

**NEW BRITAIN BOARD OF EDUCATION
272 MAIN STREET
NEW BRITAIN, CT 06050-1960**

CSDNB Building Assessment RFP

In accordance with the specifications, the undersigned agrees to provide the items described on the Bid Form, complete and in place at a location designated by the Consolidated School District. The Consolidated Schools District reserves the right to reject all bids and/or make more than one award on the basis of this bid. Awards will be made to the most responsible bidder. The Consolidated School District of New Britain reserves the right to award a bid based on the best interests of the school district and is not required to select the lowest bidder. All quantities are estimated. Bids must be firm for a period of 90 days following the bid opening.

Section 1 - General Terms:

1. The Board of Education reserves the right to select or reject any and/or all bids containing alternate proposals; to waive any informality in proposals; and to reject or accept any and/or all bids as shall in its judgment be to the best interest of the Consolidated School District.
2. Bidders are cautioned to show the total price on the Bid Form and to sign the Bid Form.
3. Prices shall not include sales tax, excise taxes, or any other taxes for which the Consolidated School District is not liable. The Consolidated School District will execute any necessary exemption certificates.
4. **NO** alternative bids will be considered.
5. All documents produced shall become the property of CSDNB upon completion of the document and/or the project.
6. Service Provider is responsible for the quality, accuracy and timeliness of services delivered. Additional costs incurred because of delay, inaccuracy of documents or incorrectness of the same will be paid by the Service Provider
7. Pre-Bid questions can be submitted to Rebecca Gonzalez via email prior to November 11, 2022.
8. Bid Proposals are due Friday December 2, 2022 at 10am and will be opened publicly at 272 Main Street, NB CT 06053.
9. Bid Proposals will only be accepted in printed form at the above listed address. (You may include a thumb drive with printed proposals if you choose) Please provide 4 copies of your proposal.

Project Timeline:

- 11/11/2022 - Last day to submit questions related to bid to Rebecca Gonzalez @ Gonzalezre@csdnb.org
- 12/2/2022 - Bid Opening - 272 Main Street, New Britain, CT 06051 @ 10am
- 12/5/2022 - Scope Review with selected vendor
- 12/5/2022 - Bid Award and Board of Education Approval at Regular Meeting at 6pm
- 12/6/2022 - Letter to Proceed issued to selected vendor
- 03/1/2023 - Work to be completed and Presentation of Study to Facilities / BOE

Section 2 - Scope of Work :

The New Britain School District seeks a qualified consultant to conduct a comprehensive audit of New Britain Public School buildings, school facilities and grounds in order to determine if our facilities are sufficient to support educational programming for the next 10 years based on enrollment projections. The selected consultant is responsible for researching, providing and considering enrollment projections, stakeholder focus group meeting data, physical assessment of all school district buildings, infrastructure including heating and cooling and HVAC related equipment and information detailing the facility's current level of compliance with the Federal, State and Local school security standards as well as the American with Disabilities Act while documenting their findings and presentations.

Contractor shall provide turnkey services necessary to conduct the comprehensive audit, generate a formal report and multiple presentations to be provided to the Facilities Department, Superintendent of Schools and the Board of Education. Multiple public presentations to various stakeholders and owner representative groups will be required.

Section 3 - Proposal Requirements : (Due December 2, 2022 in printed form)

Contractor will provide in writing at the bid opening, 4 printed copies of a detailed plan describing the method in which the assessment will be conducted before beginning the project. This detailed plan will include:

1. One page detailing the firm/consultants experience with such work
2. One page reference list with at least 3 recent clients and contact information
3. One page summary describing the plan of action related to the comprehensive study
4. One page schedule detailing approximate dates and possible phases for the project
5. One page example of a building assessment including everything that would be inspected
6. One page detailing information related to any sub contractors or vendors that will be utilized for enrollment projections or any other data collection that may be required.
7. The completed Bid Price Sheet included in this packet.

Section 4 - Specific Project Requirements:

For each school building/campus/site within the Consolidated School District of New Britain, documented in Section 9, the consultant shall:

1. Provide a ten-year enrollment projection for the district at-large and each school by catchment area within the city.
2. Use the enrollment projection to assess whether the current classroom, instructional, administrative, common, outdoor, athletic, outdoor play and instructional areas, kitchen, dining, and other spaces are sufficient to support educational programming for the next ten years.
3. Assess the appropriateness of each current physical location and whether the space allocation, architectural features, building layout, and infrastructure match current use. Included here should be comparisons between current layout and modern school construction trends, i.e.: how have standards for schools' physical buildings (including fixtures, furniture, and equipment) changed and improved since first construction/last renovation of each district site.

