

LEGAL NOTICE

TOWN OF SOUTH WINDSOR, CONNECTICUT
REQUEST FOR QUALIFICATIONS/PROPOSALS
RFQ/RFP 1920-051

Owner's Representative Services
June 11, 2020

The Town of South Windsor will receive sealed statements of qualifications and proposals for owner's representative services until 1:00 PM on June 25, 2020.

The documents comprising the Request for Qualifications and Proposals may be obtained on the following sites:

Town of South Windsor's website, <https://www.southwindsor-ct.gov/> under "Invitations to Bid & Requests for Proposals"

South Windsor Public Schools' website, <http://www.southwindsorschools.org>, under "Departments," "Business Services," "RFPs and Bids"

State of CT Department of Administrative Services Contracting Portal
https://biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2

The Town of South Windsor reserves the rights to amend or terminate this Request for Qualifications and Proposals, 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.

TOWN OF SOUTH WINDSOR, CONNECTICUT

**REQUEST FOR QUALIFICATIONS/ PROPOSALS FOR
OWNER'S REPRESENTATIVE SERVICES**

RFQ/RFP Number: 1920-051

RFQ/RFP Submission Address: Mr. Matthew Montana, Chairperson, c/o Ann Walsh, Clerk of the Public Building Commission, South Windsor Public Schools, 1737 Main Street, South Windsor, CT, 06074

RFQ/RFP Submission Deadline: June 25, 2020 @ 1:00 PM

The Town of South Windsor (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 Pleasant Valley Elementary School (the "School Project").

The School Project shall be designed and constructed in accordance with the Project Overview as attached at Tab A and the "Elementary Education Specifications for the Pleasant Valley Elementary School" as approved by the South Windsor Board of Education on October 22, 2019.

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.

Two (2) original copies and one digital copy (thumb drive or CD) of sealed statements of qualifications and proposals and all other required documents must be received by Mr. Matthew Montana, Chairperson, c/o Ann Walsh, Clerk of the Public Building Commission, South Windsor Public Schools, 1737 Main Street, South Windsor, CT, 06074 by the date and time noted above. The Town will not accept responses by e-mail or fax. The Town will reject responses received after the date and time noted above.

The documents comprising this Request for Qualifications/Proposals may be obtained on the following sites:

- Town of South Windsor's website, <https://www.southwindsor-ct.gov/> under "Invitations to Bid & Requests for Proposals"
- South Windsor Public Schools' website, <http://www.southwindsorschools.org>, under "Departments," "Business Services," "RFPs and Bids."
- State of CT Department of Administrative Services Contracting Portal https://biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2

Each respondent is responsible for checking the CT Department of Administrative Services website 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 Request for Qualifications/Proposals as modified by the addenda.

Responses cannot be withdrawn for sixty (60) calendar days after the submission deadline.

The Town reserves the rights to amend or terminate this Request for Qualifications and Proposals, 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.

TOWN OF SOUTH WINDSOR, CONNECTICUT

STANDARD INSTRUCTIONS FOR RFQ/RFP 1920-051

1. INTRODUCTION/GENERAL INFORMATION ABOUT RFQ/RFP

The Town of South Windsor (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 Pleasant Valley Elementary School (the “School Project”).

The School Project shall be designed and constructed in accordance with the Project Overview attached as Tab A and the “Elementary Education Specifications for Pleasant Valley Elementary School” as approved by the South Windsor Board of Education on October 22, 2019.

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.

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, officer or official concerning this RFQ/RFP, except as set forth in Section 8, 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 provision 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 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, Public Building Commission, Board of Education, relevant Town and Board of Education staff, 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, Office of School Construction Grants and Review, the members of the Public Building Commission, 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 Public Building Commission, the Board of Education, the Town Council, the Planning and Zoning Commissions, 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 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 of change order, including State Change Orders to relevant state officials (e.g., the DAS Office of School Construction Grants and Review)

12. Attend (and, where required, represent the Town and Public Building Commission at) all School Project meetings, including job meetings, Public Building Commission 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, Public Building Commission, 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).
26. Assist the Owner in procuring any sub consultants for the School Project, such as commissioning agent or special inspections, etc.

3. MINIMUM AND PREFERRED QUALIFICATIONS

The Town expects each respondent to meet at least the following minimum qualifications:

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 \$25 million each, in the last ten (10) years.

Preference will be given to demonstrated experience with providing such services in conjunction with new-school construction on the site of an occupied school.

The owner's representative must have demonstrated owner's representative, project management, and/or construction management experience for a minimum of \$150 million in State-approved projects.

The owner's representative must have demonstrated experience providing construction management, owner's representative, or architectural services to multiple public school districts in Connecticut.

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.

The School Project will be subject to requirements of the State of Connecticut Department of Administrative Services, Office of School Construction Grants & Review 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, and the firm ultimately selected as the most responsible qualified proposer to serve as the owner's representative:

1. 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 completed.
2. Describe experience with working with community and government on local and state level, particularly in the context of new school construction.
3. Indicate who will be providing mechanical, engineering, plumbing (MEP) knowledge, schedule and cost estimating capabilities if such services will be subcontracted.
4. 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 & Review and the Department of Education, Bureau of Grants Management, and other laws and regulations applicable to Connecticut school construction.

5. 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.
6. Describe experience working with "at risk" construction managers and a guaranteed maximum price ("GMP") contracts.
7. Describe experience working with architects, engineers, commissioning agents and other consultants during design and construction activities, particularly new school design.
8. 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. Any such action shall be effected by a posting on the following websites:

Town of South Windsor's website, <https://www.southwindsor-ct.gov/> under "Invitations to Bid & Requests for Proposals"
South Windsor Public Schools' website, <http://www.southwindsorschools.org>, under "Departments," "Business Services," "RFPs and Bids"
State of CT Department of Administrative Services Contracting Portal
https://biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2

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 Submission Deadline: June 25, 2020 @1:00 PM

6. OBTAINING THE RFQ/RFP

All documents that are a part of this RFQ/RFP may be found on the following websites:

- Town of South Windsor's website, <https://www.southwindsor-ct.gov/> under "Invitations to Bid & Requests for Proposals"
- South Windsor Public Schools' website, <http://www.southwindsorschools.org>, under "Departments," "Business Services," "RFPs and Bids."
- State of CT Department of Administrative Services Contracting Portal
https://biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2

7. RESPONSE INSTRUCTIONS

A. **Qualifications:** 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 Table of Contents, including clear identification of the material provided by section and number;

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;

The name, telephone number, and e-mail address of the person to be contacted for further information or clarification;

A background statement, including a description of the firm or individual submitting the proposal and the applicable State of Connecticut license numbers;

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;

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;

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 12;

A concluding statement of the reasons the respondent believes it/he/she is best qualified to meet the Town's needs;

The Background Disclosure Form attached to this RFQ/RFP and more fully described in Section 12 of these Standard Instructions;

The Legal Status Disclosure Form attached to this RFQ/RFP and more fully described in Section 14 of these Standard Instructions; and

The Statement of References Form attached to this RFQ/RFP and more fully described in Section 13 of these Standard Instructions.

B. **Proposals:** Responding firms are requested to submit fee proposals in a separately sealed envelope and should not be included with the remainder of the qualifications package. Pricing shall include any and all work that is reasonably inferable from the information provided in this RFP. Please specify any fees not included in your proposal. Please also include hourly rates for any additional services by proposed team members.

C. **Submission Instructions:** Responses must be received by Mr. Matthew Montana, Chairperson, c/o Ann Walsh, Clerk of the Public Building Commission, South Windsor Public Schools, 1737 Main Street, South Windsor, CT, 06074 by June 25, 2020 @ 1:00 PM. 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.

Proposers will have the option of submitting their packages either by US Postal Service or by hand delivery to the central office located at 1737 Main Street, South Windsor, Connecticut, 06074. **FedEx, UPS and other delivery methods cannot be accepted.**

For those utilizing the US Postal Service, packages must be received at the district office no later than June 25, 2020 at 1:00 PM. Packages must be received, not post-marked, by June 25, 2020 @ 1:00 PM. As such, any packages that are at risk of not being received by this date are strongly recommended to be hand delivered utilizing the instructions below.

Packages may be hand delivered **Wednesday, June 24, 2020 between 9:00 AM and 1:00 PM** or **Thursday, June 25, 2020 between 9:00 AM and 1:00 PM**. Proposers should enter at the Visitors Entrance, take a right at the corridor and place package in box provided below the phone on the left hand wall. Please press the call button to advise your firm is dropping off their qualifications package. District staff will retrieve packages once the delivering person has left.

In the event staff does not answer the wall phone, please call 860-291-1223 to notify staff your qualification packages have been dropped off.

Statement of Qualifications and Proposals must be submitted in **separate** sealed envelopes clearly marked “**Town of South Windsor OPM RFQ Documents**” and “**Town of South Windsor OPM RFP Documents**” and the **RFQ/RFP Title, RFQ/RFP Number, 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. Two (2) original hard copies and one digital copy (thumb drive or CD) of all required documents and information must be submitted

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.

D. Public Proposal Opening Logistics

Upon careful consideration by the South Windsor Public Schools as it relates to the current situation revolving around COVID-19, please be advised of the following public bid opening process;

Proposals will be opened publically via live video conference **ONLY**. Bidders will **NOT** be permitted to attend the bid opening in person. The live video conference of the public opening will open/begin for proposers to join at **1:30 PM on June 25, 2020** at the following link:

<https://meet.google.com/pyz-cnvt-kqo>

Otherwise, to join by phone, dial +1 567-307-4445 and enter this PIN: 924 330 110#

8. QUESTIONS AND AMENDMENTS

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

Name: Mr. Matthew Montana, Chairperson, Public Building Commission
c/o of Ann Walsh, Commission Clerk
Department: South Windsor Public Schools
E-mail: awalsh@swindsor.k12.ct.us

Respondents are prohibited from contacting any other Town employee, 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 response deadline, the Town will post any addenda on the following sites:

- Town of South Windsor website, <https://www.southwindsor-ct.gov/> under "Invitations to Bid & Requests for Proposals"
- South Windsor Public Schools' website, <http://www.southwindsorschools.org>, under "Departments," "Business Services," "RFPs and Bids."
- State of CT Department of Administrative Services Contracting Portal https://biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2

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.

9. 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.

10. 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.

11. OWNERSHIP OF RESPONSES

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

12. REQUIRED DISCLOSURES

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

- Its inability or unwillingness to meet any requirement of this RFQ, including but not only any of the anticipated future RFP contract terms contained in Section 17, below;
- If it is listed on the State of Connecticut's Debarment List;
- If it is ineligible, pursuant to Conn. Gen. Stat. § 31-57b, to be awarded a contract because of occupational safety and health law violations;
- 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;
- All criminal proceedings in which the respondent or any of its principals (regardless of place of employment) has ever been the subject; and
- 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.

13. REFERENCES

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

14. 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.

15. EVALUATION CRITERIA

The Town reserves the rights to amend or terminate this Request for Qualifications and Proposals 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 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 RFP. The Town will not select a respondent who is in arrears or in default to the Town with regard to any tax, debt, contract, security or any other obligation.

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 four (4) 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 the request for proposals. The Town will select the lowest 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 four (4) finalists will then be interviewed, and the Town shall select the most responsible qualified proposer. **Interviews will be conducted at a Special Public Building Commission meeting to be held on July 9, 2020 via Zoom.**

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 Town will issue a Preliminary Notice of Award. 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.

16. 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 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 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.

17. CONTRACT TERMS

Following analysis of the responses to this Request for Qualifications and Proposals, the Town will then select up to four (4) finalists from the RFQ/RFP respondents to be interviewed. Following interviews, the Town shall issue a Preliminary Notice of Award to the finalist it deems to be 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 12 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 RFP/RFQ.

