

Via Google Meet
Dial +1 (617) 675-4444
PIN: 833 747 800 1503#
September 08, 2021 @ 5:30 p.m.

**Regional School District #4
Chester – Deep River – Essex – Region 4**

**AGENDA & NOTICE FOR JOINT BOARD OF EDUCATION
RFP REVIEW COMMITTEE MEETING**

To: Members of the Chester, Deep River, Essex, and Region 4 Joint BOE RFP Review Committee

Subject: **September 08, 2021 Joint BOE RFP Review Committee Meeting**

Time: **5:30 p.m. -6:00 p.m.**

Place: **Via Google Meet – To listen remotely please dial (US) +1 (617) 675-4444 PIN: 833 747 800 1503#**

(We kindly ask that you **please mute your phone immediately** upon connecting to the meeting as this will improve the audio quality for all participants. Google Meet may do this automatically, depending on the number of people already connected to the call. If so, pressing *6 will unmute your phone when it's time to speak)

If you are unable to be in attendance, please e-mail Jennifer Bryan in Central Office at jbryan@reg4.k12.ct.us.

Mission Statement

We, the communities of Chester, Deep River, Essex and Region 4, engage all students in a rigorous and collaborative educational program. We prepare our learners to be respectful citizens who are empowered to contribute in a globalized society.

AGENDA

- 1. Call to order - meeting facilitator**
- 2. Verbal roll call**
- 3. Review draft and finalize RFP for architecture or engineering firm to conduct a building study for all 5 school buildings (encl #1)**
- 4. Other considerations as needed**

Cc: Town Clerks, Chester, Deep River, and Essex

**PUBLIC SCHOOLS OF CHESTER, DEEP RIVER, ESSEX, REGIONAL SCHOOL
DISTRICT NO. 4, AND THE SUPERVISION DISTRICT
INVITATION TO SUBMIT PROPOSALS
RFP# R5202201**

Invitation Issue Date: September 16, 2021
Proposal Due Date: October 15, 2021

The Chester, Deep River, Essex, Region No. 4, and Supervision District Committee Boards of Education (“The Boards”) are soliciting Proposals from qualified Educational Consultant and Architectural/Engineering firms for conducting a comprehensive study for the buildings and facilities owned and operated by the schools of Chester, Deep River, Essex, and Region No. 4, and their Supervision District Committee, beginning in **October 2021**.

This study will evaluate current building capacity based on configurations of existing space and assess the use and condition of select Board of Education facilities to establish a priority, schedule, and budget for most effective use, improvement, and / or replacement of major structures, systems, layouts and mechanicals, including possible recommendations specifically about HVAC systems. The plan will be presented by the selected firm to the Boards to establish a framework for facility and capital planning for at least the next ten (10) years.

Forms for Proposal, Certification, Conditions, Specification, and any Addenda may be obtained on the Region No. 4 website:

http://www.reg4.k12.ct.us/news/what_s_new/rfp

Sealed Bids must be received by The Boards no later than **2:30 PM on Friday, October 15, 2021**. Bids shall be opened and publicly read at that time. *Facsimile or email bid responses will not be accepted.* Bids are to be sent to:

Robert Grissom
Finance Director
Superintendent’s Office
PO Box 187
1 Winthrop Road
Deep River, CT 06417
(860) 526-2417

After the opening of bids, no bid can be withdrawn for a period of 60 days.

The Boards reserve the right to waive technical defects in bids; to reject any or all bids, in whole or in part, and to make such awards, in whole or in part, including accepting a bid or part of a bid, although not the lowest bid that in their judgment will be in the best interest of The Boards and The Districts.

Questions regarding this RFP may be directed to Robert Grissom, Finance Director. Only written questions will be accepted via facsimile at (860) 526-5469 or by email to Robert Grissom at rgrissom@reg4.k12.ct.us and must be received no later than **Thursday, September 30, 2021**. *Verbal questions will not be entertained or accepted.*

The Boards do not discriminate on the basis of sex, race, religion, national origin, gender identity, sexual orientation, disability, veteran's status or genetic information.

