



REQUEST FOR QUALIFICATIONS

FOR

**SITE PLANNING AND LANDSCAPE ARCHITECTURE
SERVICES**

FOR

SANDY HOOK ELEMENTARY SCHOOL

Newtown, CT

May 24, 2013

I. PROJECT / TEAM OVERVIEW

A. Project Description

The Town of Newtown will demolish the existing Sandy Hook Elementary School facility built in the 1960s and rebuild a state-of-the-art Pre-K -- 4 school on the existing property at 12 Riverside Rd, Sandy Hook, CT. Over the past 5 months Newtown has undergone an extensive evaluation of potential sites, renovations, expansions and/or new construction of the Sandy Hook Elementary School (SHES) before deciding to rebuild on the current SHES site. The Site Evaluation Study dated April 12, 2013 can be viewed on the Town's website at http://www.newtown-ct.gov/Public_Documents/index along with public meeting minutes and decisions.

The SHES will be developed as a Pre-K – 4, elementary school of approximately 70,000 gross square feet. The project will be developed following a fast-track approach similar to an integrated project delivery system and will be designed to the LEED v4 Silver standard. It is intended that the completed project will become a national model for the "School of the Future" incorporating the most current and advanced thinking toward educational approaches, security and design.

B. Client Description

The Town of Newtown was established in 1711 and is located in Fairfield County, southwestern Connecticut, about sixty miles from New York City. It covers 38,644 acres or 60.38 square miles, making it the fifth largest town, area-wise, in the state.

The Town operates under a Charter adopted in 1961 and most recently revised in 2008. The Charter retains a limited Town Meeting form of government with an elected Board of Selectmen (3) supervising the administration of Town affairs, a First Selectman acting as the town's Chief Executive and Administrative Officer, and a twelve member Legislative Council acting as the legislative body, with the exception of those items specifically enumerated on which the Town Meeting is authorized to act. Financial matters are supervised by a Board of Finance (6) and an appointed Finance Director.

The Public Building and Site Commission of the Town of Newtown ("PB&SC") has control of the supervision and construction of building projects including major new construction, alteration or extension, furnishing or equipping of a building to be used for public purposes including the acquisition and improvement of land. The Public Building and Site Commission consists of seven members appointed by the First Selectman and confirmed by the Board of Selectmen. The PB&SC will have responsibility for the management of the design and construction of the new Sandy Hook Elementary School.

C. DPM Role

Diversified Project Management Inc. ("DPM") is an East Hartford, CT-based consulting firm specializing in the coordination of institutional, corporate and healthcare construction and relocation projects. DPM is an owner's representative working directly for the Town of Newtown and does not accept commissions, referral fees or other incentives. DPM will be acting as the Town of Newtown's representative throughout the process and will assist the PB&SC with the selection and management of the development team and all vendors involved with the project.

D. Team Members

Concurrent with this RFQ, the Town of Newtown is also issuing RFQs for the construction management firm, architectural/engineering team, traffic consultant, code consultant, security consultant, telecommunications (data & AV) consultant, hazardous materials consultant, and other consultants. It is the intention of the PB&SC to assemble its project team for planning work on the project.

II. SCOPE OF WORK

A. Scope of Services

The scope of the project will be determined by a Programming and Space Needs Assessment (Ed Spec) currently under development by the Newtown Board of Education. It is anticipated that the school will be developed as a Pre-K -- 4 elementary school, house approximately 500 students and total approximately 70,000 gross square feet. The project includes all site requirements: parking and drives, playgrounds, open space, ball fields and drop-off areas.

The Site Planning/Landscape Architecture Team will be an integral member of the project team from commencement and will provide services including but not limited to, programming, design, construction documentation and construction administration for the referenced project. The Site/LA team should include all necessary consultants to provide full services for all portions of the project. These may include but are not limited to civil engineering, Athletic facility design specialists, utilities engineering, and any other consultants adding value and expertise to the project. The Site/LA team is to demonstrate previous experience not only with elementary school design standards, but also with the development of playgrounds, gardens, outdoor class settings, memorial and/or commemorative features.

B. Additional Project Requirements

The new school will be developed around the FEMA *All Hazards Approach*, incorporating the most current design and construction elements for tornados, hurricanes, earthquakes, fire, intruders, site dangers, etc. Coordination and cooperation with representatives of FEMA are an integral part of the project development process.

The school will also be designed according to the U.S. Department of Homeland Security *Buildings and Infrastructure Protection Series to Design Safe School Projects, January 2012*. The Homeland Security, Science and Technology Directorate, Infrastructure Protection and Disaster Management Division will provide assistance and guidance as the project is developed. Coordination and cooperation with representatives of DHS are an integral part of the project development process. The project team may be required to participate in DHS conferences and seminars related to the design of the project. Out-of-state travel should be anticipated.