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 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 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.

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.

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.

W-9 FORM

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

INSURANCE

The Successful Proposer 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 the RFQ.

PAYMENTS

Proposers are encouraged to offer discounts for early payment. All other payments are to be made 30 days after the appropriate Town employee receives and approves the invoice.

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.

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.

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.

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 within thirty (30) days of receipt of payment from the Town or otherwise in accordance with law. 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).

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.

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.

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.

AMENDMENTS

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

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.

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.

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.

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 SOUTH WINDSOR, CONNECTICUT

INSURANCE REQUIREMENTS **RFQ/RFP 1920-051**

The Successful Proposer 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 | \$5,000,000 |
| | Aggregate | \$5,000,000 |

* “The Town of South Windsor” shall be named as “Additional Insured”. 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 SOUTH WINDSOR, CONNECTICUT

BACKGROUND DISCLOSURE FORM

RFQ/RFP 1920-051

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 SOUTH WINDSOR, CONNECTICUT

LEGAL STATUS DISCLOSURE FORM

RFQ/RFP 1920-051

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 SOUTH WINDSOR, CONNECTICUT

STATEMENT OF REFERENCES FORM

RFQ/RFP 1920-051

Provide at least three (3) references:

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

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

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

END OF STATEMENT OF REFERENCES FORM

TAB A

Project Overview

Project Background

On September 12, 2011 the South Windsor Board of Education (SWBOE) adopted the *South Windsor Public Schools 2011-2014 Strategic Plan*. Part of the strategic plan is to upgrade the elementary school facilities to improve the safety, learning environments, and accessibility. On October 29, 2013 the Board of Education adopted the *South Windsor Public Schools Elementary Schools Master Plan*. The plan consists of three-phases for which Phase 1 (Orchard Hill Elementary School) is complete and Phase 2 (Eli Terry and Philip R. Smith Elementary Schools) is currently under construction and on schedule to open for the fall 2020 academic year.

On March 10, 2020 the Town passed referendum to proceed with Phase 3 of the master plan. Under Phase 3 the Pleasant Valley (PV) Elementary School will be replaced with a new facility. It will be designed and constructed with a scheduled opening date for the 2023/2024 academic year.

Project Descriptions

Pleasant Valley Elementary School is located at 591 Ellington Road in South Windsor, Connecticut. The school fronts on Ellington Road to the west of the property but the parcel also contains approximately 90 linear feet of frontage on Long Hill Road to the east. Ellington Road is also known as Route 30 which is a state road. Residential properties and open space abut the southerly edge of the school proper.

The existing building will be replaced with a new structure on the existing site while it remains in operation. The new school will house 693 kindergarten through grade five students as well as 110 part-time pre-school students. The building areas will be approximately 101,300 gross square feet and is within the space standard requirement or the proposed enrollments as prescribed by the Office of School Construction Grants and Review. The existing school will be vacated, abated and demolished after the new school is completed and contents have been relocated.

Project Budget

The Total Project Budget is \$58.5 million, and the Total Construction Budget is \$45,818,300 which includes escalation costs.

Project Schedule

The overall project schedule consists of a standard design, bid, and construct process ultimately resulting with owner occupancy for the start of the 2023-2024 academic year. The design phase is scheduled to start in July, 2020 and be completed by August, 2021.

Project Delivery Method

Assume a Construction Manager at Risk project delivery method.



South Windsor Public Schools
South Windsor, Connecticut

ELEMENTARY EDUCATIONAL SPECIFICATIONS

for Pleasant Valley Elementary School

Approved by South Windsor Board of Education on October 22, 2019

Educational Specifications Committee:

Dr. Kate Carter, Superintendent of Schools

Chris M. Chemerka, Director of Finance and Operations

Douglas Couture, Director of Technology Systems and Programs

Tiffany Caouette, Principal, Pleasant Valley Elementary School

Patrick Hankard, Director of Facility Operations

Daniel S. Hansen, Educational Consultant

Jessica Kuckel, Director of Special Education and Pupil Services

Kim Sokale, Supervisor of Elementary Special Education

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I. INTRODUCTION

On September 12, 2011 the South Windsor Board of Education adopted the *South Windsor Public Schools 2011-2014 Strategic Plan*. Among other initiatives, the plan called for the development of a “long-range elementary facilities plan that promotes a safe, engaging learning environment that is accessible to all students and community members.” Further, it specifically called for a “staggered” construction and referenda approach. In response to the Board of Education’s directive, the superintendent brought forth a formal recommendation regarding such a plan on October 15, 2013. After several sessions of deliberation, the Board of Education unanimously and enthusiastically adopted the “South Windsor Public Schools Elementary Schools Master Plan” on October 29, 2013.

To initiate planning for Phase III of the Elementary Schools Master Plan, South Windsor Board of Education engaged the services of Colliers Project Leaders, Moser Pilon Nelson Architects, and Daniel Hansen, educational consultant and former assistant superintendent, to assist with the creation of these educational specifications. Daniel Hansen met with the following individuals during the development process:

Steven Albrecht, K-12 Educational Technology
Erica Augustyn, Grade 4, Pleasant Valley
Tori Basso, Grade 1, Orchard Hill
Katie Belden, Reading Consultant, Pleasant Valley/Eli Terry
Pamela Brennan, STEM, Pleasant Valley
Kelly Burke, Reading Consultant, Philip R. Smith/Orchard Hill
Tiffany Caouette, Principal, Pleasant Valley
Kate Carter, Superintendent
Charlene Callahan, EL Teacher, Pleasant Valley
Dawn Campbell, Math Coach/Interventionist, Orchard Hill
Nick Canova, K-12 Art Curriculum Coordinator
Sara Chamberlain, Administrative Secretary
Elise Clayton, Grade 4, Orchard Hill
Leslie Cohen, Instrumental Music, Pleasant Valley
Bryan Cosham, Grade 1, Pleasant Valley
Douglas Couture, Director of Technology Systems and Programs
Eileen Crawford, Instr. Music, Philip R. Smith/Pleasant Valley
Paula Crivello, Speech Pathologist, Pleasant Valley
Jill Darby, Kindergarten, Pleasant Valley
Cathy DePorte, Social Worker, Pleasant Valley
Tom Dillon, Director of School Safety & Security
Lisa Duclos, School Nurse, Pleasant Valley
Alicia Farris, Associate Principal, Pleasant Valley
Ray Favreau, Director of Parks and Recreation
Lisa Federowicz, Grade 2, Pleasant Valley
Jonathan Giordano, Physical Education, Pleasant Valley
Patrick Hankard, Director of Facility Operations
Candice Irwin, K-12 Literacy Curriculum Specialist
Mike Kenyon, Associate Principal, Orchard Hill

Gregory King, Director of Dining Services, Chartwells
Jessica Kuckel, Director of Special Services
Julie Leech, Administrative Secretary, Orchard Hill
Marisa Lewis, Elementary World Language
Scott Matchett, Director of Technology Operations and Services
Bill Myers, Vocal Music, Pleasant Valley
Katie Nemer, Grade 3, Pleasant Valley
Karriann Noble, Math Coach/Interventionist, Pleasant Valley
Natalie O’Brien, Visual Arts, Pleasant Valley
Danielle O’Connell, Physical Therapist, Pre-School
Robyn Ongley, K-12 Math Curriculum Specialist
Nicole Papa, EL Teacher/Coordinator
Vicki Parent, Kindergarten, Pleasant Valley
Nancy Peck, Special Education, Pleasant Valley
Leslie Pendergast, Speech Pathologist, Pre-School
Nicole Plunske, Special Education, Pre-School
Bob Smith, Head Custodian, Orchard Hill
Kimberly Sokale, PK-5 Special Education Supervisor
Karen Stoj, K-12 EL/World Language Curriculum Specialist
Eileen Strom, Administrative Secretary, Pleasant Valley
Arnica Sullivan, K-12 Science Curriculum Specialist
Elizabeth To, Grade 5, Pleasant Valley
Jennifer Vechinsky, Special Education, Pre-School
Jennifer Wilson, Library Media Specialist, Orchard Hill
Christine Zerella, Kindergarten, Orchard Hill

II. LONG RANGE PLAN / PROJECT RATIONALE

South Windsor Public Schools currently has four elementary buildings. These buildings ranged in age from 51 to 63 years old at the time the Master Plan was developed. The Elementary Schools Master Plan provides for school buildings that:

- Create learning environments designed for current instructional strategies;
- Benefit from needed technology upgrades;
- Comply with current building and fire codes;
- Incorporate contemporary design for school safety;
- Utilize modern, efficient heating and cooling systems; and
- Provide accessibility to all by meeting the requirements of the Americans with Disabilities Act.

At its inception, the plan outlined a three-phase approach that would use multiple referenda and staggered construction schedules to address the needs of our aging elementary facilities over ten years. Specifically, the plan included the following overarching components:

- Three-phase approach/staggered referenda
- Operate one fewer elementary school, moving from five (5) schools to four (4)
- 1-2-1 Referenda Schedule
 - Phase One: Address one school in first referendum
 - Phase Two: Address two schools in second referendum
 - Phase Three: Address final school in third referendum

Phase One called for the construction of a new PK-5 school adjacent to the existing Orchard Hill site. Students remained in their existing school during construction. The referendum for Phase One passed in March 2014, construction began in February 2016, and the new school opened in August 2017. The original Orchard Hill Elementary School was repurposed to serve as “swing space” for future phases of the Master Plan. This swing space is currently providing flexibility during Phase Two while the new Philip R. Smith school building is under construction.

At the close of Phase One, Wapping Elementary School closed and its students were redistricted to one of the other four elementary schools. The Wapping School building currently houses the town’s Parks and Recreation Department, Town Building Maintenance and South Windsor High School programs for the foreseeable future.

Phase Two called for the construction of two new K-5 schools, one at the Eli Terry site and one at the Philip R. Smith site. Ultimately, the original Eli Terry school building will be razed to allow for the construction of playgrounds and replacement ball fields. Eli Terry students will remain in the original Eli Terry building while their new school is being built. Philip R. Smith students were relocated to the original Orchard Hill Elementary School building while their school is under construction.

Phase Three calls for the construction of a new PK-5 school at the Pleasant Valley site. Due to the town’s recent purchase of property adjacent to Pleasant Valley, Pleasant Valley students will remain in the original Pleasant Valley building while their new school is under construction. The Preschool program originally located at the new Orchard Hill School (as part of Phase One) was moved to temporary space at the middle school due to an unexpected surge in K-5 enrollment at Orchard Hill. The Preschool program has been added to the design for Phase Three at Pleasant Valley to align with early education programming.

III. THE PROJECT

Objective: To ensure all South Windsor children are able to attend a school that is safe, modern, compliant with current building codes and able to support their educational program; to facilitate completion of the Elementary School Facilities Master Plan by exploring the feasibility of consolidating populations and improving school buildings to support programs that meet the needs of South Windsor students, their families, and the community.

The following project specifications for the new Pleasant Valley Elementary School were developed using data from the population study conducted in November 2018, and updated in August 2019, by Milone & MacBroom (MMI).

MMI has been developing projections that account for recent trends in housing, economics and neighborhood level demographics.

Phase Three

- School: **Pleasant Valley Elementary School**
- Project Type: State Space Standards for New Construction
 - Total Program Area: 67,525 maximum square feet
 - Total Building Area (*inside face of walls*): 96,464 maximum square feet
 - Total Gross Square Feet (*outside face of walls*): 101,288 maximum square feet
- Construction Timeline: Spring 2022 – Summer 2023
 - Pleasant Valley students will remain in their original building during the construction period
- Design Enrollment: 806 students* based on updated enrollment projections provided by Milone & MacBroom on September 9, 2019
- Upon Completion:
 - Pleasant Valley students and staff will move into the new building in Summer 2023

* Includes 696 K-5 students and 110 PreK students (POP and IPOP)

IV. CAPACITY DATA

As of September 13, 2019, Pleasant Valley Elementary School houses 588 students in grades K - 5. Phase Three calls for the construction of a new PreK - 5 facility that is projected to serve 806 students in grades PK-5. The projected enrollment increase includes the relocation of the Pre-School Outreach Program from Timothy Edwards Middle School (where it is currently housed) to the new Pleasant Valley Elementary School.