INSTRUCTIONS TO PROPOSERS

I. Definitions

- A. "Addendum" means written documents issued by the Boards prior to **Friday, October 15, 2021**, which modify these Instructions to Proposers by additions, deletions, clarifications or corrections.
- B. "The Boards" means the Chester, Deep River, Essex, Region No. 4, and Supervision District Committee Boards of Education for the State of Connecticut.
- C. "Contract" means the document that the Contractor executes with the Boards to provide the Services, as negotiated between the parties.
- D. "Contractor" means the Proposer who is selected by the Boards to provide the Services described in these Proposal Documents and who executes the Contract.
- E. "District" means the schools, buildings, and property owned and operated by the Chester, Deep River, Essex, Region No. 4, and Supervision District Committee Boards of Education for the State of Connecticut.
- F. "Invitation to Submit Proposals" means the published notice of the request for Proposals.
- G. "Proposal" means a submission by a Proposer to provide the Services that conform to the Proposal Documents.
- H. "Proposal Documents" means the Invitation to Submit Proposals and these Instructions to Proposers, all exhibits attached hereto, and any Addendum issued.
- I. "Proposal Price" means the price, as shown on Exhibit A, at which the Proposer offers to perform the work described in the Proposal Documents.
- J. "Proposer" means the person or entity who submits a Proposal.
- K. "Services" means the commercial real estate services described in these Proposal Documents, including the **Invitation to Proposers** and **VI. Scope of Services**.

Unless otherwise defined, these definitions shall apply to the Proposal Documents and the Contract.

II. Proposal Instructions

- A. Proposals shall be received from Proposers for the furnishing of all personnel and services necessary to perform the Services described herein.
- B. When the Proposal is executed and submitted by Proposer, the Proposer acknowledges it has full knowledge of and agrees with the general specifications, conditions and requirements of the Proposal Documents.
- C. The Proposer shall submit **one (1) original and one (1) copy** of the Proposal. The Proposals must be mailed or delivered to the Boards in a sealed envelope. The outside of the sealed envelope must be clearly marked with Proposer's name and address and RFP# R5202201.
- D. The Proposals shall be submitted no later than **2:30 PM on Friday, October 15, 2021** to the Office of the Finance Director of the Regional School District No. 4, PO Box 187, 1 Winthrop Rd, Deep River, CT 06417, at which time they will be opened and read aloud. Proposals received later than that date and time will not be considered and will be returned unopened. Amendments to or withdrawals of Proposals received later than that date and time will not be considered.
- E. All Proposals shall become property of the Boards and will not be returned.
- F. The Contractor shall comply with applicable laws, rules, regulations and policies of federal, state, and local governments. It shall be the responsibility of the Contractor to ensure that all personnel employed are familiar with all of the aforesaid laws, rules, regulations and policies as well as the contents of any manual or other rules, regulations and policies which the Boards might publish.
- G. In considering Proposals and awarding the Contract, the Boards reserve the right to waive technical defects in Proposals, to reject any and all Proposals, consider cost, service and experience for the Services required, as well as the financial responsibility and specific qualifications set out herein of the Proposer. The Boards also reserve the right to discuss the scope of services with one or more Proposers and to enter into such negotiations and make such modifications as the Boards deem to be in its best interest.
- H. Each Proposer is responsible for making sure it gets the information it needs to make a responsible Proposal that allows it to execute the Contract if it is awarded the Contract. Information requests are to be made in writing to Robert Grissom, Finance Director, via facsimile at (860) 526-5469 or by email to Robert Grissom at rgrissom@reg4.k12.ct.us and must be received no later than **Thursday, September 30, 2021**. A written request does not in any way diminish a Proposer's responsibility to obtain the information it needs to make a Proposal. Other than the contact person named above, it is the Boards' requirement that Proposers not

communicate directly or indirectly with any other person at the Boards concerning the Proposal Documents or with respect to requests for additional information.

