

**Request for Proposals (RFP) and Qualifications for
Owner's Representative Services**

April 2019

**Farmington Public Schools
Farmington Town Hall
1 Monteith Drive Farmington, CT 06032**

RFP Issued: 4/29/2019

Question Deadline: 5/6/2019

Question Responses: 5/8/2019

Proposal Due: 5/13/2019

Interviews: Week of 6/3/2019

Tentative Award Date: 6/7/2019

LEGAL NOTICE
REQUEST FOR PROPOSALS FOR OWNER'S REPRESENTATIVE SERVICES

Proposals will be accepted at the Board of Education Office, Farmington Town Hall, 1 Monteith Drive, Farmington, CT 06032 until 2:00 P.M. Eastern Daylight Time on May 13, 2019. Instructions to bidders may be obtained at www.fpset.org Links: Department > Business Services> Facilities & Operations> RFP/Bid Opportunities.

The Farmington High School Building (FHS) Committee is soliciting proposals from qualified individuals or firms to provide owner's representative services for the pricing of conceptual design concepts for comprehensive solutions of Farmington High School. The selected individual or firm will enter into a contract with the Town of Farmington. All questions or comments regarding this solicitation package must be submitted to the office of the Director of School Facilities via email at harrist@fpset.org by 12:00 pm on May 6, 2018.

The services to be provided shall be related to work performed in Part I of the FHS Building Committee's Charge. This work includes but is not limited to assisting the building committee in the selection of firms for architect services, pricing the conceptual designs concepts (including any anticipated reimbursement) from the selected firms, and the presentation of these options to the Town Council, or any other committee as requested by the FHS Building Committee.

Qualified individuals or firms are required to submit their proposal in accordance with the solicitation package requirements. **One original, fifteen (15) copies of the proposal, and one electronic copy (Adobe PDF) must be submitted.**

After review of all qualifications, including fee proposals, the Farmington High School Building Committee reserves the right to reject any or all proposals, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the Town of Farmington and Farmington Public Schools.

I. Background

Farmington High School was constructed in 1928 and has undergone several renovations and additions over the past 88 years. The last major expansion was completed in 2003. A Farmington High School Building Committee was established in January 2016 and evaluated six conceptual options before selecting “D-1” to present to voters at a June 2017 referendum. The D-1 Option consisted of 86% new construction and 14% renovation of the existing building to meet to Statement of Needs. This proposal was defeated 2:1 at the referendum.

The Town Council started a renewed effort to address the needs of the FHS Facility in May 2018 and appointed the FHS Community Survey Ad Hoc Committee and the FHS Facility and Financial Ad Hoc Committee. The Committees completed their respective charges in January 2019 and presented findings and recommendations to the Town Council and Board of Education. The survey indicated that the public understood the need for a comprehensive solution to the FHS facility.

The Farmington Town Council approved a new [Statement of Needs](#), as recommended by the Board of Education, on February 13, 2019. This document outlines the needs of the FHS facility including accreditation and accessibility, security compliance, sprawling layout, educational programming, building envelope code compliance (MEP), and energy efficiency.

The Town Council recently approved a multi-phased charge for the FHS Building Committee. During [Part I](#), the Committee is expected to engage multiple firms to receive initial design concepts for conceptual solutions that address the Statement of Need. Architects will provide options for the following:

1. Maintaining the current facility;
2. Renovation in the existing footprint; and
3. A new building option on the existing site or other locations.

These options will be priced by an Owner’s Representative. Upon completion, a presentation of the options, pricing, and pros and cons of each option will be provided and presented to Town Council.

II. Scope of Services

Owner’s Representative services will include, but may not necessarily be limited to the following:

1. Assistance in the completion of Part I of the FHS Building Committee Charge, including the selection of multiple architect firms.
2. It is anticipated that two (2) architectural firms will provide three (3) design concepts each. The Owner’s Representative will review each of the designs and provide a total

project cost for each of the options, including any anticipated State reimbursement or other grant funding.