V. OVERVIEW OF PROGRAMS

GENERAL EDUCATION

The features of elementary classrooms that have to be considered when housing groups of school children for instructional purposes can be divided into three (3) classifications: (1) Early Childhood - PreK and Full-Day Kindergarten (maximum class size = 24); (2) Early Elementary - grades one and two (maximum class size = 24); and (3) Intermediate - grades three (maximum class size = 24), four and five (maximum class size = 26). The classroom needs of all elementary children will require flexibility of space, portability of furniture and acoustical treatment of environment. This will be accommodated while still providing low height furnishings and more space for group instruction that will range from total class involvement to three or four separate groups doing different activities at the same time. Space should also be provided for students to read, write, research, and study for either individual or small group projects. The learning environment must also accommodate space for multiple adults (specialists) who work with students within the general classroom environment. All instructional classrooms require storage space for items such as classroom libraries, textbooks, reference materials, supplemental books, supplies, science equipment, charts, globes, computers, calculators and audio-visual equipment.

The outside play area for the early elementary and intermediate levels must be extensive and varied to accommodate activities that range from the minimal space demands to larger areas needed to play soccer, kickball, softball, etc. The play area for grades 1-5 should be away from instructional spaces, if possible. Ideally, this play area should be in close proximity to the gymnasium and cafeteria for easy access. The PreK and kindergarten play area should be near early childhood classrooms, depending on the design of the school and proximity to other classrooms.

Our General Education program includes curriculum focused on Art, Music, and Physical Education, STEM and World Languages. Support Services include a Media Center and Technology Support integrated throughout the learning environments. Facilities for these areas need to be specific to each program's purpose yet allow for flexibility of space as with the K-5 classrooms. As the K-5 program requires that students travel to these various program areas periodically during the day, consideration should be given to the student traffic that will result from this academic

arrangement. Student proximity to the library/media center, STEM lab, gymnasium/auditorium, instrumental/general music and art rooms should also be considered.

A platform off of the gymnasium will serve as a stage area for school assemblies, performances and other events. It will be adjacent to the gymnasium and accessible from the main corridor. The platform will be accessible and code compliant with ramp access. Included in the design will be stage draperies and main curtains, as well as adjustable stage and general lighting. An electronically controlled acoustical wall will be installed at the proscenium to allow the space to be used for a variety of small group activities, book fairs, and/or rehearsals on the platform while the gymnasium is in use.

Additional instructional space is necessary to provide support for students, as prescribed in the Scientific Research Based Intervention (SRBI) requirements of the Connecticut State Department of Education. General Education Support Services is comprised of Reading, Mathematics and English Learner support (EL). Each of these rooms will be centrally located within the classroom area of the building. The reading, math and EL areas will be staffed by the reading consultant, early literacy and math interventionists, EL teachers and supported by various paraprofessionals and tutors. These rooms will be utilized for individual testing, as well as individual and small group instruction.

SPECIAL EDUCATION AND PUPIL SERVICES

Special Education and Pupil Services programs include:

- Early Childhood: Pre-School Outreach Program (POP), Intensive Pre-School Outreach Program (IPOP), PreK O.T./P.T. Resource and PreK Speech/Language
- Early Elementary and Intermediate: Special Education Resource, Occupational/Physical Therapy (OT/PT) Services, and Related Services (Social Work, Psychologist, and Speech/Language).

Classrooms for special education/related service teachers should be able to accommodate small group instruction and assessment. They will need to be of sufficient size to accommodate children who require specialized equipment. Rooms will be used for individual testing, confidential meetings with parents and/or students, individual and small group instruction and counseling, and staff conferences.

SUPPORT SERVICES

MEDIA CENTER

The Library Media Center of an elementary school is a multi-purpose room. It should be bright, colorful, attractive, warm and inviting. It is important that the media center be designed with the student's safety in mind. There should be freestanding 4 ft. high, double-faced shelving allowing one (1) adult to see the entire area. The area must be spacious enough to house an appropriate print and media collection. There should be room for multiple classrooms to use this resource on an independent basis. The room is divided so that most space is used as the public area. A small story corner, a production area for students and teachers, provision for three (3) computer workstations for research and access to online card catalogue as well as a circulation area located near an exit door is also required. The Library Media Center is often used for staff meetings, professional development workshops and PTO meetings.

TECHNOLOGY

A contemporary elementary school must be able to support varied uses of technology. In particular, the school's infrastructure should reflect the latest in wiring and cabling, which would support current technology applications as well as future requirements. Internet access must be readily available throughout the school. Computers should support the full range of educational and operational functions in the school. To that end, it is recommended to invest in sufficient number of iPads (K-1) and Chromebooks (grades 2-5) for all students in lieu of investing in a separate computer lab.

A small video production lab is also required as a multi-media technology studio. This should be within the media center.

Wiring for all classrooms will include network drops and multiple electrical outlets. The entire facility will have wireless connectivity to support the implementation of mobile devices such as laptops, netbooks, and other Internet-ready devices.

VI. CLASSROOM SPECIFICATIONS

Unless otherwise noted, the standard furnishings for every classroom noted below are expected to include the following:

- Room darkening shades
- Acoustical insulation for soundproofing
- Air conditioning
- ADA compliant building standards
- Wireless/internet access to support at least 30 mobile devices
- Multiple electric outlets
- Sound Field System
- Telephone
- Network-based IP Paging, Alerting & School Bell System

GENERAL EDUCATION PROGRAMS

| EARLY CHILDHOOD: FULL-DAY KINDERGARTEN | |
|--|--|
| SPACE: 1,100 square feet (each) (includes 50 s.f. in-class toilet room) | |
| NUMBER: Five (5) classrooms (24 student max) | |
| Toilet | <ul style="list-style-type: none"> • Toilet room with sink within classroom at a level appropriate for children ages 4-6 |
| Sinks | <ul style="list-style-type: none"> • Stainless steel sink with laminate countertops • In-room drinking fountain • Soap and towel dispenser |
| Classroom Storage | <ul style="list-style-type: none"> • Built-in bookcases • Built-in storage for student devices • Storage areas • Counters under windows where possible |
| Teacher Storage | <ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet • Additional instructional storage closet in corridor to be shared by Grades K-1 |
| Student Storage | <ul style="list-style-type: none"> • Coat and personal storage area for twenty-four (24) students located within the classroom |
| Lighting | <ul style="list-style-type: none"> • Soft color, dimmable lighting |
| Flooring | <ul style="list-style-type: none"> • Vinyl enhanced tile and large area rugs |
| Display | <ul style="list-style-type: none"> • Whiteboard • Multiple Bulletin Boards |
| Student Furniture | <ul style="list-style-type: none"> • Two (2) kidney-shaped tables • Student chairs/tables to accommodate up to twenty-four (24) students (flexible/adaptable work stations) |
| Teacher Furniture | <ul style="list-style-type: none"> • Teacher desk/chair (possibly built in to counter area to save space) |
| Other Furniture | <ul style="list-style-type: none"> • n/a |
| Special Needs/Equipment | <ul style="list-style-type: none"> • n/a |
| Classroom Technology | <ul style="list-style-type: none"> • Document Camera • Interactive Projector • AV Switcher Control System |
| Computers (each) | <ul style="list-style-type: none"> • Sufficient iPads for each student • One (1) teacher computer |

EARLY ELEMENTARY – GRADES ONE AND TWO

SPACE: 940 square feet (each classroom) (includes 50 s.f. in-class toilet room)

NUMBER: Eleven (11) classrooms (24 student max)

| | |
|--------------------------------|---|
| Toilet | <ul style="list-style-type: none">• Toilet room with sink within classroom at a level appropriate for children ages 6-8 |
| Sinks | <ul style="list-style-type: none">• Stainless steel sink with laminate counters• In-room drinking fountain• Soap and towel dispenser |
| Classroom Storage | <ul style="list-style-type: none">• Built-in bookcases• Built-in storage for student devices• Storage areas• Counter space for display |
| Teacher Storage | <ul style="list-style-type: none">• Lockable teacher storage wardrobe• One (1) lockable four-drawer filing cabinet• Additional instructional storage closet in corridor to be shared by Grades K-1 and Grades 2-3 |
| Student Storage | <ul style="list-style-type: none">• Coat and personal storage areas are located in the corridors for up to twenty-four (24) students per classroom (one non-locking locker to be shared by two students) |
| Lighting | <ul style="list-style-type: none">• Soft color, dimmable lighting |
| Flooring | <ul style="list-style-type: none">• Vinyl enhanced tile and area rugs |
| Display | <ul style="list-style-type: none">• Whiteboard• Bulletin Boards |
| Student Furniture | <ul style="list-style-type: none">• Two (2) kidney-shaped tables• Student chairs/desks/tables to accommodate up to twenty-four (24) students |
| Teacher Furniture | <ul style="list-style-type: none">• Teacher desk/chair, possibly built in to counter area to save space |
| Other Furniture | <ul style="list-style-type: none">• n/a |
| Special Needs/Equipment | <ul style="list-style-type: none">• n/a |
| Classroom Technology | <ul style="list-style-type: none">• Document Camera• Interactive Projector• AV Switcher Control System |
| Computers (each) | <ul style="list-style-type: none">• Grade 1: Sufficient iPads for each student• Grade 2: Sufficient Chromebooks for each student• One (1) teacher computer |

INTERMEDIATE – GRADES THREE, FOUR AND FIVE

SPACE: 890 square feet (each)

NUMBER: Seventeen (17) classrooms (Grade 3 = 24 student max; Grades 4 and 5 = 26 student max)

| | |
|--------------------------|--|
| Toilet | <ul style="list-style-type: none">• Toilet facilities located in close proximity to classrooms |
| Sinks | <ul style="list-style-type: none">• Stainless steel sink with laminate counter• In-room water fountain• Soap and towel dispenser |
| Classroom Storage | <ul style="list-style-type: none">• Built-in bookcases• Built-in storage for student devices• Storage areas• Counter space for display |
| Teacher Storage | <ul style="list-style-type: none">• Lockable teacher storage wardrobe• One (1) lockable four-drawer filing cabinet• Additional instructional storage closet in corridor to be shared by Grades 2-3 and 4-5 |

| INTERMEDIATE – GRADES THREE, FOUR AND FIVE | |
|--|--|
| Student Storage | <ul style="list-style-type: none"> Coat and personal storage areas are located in the corridors for up to twenty-six (26) students per classroom (one (non-locking) locker per student; double stacked) |
| Lighting | <ul style="list-style-type: none"> Soft color, dimmable lighting |
| Flooring | <ul style="list-style-type: none"> Vinyl enhanced tile and area rugs |
| Display | <ul style="list-style-type: none"> Whiteboard Multiple Bulletin Boards |
| Student Furniture | <ul style="list-style-type: none"> Kidney shaped table and appropriate student seating for twenty-six (26) |
| Teacher Furniture | <ul style="list-style-type: none"> Teacher desk/chair, possibly built in to counters to save space |
| Other Furniture | <ul style="list-style-type: none"> n/a |
| Special Needs/Equipment | <ul style="list-style-type: none"> n/a |
| Classroom Technology | <ul style="list-style-type: none"> Document Camera Interactive Projector AV Switcher Control System |
| Computers (each) | <ul style="list-style-type: none"> Sufficient Chromebooks for each student One (1) teacher computer |