- I. Any interpretation of or modification to the Proposal Documents will be made by Addendum. Any Addendum will be posted on the Board's website. Each Proposer shall confirm prior to submitting its Proposal that it has received all Addenda.
- J. Proposals must be held firm and cannot be withdrawn for 60 calendar days after the opening date.
- K. The Boards reserve the right to negotiate with any or all Proposers or to cancel or withdraw in part, or in its entirety, the Proposal Documents, if it is in the best interest of the Boards to do so. The Boards specifically reserve the right to add or delete from the scope of services in the final Contract from the scope of services described in these Proposal Documents.
- L. The Boards may require the Proposers submitting Proposals to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted. Interviews are optional and may or may not be conducted.
- M. Selected Proposer is to participate in negotiations concerning the nature and scope of the provision of the Services. The results of such negotiations shall be incorporated into the Contract between the Boards and the Contractor.
- N. The Boards reserve the right to request any additional information pertaining to the ability, qualifications, and experience of a Proposer as it deems necessary after Proposals have been opened and reserve the right to interview one or more Proposers.

III. Proposal Requirements

- A. The Proposal shall be submitted with all of the information described in this section **III Proposal Requirements**.
- B. Each Proposal shall include all of the following:
 - 1. Each Proposer must fill out the "Proposal Form - Fee Schedule" in the form of Exhibit A. Proposal Prices must be submitted on this Proposal Form. All blank spaces for proposal prices must be completed in ink or be typewritten; proposal prices must be stated in both words and figures. The person signing the Proposal Form must initial any errors, alterations or corrections on that form. Ditto marks or words such as "SAME" shall not be used in the Proposal Form. In the event of a discrepancy between the price quoted in words and in figures, the words shall control. The Boards are exempt from Connecticut sales and use taxes. Such taxes should not be included in the Proposal Prices.

2. All Proposers must read and execute the “Equal Opportunity Memorandum”, in the form of Exhibit B, attached hereto and made a part hereof.
3. Proposers shall submit a minimum of three references. References should be from clients for which similar Services requested pursuant to these Proposal Documents were provided, preferably in Connecticut. All Proposers must read and fill out the reference check form attached as Exhibit C (“Reference Check”). The Proposer, by submitting a Proposal, hereby authorizes the Boards or its authorized agent to contact such references listed on the Reference Check without obtaining any other consent from the Proposer.
4. All Proposers must disclose all pending and threatened litigation in which such Proposer is named (either suing or being sued), or any judgments entered during the last five (5) years in the form listed on Exhibit D (“Pending or Threatened Litigation”), attached hereto and made a part hereof.
6. Each Proposer must submit the “Statement on Non-Collusion and Other Practices”, in the form attached as Exhibit E, attached hereto and made a part hereof.
7. Each Proposer shall demonstrate a minimum of ten (10) years’ experience with proven effectiveness to perform the Services requested. Each Proposer is to provide a brief history and description of the firm’s capabilities, resources and service quality as it relates to the Services requested in this Invitation to Submit Proposals to the Boards and include the following:
 - Years in business, and previous names of the firm, if any
 - Firm size
 - Location
 - Copies of resumes of key persons intended to be assigned to perform these Services
 - Experience in assisting similar size entities, including any and all similar Services provided to public agencies
 - Detailed description of how the firm plans to conduct its study
 - Additional services offered through your firm
8. Each Proposer shall provide a description of the business organization (i.e., corporation, partnership, joint venture, etc.) of its firm, its ownership and its organizational structure; the names and business addresses of all Principals (described below) of the firm or firms submitting the Proposal; if a firm is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the

parents' approval rights over the activities of the firm submitting a Proposal; and describe the approval process.

