



Torrington Public Schools

SUSAN M. LUBOMSKI
SUPERINTENDENT

SUSAN B. FERGUSSON
ASSISTANT SUPERINTENDENT

Facilities & Technology Committee Special Meeting
Monday, June 27, 2022, 5:00 P.M.
355 Migeon Ave.

Agenda

The meeting may be watched live via this link <https://vimeo.com/event/26843> The link is also published in the Board of Education section of the website. If you are participating in public comment, please mute the live stream while you are speaking.

1. Call to Order
2. Roll Call
3. Interviews for Districtwide Facility Study
 - a. 5:00 p.m. – SLAM
 - b. 6:00 p.m. – Silver Petrucelli + Associates
4. Discussion:
 - a. Facility Study
 - b. Districtwide Grounds Maintenance
5. Action Items:
 - a. Facility Study
 - b. Districtwide Grounds Maintenance
6. Adjournment

**Request for Qualifications
Districtwide Facility Study
Torrington Public Schools
Torrington, CT 06790**

- I. **Invitation to Submit Qualifications:** Interested Architectural Firms must submit one original and 7 copies on or before 3:00 p.m. on Thursday, June __, 2022. Your submission must follow the outline of this Request for Qualifications. Submission packages will be received at the Business Office of the Torrington Public Schools, made to the attention of:

**Edward Arum, Interim Business Manager
Torrington Public Schools
355 Migeon Avenue
Torrington, CT 06790**

- II. **Background:** Torrington Public School district consist of 8 building on 8 different sites. Currently 6 of the 8 building are being used as active schools, 1 administration building, and 1 building being leased to the regional educational service center (RESCs). The 6 active school buildings are made up of 2 – k through 3rd grade buildings, 2nd – 4th through 5th grade buildings, 1 middle school, and 1 high school.

The current high school is going through a new school construction project and will be opening in 2025. The Forbes school was built 1928 with renovations in 1985, the vogel-Wetmore school was built in 1914 with renovations in 1996, Southwest school was built in 1904 with renovations in 2000, Torrington school was built in 1952 with renovations in 2007, and Torrington Middle school was built in 1994.

The Torrington Board of Education and Torrington Public Schools is seeking qualifications from Architectural Firms (“Firm” or “Consultant”) with expertise in the design of K-12 educational facilities to perform a facility assessment of Torrington School District.

- III. **Scope of Services:** This facility assessment will primarily provide the Board with a professional overview of the current condition of the infra-structure and provide options to improve the facilities at Torrington Public Schools to meet existing State building/fire codes, ADA compliance, building/site accessibility, security compliance, and to house the current educational programs.

Based on, and including, the scope of work above, the successful Consultant will be expected to provide the following additional objectives:

- A. Address the need to update/replace M/E/P/FP building systems, evaluate any existing building envelope deficiencies, and consider improvements to the school’s indoor air quality and use of natural lighting.
- B. Prepare a structural analysis of the existing buildings to ensure there are no deficiencies.
- C. Review and evaluate the existing property and field conditions.
- D. Evaluate recently completed enrollment projections and their impact on the facilities.

These scope of work objectives are examples of items that shall be addressed, but are in no way limited in scope to these alone. The selected Firm shall review the entire school in its current

state, and provide design solutions to address any and all issues that affect the school's daily functions. It is imperative that the selected Firm understands that they need to meet with various stakeholders, including school department heads and staff to gain insight into the use and operation of the Torrington School District facilities as the study is developed in order to provide complete and thorough solutions.

- IV. **Mandatory Site Visit:** There will be a mandatory site visit for this solicitation. Firms who do not attend the site visit will be excluded from submitting a Qualifications submission package.

The site visit will occur at Torrington Middle School, 200 Middle School Drive, Torrington, CT on June __, 2022 at 3:00 p.m. Attendees shall meet in the entrance. The site visits will continue to Torringtonford School, Forbes School, Vogel-Wetmore School, and Southwest School.