4. Assess the degree to which current school district facilities are in compliance with current standards of school safety and security (vestibules, access control, alarms, sight lines, etc.).
5. Assess the degree to which current school district facilities are in compliance with current standards of the Americans with Disabilities Act.
6. Assess the degree to which current school district facilities are in alignment with current standards on energy efficiency and fiscal sustainability.
7. Assess the degree to which current school district facilities are in alignment with current life safety code.
8. Assess the current state and expected useful life of critical building systems and envelope such as but not limited to: HVAC equipment, roof, windows, exterior/envelope, electrical service, telephone and data service, plumbing, rainwater management.
9. Based on enrollment projections and capacities ratings, determine if there is sufficient capacity to meet current and future needs or if an adjustment in the amount of school capacity is required. Determine if additional facilities or additions to existing facilities will be needed, or whether consolidation or decommissioning would be prudent. Provide the Board with recommendations for how building facilities should continue to be utilized or how utilization should/could be changed to support effective delivery of educational programs.
10. Where building renovation or construction is recommended, provide estimates of costs and reimbursements from Connecticut OSCGR.
11. Provide the Board with a 10-year capital maintenance plan (with estimated costs) as part of the final report. Plan should address building envelope, mechanicals, HVAC, FFE, vehicle fleet, plumbing, electrical, data infrastructure, etc.
12. All of the above to be conducted for 19 schools at 16 sites plus the district's central office.

Section 5 - Stakeholder input:

The consultant will facilitate at least four focus group meetings with the following groups of stakeholders (with flexible meeting times outside of normal work hours):

- a. Students and families (ability to communicate in Spanish and Arabic strongly preferred)
- b. Educational staff members of all levels
- c. City government representatives including Mayor and City Council members
- d. Board of Education

The Consultant shall propose additional methods (e.g., interviews, surveys, and focus groups) to gather information and a schedule to obtain additional community input regarding school facilities.

A summary of stakeholder input will be included in the final report. Frequency of opinions should be summarized and categorized.

Section 6 - Delivery of report:

The consultant will provide an initial presentation to the Superintendent of Schools and Facilities Department and appropriate designees.

The consultant will attend at least (3) three Board of Education meetings to present and discuss the findings of the report with the Board.

The consultant will ensure that the Board is apprised of stakeholder opinions and input gathered during that stage of the work.

Section 7 - Security for consultant's work:

The district reserves the right to require background checks for any consultant's personnel who may be assigned to spend substantial time in school buildings while school is in session.

Section 8- As-built specifications:

The district will provide, but cannot guarantee the accuracy of, printed architectural drawings that are in the district's possession and believed to be up to date.

Consultant is responsible for acquiring drawings or prints from CSDNB Maintenance Shop located at 190 Rocky Hill Ave. NB, CT 06051. A scheduled pickup time will be agreed upon.

Section 9 - Building List

School	Building Square Footage	Address
Chamberlain	101,492	120 Newington Ave
Diloreto	90,537	732 Slater Rd
Gaffney Elementary	66,942	322 Slater Rd
Holmes Elementary	65,912	2150 Stanley St
Jefferson Elementary	63,568	140 Horse Plain Rd.
Lincoln Elementary	94,630	145 Steele St
Northend Elementary	49,581	160 Bassett St
Smalley Academy	117,139	175 West St
Smith School	86,140	142 Rutherford St
Vance Village	75,122	183 Vance Street
Pulaski Middle School	157,459	757 Farmington Ave.
Pulaski Portable	8,432	757 Farmington Ave.
Roosevelet Middle School	100,800	40 Goodwin St
Slade Middle School	153,711	183 Steele St.
Slade Portable	8,432	183 Steele St
New Britain High School	402,190	110 Mill Street
Maintenance Shop	12,500	170 Rockyhill Ave
Gates Building	44,000	272 Main Street
Brookside School	10,056	525 South Main St
Facilities Office	12,400	250 John Downey Dr.

Section 10- Expected Schedule:

Work to begin on January 1, 2023 and work to be completed by March 30, 2023.

Questions or Requests for Plans and Specifications to be provided and answered by the New Britain Board of Education via the Facilities Office - 860-827-2287

Section 11- Payment Schedule:

A payment schedule for this work will be provided in the contract agreed upon by both parties.

Consolidated School District of New Britain
Bid Price Sheet

Proposal of _____ (hereinafter called "Bidder")*

To the Consolidated School District of New Britain, Connecticut (hereinafter called "CSDNB".)

The Bidder, in compliance with your invitation for bids for a Building Assessment Study and Master Plan Report for the Consolidated School District of New Britain(CSDNB) having examined the specifications with related documents, and being familiar with all of the conditions surrounding the furnishing of the proposed equipment or services including the availability of materials and labor, hereby proposes to furnish all labor, materials, supplies or services and to provide the equipment or services in accordance with the bid specifications, as prepared by CSDNB, within the time set forth below, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the contract documents, of which this proposal is a part.

The Bidder hereby agrees to commence work under this contract on or before a date to be fixed in the written "Notice to Proceed" given by CSDNB to the Bidder and to fully complete all work related to the Contract within the agreed upon work schedule of the Contract or the Notice to Proceed, whichever is later.

The Bidder agrees to provide the services and perform the work described in the specifications for the CSDNB Building Assessment Study and Master Plan Report for the lump sum of:

(Amount written in words)

(Amount written in numbers)

The above unit pricing and total package cost will remain valid for 90 days from signed date below:

Authorized Signature: _____ Date: _____

Printed Name: _____ Phone Number: _____

Company Name: _____