Opportunities may arise for additional volunteer and paid consultants to provide expertise to the project team over the life of the project. All team members will be expected to fully cooperate and collaborate with these ad hoc team members.

The full project team will be required to make regular presentations to Town officials, Town Boards and Commissions, State Agencies, Federal Agencies, Town meetings and select private presentations as may be directed by the Town.

C. Non-Disclosure

The development of the Sandy Hook Elementary School will be a very high visibility project for all members of the project team. Sensitivity and confidentiality are critical to maintain the privacy of all involved. The Town will establish procedures and protocols that must be followed by all firms and employees of those firms, whether directly involved in the project or not.

D. Project Schedule

The occupancy date for the new Sandy Hook Elementary School is critical to Newtown. The selected Project Team will be required to develop the project similar to an IPD format with a fast-track methodology. A proposed project timeline is attached to this RFQ; prospective team members are required to include an analysis of the schedule with their qualifications submission.

- RFQ Release – May 22, 2013
- Last Date for RFIs – June 18, 2013
- Statement of Qualifications Due – June 20, 2013
- Selection of Project Team – July 2013

- Programming, Design and Construction Documents – September 2013 – April 2014
- BSF Application and Plan Review – March 2014 – June 2014
- Demolition and Site Prep – May 2014 – September 2014
- Construction Start – August 2014
- Occupancy – January 2016

E. Construction Budget

The construction budget has not been finalized but may range from \$30 to \$45 million.

III. GENERAL PROVISIONS

A. Proposal Due Date

All proposals shall be due by **2pm on Thursday, June 20, 2013**. Submit six (6) hard copies of the qualifications package to:

Newtown Municipal Center
3 Primrose Street
Newtown, Connecticut 06470
Attn: Mr. Robert Tait, Director of Finance Town of Newtown

One (1) copy of the qualifications package should be submitted electronically to Diversified Project Management Inc. at ghoerauf@dpm-inc.com by the same date and time.

B. Selection Date

At the PB&SC's discretion, a short-list of candidates will be assembled and interviews may be conducted late June, 2013. Site/LA Team selection will be finalized by August 1, 2013.

C. Submission Modification

Modification of qualifications packages and proposals will be considered only if notice is given in writing prior to the time stated for submittal of bids.

D. Legal Entity

The firm making submission under this Request for Qualifications (RFQ) shall be the actual legal entity submitting the qualifications. For team/partnering submissions, all team members must be authorized to conduct business in the State of Connecticut, as evidenced by the records of the Connecticut Secretary of State and must be licensed to perform the professional services, or have employees that are licensed to perform the professional services, in the particular category as required under the laws of the State of Connecticut.

E. Insurance

Upon award, the successful bidder will be required to provide a current certificate of insurance naming required certificate holder and additional insureds. Insurance limits shall be no less than the following:

Workers Compensation and Employers' Liability	<i>\$500,000 each accident \$500,000 each employee disease \$1,000,000 limit for disease</i>
Commercial General Liability (occurrence basis)	<i>\$1,000,000 bodily injury/prop damage \$1,000,000 personal & advertising injury \$2,000,000 products comp/ops aggregate \$2,000,000 general aggregate</i>
Automobile Liability	<i>\$1,000,000 comb single limit ea accident</i>
Professional Liability	<i>\$1,000,000 each occurrence \$2,000,000 aggregate</i>

F. Questions

Questions should be directed to DPM no later than 48 hours prior to the proposal due date. Questions should be submitted to Geralyn Hoerauf, Senior Project Manager at ghoerauf@dpm-inc.com. All questions will be answered via email and forwarded to all recipients of the RFQ. No phone calls will be accepted at any Town of Newtown offices or by any person involved in the project or selection process other than DPM.

G. Confidentiality

All information contained herein is confidential and shall be treated as such.

H. Governing Law

The contract shall be governed by the laws of the State of Connecticut.

I. Contract & Billing

The contract will be entered into directly between the Town of Newtown and the selected Site/LA firm. The contract will be based on AIA B101-2007, as modified by the Town of Newtown for this project. An amendment to this RFQ will be issued with the draft contract attached. Submission of a qualifications package will be considered acceptance of the terms of the contract, unless otherwise noted.

Billing will be directly to the Town of Newtown Finance Department. Copies of all invoices should also be forwarded to DPM for review and approval. Failure to submit invoices to DPM may result in a delay in payment.

