



REQUEST FOR QUALIFICATIONS

ARCHITECTURAL AND ENGINEERING SERVICES

FOR

NEWTOWN HIGH SCHOOL

AUDITORIUM RENOVATION

Newtown, CT

June 5, 2015



Newtown High School Auditorium Renovation

I. PROJECT / TEAM OVERVIEW

A. Project Description

The Newtown Public School District will be undertaking the renovation of the auditorium at Newtown High School. The Newtown Board of Finance has recently approved a special appropriation for the planning, design and construction of the project and a referendum to approve the issuance of local bonds is planned for July of 2015. Oversight of the project has been assigned to the Town's permanent Building Committee, the Public Building and Site Commission. The PBSC along with the Town's Owner's Project Manager, STV|DPM, will manage the planning and implementation of the project for the Board of Education.

Newtown High School was built in 1970 and the auditorium and stage areas have had minimal improvements made over the past 45 years. The intent of the project is to make the auditorium and stage areas fully ADA accessible and renovate the 1000 seat auditorium into a state-of-the-art theater venue for high quality drama, musical and other performances.

The project will be submitted to the State of Connecticut Department of Administrative Services, Division of Construction Services, Office of School Facilities for reimbursement under the School Construction Grant Process.

Planning and design of the project will begin immediately upon consultant selection. Construction will be scheduled to accommodate the academic year calendar with occupancy of the new theater space accomplished as soon as possible.

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 Newtown Public School District is comprised of seven schools: four elementary schools, one intermediate school, one middle school and the Newtown High School. Total K-12 enrollment for the 2014-2015 school year was 4969 students, with 1747 students attending Newtown High School. The District is managed by the Newtown Board of Education, an elected board comprised of seven members. The role of the Board of Education is to set policy that guides the direction of the school system that is then implemented by the Superintendent of Schools, acting as the CEO of the district. The Board holds two regular meetings each month during the school year and one regular meeting each month during the summer.

The Public Building and Site Commission of the Town of Newtown (PBSC) 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 PBSC has been designated as the Building Committee for the project and will have responsibility for the management of the design and renovation of the auditorium project.



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C. STV|DPM Role

STV|DPM is the Project Owner's Representative working directly for the Town of Newtown. STV|DPM will assist the PBSC with the selection and management of the development team and all vendors involved with the project. STV|DPM will coordinate and oversee the planning and implementation of the project at the direction of the Public Building and Site Commission.

D. Team Members

At the discretion of the BoE and the PBSC, the owner may retain a theater consultant and/or other consultants to augment the project team.

II. SCOPE OF WORK

A. Scope of Services

The goal of the project is to renovate the existing high school auditorium and produce a state-of-the-art theater venue able to host high quality drama, musical and other performances.

The final scope of the project will be developed by the selected consultants during the programming phase in consultation with the Public Building and Site Commission, and members of District staff. Although a feasibility study was conducted as an earlier phase of the project, it is anticipated that the selected consultants will approach the project with a fresh eye and make recommendations as to the scope, budget and schedule.

Identified objectives of the renovation project include, but are not limited to the following:

- Facility conditions assessment to determine current structural integrity of the auditorium area including the auditorium envelope, support columns and proscenium, and an assessment of the current condition of HVAC, electrical, and life safety systems
- Redesign and reconstruction of the auditorium, stage and backstage areas to meet current ADA guidelines and code requirements
- Upgrades to the existing HVAC system for the auditorium and stage areas
- Upgrade and replacement of all stage lighting and controls; redesign and replacement of all house and aisle lighting
- Complete evaluation of the acoustical properties of the existing auditorium and the upgrade of all acoustical treatments and finishes to theater quality
- Replacement of all existing auditorium seating
- Return full fly to operational condition
- Replacement of all rigging and stage curtain(s)
- State-of-the-art sound system, including the addition of an assistive listening system
- Replacement of all existing finishes
- Feasibility analysis of providing balcony seating



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The Architectural/Engineering 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 A/E team should include all necessary consultants to provide full services for all portions of the project. These include but are not limited to architectural, mechanical/electrical/plumbing engineering (including HVAC, fire alarm, fire suppression, and renewable energy systems), structural engineering, theater consultant, acoustical consultant, lighting consultant and any other consultants adding value and expertise to the project.

B. Additional Project Requirements

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 authorized ad hoc team members.

The full project team will be required to make regular presentations to the PBSC and the BoE as may be requested by the Town. The A/E consultant will be responsible for marshalling the project through the State Office of School Facilities approval process and will be required to attend all review sessions scheduled with the DAS staff.

C. Project Schedule

The selected A/E consultant will be required to develop a proposed project timeline and submit a project schedule with their response to this RFQ. The selected consultant will develop a phased approach to the implementation of the project that accommodates the District's academic and events calendar. It is anticipated that the auditorium be available for occupancy as soon as possible.

The following schedule has been identified for the predesign phase of the project:

- RFQ Release – June 5, 2015
- Pre-Bid Walk-thru – June 12, 2015
- Final date for Bid Clarifications Submission – June 19, 2015
- Statement of Qualifications Due – June 25, 2015
- Identification of Interview Short-List – July 8, 2015
- Interviews – week of July 20, 2015
- Selection of Project Team by the PBSC – July 28, 2015
- Finalize Contract and Notice to Proceed – September 1, 2015

E. Construction Budget

The project budget will be established jointly by the A/E team and the PBSC and will include the estimated construction costs, all consultant fees and owner's vendors' costs. It is anticipated that the project will qualify for state reimbursement as a Code Update project and the selected consultant will be responsible for all documentation of the project budget as required by OSF.



