



CONSULTANT SERVICES

Architectural & Engineering Design Services
Tracey Elementary & West Rocks Middle School–
Cafeteria and Kitchen Improvements

Norwalk Public Schools REQUEST FOR PROPOSAL

Proposal Response Date:
March 18, 2019, at 1:00p.m.

Mandatory Site Visit: March 11, 2019 at
1:30 p.m. West Rocks Middle School
81 West Rocks Road., Norwalk, CT 06851
Site Visit at Tracey Elementary School to
follow.

**NORWALK PUBLIC SCHOOLS
Central Office
125 East Avenue
Norwalk, Connecticut 06852-6001**

Table of Contents

I. Background and Overview.....	2
II. Scope of Service.....	2
III. Proposal Submission Format.....	4
IV. Criteria for Evaluating Proposal Submissions.....	5
V. Insurance Requirements.....	5
VI. Proposal Response Forms and Instructions.....	6

Request for Proposals for:

For the Norwalk Public Schools

I. BACKGROUND INFORMATION

The Norwalk Public School District is the 6th largest in Connecticut. The city population is 87,190, and is located in Fairfield County in the Southwestern part of the State on Long Island Sound. Norwalk covers 22 square miles and has a community which is diverse both ethnically and economically. The school district has approximately 13,000 students, and 19 schools.—twelve elementary schools, four middle schools, two high schools, and one pre-school. Tracy Elementary School has approximately 375 students and West Rocks Middle School has approximately 700 students.

The 2016-2019 Strategic Operating Plan for the Norwalk Public Schools contains six major goals for the school system, including Goal #5: To ensure safe and attractive schools that support learning and provide a nurturing, inclusive environment, with positive behavior interventions and supports at every school. One of the strategies approved by the Board to meet this goal includes improving the nutritional quality of school lunches and improving the dining environment in the District's schools. The District's dining environment is currently characterized as a highly "institutional" batch feeding model that some have equated to "prison-style" dining. The District wishes to move to a more family-like environment, where the experience in the cafeteria more closely models the nurturing, supportive and inclusive environment that we seek for our schools generally.

In light of the above, the District performed cafeteria improvement projects in the recent past establishing a model for other schools in the District to emulate. The District is now looking to undertake similar improvement projects at the Tracey Elementary School and West Rocks Middle School for the summer of 2019 and is issuing this Request for Proposal (RFP) for architectural and interior design services for cafeteria and kitchen improvements at the Tracey Elementary School and West Rocks Middle School.

II. SCOPE OF SERVICES TO BE PROVIDED BY THE CONSULTANT

Review the operation, flow, functionality, and overall aesthetic appearance and functioning of the current cafeteria and food service line. Work with designated representatives from the Tracey Elementary School and West Rocks Middle School community and School Governance Council to address areas of concern in the cafeteria, and to develop an interior design plan for the space that meets any areas of concern, and meets the District objective of improving the dining environment. Develop recommendations for a more inviting, nurturing, and family-like dining experience for the students. Prepare plans and specifications to undertake the recommended improvements.

In concert with District Food Services Management, review the space layout, workflow, and equipment needs of the kitchen. Make recommendations to improve the functionality of the kitchen and food serving area. Develop plans and specifications to undertake the recommended improvements. As part of the RFP respondents are to

include an allowance \$80,000 for a Food Service Consultant to this achieve task at both locations. All costs for this task will be billed against this allowance.

The objectives for this project are to improve aesthetics and finishes within the cafeteria seating area, investigate and make suggestions for a more efficient serving line, and make recommendations to improve the function and functionality of the kitchen, within a budget of \$285,000 for Tracy Elementary School and \$360,000 for West Rocks Middle School. The intent is to have the work completed on both cafeterias and kitchens in August of 2019 and prior to the start of 2019-20 school year.

This a fast track project and the intent of the project is to have all design work completed so construction can begin in June 2019 at both locations. As a result, design services are to start one week after selection.

Scope of Services

1. Architectural and Engineering Design Services: Services to include, but not be limited to architecture, structural, mechanical and electrical engineering services, plumbing, fire protection, food service design, technology (data, telephone, integrated communication systems and computer wiring), special inspection & statement of special inspections (materials testing by others) security and fixtures, furniture and equipment.
2. Reimbursable Expenses: There are no reimbursable expenses, respondents shall include all costs including but not limited to mileage, printing, copying, long distance phone / fax, postage, and overnight delivery services. Architect is provide sufficient copies of documents for State and local approval process.
3. State & Local Permits and Approvals: Coordination of all required state and local permits and approvals including, but not limited to, Planning & Zoning Commission, Building Department, Health Department, Fire Department, Any fees associated with required permits and approvals will be paid for or reimbursed by the Norwalk Public Schools with no additional markup by the A/E.
4. Meetings and Approval Process: The successful respondent shall be expected to be available as needed and work closely with the Norwalk Public School System, Norwalk Board of Education, and the school's based building advisory committee appointed by the Norwalk Facilities Construction Commission (NFCC) in preparing detailed designs and specifications and at periodic points advise the NFCC as to the most economical, feasible and beneficial approach to complete the proposed project in the best interest of the City of Norwalk. The respondent shall prepare minutes of these meetings.
5. Schematic Design / Design Development Phase Deliverables: At minimum, the deliverables to be prepared by the architect at the completion of the Schematic Design / Design Development Phase shall consist of the following:
 - A. Floor Plans
 - B. Elevations
 - C. Sections
 - D. Typical Details
 - E. Finish Schedule
 - F. Outline Specifications and Related Documents
6. Construction Document Phase Deliverables: based on the design development phase approvals, the design architect shall prepare complete construction documents. Services shall include, but are not limited to the preparation and submission of final plans,