9. For purposes of these Proposal Documents, "Principals" mean persons possessing an ownership interest in the Proposer. If the Proposer is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Proposer and every stockholder having an ownership interest of 10% or more in the firm. If the Proposer is a partnership or a joint venture or similar organization, provide comparable information as required above for each member of the partnership, joint venture or similar organization.
11. Each Proposer shall list all immediate relatives of Principal(s) (as defined above) of Proposer who are Board members or employees of the Boards. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.
12. Each Proposer should disclose whether any of the Services will be subcontracted and, if so, a description of how the Proposer selects the subcontractors and what are the obligations of Proposer and subcontractor.
13. Each Proposer must submit copies of insurance certificates for general liability and worker's compensation coverage. The successful firm must provide original certificates of insurance prior to commencing services.
14. Each Proposer shall provide any additional information it believes to be important in assisting the Boards in evaluating its firm and its capabilities.
15. Any exceptions or deviations from these conditions or specifications must be listed on a separate sheet attached to the Proposer's detailed conditions and specifications and referred to separately in the Proposals.

IV. Qualification Requirements

The Boards may make such investigations, as it deems necessary, to determine the ability of the bidder to perform the work and the bidder shall provide the Boards with any information requested for this purpose. The Boards reserve the right to reject any bid if the investigation of such bidder indicates that the bidder is not qualified to complete the project or has previously failed to properly perform or complete on time any contract.

V. District Overview

The District is located in southern Middlesex County in Connecticut, serving approximately 15,000 residents throughout the towns of Chester, Deep River, and Essex, which comprise approximately 45 square miles.

School buildings and land owned and operated by the Boards encompass approximately 500,000 square feet with a total acreage of over 100 acres.

The District provides educational services to approximately 1,600 students and employs over 350 personnel within the following buildings.

- Chester Elementary School (PreK-6): 44,200 square feet
- Deep River Elementary School (PreK-6): 65,037 square feet
- Essex Elementary School (PreK-6): 85,043 square feet
- John Winthrop Middle School (7-8): 120,123 square feet
- Valley Regional High School (9-12): 141,529 square feet
- Superintendent's Office (Admin): 10,100 square feet

VI. Scope of Services

- A. The Services requested in these Proposal Documents cover all personnel, labor, equipment and services required to complete the tasks set forth and shall also incorporate any other labor, materials, supplies, overhead, taxes and profit of the Proposer, and the Proposal Price shall be "all-inclusive". The Boards shall be responsible for no other charges other than the prices set forth on Exhibit A.
- B. The overall objective of the Facilities Study is to assess the current use and space needs of educational facilities and establish a priority, schedule, and budget for replacement or improvement that will create a framework for the Boards' budgeting and Long-Range Capital Plans. Various facility conditions assessments and plans referenced will be available to assist in this assessment. The evaluations and conclusion to the study will create a comprehensive master plan for public educational buildings that will serve the District's needs for the coming ten (10) years. The plan will be presented by the selected firm to the Boards in both a hardcopy written format and in an oral presentation at a future Joint Board meeting.

Although a 10-year timeframe must be used for evaluating the effectiveness of each option, the successful firm is expected to acknowledge that several facilities and processes need to be addressed in a shorter timeline and prioritize recommendations accordingly.

- C. The successful firm shall contract with the Boards to provide the following assessments:
1. Capacity study for each facility
 2. Existing conditions report including narratives of the following design disciplines
 - Architectural
 - HVAC Systems (Air Quality and Filtration)
 - Mechanical, Electrical, Plumbing, and Fire Protection