The FHS Building Committee understands that this is not a typical RFP for Owner's Representative Services. Owner's Representatives should be aware that the anticipated contract award is only for Part I of the building committee charge. It is anticipated that the committee will contract with an Owner's Representative for subsequent phases and reserves the right to solicit proposals for Owner's Representative Services during any phase in the project.

III. Minimum and Preferred Qualifications

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

1. The owner's representative must have demonstrated experience as an owner's representative or architect in the completion of at least two (2) school construction projects, with a budget of \$50-\$150 million or more, in the last ten (10) years.
2. Preference will be given to demonstrated experience with providing such services in projects with new-school construction or renovation on the site of an occupied school.
3. The owner's representative must have demonstrated experience providing owner's representative or architectural services to multiple public-school districts in Connecticut,
4. 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.
5. The Farmington High School building project will be subject to the requirements of the State of Connecticut Department of Administrative, Division of Construction Services Office of School Facilities 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.
6. The owner's representative must demonstrate successful experience with state audits of completed projects. Cite examples of a minimum of two (2) audited school projects.

IV. Proposal/Qualification Submission Requirements

The proposal response package must be organized in the following formation and include the following information (missing or incomplete information may be grounds for disqualification). **An original proposal, fifteen (15) copies of the proposal, and one electronic copy (Adobe PDF) must be submitted.**

- 1. Letter of Interest-** The firm/company shall provide a cover letter containing the respondents interesting in providing owner's representative services and any other information that would assist the Farmington High School Building Committee in making a selection.

- 2. Company Information-** The firm/company shall provide a brief summary of itself, including the following information:
 - a. Name of company and parent company, if any;
 - b. Name of company primary areas of service;
 - c. Address of principal office and office from which project will be managed;
 - d. Name, address, telephone number and email address of the principal contact person to receive notifications and to reply to inquiries from the Town and/or the Farmington High School Building Committee;
 - e. Legal form of ownership;
 - f. Years engaged in above services under your present name and all prior names by which firm was known.

- 3. Relevant Experience-**
 - a. List the school districts and projects for which the firm has provided complete Owner's Representative or architectural 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 the project was completed.
 - b. Describe experience working with community and government on the local and state level, particularly in the context of new school construction.
 - c. 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, Division of Construction Services Office of School Facilities and the Department

of Education, Bureau of Grants Management, and other laws and regulations applicable to Connecticut school construction.

- 4. Experience of Key Personnel-** Provide a list of the key personnel to be assigned to this project (including consultants, if applicable) and a brief description of the work they will perform. Resumes of the key personnel (including consultants) who will be directly involved in the project shall be included and be specific to the type of project and include at a minimum:

 - a. Current job title, responsibilities, and type of work performed, and time at current firm;
 - b. Educational background, academic degrees, and professional associations;
 - c. Experience on projects similar to that described in this RFP;
- 5. Value Engineering-** Provide a description of the proposed approach to value Engineering Services. Indicate the proposed timeline for the completion of the total project budget, once the options are provided by the architect firms.
- 6. References-** List no less than three (3) client references (name, address, e-mail address, telephone number and affiliation to identified project) for who services similar to this RFP are currently or have previously been provided.
- 7. Default-** Have you ever failed to complete any work awarded to you? Have you ever been declared to be in default of a contract? If so, where, when, why and what was the ultimate outcome?
- 8. Workload Statement-** Provide details on your firm's current and future workload and ability to provide this project the attention we feel it requires between now and the scheduled completion date.
- 9. Litigation-** Describe any pending litigation, arbitration or mediation proceedings in which your firm is currently involved or has been involved in the preceding ten (10) years.
- 10. Principals-** Names, titles, reporting relationships, background and experience of the principal members of your organization including officers. Indicate which individuals are authorized to bind the organization in negotiations, with the Town, BOE and Farmington High School Building Committee or subcommittee.
- 11. Fee-** Provide a detailed fee proposal and scope of services for the completion of Part I of the FHS Building Committee Charge.

To assist the Town in the planning process, please also provide a detailed fee proposal for the following additional phases:

- a. Pre-referendum services;
- b. Construction phase of a Farmington High School Building project.