drawings, documentation, specifications and details, state code modifications if required, and administration of the contract for bidding and construction, all state and local governmental approval processes required and shall require the successful respondent to attend and participate at meetings of various committees and groups.

7. Bid Phase Services: Architect shall provide bid phase support services to the Board of Education, attend pre-bid meetings, answer Requests for Information (RFIs), and provide necessary information/documents for the issuance of addenda.

8. Construction Administration Services: Services under CA shall include the following:

- A. Review and respond to submittals.
- B. Respond to RFIs and provide any design modifications as may be required.
- C. Attend weekly construction including all sub-consultants as necessary.
- D. Perform site reviews of construction activities to insure quality of materials and workmanship and address any design issues relating to site conditions.
- E. Review and approve monthly contractor requisitions and change orders.
- F. Attend City meetings as required.
- G. Punch list creation and management.

III. Proposal Submission Format

All responses to this RFP must be in sealed envelopes and marked with the RFP reference title, the RFP number and due date and time. The candidate's name and address must appear on the envelope. Proposals should be put forth full, accurate, and complete but concise information as required by this request. The Norwalk Public Schools shall not be liable for costs incurred in the preparation of the response to this RFP.

Firms should create their submission in 8 ½" x 11" document size using a minimum of 12-point font size, double sided. Proposals should be prepared simply and economically providing a straightforward, concise description of the applicant's ability to meet the requirements of the RFP. Fancy bindings, colored displays, promotional materials, and so forth are not desired. Emphasis should be completeness and clarity of content. The board of education reserves the right to reject proposals/parts thereof or to solicit new proposal and award contracts as it deems in its best interest. All proposals remain the property of the Norwalk Public Schools.

Request for Proposal (RFP) shall include the following, in this order:

- A. Introduction Letter: A cover letter shall identify the lead consultant, their area of expertise and understanding of the project. The letter should also summarize the firm's background and relevant experience providing Architectural and Engineering Design Services or projects of similar magnitude.
- B. Staffing: The RFP should clearly identify personnel who will have role and lead the project. Please include resumes of team members. In addition, the RFP shall also identify any sub-consultants, their qualifications and provide experience of the firms working together.
- C. Method and Approach: Firms shall provide the recommended approach for the project, examples of such approach, a timeline for the project, options for what the final plan would look like, an estimated schedule on how long it would take to complete the project and an estimated budget.

- D. References: No more than (1) page per project. The lead consultant shall provide a list of references in which similar services were provided by the lead consultant for these comparable projects, within the past five (5) years.
- E. Forms: Bidders Information and Acknowledgement Form, RFP Response Forms, including pricing sheet, and Addenda Acknowledgement form, Non-Collusive Bid Statement and Exceptions Form (if any).

IV. Criteria for Evaluating Proposal Submissions

Proposal submissions will be evaluated based on the following criteria:

1. The key personnel to be assigned to the project and their current workload.
2. The firm's qualifications and, experience, and demonstrated familiarity with Public School Building Projects in general and specifically renovation projects of a similar size, scope and nature.
3. Previous design and oversight experience in projects involving alterations and renovations for similar facilities.
4. The proposed project approach and how staff and consultants will be organized and utilized both during design and construction administration phases.
5. Extent of services offered, and depth and extent of overall resources that will be put to use to ensure the success of the project.
6. Quality of references from previous clients.
7. Proposal Response Forms and fees.

The Norwalk Public Schools reserves its rights to examine any other criteria and take the same under consideration and to reject any firm or proposal despite its compliance with these criteria if it determines that to do so would be in its best interests.

V. Insurance

Prior to the commencement of any work on the project and no later than ten (10) days after notice of award of the contract, the successful Contractor shall submit to Owner evidence of insurance demonstrating that the contractor has coverage for Workmen's Compensation Insurance, Liability, Property Damage, and Automobile/Truck insurance with the minimum limits of liability set forth herein. Certificates of insurance shall contain a provision that such policies shall not be cancelled or permitted to expire until at least thirty (30) days prior written notice has been provided to Owner. Further, owner shall be named as an additional insured. Insurance shall be provided only by companies licensed to do so in Connecticut and shall have a current A.M. Best Rating of "B+" or greater. Insurance policy certification must accompany the proposal.