- Structural
 - Food Service
 - Site
 - Hazardous Materials (not included, provided by owner)
3. Professional cost estimate and schedule (repairs and code upgrades only)
- D. Recommended improvements should include, to the extent practicable, energy efficiency, accessibility, life cycle costs, and other relevant considerations.
- E. It is the intent of this RFP to have the successful firm enter into a Professional Services Contract with the Boards to provide the services as outlined herein from the date of award until the submission and presentation of a final report, and all other deliverables, as described herein. However, the Boards shall have the right to terminate with ninety (90) days' prior written notice at any time and for any reason. Notwithstanding anything to the contrary provided for herein, in the event that sufficient funds are not appropriated during this time, the Boards shall have the right to terminate the Contract on the last day of the fiscal period for which appropriations were received.
- F. The Boards and the successful Proposer shall negotiate a contract or contracts for the Services, which contract or contracts shall include the provisions in these Proposal Documents and such additional provisions that the Boards deem necessary. The parties shall negotiate a final Contract within a reasonable time period after the selection of a Proposer. If the parties cannot agree on a Contract within thirty (30) days after the Boards have selected a Proposer, the Boards may enter into discussions with another Proposer. Each Proposer shall be thoroughly familiar with all the terms, conditions, and provisions of the Proposal Documents.

Information from Proposals may be incorporated into the final Contract, as determined by the Boards.

These Proposal Documents are not a contract offer, and no contract will exist unless and until a written Contract is signed by the Boards and the successful Proposer.

Please note: All information submitted for review may be subject to the Freedom of Information Act and may be made available upon request by the public. Proposers should identify any confidential, proprietary information or trade secrets and provide justification why such material should not be disclosed.

Notwithstanding anything to the contrary herein, by submitting a Proposal, the Proposer thereby acknowledges that pursuant to Connecticut General Statutes § 10 - 241d, as amended, the Board may consult with the legislative bodies of its member towns regarding this Invitation to Submit Proposals and any and all responses thereto and any other related information.

VII. Selection Criteria

The Boards, or a committee of the Boards, shall review all documents submitted. They may also, at their discretion, conduct in-person interviews with the Proposers. The Boards also reserve the right to select from proposals alone. The Boards shall make the final decision regarding the selection of the firm.

The following criteria shall be used to evaluate the proposal(s), along with any other factors that the Boards consider relevant:

- A. Quality of written proposal.
- B. Quality and responses of references.
- C. Quality of any interviews.
- D. Relevant experience with school and educational facility projects.
- E. Ability of Proposer to meet or exceed the requirements defined in the Proposal Documents.
- F. Completion of fee schedule.

VIII. Limitations; Withdrawal of Request for Proposals

These Proposal Documents do not commit the Boards to award any agreement for Services, or to be responsible or liable in any manner for any risks, costs or expenses incurred by any Proposer in the preparation of a proposal in response to the Proposal Documents or any revision of such a proposal.

IX. Proposer's Costs

Each Proposer acknowledges that all costs incurred by it in connection with the preparation and submission of a Proposal, or any negotiation which results therefrom, shall be borne exclusively by the Proposer. Neither the Boards, nor its staff, consultants, or advisors, shall be liable for any claims or damages resulting from the solicitation or preparation of the Proposals, nor will there be any reimbursement to Proposer for the cost of preparing and submitting a Proposal or for participating in this procurement process.

CERTIFICATION:

The Proposer has read and understood the Proposal Documents, INCLUDING ALL EXHIBITS, which are Exhibit A through Exhibit E, all attached hereto and made a part hereof, and the following addendum: _____ (if any; if none, state "None"), and the Proposal conforms to the terms and conditions of the Proposal Documents.

I hereby certify, as an officer of _____, that, as the Proposer under these Proposal Documents, all of the information and material supplied to RSD 4 Board as required by these Proposal Documents are complete and true. I, as an officer of _____, understand that all of the terms and conditions of these Proposal Documents shall be included in the Contract executed with the Boards, if awarded the Contract. I, as an officer of _____, further understand that any information that is found to be incomplete or false, or if any attempt to mislead the Boards is discovered, either during the evaluation or subsequent to any award may result in the disqualification of the Proposal or the immediate termination of the Contract.

