

**Request for Qualifications
And
Request for Proposals
For
Professional Services to Assist
The
Mansfield Public School District
In
SCHOOL FACILITIES PLANNING STUDY**

October 28, 2016

Mansfield Public School District
4 South Eagleville Road
Storrs-Mansfield, CT 06268

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LEGAL NOTICE

Mansfield Public School District is issuing a Request for Qualifications and a Request for Proposals for Architectural/Engineering Services for a School Vision and Facilities Study

In accordance with the requirements set forth in C.G.S. Section 10-287(b), Mansfield Public School District (the District) issues this notice of its Request for Qualifications (RFQ) and Request for Proposals (RFP) for the provision of professional services to assist the District with planning for school facilities' needs and designs that will support the District's mission and goals.

An information packet containing the RFQ and RFP documents may be picked up at the Finance Office in the Mansfield Town Hall located at 4 South Eagleville Road, Storrs-Mansfield, CT 06268 (Finance Office) on or after October 28, 2016 during normal Town Hall hours.

Copies of the RFQ and the RFP documents may also be requested by email to Alicia Ducharme at ducharmeam@mansfieldct.org. To obtain the information packet, the recipient will be required to provide identification and company contact information (including phone number and email).

Proposers must respond to both the RFQ and RFP. **However, the response to the RFQ and the response to the RFP must be submitted separately, each in a sealed envelope labeled RFQ or RFP, as applicable, with the name of the Respondent and the words "Professional Services for School Facilities Planning Study". The RFQ response should contain no information pertaining to the costs of the Project or to fees.**

IMPORTANT DATES

Question Deadline: All questions regarding the RFQ/RFP and the Project shall be submitted via email to ducharmeam@mansfieldct.org no later than 2:00 p.m. on **November 17, 2016**.

Responses to Questions: To be provided via email no later than **November 22, 2016** to those who obtained a copy of the RFQ/RFP Documents from the District Offices and provided identification and a valid email address to the District.

Responses to the RFQ/RFP: All Responses to the RFQ/RFP must be received at the Finance Office no later than **2:00 p.m. on December 1, 2016**. Any response that is not submitted by that date and in accordance with the submission requirements set forth in the RFQ/RFP will be rejected and returned unopened to the Respondent..

Projected Selected RFQ/RFP Submission Interviews: During the week of **December 12, 2016**
Projected Contract Award Date: On or around **January 5, 2017**.

The District reserves the right to withdraw the RFQ/RFP, to waive any informality or irregularity in any submissions received, to negotiate changes to offered terms, to reject any and/or all submissions and to make an award that is in the best interest of the District.

I. Background

The Mansfield Public School District educates approximately 1230 children from grades preK-8 in three elementary schools and one middle school. The Middle School was built in 1969 and had major renovations in 1998-1999. The three elementary schools were built in 1956-1957 and last had major renovations in 1990-1991. In 2005, the Mansfield Board of Education established a School District Committee to review the capacity and condition of the schools, particularly with respect to current needs and future expansion, and to develop recommendations for consideration by the Mansfield Board of Education and the Town Council. The Committee went out to bid for architectural services and worked with the chosen firm identifying critical building needs and developing preferred building options. Multiple options were considered including renovating all four schools, renovating three schools (2 elementary and the middle school), constructing two new elementary schools and renovating the middle school, and constructing one new elementary school for all students and renovating the middle school.

In March, 2010 the School District Committee recommended to the Board of Education the construction of one new elementary school and select renovations to the middle school. Lack of public support for the one new elementary school option led the Board of Education to recommend to the Town Council in May 2010 the construction of two new elementary schools and select renovations to the middle school. Recommended sites for the two new schools were to be determined by the Town Council. In February, 2012 the Town Council made a Preliminary Recommendation supporting the Board's recommendation with an anticipated referendum in May, 2012. Following further review and public comment, the Council opted not to move forward on the project at that time. Recognizing the need for facility and technology improvements, the Council approved a five year plan to provide \$200,000 for building infrastructure and \$200,000 for information technology annually with the intent to revisit a school construction project near the end of the five year term. We are currently in the fourth year of the five year plan.

The District wishes to revisit a school construction project. The District has also developed a vision and goals for the education of our children. We now seek assistance in planning and designing school facilities that will support the shared community vision for education. Stakeholder and community input would be a significant part of this process and would be used to create a facilities plan that is both realistic and focuses on the desires of the community.

This solicitation is both a Request for Qualifications ("RFQ") and a Request for Proposals ("RFP") for the Professional Services necessary for developing a facilities plan to meet the vision for education in our community. This RFQ/ RFP has been publically advertised. Proposers are required to respond to both the RFQ and RFP in accordance with the requirements set forth below.