- a.) **Worker's Compensation Insurance** shall not be written for less than the statutory limits and shall include Employer's Liability Insurance at a limit of not less than Five Hundred Thousand Dollars (\$500,000);
- b.) **General Liability Insurance** shall be insured at a limit of not less than One Million Dollars (\$1,000,000) for each occurrence and Two Million Dollars (\$2,000,000) for total aggregate liability; additionally, shall be insured with an umbrella coverage not less than One Million Dollars (\$1,000,000).
- c.) **Property Damage Insurance** shall be written at a limit of not less than One

- Million Dollars (\$1,000,000) for each occurrence and One Million Dollars (\$1,000,000) for each aggregate liability; and
- d.) **Comprehensive Automobile Liability Insurance** shall be maintained throughout the term of any ensuing contract to cover owned automobiles; leased, hired or rented automobiles; employers' non-ownership liability; medical payments and uninsured motorists. This same coverage is understood to extend to all trucks and motorized equipment. The limits of liability shall be no less than:
1. One Million Dollars (\$1,000,000) for each person and One Million Dollars (\$1,000,000) for each occurrence for personal injury and bodily injury; and.
 2. One Million Dollars (\$1,000,000) for each occurrence of property damage.
 3. Umbrella insurance of additional One Million Dollars (\$1,000,000).
- e.) **Professional Liability (Errors and Omissions)** Insurance appropriates the Consultant's profession, with limits not less than \$1,000,000 per occurrence of claim, \$2,000,000 aggregate.

VI. Proposal Response Instructions and Forms

All responses to this RFP must be in sealed boxes or envelopes marked with the RFP Reference Title, the RFP Number, and due date and time. The candidate's name and address must appear of the package.

The Norwalk Public Schools is requesting four (4) copies of the response.

Proposals should put forth full, accurate, and complete but concise information as required by this request. The proposal shall include, at minimum all items outlined in section III.

You may include any additional information that demonstrates your qualifications for this work.

Proposals are to be submitted to:

Karen Bartron
Purchasing Agent
Norwalk Public Schools
125 East Avenue
Norwalk, CT 06852

Questions regarding this RFP are to be sent electronically to Karen Bartron, Purchasing agent, at bartron@norwalkps.org. The deadline for questions is March 14th 2019 at 2:00 PM. No questions will be accepted after this time.

Response Forms

FIRM NAME-		
ADDRESS -		
PHONE -	FAX -	EMAIL -
MANAGER -		FEDERAL ID NO. -

In submitting this proposal the undersigned declares that this made without any connection with any persons making another bid or the same contract; that the proposal is in all respects fair and without collusion, fraud or mental reservation; and that no official or the Norwalk Public Schools, or any person in the employment of the Norwalk Public Schools is directly interested in said proposal or in the supplies or work to which it related, or in any portion of the profits thereof.

The undersigned also hereby declares that he/she or they have carefully considered objectives of each element of this project, the desired end result, the environment in which services and or products are to preform and are satisfied as to all the quantities and conditions, and understands that in signing this proposal all rights to plead any misunderstanding regarding the same is waived.

The undersigned further understands and agrees that he/she or they will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and preform all the work necessary under the aforesaid conditions, to carry out the contract and accept in full compensation therefore the amount of the contract as agreed to by the Consultant and the Norwalk Public Schools.

1. PROPOSED FEES: Architectural and Engineering Services for Tracey Elementary & West Rocks Middle School Cafeteria and Kitchen Improvements

A. DESIGN SERVICES: Lump Sum in Numbers and Words	
\$	Fee in Words:
B. ALLOWANCE: FOOD SERVICE CONSULTANT: Lump Sum in Numbers and Words	
\$8,000	Fee in Words: EIGHT THOUSAND DOLLARS
C. TOTAL FEE (A + B)	
\$	Total Fee in Words:

FIRM NAME -

2. INSURANCE:

AGENCY NAME -
AGENCY ADDRESS -

3. CERTIFICATION

SUBMITTED BY -
AUTHORIZED AGENT OF COMPANY (NAME & TITLE -
SIGNATURE- DATE-

The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are part of the bidding documents (if applicable):

ADDENDUM #		DATED		ADDENDUM #		DATED	
ADDENDUM #		DATED		ADDENDUM #		DATED	

4. KEY PERSONNEL

Identify the key project team members who will provide these services. Quantify their level of involvement (X%). Give an hourly rate for each member.

Architectural Design Firm

NAME	TITLE	% INVOLVED	HOURLY RATE
A			
B			
C			
D			

Food Service Consultant

NAME	TITLE	% INVOLVED	HOURLY RATE
A			
B			
C			
D			