For questions pertaining to the RFQ procedure and submission, on-site visits, facility, and utility information, etc., contact: John Barlow, Director of Facilities, Torrington Board of Education, (860) 489-2327 x1624 (phone) or jbarlow@torrington.org.

Questions regarding this RFQ will be accepted until June __, 2022. Responses to submitted questions will be shared with all Firm contacts who attended the mandatory site visit by June __.

- V. **Submission Format Requirements:** Interested Firms are requested to submit their RFQ replies no later than the Qualification Reply Due Date specified herein. Interested Firms are requested to submit one (1) original and seven (7) copies of qualification data to the Office of Business Manager as indicated in Section I above.

In order for a qualifications package to be responsive to this RFQ, package must include all requested information below, organized with the following sections:

- 1) Letter of Transmittal: Signed by a principal of the Firm, not to exceed two pages, describing the Firm, team, qualifications, and why it is the best Firm for this project.
- 2) Firm Profile: General Information about the prime Firm.
- 3) Project Team: Provide detailed resumes of the individual team members directly assigned to this project, describing their role, responsibility, and experience with similar school projects in Connecticut. Resumes should be included from both the prime Firm and all outside consultants to be utilized by the prime Firm. Include an overall project organization chart indicating the lines of responsibilities. Please note that at least one of the project team must be a LEED Accredited Professional.
- 4) Understanding of the Project: Describe your understanding and your process in performing the required tasks to complete this project, as well as any issues facing Torrington Public Schools, possible solutions, and any critical issues that could affect a successful outcome.
- 5) Relevant Experience and References: Describe recent relevant experience including experience related to the following:
 - a. Completion of at least two (2) Connecticut School facility study projects in the past ten (10) years.
 - b. Experience with LEED, High Performance Building Design, or similar types of energy efficient design strategies.

- c. Approach and past performance preparing and meeting public school budget estimates and project schedules.
 - d. Provide references for at least five (5) similar projects.
- 6) **Project Timeline:** Provide an estimated project timeline required to complete this study. The conceptual study schedule should indicate key milestones and time frames in which the Firm expects to review all aspects of the facility infrastructure, develop educational specifications and design solutions, develop cost estimates, and provide the final deliverable to be presented to the Torrington Board of Education.
- 7) **Litigation Statement:** Firm shall disclose if it has defaulted on a project similar to this project in the last five (5) years or if it is currently involved in any pending litigation or arbitration (resolved or unresolved).

Submissions that do not comply with all the above requirements may be deemed unresponsive and may result in the submission being incomplete.

VI. Fee Proposals: Fee proposals will be requested of the shortlist of finalists developed from the evaluation of the submitted qualification packages. Fee proposals are not required as part of the qualification packages from this portion of the solicitation process.

VII. Selection Process: An initial evaluation of the submitted qualifications packages will be made by the Facilities Committee and a shortlist of up to four (4) finalists will be established. Evaluations will be based upon the following basic criteria (in no particular order of priority): experience working with the State of Connecticut Department of Education and OSCG&R, completion of projects of similar size and complexity as this project in Connecticut, the Firm's organizational chart for management and execution of project including resumes/experience of key personnel and consultants, performance on past public school projects, the Firm's approach to performing the various elements of work involved in this project, and references provided.

Firms selected for an interview should allow approximately forty-five minutes for the oral presentation and a question and answer session.

VIII. Contract Negotiations and Award: The Facilities Committee will recommend contract and award of the project to the selected Firm based on submitted qualifications, fee proposals (from the established shortlist), and interview results the Committee feels is the most responsible, responsive, and qualified to perform the project. The Committee (and Torrington Board of Education) reserves the right to accept or reject any or all bids or any portion thereof, to waive technicalities, and will award the project to the firm as deemed to best serve the public interest. The BOE is not obligated to select the lowest Bidder.