| VISUAL ARTS | |
|--|---|
| SPACE: 1,450 square feet (includes 350 s.f. for kiln room and storage with window into classroom) | |
| Toilet | <ul style="list-style-type: none"> n/a |
| Sinks | <ul style="list-style-type: none"> Minimum two (2) deep sinks with clay traps in addition to one (1) student accessible sink all in same location (reachable height for primary students) Paint-resistant countertops In-room drinking fountain away from cleaning sinks |
| Access | <ul style="list-style-type: none"> Within academic wing, if possible |
| Classroom Storage | <ul style="list-style-type: none"> Lockable closets Easily accessible cabinets and shelves Draftsman paper drawers to store art prints Vertical file tub-storage cabinets with locks Two (2) kitchen-type mobile carts with shelves |
| Teacher Storage | <ul style="list-style-type: none"> Lockable teacher storage wardrobe One (1) lockable four-drawer filing cabinet |
| Student Storage | <ul style="list-style-type: none"> Space to store student work in progress; one area per classroom |
| Lighting | <ul style="list-style-type: none"> North facing classroom, preferable |
| Flooring | <ul style="list-style-type: none"> Vinyl enhanced tile |
| Display | <ul style="list-style-type: none"> Fully locked, recessed showcase on room's corridor wall Whiteboard Multiple Bulletin Boards |
| Student Furniture | <ul style="list-style-type: none"> Twenty six (26) chairs |
| Teacher Furniture | <ul style="list-style-type: none"> Teacher desk/chair, possibly built in to counters to save space |
| Other Furniture | <ul style="list-style-type: none"> Butcher block work tables (rectangular) |
| Special Needs/Equipment | <ul style="list-style-type: none"> One (1) small kiln (to be appropriately located and sized) Drying racks Book racks and magazine shelves (fine arts area) Four (4) sturdy wooden adjustable painting easels Two (2) large rolling waste barrels Eyewash station |
| Classroom Technology | <ul style="list-style-type: none"> Document Camera Interactive Projector AV Switcher Control System |

| VISUAL ARTS | |
|------------------|--|
| Computers (each) | <ul style="list-style-type: none"> • One (1) teacher computer • Full color printer |

| GENERAL AND INSTRUMENTAL MUSIC | |
|--------------------------------|---|
| SPACE: | <p>1,000 square feet for General Music</p> <p>1,000 square feet for Instrumental Music (including instrument storage)</p> |
| NUMBER: | One (1) room for General Music (K – 5), and one (1) room for gr. 4-5 Instrumental Music |
| Toilet | <ul style="list-style-type: none"> • n/a |
| Sinks | <ul style="list-style-type: none"> • Large sink in Instrumental Music room to submerge brass instruments for cleaning • Small sink/fountain area in General Music room • In-room drinking fountain |
| Access | <ul style="list-style-type: none"> • In proximity to gymnasium and platform (stage) • Instrumental room ideally located near bus entrance for easy drop off/pick up of instruments |
| Classroom Storage | <ul style="list-style-type: none"> • Music cabinets for sheet music storage (each room) • Built-in bookcase (16" x 15') • Storage for Orff instruments for general music classroom |
| Teacher Storage | <ul style="list-style-type: none"> • Lockable teacher storage wardrobe in each space • One (1) lockable four-drawer filing cabinet |
| Student Storage | <ul style="list-style-type: none"> • Built-in lockable storage for instruments (low built-in cubbies at instrumental music room entrance) |
| Lighting | <ul style="list-style-type: none"> • Soft color, dimmable lighting |
| Flooring | <ul style="list-style-type: none"> • Carpet |
| Display | <ul style="list-style-type: none"> • Two 8 ft. whiteboards, one with permanent musical staff lines (each room) |
| Student Furniture | <ul style="list-style-type: none"> • Eighty (80) stackable chairs for instrumental room |
| Teacher Furniture | <ul style="list-style-type: none"> • Teacher desk/chair, possibly built in to counters to save space |
| Other Furniture | <ul style="list-style-type: none"> • Eighty (80) music stands for instrumental room • Three (3) conductor's stands • Large Move and Store cart for music stands |
| Special Accommodations | <ul style="list-style-type: none"> • Sound deadening/sound proof walls • Acoustical divider built between platform and gymnasium • Small sound-proof practice room within instrumental classroom with large window • Full-length mirror (Mylar) in instrumental room • Instrumental lessons and large group ensembles require 48" of space per student |
| Classroom Technology | <ul style="list-style-type: none"> • Document Camera • Interactive Projector • AV Switcher Control System |
| Computers (each) | <ul style="list-style-type: none"> • One (1) teacher computer • Two (2) student computers (SMART Music) in instrumental room |

| PHYSICAL EDUCATION | |
|-------------------------------|--|
| SPACE: | <p>Gymnasium: 6,000 square feet</p> <p>PE Office/Storage: 870 square feet (includes 140 s.f. office, 120 s.f. Whittle equipment storage, and 610 chair and equipment storage)</p> <p>Platform/Stage: 900 square feet</p> |
| Toilet | <ul style="list-style-type: none"> • n/a |
| Sinks | <ul style="list-style-type: none"> • Recessed drinking fountains located inside gymnasium |
| Access | <ul style="list-style-type: none"> • Capacity to hold entire student body, staff and faculty • Convenient access to ball fields |
| Storage | <ul style="list-style-type: none"> • Folding seating/carts/storage for entire student body, staff and faculty (separate storage from PE equipment) • Storage area will have access from both the interior of the gymnasium, as well as the exterior of the building (for outdoor sports and playground activities); a roll-up exterior access door is desired • Six (6) shelving units (48"x18"x72") inside storage facility |
| Lighting | <ul style="list-style-type: none"> • Lighting with safety cages or equivalent |
| Flooring | <ul style="list-style-type: none"> • Synthetic rubberized "poured in place" surface • Protective matting |
| Special Accommodations | <ul style="list-style-type: none"> • Sound deadening/sound proof walls • Clerestory windows with remote room darkening shade system • High ceiling, the lowest features should be a minimum of 22 ft. from the floor • Wall matting around entire perimeter, from height of wall base to 6'0" minimum above finish floor • Removable wall matting along front of platform • Two (2) main and four (4) side baskets for basketball (all adjustable for height and electronically operated) • Volleyball post recessed floor sleeves • Chinning bars • Horizontal bar • Divider curtain • One wall to be designated for future climbing, wall mounted equipment, and the masonry cores filled with concrete • Scoreboard (optional) • Two (2) sections of portable risers for use with the gymnasium platform (one on the gymnasium floor, and one on the platform) • Electric retractable bleacher seating, five (5) rows • Movable cart for storage/equipment • Two (2) AED with audible alarm box will be installed, one (1) in the public access hallway outside nurse's office, and one (1) outside the gymnasium |
| Classroom Technology | <ul style="list-style-type: none"> • Portable Smart Board • Cart with projector/retractable screen for classroom instruction • One (1) teacher computer |

| SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS (STEM) LAB | |
|--|--|
| SPACE: | 1,200 square feet |
| Toilet | <ul style="list-style-type: none"> • n/a |
| Sinks | <ul style="list-style-type: none"> • Three (3) stainless steel sinks with laminate counter tops • In-room drinking fountain • Soap and towel dispensers |
| Access | <ul style="list-style-type: none"> • In close proximity to general education classrooms |

| SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS (STEM) LAB | |
|---|---|
| Classroom Storage | <ul style="list-style-type: none"> • Built-in bookcases with both open and closed storage • Built-in storage for student devices • Locked closet for audio-visual equipment and science equipment • Cabinets to be deep, with adjustable / removable shelving, and space for large bin storage. |
| Teacher Storage | <ul style="list-style-type: none"> • Lockable teacher storage wardrobe • Two (2) lockable four-drawer filing cabinets |
| Lighting | <ul style="list-style-type: none"> • Soft color, dimmable lighting |
| Flooring | <ul style="list-style-type: none"> • Vinyl enhanced tile |
| Display | <ul style="list-style-type: none"> • Fully locked recessed showcases on room's corridor wall • Multiple Bulletin Boards • Counter space for display |
| Student Furniture | <ul style="list-style-type: none"> • Age-appropriate student furniture (26 students) |
| Teacher Furniture | <ul style="list-style-type: none"> • Teacher desk/chair |
| Other Furniture | <ul style="list-style-type: none"> • Thirteen (13) movable laboratory tables with grommets and integral wire management tray |
| Special Accommodations | <ul style="list-style-type: none"> • Mobile, flexible, work top areas with water for science activities |
| Classroom Technology | <ul style="list-style-type: none"> • Document Camera • Interactive Projector • AV Switcher Control System • Printer • Scanner |
| Computers | <ul style="list-style-type: none"> • One class set (26) of student iPads with charging station • One 3-D printer • One (1) teacher computer |

| LIBRARY MEDIA CENTER | |
|---|---|
| SPACE: 2,750 square feet (includes 200 s.f. office for media staff and 200 s.f. work room with copier) | |
| Sinks | <ul style="list-style-type: none"> • Sink in media center workroom |
| Access | <ul style="list-style-type: none"> • Centrally located in the school • Access to outdoor garden area is desirable • Close proximity to STEM is desirable |
| Storage | <ul style="list-style-type: none"> • Audio-visual storage cabinets • Over-size vertical filing cabinet • Storage for teacher resources and professional development materials |
| Teacher Storage | <ul style="list-style-type: none"> • One (1) lockable four-drawer filing cabinet |
| Lighting | <ul style="list-style-type: none"> • Remote control room darkening blinds |
| Flooring | <ul style="list-style-type: none"> • Wall to wall carpeting |
| Display | <ul style="list-style-type: none"> • Whiteboard • Bulletin Boards • Well-placed and secure space for displays and promotional materials |
| Student Furniture | <ul style="list-style-type: none"> • Tables and chairs with sleigh legs; easy to reconfigure • Computer furniture/workstations for three (3) student computers |
| Teacher Furniture | <ul style="list-style-type: none"> • Two (2) teacher desks/chairs |
| Other Furniture | <ul style="list-style-type: none"> • 48-inch movable free standing, double-faced shelving for student print materials • Two (2) adult visitors chairs • Comfortable lounge style seating – adult and student |

| LIBRARY MEDIA CENTER | |
|-----------------------------|---|
| Space Considerations | <ul style="list-style-type: none"> • Circulation desk at appropriate height for primary students • Small tiered story corner • Student production space • Area for independent study (for approximately 50 students) • Informal seating or an informal area with comfortable chairs • A stack area to accommodate student print materials |
| Classroom Technology | <ul style="list-style-type: none"> • Document Camera • Interactive Projector • AV Switcher Control System • Sufficient outlets to support all technology |
| Computers (each) | <ul style="list-style-type: none"> • Three (3) student computers • Two (2) teacher computers |

| MEDIA CENTER - VIDEO PRODUCTION LAB | |
|---|---|
| SPACE: 100 square feet (within Library Media Center) | |
| Sinks | <ul style="list-style-type: none"> • n/a |
| Access | <ul style="list-style-type: none"> • Within the Media Center |
| Lighting | <ul style="list-style-type: none"> • Soft color, dimmable lighting |
| Flooring | <ul style="list-style-type: none"> • Wall to wall carpeting |
| Display | <ul style="list-style-type: none"> • Whiteboard • Bulletin Board |
| Student Furniture | <ul style="list-style-type: none"> • n/a |
| Teacher Furniture | <ul style="list-style-type: none"> • Teacher work station |
| Classroom Technology | <ul style="list-style-type: none"> • Interactive Projector • AV Switcher Control System • Video backdrop screen • Amplifier • Ceiling Mounted Speakers • Video Conferencing Unit - codec, camera, microphones • Camera for announcements |
| Computers (each) | <ul style="list-style-type: none"> • One (1) teacher computer |