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III. GENERAL PROVISIONS

A. Qualifications Due Date

All qualifications packages shall be due by **1pm on Thursday, June 25, 2015**. Submission envelopes must be **clearly marked with the RFQ name, "Newtown High School Auditorium Renovation – Architectural Services"**. Submit four (4) hard copies of the qualifications package to:

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

One (1) copy of the complete qualifications package must be submitted electronically to STV|DPM at geralyn.hoerauf@stvinc.com by 4pm, June 25, 2015.

B. Pre-Submission Site Walk-Thru

An informational meeting and site visit will be held for all prospective bidders on Friday, June 12, 2015 at the Newtown High School Auditorium, 12 Berkshire Road, Sandy Hook, CT, at 3:00pm.

C. Selection Date

At the PBSC's discretion, after evaluating the qualifications packages, a short-list of candidates will be assembled and interviews will be conducted in mid-July, 2015. At the interviews, the short-listed firms will be required to submit a fee proposal for consideration by the selection committee and recommendation to the Purchasing Authority of the Town of Newtown. A/E Team selection is anticipated on or about July 28, 2015.

D. 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 proposals.

E. Legal Entity

The lead 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.

F. 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</i>
	<i>\$500,000 each employee disease</i>



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Commercial General Liability (occurrence basis)	<i>\$1,000,000 limit for disease</i> <i>\$1,000,000 bodily injury/prop damage</i> <i>\$1,000,000 personal & advertising injury</i> <i>\$2,000,000 products comp/ops aggregate</i> <i>\$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</i> <i>\$2,000,000 aggregate</i>

G. Questions

Questions should be directed to STV|DPM no later than 6 days prior to the proposal due date (June 19, 2015). Questions should be submitted to Geralyn Hoerauf, Senior Project Manager at geralyn.hoerauf@stvinc.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 STV|DPM.

H. Confidentiality

All information contained herein is confidential and shall be treated as such. Financial information that may be disclosed to the bidders during the RFQ/RFP process must continue to be kept confidential even after the selection of a consultant team.

I. Governing Law

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

J. Contract & Billing

The contract will be entered into directly between the Town of Newtown and the selected A/E team. The contract will be based on AIA B101-2007, as modified by the Town of Newtown for this project.

Billing will be directly to the Town of Newtown Finance Department; all invoices will be reviewed and approved by the Public Building and Site Commission at regularly scheduled meetings. Copies of all invoices must also be forwarded to STV|DPM for review prior to PBSC meetings. Failure to submit invoices to STV|DPM will result in a delay in payment.

IV. QUALIFICATIONS SUBMISSION CRITERIA

The submission is to be organized and submitted in the following sequence. Each qualification package component must comply with the length/quantity specified below; lengthy submissions will not be reviewed or considered.

A. Qualifications Submission:

1. Cover sheet (1 page).
2. Letter of Introduction providing company history/overviews and outlining the primary firm’s qualifications for this project. Any team structure or partnering should be fully detailed and the individual roles of each firm described (maximum of 2 pages).



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3. Certificate of Legal Existence issued by the Connecticut Secretary of State (1 page).
4. A description of the complete A/E team, including a listing of all consultant firms and a description of their role on the project (1 page). Include resumes only for key personnel of the primary firm; include a listing of performing arts projects done by key personnel while with the submitting firm (maximum 1 page per staff member proposed).
5. Examples of similar auditorium or theater renovation projects successfully completed within the past 10 years (maximum of 4 projects; max of one page for each project). Please indicate:
 - a. Year completed
 - b. Basis of Design and extent of renovation
 - c. Cost of construction and square footage
 - d. Reference contact name, physical address, email address and phone number
6. Examples of past projects involving the State of CT School Grant reimbursement process completed within the past 5 years (maximum of 3 projects; may be the same projects as listed under #5 above).
7. Applicant's current insurance certificate noting professional liability, workers comp, general insurance, automobile, umbrella coverage, etc. (1 page)
8. 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 A/E Team firms in the past 5 years (1 page).
9. Typical annual volume of work and projected 2015-2017 workload for the lead firm (1 page).
10. Preliminary project timeline, including design and construction documents phases, all required state approvals, bid phase and construction schedule (1 page); please indicate any phasing proposed and describe methods to accommodate the academic calendar and renovation of an occupied facility (1 additional page).

B. Fee Proposal (due only if selected for interview by the PBSC)

Fee proposals will only be requested of designated firms determined after the RFQs have been reviewed and the interview short-list determined. The following outlines the procedures for submitting a 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 "Newtown High School Auditorium Renovation Fee Proposal" and presented to the Chair of the PBSC at the interview. Final fees for services will be negotiated with the Town based on proposal information submitted prior to execution of a contract with the selected firm(s).

1. Provide a Fee Proposal as a lump sum for designated services. Fee break-down should be indicated as follows:
 - a) Preconstruction Services
 - a. Facility Conditions Assessment of existing auditorium/stage spaces
 - b. Programming Phase
 - c. Schematic Design Phase
 - d. Design Development Phase
 - e. Construction Documents Phase
 - b) Construction Phase:
 - a. Bidding Phase and Award



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- b. Construction Administration Phase
- c) Project Completion and 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 STV|DPM by email at geralyn.hoerauf@stvinc.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.