



**Town of Litchfield  
Town Facilities Committee**

**Invitation to Bid**

**Consulting Firm to Conduct  
Space Utilization and Educational Needs Study  
Of The Litchfield Public Schools**

**Litchfield, Connecticut**

The Town of Litchfield is accepting bids from professional consulting firms (hereinafter called the Consultant) specializing in the study of the space utilization and educational program needs of the Litchfield Public Schools within its existing three buildings, in light of an ongoing predicted decline in the Litchfield student population. The study will also consider the potential repurposing of an additional former school called the Bantam School (now the Bantam Courthouse, US Post Office, Town Parks & Recreation and Town Annex Offices). The study needs to include the current school administration offices (currently located in Litchfield Intermediate School).

This project seeks to most efficiently house the current school grades and programs for grades pre-K - 12, the district's Central Offices, and the Litchfield Town Annex offices and departments. Currently, Litchfield maintains three schools. Center School, located at 125 West Street, Litchfield, houses grades pre-K (3-year-olds and 4-year-olds) through Grade 3 and services a small after-school day care program until 6:00 p.m.; additional spaces, such as the gym and cafeteria are used after hours by town-wide clubs and activities. Litchfield Intermediate School, located at 35 Plumb Hill Road, Litchfield, serves Grades 4 through 6 and has the Town's only auditorium, which is used by the middle and high schools for concerts and plays, and by the town for Town Meetings. The gymnasium provides additional multi-use space after school hours. The Middle and High Schools, located at 14 Plumb Hill Road, Litchfield, houses grades 7- 8 and 9 – 12, respectively. Though there is a separation of entrances and classroom spaces, these two programs share a main building, including a cafeteria, library, gymnasium and gym lockers, nurse's office, technology office, weight room, and playing fields. As with all high schools, the building sees heavy use all

Day long. Many of the high school playing fields and the track (called Plumb Hill Fields) are located up the hill, just past the Intermediate School at 35 Plumb Hill Road. Additionally, the Town is studying the potential viability of using or repurposing Bantam School, at 80 Doyle Road in Bantam, Connecticut. This building has not been used as a school in many years although the gymnasium is currently in use by Parks & Recreation and several town offices are located there. The Courthouse will be relocating in late 2016.

This project includes identifying both the potential future needs/uses for the buildings and the identification of alternative plans for the use of these available spaces to include the needs of the Litchfield School District and Litchfield Town offices.

The project includes:

- District needs for regular education classrooms, special education classrooms and services such as OT and PT, libraries, teacher workrooms, etc.
- State requirements for cafeteria space; the timing of lunch waves related to grade reconfiguration and facilities requirements that meet the requirements of the National School Lunch Program
- Adequate gymnasium space to meet State requirements for physical education;
- Adequate music and art classroom space to allow for State requirements and to maintain excellence in programs
- Adequate Science and lab space to meet program needs
- Adequate staff and student parking as well as community parking to access events at Plumb Hill Fields
- Consideration for safe bus pick-up and drop-off locations including timing considerations that may impact the existing transportation routes and schedules
- Technology impacts related to hardware infrastructure; including but not limited to phones, internet/fiber access, wireless access, server room location, and building wiring;
- Consideration of safety and security procedures and protocols, i.e. fire and lock-down, etc.
- American Disabilities Act (ADA) and Office of Civil Rights (OCR) compliance considerations related to building renovation

The study should also include the impact of changes on the principles of education which are important to the Litchfield community as reflected in a Mission Statement which stresses providing each student with appropriate academic and personal learning experiences within a safe and supportive educational environment.

To fulfill the mission, the Litchfield community has an expectation for:

- Maintaining current class sizes, especially in the lower grades
- Offering advanced classes (such as AP) at the higher grades
- Maintaining excellent programming in the arts
- Maintaining students' access to the courses required to be competitive for college or career

In addition, the Consultant should consider any advisement about existing educational requirements or mandates which could come into play in any potential rehabilitation or restructuring of spaces: building furnishings, telecommunications hook-ups, data wiring requirements, safety and hazard considerations, etc.

Only proposals from experienced and reputable firms will be considered. All firms/bidders submitting proposals are required to attend a **mandatory pre-bid meeting** for the purpose of viewing the proposed scope of services required and obtaining information relating to the proposed project. This pre-bid meeting and building site walk is scheduled for March 9, 2016, beginning at 4:00 p.m. It will begin at the Bantam Annex 80 Doyle Road Bantam the former (Bantam school), Connecticut, and then on to Litchfield Intermediate School 35 Plumb Hill Road. No additional appointments will be scheduled.