| WORLD LANGUAGE | |
|--------------------------------------|---|
| SPACE: 150 square feet office | |
| Access | <ul style="list-style-type: none"> • In close proximity to general education classrooms |
| Teacher Storage | <ul style="list-style-type: none"> • One (1) lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet • Bookcases to store instructional materials • Space for one (1) travel cart |
| Lighting | <ul style="list-style-type: none"> • Soft color, dimmable lighting |
| Flooring | <ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs |
| Display | <ul style="list-style-type: none"> • Whiteboard • Bulletin Board |
| Teacher Furniture | <ul style="list-style-type: none"> • One (1) teacher desk/chair |
| Other Furniture | <ul style="list-style-type: none"> • One (1) travel cart to transport instructional supplies to classrooms |
| Computers | <ul style="list-style-type: none"> • One (1) teacher computer |

| ENGLISH LEARNER PROGRAM | |
|---|---|
| SPACE: 890 square feet with ability to divide into two distinct spaces | |
| NUMBER: One (1) room divided with partition | |
| Sinks | <ul style="list-style-type: none"> • Stainless steel sink with laminate counters • In-room drinking fountain • Soap and towel dispenser |
| Access | <ul style="list-style-type: none"> • In close proximity to primary education classrooms |
| Classroom Storage | <ul style="list-style-type: none"> • Built-in bookcases • A supply closet with shelving installed in each room • Wall length counter top with wall storage cabinets and electrical strips • Counters under windows where possible |
| Teacher Storage | <ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet |
| Lighting | <ul style="list-style-type: none"> • Soft color, dimmable lighting |
| Flooring | <ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs |
| Display | <ul style="list-style-type: none"> • Whiteboard • Bulletin Board |
| Student Furniture | <ul style="list-style-type: none"> • Two (2) kidney-shaped tables • Ten (10) student chairs |
| Teacher Furniture | <ul style="list-style-type: none"> • Teacher desk/chair |
| Other Furniture | <ul style="list-style-type: none"> • Visitor's chair |
| Special Needs/Equipment | <ul style="list-style-type: none"> • n/a |
| Classroom Technology | <ul style="list-style-type: none"> • Document Camera • Interactive Projector • AV Switcher Control System |
| Computers | <ul style="list-style-type: none"> • Five (5) student computers • One (1) teacher computer |

| MATH GENERAL EDUCATION INTERVENTION SERVICES | |
|--|---|
| SPACE: 400 square feet, space to accommodate 2-3 adults working with small groups | |
| NUMBER: One (1) room | |
| Sinks | <ul style="list-style-type: none"> • n/a |
| Access | <ul style="list-style-type: none"> • In close proximity to primary education classrooms |
| Classroom Storage | <ul style="list-style-type: none"> • Built-in bookcases • A supply closet with shelving installed in each room • Wall length counter top with wall storage cabinets and electrical strips • Counters under windows where possible |
| Teacher Storage | <ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet |
| Lighting | <ul style="list-style-type: none"> • Soft color, dimmable lighting |
| Flooring | <ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs |
| Display | <ul style="list-style-type: none"> • Whiteboard • Bulletin Board |
| Student Furniture | <ul style="list-style-type: none"> • Two (2) kidney-shaped tables • Ten (10) student chairs |
| Teacher Furniture | <ul style="list-style-type: none"> • Teacher desk/chair |
| Other Furniture | <ul style="list-style-type: none"> • Visitor's chair |
| Special Needs/Equipment | <ul style="list-style-type: none"> • n/a |

| MATH GENERAL EDUCATION INTERVENTION SERVICES | |
|--|--|
| Classroom Technology | <ul style="list-style-type: none"> • Document Camera • Interactive Projector • AV Switcher Control System |
| Computers | <ul style="list-style-type: none"> • Five (5) student computers • One (1) teacher computer |

| READING GENERAL EDUCATION INTERVENTION SERVICES | |
|--|--|
| <p><u>SPACE:</u> 890 square feet for one (1) Reading Intervention classroom (including a small private office area) to accommodate 3-4 adults working with small groups</p> <p><u>NUMBER:</u> One (1) room</p> | |
| Sinks | <ul style="list-style-type: none"> • n/a |
| Access | <ul style="list-style-type: none"> • In close proximity to primary education classrooms |
| Classroom Storage | <ul style="list-style-type: none"> • Built-in bookcases • A supply closet with shelving installed in each room • Wall length counter top with wall storage cabinets and electrical strips • Counters under windows where possible • Separate K-2 and 3-5 book closet located in primary/intermediate hallways |
| Teacher Storage | <ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet |
| Lighting | <ul style="list-style-type: none"> • Soft color, dimmable lighting |
| Flooring | <ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs |
| Display | <ul style="list-style-type: none"> • Whiteboard • Bulletin Board |
| Student Furniture | <ul style="list-style-type: none"> • Two (2) kidney-shaped tables • Ten (10) student chairs |
| Teacher Furniture | <ul style="list-style-type: none"> • Teacher desk/chair |
| Other Furniture | <ul style="list-style-type: none"> • Visitor's chair |
| Special Needs/Equipment | <ul style="list-style-type: none"> • n/a |
| Classroom Technology | <ul style="list-style-type: none"> • Document Camera • Interactive Projector • AV Switcher Control System |
| Computers | <ul style="list-style-type: none"> • Five (5) student computers • One (1) teacher computer |

| ASSESSMENT ROOMS | |
|---|--|
| <p><u>SPACE:</u> 100 square feet</p> <p><u>NUMBER:</u> Two (2) rooms (one for K-2; one for 3-5)</p> | |
| Sinks | <ul style="list-style-type: none"> • n/a |
| Access | <ul style="list-style-type: none"> • n/a |
| Classroom Storage | <ul style="list-style-type: none"> • n/a |
| Teacher Storage | <ul style="list-style-type: none"> • n/a |
| Lighting | <ul style="list-style-type: none"> • Soft color, dimmable lighting |
| Flooring | <ul style="list-style-type: none"> • Carpet |
| Display | <ul style="list-style-type: none"> • n/a |
| Student Furniture | <ul style="list-style-type: none"> • One (1) kidney-shaped table • One (1) student chair |
| Teacher Furniture | <ul style="list-style-type: none"> • Teacher chair |
| Other Furniture | <ul style="list-style-type: none"> • n/a |

| ASSESSMENT ROOMS | |
|--------------------------------|-------|
| Special Needs/Equipment | • n/a |
| Classroom Technology | • n/a |
| Computers | • n/a |

SPECIAL EDUCATION AND PUPIL SERVICES PROGRAMS

| SPECIAL EDUCATION RESOURCE | |
|--|---|
| <u>SPACE</u> 350 square feet (each) | |
| <u>NUMBER:</u> Three (3) classrooms | |
| Toilet | • n/a |
| Sinks | <ul style="list-style-type: none"> • Stainless steel sink with laminate counter • In-room drinking fountain • Soap and towel dispenser |
| Access | <ul style="list-style-type: none"> • Close proximity to general education classrooms • Close proximity to related services (SW/Psych/SLP) preferred |
| Classroom Storage | <ul style="list-style-type: none"> • Built-in bookcases • Storage areas • Counters under windows where possible |
| Teacher Storage | <ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet |
| Student Storage | • n/a |
| Lighting | • Soft color, dimmable lighting |
| Flooring | • Vinyl enhanced tile and area rugs |
| Display | <ul style="list-style-type: none"> • Whiteboard • Bulletin Board |
| Student Furniture | • Student tables/chairs (adjustable/movable) |
| Teacher Furniture | • Teacher desk/chair |
| Other Furniture | <ul style="list-style-type: none"> • Adult visitor's chair • Activity Groups: Two (2) kidney-shaped tables with six (6) chairs (each) |
| Special Needs/Equipment | • n/a |
| Classroom Technology | <ul style="list-style-type: none"> • Document Camera • Interactive Projector • AV Switcher Control System |
| Computers (each) | <ul style="list-style-type: none"> • One (1) teacher computer • Four (4) student computers |

| K-5 O.T./P.T. RESOURCE | |
|--|--|
| <u>SPACE:</u> 500 square feet | |
| <u>NUMBER:</u> One (1) room (shared by two (2) staff) | |
| Toilet | • n/a |
| Sinks | <ul style="list-style-type: none"> • Stainless steel sink with laminate counters • In-room drinking fountain • Soap and towel dispenser |
| Access | • n/a |

| K-5 O.T./P.T. RESOURCE | |
|--------------------------------|---|
| Classroom Storage | <ul style="list-style-type: none"> • Storage for large equipment (large adaptive chairs, prone standers, supine standers, large walkers, gait trainers, large therapy balls, etc.) • Built-in bookcases, storage areas, large-drawer storage • Open shelving and counter area • Counters under windows where possible |
| Teacher Storage | <ul style="list-style-type: none"> • Lockable teacher storage wardrobe • Two (2) lockable built-in four-drawer filing cabinets |
| Lighting | <ul style="list-style-type: none"> • Soft color, dimmable lighting |
| Flooring | <ul style="list-style-type: none"> • Carpet |
| Display | <ul style="list-style-type: none"> • Whiteboard • Bulletin Boards |
| Student Furniture | <ul style="list-style-type: none"> • Small tables with student chairs |
| Teacher Furniture | <ul style="list-style-type: none"> • Two (2) Teacher Desk/Chair work stations |
| Other Furniture | <ul style="list-style-type: none"> • Adult visitor chairs |
| Special Needs/Equipment | <ul style="list-style-type: none"> • Trampoline, Balance Beam, Swing, Stairs, Floor Mats • Area for gross motor activities |
| Classroom Technology | <ul style="list-style-type: none"> • n/a |
| Computers (each) | <ul style="list-style-type: none"> • Two (2) teacher computers |

| K-5 RELATED SERVICES – SOCIAL WORKER/PSYCHOLOGIST/SPEECH | |
|--|--|
| SPACE: 700 square feet (total), divided into three (3) spaces | |
| NUMBER: Three (3) offices, one each for Social Worker, Psychologist and K-5 Speech/Language Pathologist | |
| Toilet | <ul style="list-style-type: none"> • n/a |
| Sinks | <ul style="list-style-type: none"> • Stainless steel sink with soap and towel dispenser (common area) |
| Access | <ul style="list-style-type: none"> • Close proximity to the main office and/or special education resource rooms • Consider these offices as a suite with common area |
| Storage | <ul style="list-style-type: none"> • One (1) lockable built-in four-drawer filing cabinet (each office) • Bookcase and shelving • Walk-in supply closet (common area) • Laminate counters and shelving (common area) |
| Lighting | <ul style="list-style-type: none"> • n/a |
| Flooring | <ul style="list-style-type: none"> • Wall to wall carpeting |
| Display | <ul style="list-style-type: none"> • Whiteboard • Bulletin Board |
| Teacher Furniture | <ul style="list-style-type: none"> • Teacher desk/chair (each office) |
| Other Furniture | <ul style="list-style-type: none"> • Two (2) adult chairs (each office) • One (1) rectangle or kidney shaped table, with 6 student chairs (each office) |
| Special Needs/Equipment | <ul style="list-style-type: none"> • Built-in mirror (Speech only) • Two-way observation mirror (location to be determined based on office layout) |
| Classroom Technology | <ul style="list-style-type: none"> • n/a |
| Computers | <ul style="list-style-type: none"> • One (1) teacher computer (each office) |

| SPECIAL EDUCATION CLERK'S OFFICE | |
|---|--|
| SPACE: 100 square feet | |
| Access/Location | <ul style="list-style-type: none"> • Close proximity to Main Office and/or Related Services Suite |
| Storage | <ul style="list-style-type: none"> • Two (2) fire rated four-drawer lockable filing cabinets • Base and wall cabinets with counter space for storage |
| Lighting | <ul style="list-style-type: none"> • Soft color, dimmable lighting |

| SPECIAL EDUCATION CLERK'S OFFICE | |
|----------------------------------|---|
| Flooring | <ul style="list-style-type: none"> • Wall to wall carpeting |
| Office Furniture | <ul style="list-style-type: none"> • Secretarial workstation • Secretarial chair • Visitor's seating |
| Other Accommodations | <ul style="list-style-type: none"> • n/a |
| Technology | <ul style="list-style-type: none"> • n/a |
| Computers | <ul style="list-style-type: none"> • One (1) computer |

