



**New Elementary School
Mansfield Public Schools**

Request for Qualifications for Architectural and Engineering Services

RFQ Issue Date: July 16, 2018

Statement of Qualification Due: August 3, 2018 no later than 12:00 pm.

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I. Project Overview

A. Project Background

On April 12, 2018 the Mansfield Board of Education (MBOE) passed the following:

“To request the Superintendent of Schools to make a formal request to the Town Council to establish a building committee to explore the building of one new school provided a suitable site can be found. If a building site is not found, the Board requests that the committee reports that finding to the Board.”

The committee’s charge is to identify a site and develop a school design for one new elementary school for approximately 588 students. The Board requests that if a single site for a school cannot be found that the committee report back to the Board of Education for further consideration of the future of the school facilities.

1. Objectives - There were four main objectives for developing a vision and plan for this facility and learning spaces:
 - Develop a detailed understanding of the district’s current performance, needs, and facilities.
 - Develop a clear vision of long-term aspirational goals for the district’s facilities and learning spaces supporting the district’s strategic plan.
 - Communicate this vision with key stakeholders and the broader community for feedback.
 - Identify next steps for successful implementation of the vision and goals for the district and facilities.

2. Vision - Mansfield Public Schools’ vision for its learning spaces is rooted in the district’s mission and goals for student learning, and serves as a foundation for what we as a district hope to accomplish with any future changes to our learning spaces. Learning spaces will be flexible, inclusive and interactive to support the district’s mission to develop global citizenship, communication, collaboration, creativity, and critical thinking in all students

We believe the district’s learning spaces should include:

- Common Spaces – Open, flexible common spaces that promote collaboration, teamwork, movement, and play
- Classroom Spaces – Large, flexible classrooms that allow for project-based learning, collaboration, and movement
- Quiet Spaces – Enclosed, soundproof spaces for individual reflection and quiet work time
- Furniture & Seating – Multiple options for comfortable seating and standing which can be reconfigured to promote student agency in creating the environment that best meets their learning needs.

- Outdoor Spaces – Outdoor learning spaces which support the integration of the environment and academic learning
 - Accessible Resources – Accessible physical and digital resources, materials, and tools to facilitate student creativity and exploration
3. Sustainable – It is the desire of the Mansfield community that all facilities are planned and developed with consideration of sustainable practices including school placement and building design.

B. Project Description

Mansfield Elementary School

New Elementary School to be located on a new site to be determined. The projected enrollment of the new school is to be approximately 588. The proposed grade configuration will be Pre-K thru Fourth Grade.

Coordination with Town Consultants

The selected design firm will be required to coordinate the design with specialty consultants hired by the town. Such consultants may include, but are not limited to, the following.

- Survey
- Geotechnical
- Hazardous Materials
- Wetlands
- Commissioning Agent

II. Project Schedule

The overall project consists of a standard design, bid, and construct process ultimately resulting with owner occupancy for the start of the 2023-24 academic year. The project may utilize a Design Bid Build, or Construction Manager at Risk delivery method. The design phase is scheduled to start in November, 2019 and be completed by November, 2020. Construction is scheduled to start in January, 2021 with substantial completion in June, 2023. These dates are subject to change.

The designer selection schedule is as follows:

1. RFQ Published: July 16, 2018
2. Qualifications Due: August 3, 2018
3. Short-list Designers and Issue RFP: August 9, 2018
4. Proposals Due: August 24, 2018
5. Interview Designers: To be determined
6. Designer Selection: To be determined

III. Project Budget

The Total Project Budget is \$39.9 million. The Total Construction Budgets is \$34.7 million, which DOES NOT include escalation costs. The FF&E budget is \$1.1 million. The selected designer will be responsible for designing the buildings within these budgets.

The plans and estimates will be subject to review by the State of Connecticut Office of School Construction Grants and Review.

IV. Special Requirements

The project will be subject to the State of Connecticut Department of Construction Services Office of School Construction Grants and Review (OSCGR) requirements as well as all applicable local, state and federal laws. Candidates shall demonstrate project experience and knowledge of these requirements. Experience must contain at least two Connecticut elementary schools similar to the size and scope of this project completed within the past five years, and a minimum of five K-12 Connecticut public schools.

V. Statement of Qualification Minimum Requirements

Appendix A contains a checklist of requirements for use by the submitting firm. Inclusion of the checklist with the Statement of Qualification is not required.

1. Letter of Interest
2. Copy of architectural/engineering licensure by Connecticut Department of Consumer Protection. A copy of the lead firm and all proposed sub-consultants shall be provided.
3. Profile of the lead design firm. Profile shall include:
 - Resume of principals
 - Resumes of lead architect/engineer, and staff designated to the project. Include a brief description of the role of each key staff member.
 - Geographic location of the design team.
 - Description of equipment, facilities and other resources assigned to this project.
 - Statement of financial condition of the firm and the ability to appropriately finance the required efforts for a project of this size and scope.
4. List of sub-consultants and roles. Provide the names and addresses of each sub-consultant, or "in-house" if self-performed by the lead design firm. At a minimum, provide the following sub-consultants:
 - Land surveyor
 - Landscape Architect
 - Estimator
 - Geotechnical Engineer
 - Civil Engineer
 - Structural Engineer

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- MEP Engineer(s)
 - Interior design
 - Information Technology Consultant
 - List of school projects completed with the proposed design team.
5. List a minimum of five completed school projects that are similar in size and scope to this project with at least two of the five being elementary schools in Connecticut. Information for each project shall include the following:
- Project name, location and owner.
 - Owner’s representative including contact information. Note: Owner’s representative and/or owner may be contacted for a referral during the review process.
 - Superintendent of the school district under which the project was designed or constructed including contact information. Note: The superintendent may be contacted for a referral during the review process.
 - 100% design estimate with base bid and alternates (if applicable)
 - Contract base bid award amount with accepted alternates (if applicable)
 - Final construction amount.
 - Original design fee including services during construction.
 - List of additional services approved by the owner/building committee and percentage of the services compared to the base contract
 - Total amount of change orders
6. Include statement of experience with CT OSCGR as described in Paragraph IV above.

VI. Evaluation Criteria

The Mansfield School Building Committee will utilize the following criteria to evaluate each firm’s Statement of Qualification. Failure to provide the requested information under Section V may result in a lower rating.

Criteria Number	Selection Criteria Category	Rating Points
1	Experience with Projects of Similar Size and Scope	35
2	Organization/Team Structure for this Project	20
3	Past Performance on Projects of Similar Size and Scope	20
4	Experience with CT OSCGR Requirements/Permitting	15
5	Proximity of Lead Design Firm to Project	10
	Available Rating Points per Rating Member	100

VII. Submissions

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

Mr. Randy Walikonis, Chairperson
c/o Tasha N. Smith, Executive Assistant to the Town MGR.

Town of Mansfield
4 South Eagleville Road
Mansfield CT 06268

All inquiries may be submitted to Ken Guyette of Colliers International at ken.guyette@colliers.com or you may call at 860-234-3590.

Appendix "A": Statement of Qualification Checklist

1. Letter of Interest
2. Copy of license from CT Department of Consumer Protection
3. Profile of Lead Firm
4. List of sub-consultants
5. List of projects completed, 5 minimum.
6. Statement of experience with CT OSCGR