:

Ms. Patty Mota
Purchasing Agent
Town of New Fairfield
3 Brush Hill Road
New Fairfield, CT 06812

All qualification packages shall be delivered to the above address no later than March 5, 2020 at 2:00 p.m. Packages received at 2:01 p.m. or later will be returned to the sender.

III. Project Schedule (See Appendix B)

Appendix B contains the overall project schedule which consists of typical design, bid, and construct delivery method. The project schedule is intended to show general durations and is subject to change. The construction duration is noted as 22.5 months for the high school not including demolition and site restoration. The construction duration is noted as 12 months for the Consolidated Early Learning Center / Meeting House Hill School project not including demolition and site restoration. This duration was provided in the RFP for Owner's Representative and architectural and engineering services. It is the goal of the owner to reduce this construction duration as much as possible. Short-listed firms will be requested to submit proposals based on the entire project schedule including all demolition, site work and project close out.

Construction is currently scheduled to begin in the summer of 2021 with anticipated substantial completion dates for the high school of May 15, 2023 and the elementary

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school of July 1, 2022. Substantial completion of each facility will be followed by a demolition, site restoration and close out phase.

The Construction Manager (CM) selection schedule is as follows but subject to change:

1. RFQ Published: February 14, 2020
2. Last date for Inquiries: February 26, 2020 by 12:00 p.m.
3. Last Addendum Issued: March 2, 2020 by 12:00 p.m. via CT DAS and Towns Website
4. Qualifications Due: March 5, 2020, no later than 2:00 p.m.
5. Short-list CM anticipated: March 10, 2020
6. Request for Proposal Issued: March 11, 2020
- 7. Site walkthroughs with shortlisted CM's: Week of March 16, 2020**
8. Proposals Due: April 3, 2020, no later than 12:00 p.m.
9. Interviews: April 7, 2020 (Shortlist firms only, bring fee proposals to the Interview)
10. Final CM Selection Approval: TBD

The short-list of CM Firms, Interview, and CM Selection dates are anticipated but not firm, and dates are subject to change if circumstances dictate. Change of dates or any addenda will be posted to:

Town web site

<http://www.newfairfield.org/town-hall/invitations-to-bid>

Connecticut Department of Administrative Service Contracting Portal

https://biznet.ct.gov/SCP_Search/ContractingOrganizations.aspx

It is the responsibility of the submitting firms to check for any and all posted addenda

IV. Project Budget

The Total Project Budget for both schools is \$113.4 Million Dollars.

- The Construction Budget for the New High School is \$69,009,000.00.
- The Construction Budget for the Consolidated Early Learning Academy and Meeting House School is \$22,735,000.00.

The owner's representative is responsible for managing the total project budget in cooperation with the NFPBC. The Construction Manager will only be responsible for the construction budget as approved by the NFPBC.

The plans and estimates will be subject to review by the State of Connecticut Office of School Construction Grants and Review. The CM will be responsible for attending all meetings with OSCG&R and producing all required budgets in the format required by the State. Additional OSCG&R requirements will be outlined in the Request for Proposals.

V. Special Requirements

A. Review by CT DAS Office of School Construction Grants and Review

The project will be subject to the State of Connecticut Department of Administrative Services Office of School Construction Grants and Review (CTDAS OSCG&R) requirements. Firms shall demonstrate project experience and knowledge of these requirements including submission of state change orders during construction. The selected construction manager will be responsible for preparing state change orders for review by the owner's representative and ultimate sign-off by the superintendent and director of finance for the Town. The construction manager will be solely responsible for ensuring the State change orders are submitted within the required 6-month required time frame.

B. CT DAS Contractor Pre-Qualification

All submitting construction managers must be pre-qualified by the Connecticut Department of Administrative Services (CT DAS) in accordance with C.G.S. § 4a-100. All CM firms submitting qualification statements for this project must be pre-qualified as a "CONSTRUCTION MANAGER AT RISK (GROUP B)" as defined in the CT DAS Contractor Classification List. This includes "CONSTRUCTION MANAGER AT RISK (GROUP C)". All CMR firms must have a Major Contractor Registration through the Connecticut Department of Consumer Protection as a pre-requisite for these classifications.

C. Pre-Qualification Experience

The Construction Manager experience must contain at least two Connecticut schools (two high schools and/or two elementary schools) similar to the size and scope of these projects within the last ten years with at least one being within the last five years. For a candidate to qualify for both schools, it must demonstrate having two high schools (in Connecticut) **and** two elementary schools (in Connecticut) in the last ten years with at least one high school in the last five years **and** one elementary school in the last five years.