II. Objectives and Scope of Services

- A. The requested services will provide for schools that will support the District mission and goals and will include to the following objectives:
 - 1) Perform a needs assessment, gather pertinent data, provide information on best practice and emerging trends;
 - 2) Facilitate stakeholder and community workshops to gather input, concerns, and ideas;
 - 3) Develop a draft plan for facilities that can provide the education the community desires.
- B. Create a plan or options for our facilities that will enable us to work toward our education vision, including recommendations for grade configurations, school size and design, and cost effectiveness.

III. Process

A. Responses to the RFQ and RFP

Proposers must respond to both the RFQ and the RFP however such responses must be submitted in **separate sealed envelopes** clearly marked with the name of the Proposer and labeled **RFQ or RFP, as applicable, and the words "Professional Services for School Facilities Planning Study"**. **The RFQ response should contain no information pertaining to the costs of the Project or to fees.** Responses that are not submitted in this manner will be rejected.

Responses must be received no later than **December 1, 2016** by 2:00 p.m. at the Finance Office in the Mansfield Town Hall located at 4 South Eagleville Road, Storrs-Mansfield, CT 06268. Each sealed envelope must include 2 paper copies of the response. Responses must be delivered by U.S. mail or hand delivered. Facsimile (FAX) proposals will not be accepted by the District under any circumstances.

B. Selection

Evaluation of responses to this RFQ/RFP and the selection of the Contract awardee will be the responsibility of the District Committee. The District Committee may reject any or all proposals for any reason as the District Committee deems appropriate.

The evaluation and selection process will take place in two stages.

First, the District Committee will review all responses to the RFQ and, based on those responses and the Qualification Criteria described below, the District Committee will identify all Proposers which are determined by the District Committee to be responsible qualified Proposers (the "Qualified Proposers").

Second, the District Committee will open and review the responses to the RFP submitted by the Qualified Proposers. **Responses to the RFP submitted by Proposers who are not Qualified Proposers will be returned unopened to the submitting Proposers.** The District Committee will evaluate the responses to the RFP submitted by the Qualified Proposers and determine the "four most responsible qualified Proposers" using the Qualification Criteria and the Proposal Criteria set forth below in Sections III.A. and IV.A., respectively, giving due consideration of the Qualified Proposer's pricing for the Services as well as Qualified Proposer's (i) experience with work of similar size and scope as required for the Project, (ii) organizational and team structure for the Project, (iii) past performance data, including, but not limited to, adherence to project schedules and project budgets and the number of change orders for projects, (iv) the approach to the work required for the Project, and (v) documented contract oversight capabilities. The Contract will be awarded to one of the "four most responsible qualified Proposers" after consideration of all of the foregoing.

In its review of responses to this RFQ/RFP and selection of the Contract awardee, the District Committee will be guided by the selection of the Contract awardee that would best serve the interest of the District. The District Committee reserves the right to negotiate with one or more of the "four most qualified Proposers" and to accept modifications to the scope of services and fees proposed when such action would be in the best interest of the District, but only to the extent that such actions would not constitute a failure to comply with Section 10-287(b)(2) of the Connecticut General Statutes.

If determined to be warranted by the District Committee, the District Committee may conduct interviews of some or all of the Qualified Proposers to assist the District Committee in the selection process.

The submission of responses to this RFQ/ RFP constitutes a declaration by the Respondent that no person or persons other than members of Respondent's own organization are interested in the Project or in the Contract proposed to be awarded; that the submission is made without any connection with any other person or persons making a proposal for the same services and is in all respects fair and without collusion or fraud; that no persons acting for or employed by the District is directly or indirectly

interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission therefrom in any manner which is unethical or contrary to the best interests of the District.

C. District's Right to Withdraw/Reject

The District reserves the rights to amend or terminate this RFQ/RFP, accept all or any part of a response, reject all responses, waive any informalities or non-material deficiencies in a response, and award the Contract to the Respondent that, in the District's judgment, will be in the District's best interest.