After negotiations are completed, the Facilities Committee shall seek approval from the Torrington BOE to prepare a final contract for the project based on criteria established in this solicitation, provided the final proposal fulfills the project goals, all financial and technical risks are removed, and all documents submitted meet legal requirements. Should all criteria be met and all approvals are secured, the Torrington BOE will enter into a contract with the selected Architectural Firm.

IX. Terms and General Conditions:

- 1) **Costs:** The contract shall cover all costs including reimbursable items.

- 2) **Acceptance/Rejection:** The Torrington Board of Education reserves the right to accept or reject any and all proposals, to waive any technicality in any proposal submitted, and to accept any part of a proposal deemed to be in the best interest of the Board of Education.
- 3) **Applicable Law:** The resulting contract shall be governed under the laws of the State of Connecticut. The consultant shall at all times comply with and observe all federal state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which, in any way manner, affect the work or its conduct.
- 4) **Contract Assignment:** No right or duty in whole or in part of the consultant under this contract may be assigned or delegated without the prior written consent of the Torrington Board of Education.
- 5) **Public Records Access:** Proposal openings are public unless otherwise specified. Records may not be available for public inspection prior to issuance of the notice of intent to award or the award of the contract.
- 6) **Selection:** Selection will be based upon the Board of Education's sole determination as to which Firm's qualifications and proposal best meets their requirements and is in the best interest of the Torrington Board of Education.



Torrington Public Schools

JOHN BARLOW
DIRECTOR OF FACILITIES

SUSAN M. LUBOMSKI
SUPERINTENDENT

Bid Proposal for Torrington Public Schools Districtwide Grounds Maintenance

To: Torrington Board of Education
Attn: John Barlow
Director of Facilities
355 Migeon Avenue
Torrington, Ct. 06790

Date: 6-17-22

Pursuant to and in compliance with your "Request to Bid" relating thereto, the undersigned,

(Name of Firm) Jespersen's Landscaping LLC

Bid Price Fiscal Year 2022 Dollars(\$ 198,000)Fiscal Year 2023 Dollars(\$ 210,000)
Fiscal Year 2024 Dollars(\$ 225,000)

Torrington Districtwide Grounds Maintenance bid as described in "Special Conditions Document" attached and initialed.

The undersigned certifies that this is a true and responsive statement in accordance with the instructions.

References: Please attached a list of three (3) references which may be contacted in order to certify the experience of the undersigned in projects of this type and size. Include the name and address of the school or organization, and the name and phone number of the contact person.

Supplementary General Conditions: The Supplementary general conditions shall be incorporated into this proposal and into the contract to be executed by and between the undersigned and the Torrington Board of Education.

(Name of Bidder) Chase Jespersen

(Title) Owner

(Business Address) 1741 Torrington ST

(City and State) Torrington CT 06790

[Type here]

355 MIGEON AVENUE
TORRINGTON, CONNECTICUT 06790
www.torrington.org • (860) 489-2327 • fax (860) 489-0726

The Torrington Board of Education does not discriminate in any of its programs, activities or employment practices on the basis of any protected class status.

Items now included in the Districtwide Grounds Maintenance:

-sidewalk and driveway trimming will be done monthly

-the banks around Middle School athletic fields need to be mowed by July 1st and a second mowing by October 1st

-High School fall field maintenance. The turf field will be groomed using TPS provided groomer, by September 1st. The baseball and softball fields will be prepared to a game ready condition by November by November 15th

-Middle School spring maintenance. The baseball and softball field will be prepared game ready as soon as weather/ground conditions suitable to do so. Sports field line painting will include initial field grid layout and season maintenance for soccer, baseball and softball games and practices. Field line paint will be supplied by Torrington Public Schools. A game schedule will be provided for all sports from the Athletic Director. Fields will need to be prepared before each game including line painting.

-All baseball and softball fields will be dragged weekly after school seasons ends until the end of growing season