All bids must be submitted on forms which will be available at Litchfield Public Works 101 Russell St. and in accordance with specifications supplied by the Town of Litchfield. Requests for proposal documents may be made to the Public Works department by contacting Len Fasano at 860-567-7571 Monday through Friday, 7:00 a.m. – 3:30 p.m. There is a non-refundable \$10 fee for the bid documents.

Sealed proposals/bids will be received at the Office of the First Selectman, 74 West Street, Litchfield, Connecticut 06759, until 12:00 p.m. on April 1, 2016, and will be opened and read publicly at that time in the Office of the First Selectman.

The Town of Litchfield reserves the right to award in part, to reject any and all proposals in whole or in part, or to waive technical defects, irregularities, and omissions, if in its judgment the best interests of the Town will be served.

## **Instructions to Bidders**

### **1. Intent**

The intent of these specifications is to obtain a Consultant to study the space and program needs of the Litchfield Public Schools within its existing three schools Litchfield Center school, Litchfield Intermediate school and Litchfield High school and also considering the possible repurposing of an additional former school called the Bantam School in Bantam.

The Consultant shall have adequate equipment, resources, and materials for this project to insure completion within 35 business days, or May 20, 2016.

**All Bidders shall observe the following instruction and specifications:**

### **2. General Provisions and Milestone Dates**

Pickup Bid Package at	Starting on March 4, 2016 Until March 9, 3:30 Pm
Public Works 101 Russell St, Litchfield Ct, 06759	
Site Walks:	March 9, 2016
Date of Final Questions:	March 17, 2016 by 3:00 pm.
Receipt Deadline & Opening:	April 1, 2016 12:00 pm.
Place of Opening:	Office of First Selectman, 74 West Street, Litchfield, Connecticut 06759
Consultant Interviews:	April 7, 2016
Tentative Award Date:	April 14, 2016
Period of Performance:	
Report Outline Review – 30% Completion:	May 1, 2016
Report Draft Review – 70% Completion:	May 10, 2016
Final Report Submittal:	May 21, 2016
Presentations in the month of June 2016 to:	
Litchfield Town Facilities Committee	
Litchfield Board of Selectmen	
Litchfield Board of Education	
Litchfield Board of Finance	

### **3 Submission of Bid Envelope**

Bidders shall submit an Electronic copy of the bid, sent to [acombs@townoflitchfield.org](mailto:acombs@townoflitchfield.org), plus 10 copies of your bid in an envelope clearly marked, with the bid title and bid opening date marked on the front to prevent a sealed bid from being opened prior to the opening date. The following forms must be submitted:

- A. A brief history of your firm and its ownership structure
- B. Description/evidence of your expertise and prior related experience in the nature of the work requested. Provide the resumes for your in-house personnel and key consultants who will be assigned to this project. Please include the individuals' positions in the firm, education, and a sample of similar projects. [All persons working in the Litchfield Public Schools must be fingerprinted in advance.]
- C. List the Firm's experience as a consulting firm for three (3) similar projects within the last 5 years. Give the name and location of projects, owners' names and phone numbers and/or names and phone numbers of the owner's representatives, the actual costs of the projects, date started and date actually completed.
- D. Depending upon the geographical location of your firm, explain how you intend to provide the appropriate level of services required for the project.
- E. Describe any work currently under contract and your ability to meet time schedules proposed.
- F. Describe how each element of the work described in this RFP will be dealt with.
- G. Describe how the project will be scheduled.
- H. Based on your understanding of the project, the benefits your firm will bring to the project.
- I. Describe your planned project approach and how you will implement your design management strategy to achieve the Town's goals.
- J. A list of any adjudicated or open litigation against your firm in the past five (5) years.
- K. In submitting the proposal, the firm/consultant agrees that the proposal will remain valid for a period of sixty (60) days after the closing date for the submission of proposals and may be extended beyond that time by mutual agreement.

#### **4. Scope of Services**

The Consultant will analyze the schools to prepare an analysis of the effective use of the building for school/municipal/administrative purposes. All current Educational Code requirements must be met determining conformance to BOCA, NFPA, ADA, OCR and other codes that may apply.

The Consultant will also report any material features on the buildings which would need repair or rehabilitation. Plans should indicate proposed buildings reuse based on current and future programming needs. Considerations should be made for site suitability, such as parking, traffic flow, lighting, necessary improvements, and conceptual estimates of furnishings and equipment that may be required.

The Consultant(s) will be required to attend approximately three (3) Town Facilities Committee meetings, one (1) Board of Selectmen meeting, one Board of Education meeting, one (1) Board of Finance meeting and project informational gathering and status meetings with staff as required with applicable department/programs to determine space and programming needs.