IV. Requirements for Request for Qualifications

A. Qualification Criteria

The District will identify those Proposers that the District deems to be Qualified Proposers based on the criteria below (the "Qualification Criteria"):

1. The proposer is a legal entity properly licensed or registered under the laws of the State of Connecticut to perform the services that are the subject of this solicitation and is otherwise authorized to do business in the State of Connecticut.
2. The proposer is able to demonstrate an adequate level of performance on past projects, including, without limitation, adherence to project schedules and project budgets and the satisfaction of past owners with such performance.
3. The proposer's staff proposed to be assigned to the Project ("Project Team") has satisfactory qualifications and experience on past projects of similar size and scope as the Project.
4. The proposer is able to demonstrate that the members of the Project Team have performed satisfactorily on past projects to the satisfaction of the owners of such projects.
5. The proposer has an adequate degree of contract oversight capability and the organizational, team, and management structure proposed for the Project is satisfactory.
6. The number, context, and, where applicable, outcomes, of claims, disputes, arbitration, and litigation proceedings involving the proposer are acceptable.
7. The proposer's approach to the Project and degree of the proposer's demonstrated ability to develop and control project costs, quality, and schedule as well as the proposer's methods for doing so, is satisfactory.

B. Content of Response to RFQ

Each proposer will be evaluated using the above Qualification Criteria. To assist and expedite this evaluation, each proposer must provide the following information in the order listed below:

1. A Letter of Transmittal signed by a principal of the proposer, not to exceed two (2) pages, describing in narrative form the proposer and proposer's qualifications and why such proposer is the best professional for the Project.
2. Proposer Information:
Please provide the following:
 - (a) The name and location of the proposer, including the office location that will be serving the District.
 - (b) A brief general description of proposer's business.
 - (c) The organizational structure of the proposer. If the proposing entity is a subsidiary of another entity, provide the name of the parent entity.
 - (d) The number of personnel employed by the proposer (please include the number of staff dedicated to provide requested services).

3. Statement of Qualification to include, but not necessarily limited to, the following:

- (a) Name and address of proposer.
- (b) Identify proposer's contact person for this project and provide a phone number, fax number and e-mail address that the District Committee may use to issue further information.
- (c) A brief history of the business of proposer.
- (d) Provide a list of proposer's Project Team Members, including any consultants and sub-consultants.
- (e) List the staff proposed to work on the Project along with related responsibilities they will devote to the Project. Provide resumes of key personnel that would be assigned to the Project and a brief description of similar projects.
- (f) If a specified design team will be used for the Project (the "Design Team"), please provide an organization chart showing the personnel of the Design Team and their proposed involvement in the Project. Please include the qualifications of all Design Team members. Please indicate how the Design Team will be managed.
- (g) List projects that proposer has been involved with similar challenges to this school facility planning project within the past five years.
- (h) Indicate if any claims, disputes, arbitration or litigation proceedings have occurred on any of these projects. If so, identify if they were between Owner/Architect or between Owner/Contractor and give the status of each.
- (i) List a minimum of three (3) references, of projects similar to the Project providing for each:
 - (i) Client name and location;
 - (ii) Contact name, title and telephone number;
 - (iii) Starting date of service;
 - (iv) List of Project Team Members, consultants and staff involved.
 - (v) Size (project scope and cost) and location of project.

[References must be relevant to services performed within the last forty-eight (48) months and shall include specific details on how the project represents a project of similar scope. Information on proposer's specific role in each project must be included.]
- (j) Please indicate the location where the design work for the Project will be accomplished.
- (k) Name, address, and role of any sub-consultant to be engaged by proposer for the services.

A fee schedule for services **should not be included** in the RFQ response.

4. Understanding of the Issues

Provide a one-page statement of the proposer's public school design philosophy, describe your understanding of the issues facing projects like the proposed Project, possible solutions, and any critical issues that could affect a successful outcome.

5. Technical Approach

Describe your vision of the school project process including:

- (a) How your community involvement process works
- (b) Identification of District's education goals
- (b) Development of initial facility concepts
- (c) Refinement of initial concepts
- (d) Delivery of conceptual options and cost estimates

6. Workload Capacity

Provide a list of current projects and expected dates of completion.

7. Understanding and Cost Estimate for Preliminary Statement of Work

Provide a narrative of your understanding and approach to the Project.

8. Format

Proposals shall be typed, as brief as possible, and not include any unnecessary promotional material. The Proposal shall be printed using standard 8 -1/2 x 11" paper. The nature and form of the response are at the discretion of the proposer.

V. Requirements for Request for Proposals

A. Proposal Criteria shall include:

- 1. The proposer's fee proposal.
- 2. The proposer's proposed schedule.
- 3. The level of financial stability of the proposer.
- 4. The level of the proposer's insurance coverage.
- 5. The degree of resources of the proposer that will help facilitate the Project.

B. Content of Response to RFP shall include:

- 1. One lump sum fee proposal for the requested services.
- 2. Methodology for determining fees including any sub-consultant mark-ups.
- 3. All inclusive hourly rates for all persons expected to provide services for the Project.
- 4. Bank references and/or financial statements reflecting financial stability.
- 5. Descriptions of other resources of the proposer that will help facilitate the Project.
- 6. Any objections to the terms and conditions of the Contract.