Candidates must demonstrate the capacity to perform these projects individually or combined if seeking to qualify for both projects.

VI. Statement of Qualification Minimum Requirements

Each qualification statement package shall contain, at a minimum, the following items:

1. Letter of Interest from person to whom all correspondence shall be addressed. Provide title, address, telephone number and email address.
2. Copy of current CT DAS Pre-Qualification certificate as noted above. Also include update statement.

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3. Copy of current Major Contractor Registration as noted above.
4. Profile of the Construction Management Firm:
 - Provide general background of firm
 - Date firm established
 - Number of employees
 - Trades self-performed
 - Describe your firm's knowledge and experience with Connecticut school construction project requirements
 - Knowledge of state and local permitting requirements
 - Names and resumes of key personnel who will be managing the day-to-day activities of the project. Include Principal-in-Charge, Project Manager(s), Superintendents and other key personnel to be assigned to this project
 - Cost quality control measures
 - Estimating capability
 - EMR Safety Rating
 - Experience with high performance buildings and/or LEED Silver requirements.
 - Experience with phased construction of an occupied K-12 school or an occupied site.
 - Knowledge of the Locality – Describe your firm's experience working within the Town of New Fairfield or similar.
 - Knowledge of Regulatory Process-Indicate the role your firm has provided in the local/state/federal regulatory approval process, including the Department of Construction Services, Office of School Construction Grants and Review.
 - Past Claims or Disputes - Indicate any claims, disputes, or arbitration proceedings that have occurred on any school projects your firm has been involved with in the last ten (10) years. Identify the involved parties and give a status of each matter even if pending. Include the nature of the dispute and outcome if possible
5. Provide information demonstrating the qualifications of your firm, in the last 10 years, as a Construction Manager. List a minimum of five completed school projects, that are similar in size and scope to this project with at least two of the five being Middle and/or High Schools in Connecticut. In your statement discuss the experience your firm has had delivering projects utilizing either cost of the work plus a Fee or cost of the work plus a Fee with a GMP delivery method. Discuss the advantages and challenges with the specific delivery method utilized and how that translated into the success of the project.
 - Projects listed must show that the Proposer has successfully completed:

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- i. At least two Renovation (RNV) projects (as defined in CGS 10-282), New Construction, or major alterations and extensions (EA) on fully occupied schools in the State of Connecticut. These construction projects should have been of similar nature to the proposed projects, and a construction budget of at least \$30 million.
- ii. Connecticut K-12 public school facilities (either new construction or renovation) with at least 100,000 sq. ft. of building area.
- iii. Recent (last five years) projects showing experience and knowledge of working with the Office of School Construction Grants and Review and assisting the Owner in obtaining maximum reimbursement for their school project. This will include experience of the work normally expected of a Construction Manager in submission requirements for Plan Completion Review, State Change Orders and closeout and audit of a Connecticut school building project.
- iv. Information for each project shall include the following:
 - Project name, location and owner
 - Owner's representative including contact information. Note: Owner's representative may be contacted for a referral during the review process
 - Superintendent of the school district under which the project was designed and constructed including contact information. Note: The superintendent may be contacted for a referral during the review process.
 - Name of design firm with contact information (name, telephone and email)
 - List delivery method utilized for each project.
 - Original GMP or contract amount
 - Final GMP or contract amount
 - Amount of CMR contingency at start of project if applicable delivery method
 - Amount of CMR contingency at completion of project returned to the owner, if applicable delivery method
 - Original/Planned construction duration
 - Actual construction duration
 - Include statement of experience with CTDAS OSCGR as described in Paragraph V.A above

VII. Evaluation Criteria

In accordance with General Statutes §10-287, the NFPBC will evaluate the responses to this RFQ and select up to four CM firms from whom RFP responses, including pricing information, shall be sought. The NFPBC will evaluate all statements based on the

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information requested in this Request for Qualifications. The NFPBC will consider the overall firm qualifications, key personnel experience, CMR and CM+Fee related project experience, experience with OSCG&R, and proximity to the project site. Failure to provide detailed information as requested above may result in a lower evaluation.

In performing the above evaluation, the NFPBC 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 NFPBC's requirements as stated in this RFQ; 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 NFPBC's interests, including compliance with the procedural requirements stated in this RFQ. The NFPBC will not select a respondent who is in arrears or in default to the Town regarding any tax, debt, contract, security or any other obligation.