PRE-SCHOOL OUTREACH PROGRAMS – POP and IPOP

Based on current enrollment projections of 110 students, four classrooms of the Pre-school Outreach Program (POP) and two classrooms for the Intensive Pre-school Outreach Program (IPOP) will be required to meet the needs of special education students. By design, and to meet the legal requirements for inclusive education, the classes include eligible students with special needs and at least equal numbers of typical same age peers. Like kindergarten children, these children will spend a lot of time sitting on the floor for activities. All of the furnishings, toilet and sinks should be at a level appropriate for children aged three to five. Snacks are served as part of the daily routine. These classrooms should have space to accommodate gross and fine motor activities as well as lessons and an area for the children to sit together as a group. The classroom needs to have ample space to accommodate up to 20 children, 5 adults and students who use wheelchairs, standers or other adapted equipment.

| PRE-SCHOOL OUTREACH PROGRAM (POP) | |
|---|---|
| <u>SPACE:</u> 1,100 square feet (each) (includes 50 s.f. in-class toilet room) | |
| <u>NUMBER:</u> Four (4) classrooms | |
| Toilet | <ul style="list-style-type: none"> • Separate toilet room within classroom for ages 3-5 with shelves and extra storage space |
| Sinks | <ul style="list-style-type: none"> • Three (3) stainless steel sinks with laminate counters (one adult, two children) • In-room drinking fountain • Soap and towel dispenser |
| Access | <ul style="list-style-type: none"> • Close proximity to IPOP classrooms |
| Classroom Storage | <ul style="list-style-type: none"> • Storage area for large equipment (adaptive chairs, prone standers, supine standers, walkers, gait trainers, therapy balls, etc.). • Built-in bookcases • Storage areas • Counters under windows where appropriate • Large drawer storage (posters, large books, etc.) |
| Teacher Storage | <ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet |
| Student Storage | <ul style="list-style-type: none"> • Coat and cubby storage for eighteen (18) students |
| Lighting | <ul style="list-style-type: none"> • Soft color, dimmable lighting |
| Flooring | <ul style="list-style-type: none"> • Carpet with vinyl tile near sink and toilet area |
| Display | <ul style="list-style-type: none"> • Whiteboard • Bulletin Boards |
| Student Furniture | <ul style="list-style-type: none"> • PreK tables and chairs • Computer workstations |
| Teacher Furniture | <ul style="list-style-type: none"> • Teacher Desk/Chair |
| Other Furniture | <ul style="list-style-type: none"> • Center Instruction: three (3) small tables with four (4) chairs each • Activity Groups: one (1) kidney-shaped table with six (6) chairs • Whole Group Instruction: four (4) rectangular tables with twenty (20) chairs |
| Special Needs/Equipment | <ul style="list-style-type: none"> • Block carts • Easel • Play equipment for centers • Full-length mirror (Mylar) |

| PRE-SCHOOL OUTREACH PROGRAM (POP) | |
|--|---|
| Space Considerations | <ul style="list-style-type: none"> • n/a |
| Classroom Technology | <ul style="list-style-type: none"> • Document Camera • Interactive Projector • AV Switcher Control System |
| Computers (each) | <ul style="list-style-type: none"> • One (1) teacher computer • One (1) stationary adult computer • Five (5) student iPads |

| INTENSIVE PRE-SCHOOL OUTREACH PROGRAM (IPOP) | |
|---|--|
| <p><u>SPACE:</u> 1,000 square feet (each) (includes 50 s.f. in-class toilet room)</p> <p><u>NUMBER:</u> Two (2) rooms</p> | |
| Toilet | <ul style="list-style-type: none"> • Toilet room within classroom at a level appropriate for children ages 3-5 with space for a changing table, storage and countertop |
| Sinks | <ul style="list-style-type: none"> • Two (2) stainless steel sinks with laminate countertops (one adult, one student) • In-room drinking fountain • Soap and towel dispenser |
| Access | <ul style="list-style-type: none"> • In the vicinity of PreK OT/PT classroom |
| Classroom Storage | <ul style="list-style-type: none"> • Storage area for large equipment (adaptive chairs, prone standers, supine standers, walkers, gait trainers, therapy balls, etc.). • Built-in bookcases • Storage areas • Cabinets with large drawers • Counters under windows where appropriate • Storage area for diapers, wipes, extra clothes |
| Teacher Storage | <ul style="list-style-type: none"> • Lockable teacher storage wardrobes for eight (8) staff • Two (2) lockable four-drawer filing cabinets |
| Student Storage | <ul style="list-style-type: none"> • Coat and cubby storage for fifteen (15) students |
| Lighting | <ul style="list-style-type: none"> • Soft color, dimmable lighting |
| Flooring | <ul style="list-style-type: none"> • Carpet with vinyl tile near sink and toilet area |
| Display | <ul style="list-style-type: none"> • Whiteboard • Bulletin Boards |
| Student Furniture | <ul style="list-style-type: none"> • PreK pupil tables/chairs |
| Teacher Furniture | <ul style="list-style-type: none"> • Teacher Desk/Chair |
| Other Furniture | <ul style="list-style-type: none"> • Center Instruction: Three (3) small tables with four (4) chairs • Activity Groups: Two (2) kidney-shaped tables with six (6) chairs • Adult visitor's chair |
| Special Needs/Equipment | <ul style="list-style-type: none"> • 60" flexible dividers, able to configure the room into six (6) separate areas • Staff work area (for teachers, aides, conferences) • Dishwashing and food preparation area with microwave, sink and small refrigerator and food storage • Easel for "Big Books" and large posters • Full-length mirror (Mylar) • Play equipment for centers |
| Space Considerations | <ul style="list-style-type: none"> • n/a |
| Classroom Technology | <ul style="list-style-type: none"> • Document Camera • Interactive Projector • AV Switcher Control System |
| Computers (each) | <ul style="list-style-type: none"> • One (1) teacher computer • Six (6) student iPads per classroom |

PRE-K O.T. / P.T. RESOURCE**SPACE:** 400 square feet**NUMBER:** One (1) room

| | |
|--------------------------------|---|
| Toilet | • n/a |
| Sinks | • n/a |
| Access | • Adjacent to POP/IPOP areas and PreK parent drop-off area |
| Classroom Storage | <ul style="list-style-type: none"> • Storage for large equipment (large adaptive chairs, prone standers, supine standers, large walkers, gait trainers, large therapy balls, etc.) • Built-in bookcases, storage areas, large-drawer storage • Built-in bookcases • Storage areas • Counters under windows where appropriate |
| Teacher Storage | <ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet |
| Student Storage | • n/a |
| Lighting | • Soft color, dimmable lighting |
| Flooring | • Carpeted |
| Display | <ul style="list-style-type: none"> • Whiteboard • Bulletin Board |
| Student Furniture | • Pupil tables and chairs (adjustable - movable) |
| Teacher Furniture | • One (1) teacher desk/chair (each) |
| Other Furniture | <ul style="list-style-type: none"> • Activity Groups: One (1) small table with four (4) chairs (each office) • One (1) adult size visitor's chair (each office) |
| Special Needs/Equipment | <ul style="list-style-type: none"> • Full length mirror (Mylar) • Play equipment for centers |
| Classroom Technology | • n/a |
| Computers (each) | • One (1) teacher computer |

PRE-K SPEECH LANGUAGE**SPACE:** 250 square feet (each)**NUMBER:** Two (2) rooms

| | |
|--------------------------|--|
| Toilet | • n/a |
| Sinks | • n/a |
| Access | • Adjacent to PreK OT/PT areas and PreK parent drop-off area |
| Classroom Storage | <ul style="list-style-type: none"> • Built-in bookcases • Storage areas • Counters under windows where appropriate |
| Teacher Storage | <ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable built-in four-drawer filing cabinet |
| Student Storage | • n/a |
| Lighting | • Soft color, dimmable lighting |
| Flooring | • Vinyl enhanced tile and area rugs |
| Display | <ul style="list-style-type: none"> • Whiteboard • Bulletin Board |
| Student Furniture | • Pupil tables and chairs (adjustable and movable) |
| Teacher Furniture | • Teacher Desk/Chair |
| Other Furniture | <ul style="list-style-type: none"> • Activity Groups: One (1) kidney-shaped table with six (6) chairs • Adult size visitor's chair • Play equipment for centers • Full length mirror (Mylar) |

| PRE-K SPEECH LANGUAGE | |
|-------------------------|----------------------------|
| Special Needs/Equipment | • n/a |
| Classroom Technology | • n/a |
| Computers (each) | • One (1) teacher computer |

VII. ADMINISTRATION AND SUPPORT FACILITIES

Unless otherwise noted, the standard furnishings for every area noted below are expected to include the following:

- Room darkening shades
- Acoustical insulation for soundproofing
- Year-round air conditioning
- ADA compliant building standards
- Wireless/internet access
- Multiple electric outlets
- Telephone

| PRINCIPAL'S OFFICE | |
|-------------------------------|--|
| SPACE: 225 square feet | |
| Access/Location | • Close proximity to secretary's work station and conference room |
| Storage | • One (1) large wall unit bookcase • Lockable lateral files |
| Lighting | • Soft color, dimmable lighting |
| Flooring | • Wall to wall carpeting |
| Office Furniture | • Desk/Chair • Small conference table • Visitor's seating for six (6) |
| Other Accommodations | • Bulletin board |
| Technology | • Polycom telephone • Building security system monitor • Wall mounted digital display • Security "panic" button with dedicated phone line |
| Computers | • One (1) computer |

| ASSOCIATE PRINCIPAL'S OFFICE | |
|-------------------------------|---|
| SPACE: 190 square feet | |
| Access/Location | • Adjacent to Principal's office • In close proximity to Conference Room |
| Storage | • One (1) large wall unit bookcase • Lockable lateral files |
| Lighting | • Soft color, dimmable lighting |
| Flooring | • Wall to wall carpeting |
| Office Furniture | • Desk/Chair • Visitor's seating |
| Other Accommodations | • Whiteboard • Bulletin board |
| Technology | • Polycom telephone • Security "panic" button with dedicated phone line |
| Computers (each) | • One (1) computer |

| MAIN OFFICE (SECRETARIAL AREA) | |
|--------------------------------|---|
| SPACE: 900 square feet | |
| Access/Location | <ul style="list-style-type: none"> • Adjacent to principal's office • Main hallway wall should have multiple windows, and the Main Office should be able to view main entranceway of school and bus traffic • Connecting door between office and health suite • Staff lavatories should be adjacent to office • Access to teacher/PTO workroom should be from hallway, not through main office |
| Storage | <ul style="list-style-type: none"> • Safe • Staff mailboxes • Base and wall cabinets with counter space • Storage for general supplies • Locked fireproof storage for confidential student files |
| Lighting | <ul style="list-style-type: none"> • Soft color, dimmable lighting |
| Flooring | <ul style="list-style-type: none"> • Wall to wall carpeting |
| Office Furniture | <ul style="list-style-type: none"> • Secretarial workstations (2) • Secretarial chairs (2) • Additional work table/counter area • Visitor's seating |
| Other Accommodations | <ul style="list-style-type: none"> • Bulletin boards • Closet for coats • PTO storage closet |
| Technology | <ul style="list-style-type: none"> • Network copier/fax machine • Building security system monitor (secretary/clerk) • Security "panic" button with dedicated phone line (secretary/clerk) • Parent access Kiosk computer |
| Computers | <ul style="list-style-type: none"> • Two (2) computers |