VI. Project Funding

The obligations of the District under any contract entered into by the District in connection with this RFQ/RFP shall be subject to and conditioned upon the appropriation of funds on an annual basis.

VII. Additional Information

- A. Any alleged oral agreement or arrangement made by a proposer with any representative or employee of the District shall be invalid and disregarded. All agreements with the District must be in writing to be valid.
- B. The District is an equal opportunity employer and does not condone discrimination in its policies, practices and procedures on the basis of race, creed, color, national origin, age, sex, or handicap. We advise all proposers of our intent to transact business only with other equal opportunity employers.
- C. Facsimile (FAX) and emailed proposals will not be accepted by the District under any circumstances.
- D. All materials submitted in response to this RFQ/RFP are to be the sole property of the District and are subject to the Freedom of Information provisions of Section 1-200, et seq. of the Connecticut General Statutes.
- E. The Mansfield Public School District Board of Education prohibits harassment and discrimination on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, or past or present physical or mental disability in accordance with Titles VI, VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1973, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and applicable state laws.
- F. The District Committee will be governed by the applicable Connecticut General Statutes governing public school construction.
- G. Conditional or qualified proposals shall not be accepted.
- H. If it becomes necessary to revise any part of this RFQ/RFP or if additional data is necessary to enable interpretation by proposers of provisions of this RFQ/RFP, revisions or addenda will be provided via email to those who obtained a copy of the RFQ/RFP Documents from the Finance Office and provided identification and a valid email address to the District ("Registered Proposers").
- I. Questions regarding this RFQ/RFP should be referred to Cherie Trahan, Director of Finance, by email at trahanca@mansfieldct.org. A summary of all questions and answers will be made available to each Registered Proposer.

Attachments to this RFQ/RFP:

1. Mansfield Public School District - Enrollment Projections

Mansfield Public Schools 2016 Enrollment Report

The October 2016 Enrollment Report indicates there were 1227 resident students in Mansfield on October 1, 2016. This enrollment report includes 1214 resident students, 9 magnet school students, and 4 Special Education Out of District students. There are 35 less students than were registered on October 1, 2015 (1262). The distribution of students by school for October 1, 2016 is shown below.

School	Total Enrollment
Goodwin	200
Southeast	227
Vinton	254
MMS	533
Total	1214

Ten Year Enrollment Data

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Goodwin	212	201	201	196	203	223	221	201	220	207	200
Southeast	263	245	247	238	264	257	253	242	242	242	227
Vinton	251	261	250	273	273	269	272	258	260	269	254
PreK-4 Total	726	707	698	707	740	749	746	701	722	718	681
MMS	606	594	580	563	587	576	570	547	520	530	533
Dist. Total	1332	1301	1278	1270	1327	1325	1316	1248	1242	1248	1214

October 1, 2016 Enrollment

Elementary Enrollment 2016				
Grade	Goodwin	Southeast	Vinton	Total
PreK	24	24	31	79
K	30	33	35	98
1	29	25	50	104
2	34	50	46	130
3	37	41	43	121
4	46	54	49	149