The following costs and timelines for planning purposes are as follows:

Option	Estimated Cost	Estimated Timeline
1. Maintaining the current facility	\$75 million	30 months
2. Renovation in the existing footprint	\$100 million	60 months
3. New building option on the existing site or other locations	\$135 million	48 months

Please note that the Town reserves the right to go out to bid for Owner’s Representative Services during any phase in the project.

V. Evaluation Criteria

The Farmington High School Building Committee will consider the following factors, among others, in evaluating responses: experience, references, capabilities, past performance, price, qualifications, accuracy, overall quality, thoroughness, the ability to clearly articulate their approach and proposal to the FHS Building Committee, and responsiveness to the Town’s requirements as stated in this RFP.

VI. Selection Process

1. Initial Evaluation

The Farmington High School Building Committee will evaluate proposals and establish a shortlist of finalists.

2. Interviews

The Farmington High School Building Committee may choose to interview finalists for an interview. Firms selected for an interview should allow approximately forty five (45) minutes for an oral presentation and fifteen (15) minutes for a question and answer session.

VII. Timeline of RFP Process

The following timeline has been tentatively established:

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* All inquiries relative to the conditions and specifications listed herein as well as clarification of any information contained in the RFP must be made to Tim Harris, Director of School Facilities, by email at harrist@fpsct.org by 12:00 PM on May 6, 2019.

VIII. General Conditions

1. The Farmington High School Building Committee reserves the right to accept or reject any or all proposals.
2. The Farmington High School Building Committee shall be under no obligation to accept a proposal if it is deemed in the best interest of Farmington Public Schools and the Town of Farmington not to do so. The Farmington Board of Education and the Town of Farmington are not responsible for any costs incurred by the Responder in connection with this RFP. The expenses incurred by any Responder in the preparation, submission and presentation of their proposal are the sole responsibility of the Responder and shall not be charged to the Board of Education, the Town of Farmington or the Building Committee.
3. The Building Committee, Board of Education and the Town of Farmington have the right to use any or all ideas, plans, specifications and estimates presented in this RFP.
4. Timing and sequence of events resulting from this RFP will ultimately be determined by the Town and Board of Education.
5. The Town reserves the right to amend or cancel this RFP prior to the due date and time, if it is in the best interest of the Town to do so.

6. The Town reserves the right to reject the proposal of the consultant that is in default of any prior contract or for misrepresentation.
7. Save Harmless. As part of entering into any contract which may be let as a result of this process, the Owner's Representative for itself and its successors will be required to covenant and agree with the Town to indemnify and save harmless said Town from any and all action, cases of action, judgments, legal fees, claims and demands whatsoever, which may at any time be instituted, made, tendered or recovered against the Town to the extent caused by the Architect's negligence in the performance of the Owner's Representative services performed pursuant to any such agreement.
8. The Farmington Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action an determination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability, pregnancy, genetic information, or gender identity or expression, except in the case of bona fide occupational qualification. Questions concerning Title VI or Title IX compliance should be directed to: Kim Wynne, 1 Monteith Drive, Farmington, CT 06032, 860-673-8270. Questions concerning Section 504 compliance should be directed to: Dr. Laurie Singer, 2 School Street, Farmington CT, 06032, 860-677-1791.
9. Proposal submitted by facsimile (FAX) and/or emailed will not be accepted.

IX. Insurance Requirements

Firms shall agree to maintain in force at all times during which services are to be performed the following coverages and shall name the Town of Farmington and Farmington Board of Education and others as may be required as Additional Insured on a primary and non-contributory basis to the Firms' Commercial General Liability, Automotive Liability and Professional Liability policies. **These requirements shall be clearly stated in the remarks section on the Certificate of Insurance.** Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all Carriers are subject to approval by the Town of Farmington.

(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 Aggregate	\$1,000,000 \$1,000,000
Umbrella (Excess Liability)	Each Occurrence Aggregate	\$5,000,000 \$5,000,000
Worker's Compensation and Employer's Liability	WC Statutory Limits EL Each Accident EL Disease Each Employee EL Disease Policy Limit	 \$100,000 \$100,000 \$500,000

Original, completed Certificates of Insurance must be presented to the Town prior to purchase order/contract issuance. The firm agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of the policy.