##### **1. Departments/Programs to be included in in this study:**

Board of Education:

- School Superintendent
- Business Manager
- Director of Special Education
- Principals and Program /Department Heads

Town:

- First Selectman
- Finance Department
- Public Works Director
- Town Facilities Committee Chairman

##### **2. Pre-Referendum Services**

If the investigation results in a conclusion regarding suitability of repurposing regarding the Town Hall/Board of Education, and it should be the desire of the Town to present the project before the voters, please include an estimate for pre-referendum services including, but not limited to the following tasks: presentation renderings of the facilities; attendance of the Consultant(s) at public forums; assistance with the design of a Town-published brochure.

**5. Mandatory Site Walk**

A mandatory site walk tour of the buildings for all bidders will be conducted beginning at the Bantam Annex (The Bantam Court) 80 Doyle Road Bantam, Connecticut the former Bantam School on March 9, 2016. The tours will continue to Litchfield Intermediate School, Litchfield Middle and High School and end at the Litchfield Center School.

**6. Proposal Questions**

Any questions pertaining to the scope of the work or content or procedure for submitting proposals should be directed to Town of Litchfield, First Selectman by facsimile, e-mail, or letter to be received no later than March 17, 2016. Any questions received after that date will not be answered. Contact information is as follows:

<b>Office of the First Selectman</b>
<b>Litchfield Town Hall 74 West Street Litchfield, CT 06759</b>
<b>Phone: 860-567-7550</b>
<b>Email: <a href="mailto:lpaul@townoflitchfield.org">lpaul@townoflitchfield.org</a></b>

**7. Basis of Award**

It is intended this project contract shall be awarded to the Bidder/Consultant that best meets the needs of the Town of Litchfield with respect to qualifications, contractor’s submitted start date, and cost. Qualifications shall include the ability of the Consultant to complete all work within the stated time frame.

**8. Award of Contract**

The Town reserves the right, at its sole option, to make the selection of the Consultant/Engineering Firm or to reject any and all firms for any reason the Town deems advisable, and to award contract to any Consultant/Firm bidding on the work, regardless of the amount of bid.

**9. Notice of Award**

The Town shall give notice of Acceptance of a bid to the successful Consultant/Bidder by email to the Consultant's/Bidder's email and mail address stated in the bid. Individuals are invited to attend the Bid Opening on April 1, 2016, with official bid results pending notification of the successful bidder.

**10. Scope of Work Change**

The Town reserves the right to amend, extend, curtail, or otherwise change the scope of the project after the bid is awarded, without penalty to the Town, upon the determination that such action is to be to the advantage of the project effort. All changes in scope will be issued in writing by Litchfield Town Facilities Committee Chairman – William Buckley, or his designee.

**11. Compliance with State and Federal Laws**

Prices bid shall not include any taxes, Local, State, or Federal, as the Town is not liable. In addition, the successful Consultant/Bidder shall comply with all applicable Federal and State laws, rules, and regulations, and will not discriminate or permit discrimination against any person or group of persons on the basis of sex, race, color, age, national origin, or in any manner prohibited by law.

**12. Delays**

Contract time delays for completion of work shall be authorized in writing by Litchfield Town Facilities Committee Chairman – William Buckley

**13. Assignment of Contract**

Contractor shall not sublet, sell, transfer, assign, or dispose of contract or any portion thereon or of right, title, or interest therein of obligations thereunder, without written consent of the Town.

**14. Basis of Payment**

Payment for this work shall be at the lump sum bid for work completed and accepted, except as noted herein and shall include all equipment, materials, labor, and tools incidental to the completion of this work.

**15. Payments for Extra Work**

Written notice of claims for change orders or extra work claims shall be given by Consultant within ten (10) days after receipt of written instruction from the Town as approved by Litchfield Town Facilities Committee Chairman – William Buckley to proceed with extra work and also before any work is commenced. No claim shall be valid unless so made. In all cases, Consultants’ itemized sheet showing all labor and materials must be submitted to Litchfield Town Facilities Committee Chairman – William Buckley. Town orders for extra work shall specify any extension of contract time and one of the following methods of payment:

- A. A lump sum based on Consultant’s estimate accepted by and approved by Litchfield Town Facilities Committee Chairman – William Buckley

**16. Insurance**

General:

The Consultant shall be responsible for maintaining insurance coverage in force for the life of the contract of the kinds and adequate amounts to secure all of the Consultant’s obligations under the contract with an insurance company with an AM Best Rating of A - VII or better licensed to write such insurance in Connecticut and acceptable to the Town of Litchfield. The insurer shall provide the Town of Litchfield with Certificates of Insurance signed by an authorized representative of the insurance company(ies) prior to the performance of this contract describing the coverage and providing that the insurer shall give the Town of Litchfield written notice at least thirty (30) days in advance of any termination, expiration, or any and all change in coverage.