| CONFERENCE ROOMS | |
|-------------------------------|--|
| SPACE: 200 square feet | |
| NUMBER: Two (2) rooms | |
| Access/Location | <ul style="list-style-type: none"> • Adjacent to Main Office/Principal's Office |
| Storage | <ul style="list-style-type: none"> • One (1) credenza |
| Lighting | <ul style="list-style-type: none"> • Soft color, dimmable lighting |
| Flooring | <ul style="list-style-type: none"> • Wall to wall carpeting |
| Office Furniture | <ul style="list-style-type: none"> • Conference Table • Seating for ten (10) |
| Other Accommodations | <ul style="list-style-type: none"> • Whiteboard • Bulletin board |
| Technology | <ul style="list-style-type: none"> • Polycom telephone • Interactive Projector • AV Switcher Control System |
| Computers (each) | <ul style="list-style-type: none"> • One (1) computer |

| HEALTH SERVICES | |
|--|--|
| SPACE: 750 square feet to be shared by two (2) nurses | |
| Toilet | <ul style="list-style-type: none"> • Oversized accessible toilet room with changing table |
| Sink | <ul style="list-style-type: none"> • Sink with foot pedal controls (outside the toilet room) • Sink with eye wash |
| Access/Location | <ul style="list-style-type: none"> • Access to main office for assistance during times of emergency • Access through main corridor • Access to windows for ventilation (fresh air) |
| Lighting | <ul style="list-style-type: none"> • Soft color, dimmable lighting |
| Flooring | <ul style="list-style-type: none"> • Vinyl enhanced tile |
| Storage | <ul style="list-style-type: none"> • Lockable cabinets for medication (if controlled meds are not stored in the same cabinet as non-controlled meds, is not required to be double locked) • Three (3) four-drawer lockable filing cabinets • Closet and extra storage for materials • Refrigerator |
| Office Furniture | <ul style="list-style-type: none"> • Bookcase • Table for testing/conferences (private) • Four (4) student chairs for waiting area within view of nurse work station |
| Space Considerations | <ul style="list-style-type: none"> • Recovery area with 3 cots with privacy curtains • One (1) nurse's space where nurse can speak privately with students/parents • Examination room • 25-ft space to conduct vision screenings • Waiting area for students |
| Medical Equipment | <ul style="list-style-type: none"> • Wheelchair/evacuation chair • Rolling cart (portable emergency cart) • Examination table |
| Other Accommodations | <ul style="list-style-type: none"> • Two (2) AED with audible alarm box will be installed, one (1) in the public access hallway outside nurse's office, and one (1) outside the gymnasium • Refrigerator with separate freezer compartment |
| Technology | <ul style="list-style-type: none"> • Two (2) telephones with direct access to an outside line • Fax machine |
| Computers (each) | <ul style="list-style-type: none"> • Two (2) computers (one for each nurse) |

| TEACHER WORKROOM | |
|-------------------------------|---|
| SPACE: 440 square feet | |
| Toilet | <ul style="list-style-type: none"> • n/a |
| Sink | <ul style="list-style-type: none"> • Stainless steel sink with laminate counter tops • Soap and towel dispenser |
| Access/Location | <ul style="list-style-type: none"> • Close proximity to Main Office area yet with separate entrance from hallway |
| Lighting | <ul style="list-style-type: none"> • n/a |
| Flooring | <ul style="list-style-type: none"> • Vinyl enhanced tile |
| Storage | <ul style="list-style-type: none"> • Shelving • Locked cabinet • Separate PTO storage |
| Furniture | <ul style="list-style-type: none"> • Table and six (6) chairs |
| Other Accommodations | <ul style="list-style-type: none"> • Die press (letter cutting machine) • Laminating machine • General office supplies |
| Technology | <ul style="list-style-type: none"> • Network copier/fax machine/scanner |
| Computers | <ul style="list-style-type: none"> • One (1) teacher computer |

| FOOD SERVICES – CAFETERIA | |
|----------------------------------|--|
| SPACE: 2,750 square feet | |
| Toilet | <ul style="list-style-type: none"> • n/a |
| Sink | <ul style="list-style-type: none"> • Bay sink with foot pedal for hand washing and Purell stations for students |
| Access/Location | <ul style="list-style-type: none"> • Adjacent to full kitchen and serving area • Exits to outdoors • Close proximity to playground and fields |
| Lighting | <ul style="list-style-type: none"> • Soft color, dimmable lighting |
| Flooring | <ul style="list-style-type: none"> • Resilient smooth rubber flooring |
| Storage | <ul style="list-style-type: none"> • Storage room to accommodate tables/benches and chairs |
| Furniture | <ul style="list-style-type: none"> • Folding roll-away tables/benches, long type with built-in seating, to accommodate approximately 130 students • Chair and desk for paraprofessional/cafeteria supervisor |
| Other Accommodations | <ul style="list-style-type: none"> • Recessed drinking fountains • Sound reducing measures • Sound proof divider between kitchen and cafeteria • Bulletin boards |
| Technology | <ul style="list-style-type: none"> • Localized public address system |
| Computers | <ul style="list-style-type: none"> • n/a |

| FOOD SERVICES – KITCHEN | |
|--|---|
| SPACE: 1,350 square feet – Kitchen 150 square feet – Food Manager’s Office | |
| Toilet | <ul style="list-style-type: none"> • Locker room for five (5) with adjacent unisex toilet room |
| Sink | <ul style="list-style-type: none"> • One (1) three bay sink with drain board and garbage disposal • One (1) double well stainless steel produce sink • One (1) triple well stainless steel pot wash sink • Three (3) hand sinks with soap and towel dispensers |
| Access/Location | <ul style="list-style-type: none"> • In close proximity to Gymnasium |
| Lighting | <ul style="list-style-type: none"> • Task lighting over preparation areas |
| Flooring | <ul style="list-style-type: none"> • Epoxy flooring |
| Storage | <ul style="list-style-type: none"> • Safe • Two (2) stainless steel utility carts, three shelves, #300/400 capacity • Two (2) bun/sheet pan racks • One (1) stainless steel cart for tray storage, ADA accessible • Adequate space for annual supplies |
| Furniture | <ul style="list-style-type: none"> • Teacher desk/chair • Visitor’s chair |
| Space Considerations | <ul style="list-style-type: none"> • Large walk-in storeroom with heavy-duty wire mesh chrome-mate shelving on casters • Dishwasher room with necessary utilities (racks and tray carts) • Two (2) serving lines with built-in hot and cold units • Can washing area (outside, near dock – custodial) |

| FOOD SERVICES – KITCHEN | |
|--------------------------------|--|
| Food Services Equipment | <ul style="list-style-type: none"> • One (1) double steamer, pressure-less • One (1) commercial microwave oven • Two (2) double convection ovens with stand: single one-over-one unit • One (1) food processor (Robo Coupe) • Walk-in freezer, minimum 100 square ft. with shelving • Walk-in refrigerator, minimum 100 square ft. with shelving • One (1) pass-thru refrigerator near serving line • One (1) pass-thru freezer near serving line • Steam table with five (5) wells • Cold well in serving line for fruits, vegetables and salads • Two (2) preparation tables (stainless steel) • One (1) baking center with table, baking rack with refrigerator underneath • Milk cooler • Ice cream freezer • Exhaust fans (ventilation) for ovens, skillet, stove, etc. • Exhaust fans (ventilation) in washroom and pantry areas |
| Technology | <ul style="list-style-type: none"> • Two (2) cash registers and stands (point of sale system) [Note: located behind drop-down wall/security gate] • One (1) computer (Food Services Office) |

| FACULTY LOUNGE | |
|-------------------------------|--|
| SPACE: 600 square feet | |
| Toilet | <ul style="list-style-type: none"> • Faculty toilets adjacent to faculty lounge |
| Sink | <ul style="list-style-type: none"> • Stainless steel sink with laminate counter • Soap and towel dispenser |
| Access/Location | <ul style="list-style-type: none"> • Close proximity to the major instructional section of the school |
| Lighting | <ul style="list-style-type: none"> • Provide windows and maximize natural light |
| Flooring | <ul style="list-style-type: none"> • Vinyl enhanced tile and carpeting |
| Storage | <ul style="list-style-type: none"> • Built-in upper and lower cabinets |
| Furniture | <ul style="list-style-type: none"> • Soft seating • Tables and seating for fifteen (15) people |
| Equipment | <ul style="list-style-type: none"> • Microwave oven • Refrigerator • Coffee maker |
| Technology | <ul style="list-style-type: none"> • n/a |
| Computers | <ul style="list-style-type: none"> • n/a |

| CUSTODIAL OFFICE | |
|-------------------------------|---|
| SPACE: 150 square feet | |
| Toilet | <ul style="list-style-type: none"> • Locker room for four (4) with adjacent unisex toilet room |
| Access/Location | <ul style="list-style-type: none"> • In close proximity to Cafeteria |
| Flooring | <ul style="list-style-type: none"> • Vinyl enhanced tile |
| Storage | <ul style="list-style-type: none"> • Locked cabinet |
| Furniture | <ul style="list-style-type: none"> • Desk/Chair • Three (3) adult chairs |
| Equipment | <ul style="list-style-type: none"> • n/a |
| Computers | <ul style="list-style-type: none"> • One (1) computer |

| |
|--|
| STORAGE |
| SPACE: 500 square feet – Instructional Storage 700 square feet – General Storage |

| |
|----------------------------|
| VIII. COMMUNITY USE |
|----------------------------|

All of our schools are used by the community. Some of the groups that regularly use the facilities include:

- South Windsor Parks and Recreation Department
- Scouting organizations
- Civic organizations
- Municipal boards and groups
- Adult Education
- PTO
- Registrar of Voters
- Religious education classes