Middle School Enrollment 2016	
Grade	
5	136
6	133
7	124
8	140

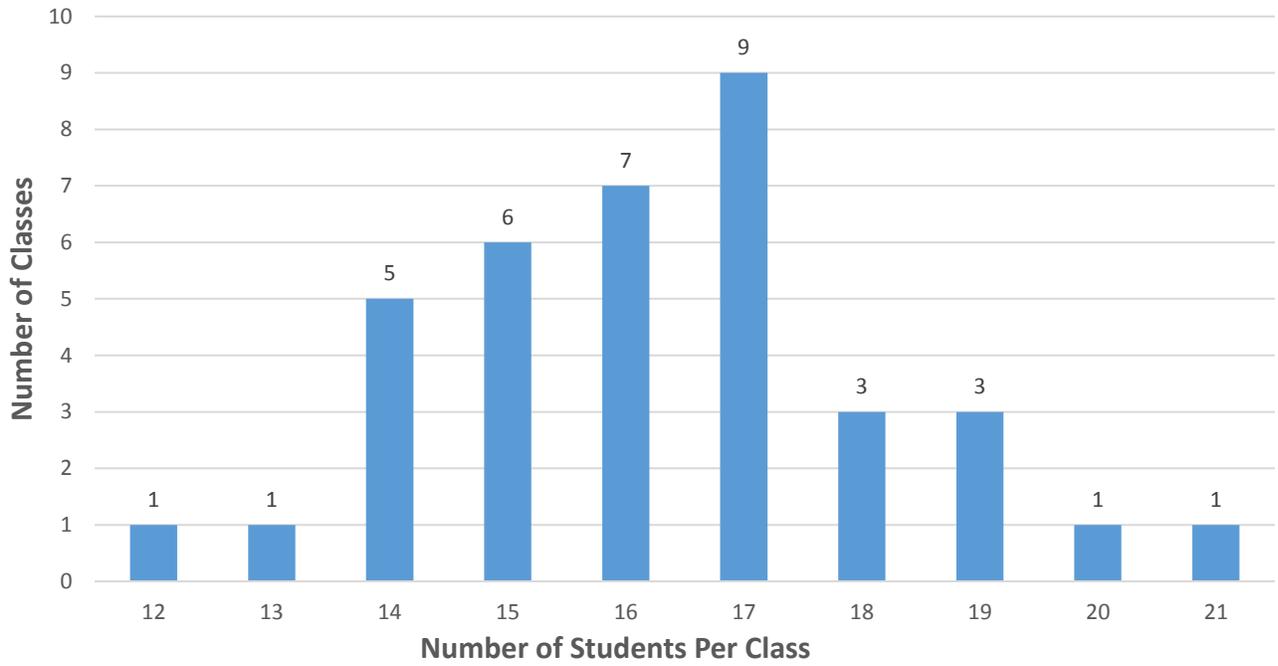
**PreK – 4 Class Size
October 1, 2016**

Goodwin			
Grade	Class Sizes	BOE Guidelines	Total
PreK	9, 15	n/a	24
K	15, 15	14-18	30
1	15, 14	14-18	29
2	16, 18	14-18	34
3	18, 19	14-18	37
4	15, 14, 17	16-20	46
Total			200

Southeast			
Grade	Class Sizes	BOE Guidelines	Total
PreK	13, 11	n/a	24
K	17, 16	14-18	33
1	12, 13	14-18	25
2	17, 17, 16	14-18	50
3	21, 20	14-18	41
4	17, 18, 19	16-20	54
Total			227

Vinton			
Grade	Class Sizes	BOE Guidelines	Total
PreK	15, 16	n/a	31
K	19, 16	14-18	35
1	17, 16, 17	14-18	50
2	16, 16, 14	14-18	46
3	14, 14, 15	14-18	43
4	15, 17, 17	16-20	49
Total			254

October 1, 2016 K-4 Class Size Distribution



Grades 5-8 Class Size October 1, 2016

Grade 5	Class Size
Reading	19,19,19,18,19,15,18
Language Arts	19,18,20,17,20,20,18
Math	19,18,17,18,18,18,24
Science	19,19,20,18,19,22,19
Social Studies	21,21,19,16,20,19,20
Spanish	14,19,16,16,12,18,16
Art	16,17
Life & Consumer Sciences	15,19
Technology Education	17,15
Music	17,20
Physical Education	22,23,22,25,21,23

Grade 6	Class Size
Reading	18,16,22,22,18,16,15
Language Art	18,16,19,19,22,18,17
Math	18,20,20,22,16,13,18
Science	20,24,21,21,22,24
Social Studies	22,22,19,22,22,25
Spanish	12,14
French	13,15
Latin	12,13
German	14,14
Art	17,14
Life & Consumer Sciences	17,16
Technology Education	18,17
Music	17,17
Physical Education	23,21,23,21,23,22

Grade 7	Class Size
Literature	18,22,21,20,21,19
Language Arts	21,20,21,20,20,21
Math	21,19,19,17,21,21
Science	18,20,22,21,23,21
Social Studies	18,17,24,23,23,19
Spanish	17
French	19
Latin	24,25
German	15
Art	16,15
Life and Consumer Sciences	15,16
Technology Education	15,16
Music	15,16
Physical Education	14,19,20,18,27,26

Grade 8	Class Size
Literature	20,18,18,19,19,20,18
Language Arts	18,17,21,18,18,23,19
Math	22,23,24,24,12,14,12
Science	20,21,18,20,20,18,21
Social Studies	21,16,20,20,20,21,20
Spanish	15,10
French	16
Latin	16,17
German	19
Art	14,20
Life & Consumer Sciences	17,17
Technology Education	17,16
Music	19,18
Physical Education	28,24,20,30,19,18

Large Group Music Ensembles	Class Size
Chorus I	102
Chorus II	96
Junior Band	68
Concert Band	47
Intermediate Orchestra	7
Orchestra II	32
Advanced Orchestra	29

Class Size Guidelines

Gr. 5: 16-20

Gr. 6-8: 21-23