Signature _____ Date _____

Name _____ Title _____

Proposer Information

Company: _____

Address: _____

City/Town State Zip

Telephone: _____

Email: _____

EXHIBIT A

PROPOSAL FORM- FEE SCHEDULE

The undersigned, having become thoroughly familiar with the terms and conditions affecting the performance and costs of the Services, as described in the Proposal Documents dated _____, 2021, hereby proposes and agrees to fully perform the Services within the time stated and in strict accordance with the Proposal Documents, including furnishing any and all labor and materials, and to do all of the Services required to complete said Services in accordance with the Proposal Documents for the following sum of money:

FEE SCHEDULE

1. Inclusive Project Cost (in words): _____

2. Inclusive Project Cost (in numbers): \$ _____

3. Any other additional fees or costs (in numbers): \$ _____

Proposer's Name

By: _____
Name:

Title:

Date:

EXHIBIT B

EQUAL OPPORTUNITY MEMORANDUM

TO: All Proposers

FROM: Supervision District Committee Supporting the Chester, Deep River, Essex, and Region No. 4 Schools

SUBJECT: Equal Opportunity Policy

The Supervision District Committee and the Boards of Education for Chester, Deep River, Essex, and Region No. 4 Schools are committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment free of harassment, discrimination, or retaliation because of age, race, color, national origin, ancestry, religion, sex (including transgender status, gender identity or expression, sexual orientation, or civil union status), pregnancy (including childbirth, lactation and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws.

STATEMENT OF POLICY

It is the employment policy of _____ that there shall be no discrimination against anyone on the grounds of age, race, color, national origin, ancestry, religion, sex (including transgender status, gender identity or expression, sexual orientation, or civil union status), pregnancy (including childbirth, lactation and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws in the hiring, upgrading, demotions, recruitment, termination and selections for training.

Proposer's Name

Date:

Proposer's Title

Telephone Number

Street Address

Email

City/State

EXHIBIT C

REFERENCE CHECK

Please provide three (3) references:

1. _____
Name

Contact Person

Telephone Number

Period of Contract

Type of Services Provided to Reference

2. _____
Name

Contact Person

Telephone Number

Period of Contract

Type of Services Provided to Reference

3. _____
Name

Contact Person

Telephone Number

Period of Contract

Type of Services Provided to Reference

EXHIBIT D

PENDING OR THREATENED LITIGATION

For cases pending, please provide the following information for each matter:

1. Parties (suing or being sued)
2. Docket Number and Court
3. Brief Description and Status

JUDGMENTS

Please provide the following information for each matter:

1. Parties (suing or being sued)
2. Docket Number and Court
3. Brief Description and Amount of Judgment

(Attach additional sheets, if necessary.)

EXHIBIT E

STATEMENT ON NON-COLLUSION AND OTHER PRACTICES

The undersigned hereby declares that:

1. This Proposal is made without any connection with any other person or entity making any proposal for the same services, that it has been prepared and submitted in good faith, that it is in all respects fair and without collusion or fraud and that no person acting for or employed by the Boards is directly or indirectly interested in the proposal or in the services to which it relates, or in any portion of the profits therefrom.

2. Proposer hereby declares that the only persons participating in the Proposal as Principals are named in its Proposal and that no person other than those mentioned in its Proposal has any participation in the Proposal or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the Boards.

3. The Proposer's Proposal is genuine and is not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation.

4. Proposer has disclosed to the Boards, in writing pursuant to Section III.B.11 of the Proposal Documents, any and all Principal(s) of Proposer who are Board members or employees, or the immediate relative of Board members or employees, of the Boards. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.

5. Proposer has not directly or indirectly induced or solicited any other prospective Proposers to submit a false or sham Proposal.

6. Proposer has not solicited or induced any individual or entity to refrain from submitting a Proposal.

7. Proposer has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this paragraph:

- A. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of the procurement process, except as otherwise disclosed to the Boards in writing;
- B. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the procurement process to the detriment of the Boards, (b) to establish proposal prices at artificial non-competitive levels, or (c) to deprive the Boards of the benefits of free and open competition;