J. DPM Relationship

The Town of Newtown has contracted with DPM as the Owner's Representative for this project. The selected Site/LA Team will need to indemnify and cooperate with DPM for the duration of this project. The attached exhibit acknowledging this relationship must be signed and returned by the successful bidder within 5 business days of selection.

IV. SUBMISSION CRITERIA

The submission is to be organized and submitted in the following sequence:

A. Qualifications Submission:

1. Cover sheet
2. Letter of Introduction providing company history/overview and outlining the firms' qualifications. Any team structure or partnering should be fully detailed and the individual roles of each firm described. Please be thorough but concise.
3. Certificate of Legal Existence issued by the Connecticut Secretary of State.
4. Proposed Site/LA Team, including all consultant firms, with resumes for key personnel listing applicable projects done while with the submitting firm, and a company or team organizational chart; GSA SF330 may be utilized
5. Examples of similar school projects successfully completed within the past 5 years. Please indicate:
 - a. Year completed
 - b. Type of construction
 - c. Cost of construction and Square footage
 - d. Reference contact name, physical address, email address and phone number
6. Examples of past projects involving high security concerns
7. Examples of past projects designed and construction to LEED Silver (or greater) standards. Other similar certification agencies such as Green Globe may also be listed
8. Examples of past projects successfully utilizing a fast-track or IPD delivery method, including an explanation of schedule acceleration
9. Description of applicants' methodology for Quality Assurance and Quality Control processes
10. All firms' current insurance certificate noting professional liability, workers comp, general insurance, automobile, umbrella coverage, etc.
11. Description of any pending litigation or legal actions, including matters in State and Federal courts and in arbitration, and a list of all claims made against all Site/LA Team firms in the past 10 years.

12. Typical annual volume of work and projected 2013-2016 workload for all Site/LA Team firms
13. Statement of all Site/LA Team firm's capacity to provide full services meeting the projected time frame as outlined in Section II.D. above

B. Fee Proposal

One hard copy of the Fee Proposal and all related fee information as listed below, should be submitted in a sealed envelope with the firm's name clearly indicated on the outside. Envelope should be labeled "Sandy Hook Elementary School Fee Proposal". Firm short-list and final selection will be based solely on a QSB procurement process and fee proposal envelopes will not be opened until after selection has been made. Fees for services will be negotiated based on proposal information submitted prior to execution of a contract with the selected firm(s).

1. Provide a Fee Proposal as a percentage of the construction cost. Fee break-down should be indicated as follows:
 - a) Preconstruction Services
 - a. Programming
 - b. Schematic Design
 - c. Design Development
 - d. Federal/State/Municipal Approvals
 - b) Construction Phase:
 - a. Bidding and Award
 - b. Construction Administration
 - c) Project Close-out
2. Provide a chart of hourly rates for key personnel categories
3. List anticipated reimbursable expenses with associated costs

C. Notice of Intent to Respond to RFQ

All firms downloading the RFQ electronically must notify DPM by email at ghoerauf@dpm-inc.com. All subsequent RFQ amendments and all responses to questions and clarifications will be transmitted to prospective firms electronically. It is the responsibility of the submitting firm to confirm that they have the latest and complete RFQ requirements prior to qualifications package submission.

V. ATTACHMENTS

The following documents are an integral part of the RFQ:

1. Project Timeline
2. Acknowledgement of DPM as Owner's Representative



EXHIBIT

The Town of Newtown through its Public Buildings and Site Commission (the Owner) has appointed Diversified Project Management (DPM) to observe the work and to have such other responsibilities as the Owner and DPM agree in writing. _____ (CONSULTANT NAME) will:

- a) Cooperate with DPM in every way.
- b) Provide copies of all project correspondence and provide full access to all parts of the Project and the Work to DPM as requested.
- c) Provide advance notice and invite DPM to any and all project meetings and subcontractor meetings concerning the project.

_____ (CONSULTANT NAME) will indemnify, defend and save DPM harmless from any claims, losses, costs or expenses, including attorney's fees and court costs, arising from any occurrence or matter including, but not limited to, the exercise of any agency on behalf of the Owner, undertakings and approvals authorized on behalf of the Owner, personal injury, death and property damage, related to the conduct of the work including third party claims.

Until the Consultant has been given written notice to the contrary, DPM shall act as the Owner's Representative in connection with the Project. DPM shall attend regularly scheduled project meetings as well as all special project meetings of which it has been given adequate notice. The Owner may, by written notice pursuant to the provisions of this Agreement, designate another representative to act on its behalf.

Accepted by:

Name

Date

Company