IX. ENVIRONMENT – SYSTEMS – EQUIPMENT

| SYSTEM | SPECIFICATIONS |
|--|---|
| Building Systems | <ul style="list-style-type: none"> The building systems incorporated into the new construction will be designed in accordance with Connecticut High Performance Building standards, equivalent in performance to a LEED Silver rating. |
| Heating/Cooling (HVAC) System | <ul style="list-style-type: none"> Heating and cooling should be produced with natural gas with a boiler for heating and roof top DX cooling. All spaces are to receive air conditioning, but only those areas with summertime use will have the systems running year-round; all other areas will have systems set to dehumidification only during summer months. In-line water heaters for domestic hot water shall be provided during non-heating season usage. Use in-slab hydronic heat delivery at the lower levels for PreK and Kindergarten classrooms. Energy recovery units, VFD fan systems and pumps to be utilized in the design. Perimeter heating will be provided by fin tube radiation and the possible use of ceiling mounted radiant panels, cooled by a VAV system with each room served by a dedicated VAV box and hydronic reheat coil. The use of “chill beams” will be considered for general heating and cooling. Designer to provide additional information on chill beam systems to Owner. The gymnasium/auditorium and cafeteria will be served by separate variable speed air handlers. Air handlers shall include a hot water heating coil and DX cooling coils. |
| Climate Controls/Ventilation System | <ul style="list-style-type: none"> The building will be designed with Direct Digital Control (DDC) systems (Invensys), centrally tied into the School Facilities Department via Graphical User Interface. Spaces should have independent, on demand heating, cooling and ventilation control for operational efficiency. Each classroom will be provided with a temperature sensor and carbon dioxide sensor. The carbon dioxide sensor is an energy saving device. By sensing the carbon dioxide within the room, the outside air intake is adjusted, reducing the amount of outside air being heated or cooled, resulting in less energy used. Climate controls/ventilation systems need to meet current codes and standards. |
| Lighting System | <ul style="list-style-type: none"> Efficient and appropriate natural lighting will be maximized within the facility as appropriate for the programmatic use of the spaces. Motion sensors and dual switching will be installed in classrooms. The use of L.E.D. lights throughout, with exceptions in specialty areas. Attention should be given to security lighting for both interior and exterior of the building. The use of light shelves and light sensors for natural light to reduce electrical load shall be considered in locations where possible. |
| Electrical (Power) System | <ul style="list-style-type: none"> Power to be provided by local utility company. Distribution will include customer metering. Emergency (whole building) generator to accommodate Life Safety needs. Future solar roof mounted infrastructure should be provided |

| SYSTEM | SPECIFICATIONS |
|------------------------|--|
| Technology | <ul style="list-style-type: none"> • There shall be a combined voice/data system with “VOIP” (Voice Over Internet Protocol) design. • The school shall have interactive projectors with media controlled both locally from the teacher’s station and with a centralized media system at the head end. • Head equipment to be housed in an MDF with 24 hour environmental control. • Horizontal cabling shall be Category 6e or contemporary equivalent. • Cable shall be run in corridors to support horizontal cable structure. • Fiber back bone between the MDF and IDF rooms shall be multi-mode type (10GB minimum). • Fiber optical cable from street to MDF • Make new Data center • Digital Signage in Main Lobby and Cafeteria • Basis for design is Front Row for AV systems |
| Security | <ul style="list-style-type: none"> • Digital video surveillance of exterior/interior areas of the building • Electronic security system with keypad access control installed into the school. • Design the plan to prevent access to instructional areas of the school when community events take place in assembly areas during non-school hours. • Motion sensors shall be mounted in corridors. • Respond to future state and/or federal mandates related to security requirements for elementary facilities. • Door locks shall be Schlage and integrated with existing SWPS system. |
| Phone System | <ul style="list-style-type: none"> • A comprehensive, district-integrated phone system (dial-out) will be integrated into technology scope of the project, including hands-free and handle options. • Install phones in every room of the facility occupied by teachers or students at any given time, including all support and instructional spaces. • Provide Voice Over “IP” options. |
| Public Address | <ul style="list-style-type: none"> • The building’s public address system is comprehensive and will be addressed as part of the technology component of the project to incorporate internal building communications as well as external communications. • The PA system should be developed in conjunction with the phone, clock, data, voice and video distribution system of the school. • Secondary access to security and public address systems will be located in the MDF/Head End Room. |
| Clocks | <ul style="list-style-type: none"> • Clocks, similar to the phone system will be integrated into the technology component of the project. • All support and instructional spaces will be included. • System to have manual override capability in the event that Daylight Saving Times are adjusted by the Federal Government. |
| Plumbing System | <ul style="list-style-type: none"> • Plumbing fixtures/system will be designed per current and applicable codes. • Fixtures will be self-operating • Plastic piping to be considered for domestic water and heating where possible. • Floor drains in gang toilet areas • Plumbed for full whole building sprinkler system |
| Fire Protection | <ul style="list-style-type: none"> • Building will be fully protected by a sprinkler system installed per NFPA 13. |
| Fire Alarm | <ul style="list-style-type: none"> • The building will be protected by a fully addressable analog, manual and automatic fire alarm system. |
| Acoustics | <ul style="list-style-type: none"> • The building will comply with Connecticut High Performance Standards. • In specialized areas, such as media centers, appropriate acoustical treatments will be installed. • Sound field system will be provided in each classroom. |
| Windows/Doors | <ul style="list-style-type: none"> • Windows should be high efficiency, operational type with low e-glazing. • Emergency egress windows and rated doors will be installed in accordance with applicable codes. • Key fobs, thumb latches, vision panels – review with District and integrate with security section. • Door locks shall be Schlage and integrated with existing SWPS system. |

X. SITE DEVELOPMENT

There will be three primary entrance areas to the building: (1) the Main Entrance for visitors and parent drop off/pick up, (2) the K-5 student entrance for bus drop-off/pick up, and (3) the PreK parent drop-off entrance. Passive security measures, such as visual control of the entrances from the adjacent office area, must be planned for. Active security measures and systems will be developed with the building design. Adequate lighting for monitoring activities and ensuring safety are of paramount importance at the building entrances. Each entrance area should accommodate a separate bus loading and parent drop-off area. Entry overhangs or covered walkways will be provided for inclement weather to the extent practicable.

Bus loading areas should be configured as a one-way drive in a direction to assure that loading and unloading of students occurs from the right-hand side of the vehicle adjacent to the building. The drive will have two lanes: one for travel, and one for stopping and unloading. The bus loading driveway should be located such that buses exit upstream of automobiles, thereby reducing delays.

Parent drop-off areas will also be configured as a one-way drive in a direction to ensure that loading and unloading of students occurs from the right-hand side of the vehicle adjacent to the building. Student drop-off and pick-up areas are to be separated from the bus loading area, and preferably should be separate from other parking lots.

Parking for staff and visitors will be developed to take the multiple uses of the building into account. In determining the size and location of the parking lots, consideration will be given to the use of the building for community access as well as student safety. ADA and other code requirements will be addressed in the design of parking.

Sidewalks will be featured around the perimeter of the school, and shall be concrete with monolithic concrete curbing. Access to the parking lots, playfields, bus and parent pickup/drop-off areas, and access for student walkers will be addressed. Sidewalks should be designed to accommodate students who walk or ride bicycles to school. The number of driveways that are crossed by sidewalks should be eliminated/minimized as much as practicable.

Playgrounds will include paved (dry) play areas, replacement multi-purpose fields, and new playscape equipment surrounded by rubberized protective surfaces. Pre-kindergarten and kindergarten play areas should be located in close proximity to their classrooms. Intermediate play areas should be located away from classroom areas, and in close proximity to the gymnasium. Playfields should be located in close proximity to the Gymnasium.

Playfields, parking, service drives, drop-off zones and bus zones should be located to reduce the cost of connecting elements without requiring pedestrians to cross vehicular traffic lanes. The location of driveways, walkways and landscaping must permit adequate sight distances for both vehicles and pedestrians.

Site utilities and physical plant components, including drives and access roads, will be located to avoid conflict with student and vehicular traffic, as well as the planned future growth of building components.

Landscaping will be designed to allow the school to blend with the environment as well as to provide passive cooling and windbreaks when possible. Trees and other greenery will be of a hearty variety and require little maintenance and which complement the building and site. Trees will be planted a sufficient distance from the building to avoid future maintenance problems. Consideration will be given to safety and security when placing foliage around walkways and areas of building access.

| PLEASANT VALLEY ED SPECS SPACE SUMMARY | | | | |
|---|------------------------|---------------------|----------------------|-----------------------|
| Room Description | # of Students Per Room | Required # of Rooms | Square Feet Per Room | Total Area (Sq. Feet) |
| GENERAL EDUCATION PROGRAMS | | | | |
| Early Childhood: Full-Day Kindergarten | 24 | 5 | 1,100 | 5,500 |
| Early Elementary: Grades 1 – 2 (including toilets) | 24 | 11 | 940 | 10,340 |
| Intermediate: Grades 3 – 5 | 24 / 26 | 17 | 890 | 15,130 |
| Visual Arts – Classroom (includes Kiln and Storage) | 24-26 | 1 | 1,450 | 1,450 |
| Music - Choral Room/General Music | 24-26 | 1 | 1,000 | 1,000 |
| Music – Instrumental | 24-26 | 1 | 1,000 | 1,000 |
| Physical Education – Gymnasium | | 1 | 6,000 | 6,000 |
| Physical Education – Office and Storage (including Chair/Whittle storage) | | 1 | 870 | 870 |
| Platform (Stage) | | 1 | 900 | 900 |
| STEM Lab Classroom | 24-26 | 1 | 1,200 | 1,200 |
| Media Center (including Video Production Lab) | | 1 | 2,850 | 2,850 |
| World Language Office | | 1 | 150 | 150 |
| Math Intervention Services | | 1 | 400 | 400 |
| English Learner | | 1 | 890 | 890 |
| Reading Intervention Services | | 1 | 890 | 890 |
| Assessment Rooms | | 2 | 100 | 200 |
| Total | | | | 48,770 |
| K-5 SPECIAL EDUCATION AND PUPIL SERVICES PROGRAMS | | | | |
| Special Education Resource Room | | 3 | 350 | 1,050 |
| Related Services Suite (Social Worker/Psychologist/ Speech) | | 1 | 700 | 700 |
| Special Education Clerk's Office | | 1 | 100 | 100 |
| K-5 OT/PT Resource Room | | 1 | 500 | 500 |
| Total | | | | 2,350 |
| PRE-SCHOOL PROGRAM | | | | |
| Preschool Outreach Program (POP) | | 4 | 1,100 | 4,400 |
| Intensive Preschool Outreach Program (IPOP) | | 2 | 1,000 | 2,000 |
| PreK OT/PT Resource Room | | 1 | 400 | 400 |
| PreK Speech/Language | | 2 | 250 | 500 |
| Total | | 13 | | 7,300 |
| ADMINISTRATION AND SUPPORT FACILITIES | | | | |
| Principal's Office | | 1 | 225 | 225 |
| Associate Principal's Office | | 1 | 190 | 190 |
| Main Office | | 1 | 900 | 900 |
| Conference Rooms | | 2 | 200 | 400 |
| Health Services | | 1 | 750 | 750 |
| Teacher Workroom | | 1 | 440 | 440 |
| Food Services – Cafeteria | | 1 | 2,750 | 2,750 |
| Food Services – Kitchen and Manager's Office | | 1 | 1,500 | 1,500 |
| Faculty Lounge | | 1 | 600 | 600 |
| Custodial Office Area | | 1 | 150 | 150 |
| Instructional Storage | | 1 | 500 | 500 |
| General Storage | | 1 | 700 | 700 |
| Total | | 12 | | 9,105 |
| | | | Total Above: | 67,525 |

Space Specs (page 3)

| | |
|--------------------------|---------|
| Total Program Area: | 67,525 |
| Total Building Area: | 96,464 |
| Total Gross Square Feet: | 101,288 |

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| | |
|--------------------------------------|----|
| Assessment Rooms | 13 |
| Associate Principal's Office | 19 |
| Community Use | 24 |
| Conference Rooms | 20 |
| Custodial Office | 23 |
| Early Elementary (Grades 1-2) | 6 |
| English Learner Program | 12 |
| Environment Systems/Equipment | 24 |
| Faculty Lounge | 23 |
| Food Services - Cafeteria | 22 |
| Food Services – Kitchen | 22 |
| Gymnasium | 9 |
| Health Services | 21 |
| Intermediate (3-5) Classrooms | 6 |
| IPOP | 17 |
| Kindergarten | 5 |
| Library Media Center | 10 |
| Main Office (Secretarial Area) | 20 |
| Math Intervention Services | 12 |
| Music | 8 |
| OT/PT (K-5) | 14 |
| OT/PT (PreK) | 17 |
| Physical Education | 8 |
| POP | 16 |
| PreK Speech/Language | 18 |
| Principal's Office | 19 |
| Psychologist | 15 |
| Reading Intervention Services | 13 |
| Site Development | 27 |
| Social Worker | 15 |
| Space Summary | 28 |
| SPED Clerk | 15 |
| SPED Resource | 14 |
| Speech Language | 15 |
| STEM | 9 |
| Storage | 24 |
| Teacher Workroom | 21 |
| Video Production Lab | 11 |
| Visual Arts | 7 |
| World Languages | 11 |