Pursuant to General Statute § 10-287, following the qualification process, the NFPBC shall evaluate the qualifications and request proposals, including pricing information, based on the factors described herein. Based on the received qualification packages, the Town shall determine a maximum of four (4) most responsible qualified proposers. The term "most responsible qualified proposers" means the proposer who is qualified by the NFPBC when considering the factors necessary for faithful performance of the School Projects based on the criteria and scope of work included in the request for proposals. The NFPBC may select any of the four (4) proposers based on all factors including, but not limited to, price, experience, references, capabilities, past performance, and other relevant criteria. The NFPBC is not restricted to selecting the proposer with the lowest price.

Evaluation criteria shall include due consideration of the proposer's pricing for the School Projects, 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, the approach to the work required for the contract and documented contract oversight capabilities, and other criteria specific to the project. The maximum of four (4) finalists will then be interviewed, and the NFPBC shall select the most responsible qualified proposer(s).

Following the receipt and evaluation of responses to 1) Requests for Qualifications, 2) Requests for Proposals, and 3) interviews of up to four (4) finalists, the NFPBC will issue a Preliminary Notice of Award. A proposer has rights, and the NFPBC has obligations, only if and when a contract is executed by the Town and the proposer(s).

If the proposer(s) 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 NFPBC, the Town may enter into discussions with another proposer.

VIII. Submission Instructions

Two (2) original copies and **one digital copy** (thumb drive or CD) of the Statement of Qualifications shall be submitted to:

Ms. Patty Mota
Purchasing Agent
Town of New Fairfield
3 Brush Hill Road
New Fairfield, CT 06812

In addition to the two original copies and one digital copy noted above, provide a digital copy via email directly to Scott Pellman of Colliers Project Leaders at scott.pellman@colliers.com

Each submission shall be delivered in a sealed envelope or package clearly identified as "RFQ: CM Services for the TOWN OF NEW FAIRFIELD-NEW HIGH SCHOOL AND CONSOLIDATED EARLY LEARNING ACADEMY AND MEETING HOUSE SCHOOL ADDITON AND RENOVATION".

Statement of Qualifications must be submitted by 2:00 p.m. EDT, on March 5, 2020. 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.

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.

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

IX. Termination or Amendment

The Town reserves the rights to amend or terminate this RFQ, 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. 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.

In addition, the Town may, before or after statement opening and in its sole discretion, clarify, modify, amend or terminate this RFQ if the Town determines it is in the Town's best interest to do so. Any addenda will be posted to the Town of New Fairfield bid website as well as the Connecticut DAS Contracting Portal no later than March 2, 2020 by 12:00pm.

Each proposer is responsible for checking the DAS website and/or Town website to determine if the Town has issued any addenda to the RFQ, and if so, to complete its proposal in accordance with the RFQ as modified by the addenda. The Town of New Fairfield's bid website and DAS web site as follows:

Town web site

<http://www.newfairfield.org/town-hall/invitations-to-bid>

Connecticut Department of Administrative Service Contracting Portal

https://biznet.ct.gov/SCP_Search/ContractingOrganizations.aspx

X. Questions and Amendments

Questions concerning the process and procedures applicable to this RFQ or the other requirements of this RFQ are to be submitted **in writing** (including by e-mail) and directed no later than February 26, 2020 at noon to:

Scott Pellman

Senior Project Manager

Colliers International

Scott.pellman@colliers.com

All inquiries shall copy Ms. Patty Mota, Purchasing Agent, New Fairfield Purchasing Department at (pmota@newfairfield.org)

All answers to inquiries will be posted to the Town of New Fairfield Purchasing website as well as the Connecticut Department of Administrative Services contracting portal. Responses will not be emailed directly to entities submitting inquiries.

Respondents are prohibited from contacting any other Town employee, officer or official concerning this RFQ. A respondent's failure to comply with this requirement may result in disqualification.

The Town will post any addenda on the State of Connecticut DAS Contracting Portal website, and the Town of New Fairfield's website by March 2, 2020 by 12:00pm at:

Town Web Site

<http://www.newfairfield.org/town-hall/invitations-to-bid>

Connecticut Department of Administrative Service Contracting Portal

https://biznet.ct.gov/SCP_Search/ContractingOrganizations.aspx

Each respondent is responsible for checking the website to determine if the Town has issued any addenda and, if so, to complete its response in accordance with the RFQ as modified by the addenda.