Such insurance or renewals or replacements thereof shall remain in force during the Consultant’s responsibility under this agreement. The Consultant at the Consultant’s own cost and expense, shall procure and maintain all insurance required and shall name the Town of Litchfield as an additional insured on all contracts except Worker’s Compensation and Professional Errors & Omissions coverages.

In order to facilitate this requirement for insurance, it is recommended that the Consultant forward a copy of this exhibit to the Consultant’s insurance representative(s).

Workers’ Compensation Insurance

The consultant shall provide Workers’ Compensation Insurance required by law and the Employer’s Liability Insurance for at least the amounts of liability for Bodily Injury by accident of \$100,000 per person; Bodily Injury by Disease each employee of \$100,000; Bodily Injury \$500,000 aggregate.

Comprehensive Commercial Liability

The consultant shall carry Commercial General Liability policy (Insurance Services Office Incorporated Form CG-0001 or equivalent). A per occurrence limit of \$1,000,000 is required. The Aggregate Limit will be not less than \$1,000,000.

Business Automobile Liability Insurance

Bodily injury; General Limit	\$1,000,000 aggregate
Products/Completed Operations	\$1,000,000 aggregate
Personnel advertising Injury	\$1,000,000 aggregate
Each Occurrence	\$1,000,000 aggregate
Fire Damage Limit	\$1,000,000 aggregate
Medical Expenses	\$100,000 per person

Contractual/Completed Operations/Products  
 Contractual/Liability will be Broad Form  
 XCU (explosion/collapse/underground utilities)  
 Comprehensive Broad Form Liability endorsement or Equivalent  
 Broad Form property Damage Liability

Automobile Liability

Bodily Injury	\$1,000,000 per person
Aggregate	\$1,000,000 per person
Property Damage	\$1,000,000 per person

Coverage:  
 All owned/non owned/hired/borrowed  
 Contractual liability to be included

**Contractors must name the Town of Litchfield as an additional named insured on all certificates.** All policies will provide thirty (30) days' notice of cancellation as well as ten (10) days' notice of material change in the policies to the First Selectman's Office of the Town of Litchfield.

The Consultant shall require the same insurance that it is required to carry by the Town of Litchfield to be carried by any design Consultants and independent contractors hired by the Consultant and to obtain Certificates of Insurance before design Consultants and independent contractors are permitted to begin work. The Consultant shall require that the Town of Litchfield be named as Additional Insured on all design Consultant's and independent contractor's policies before they are permitted to begin work. The Consultant

And all design Consultants and independent contractors and their insurers shall waive all rights of subrogation against the Town of Litchfield, and its officers, agents, servants and employees for losses arising from the work performed by each on this contract. The Consultant assumes and agrees to hold harmless, indemnify, protect and defend the Town of Litchfield against any and all liability for injuries and damages to Bidder and to Bidder's employees, agents, design Consultants and guests, third parties or otherwise incident to or resulting from any and all operations performed by a contractor under any terms of this contract.

### **Supplemental Agreement**

The Consultant named below is an independent contractor and neither the Consultant nor its employees nor the Contractor's Subcontractor(s) under any circumstances, will be considered servants or agents of the Town of Litchfield and the Town will be at no time legally responsible for any negligence or other wrong doing by the Contractor, its servants or agents or the Contractor's Subcontractor(s). The Town will not withhold from contract payments to the Contractor any Federal or State unemployment taxes, Federal or State Income Taxes, Social Security Tax, or any other amount for benefits to the Contractor. The lump sum or unit charges for service provided does not represent gross wages and further the Town will not provide the Contractor any insurance coverage or other benefits, including Worker's Compensation, normally provided by the Town to its employees. The Contractor will be required to sign the enclosed Supplemental Agreement prepared by the Town.

### **17. Length of Contract**

The Town of Litchfield is requesting bid proposals for the time period beginning March 2016 through June 2016. The Town of Litchfield reserves the right to negotiate with the Contractor selected, additional periods beyond June 2016 if deemed to be in the best interest of the Town.

**Bid Proposal  
Consulting Firm to Conduct  
Space Utilization and Educational Needs Study  
Of The Litchfield Public Schools**

**Town of Litchfield, Connecticut**

**Lump Sum Bid** \_\_\_\_\_ U. S. Dollars

**Start Date** \_\_\_\_\_

\*\* If a discrepancy the written word will prevail.

The undersigned is familiar with the conditions surrounding this call for bids, is aware that the Town reserves the right to reject any and all bids, and is submitting this bid without collusion with any other person, individual, or corporation.

Bidder \_\_\_\_\_

By \_\_\_\_\_ (Signature) (Title)

Name – Typed \_\_\_\_\_

Date \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email: \_\_\_\_\_

