



## City of New London

Department of Finance-Purchasing Agent  
13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

### Request for Qualifications & Proposals

*Specifications and Proposal Documents Attached*

**Proposal No.: 2018-05**

**Opening Date and Time: May 25, 2018 at 2:00 P.M.**

**Title:** Owner's Representative Services for the Design, Renovation and Expansion of Bennie Dover Jackson Middle School, (State Project No. 095-0091 New London High School – South Campus)

**Bidders Note:** A mandatory site visit will be held on Tuesday, May 15, 2018 at the Bennie Dover Jackson Middle School, 36 Waller Street, New London, CT. Please arrive by 2:45pm. The site visit will begin at 3:00pm.

All questions must be submitted in writing via email ([daker@ci.new-london.ct.us](mailto:daker@ci.new-london.ct.us)) to the Purchasing Agent no later than 12:00 P.M. on May 18, 2018.

The following information must appear in the lower left hand corner of the envelope:

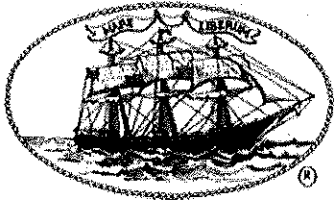
Sealed Proposal No.: 2018-05

Not to be opened until May 25, 2018 at 2:00 P.M.

**Return Proposal to:**

Dedra Aker, Purchasing Agent  
City of New London  
13 Masonic Street  
New London, CT 06320

Proposal cannot be accepted after the Proposal Opening Date and Time indicated above.



## City of New London

Department of Finance-Purchasing Agent

13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

### PLEASE RETURN THIS FORM IMMEDIATELY

#### Acknowledgement: Receipt of Request for Qualifications & Proposals

**Proposal No.:** 2018-05

**Owner's Representative Services for the Design, Renovation and Expansion of  
Bennie Dover Jackson Middle School, (State Project No. 095-0091 New London  
High School – South Campus)**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures and will ensure that you receive any addendum that may be issued.

Date Issued: 5/11/18

Date documents received: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Do you plan to submit a response? Yes \_\_\_\_\_ No \_\_\_\_\_

Print or type the following information:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Received by: \_\_\_\_\_

**Note: Faxed or e-mailed acknowledgements are requested.**

**Fax No.: (860)447-5297**

**E-mail: daker@ci.new-london.ct.us**

**Fax this sheet only. A cover sheet is not required.**

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## **I. INVITATION TO SUBMIT A PROPOSAL**

The City of New London (City) is seeking to engage an Owner's Representative to provide the necessary assistance to the City for the Renovation and Expansion of the Bennie Dover Jackson Middle School at 36 Waller Street in New London, CT. Proposals should be addressed and delivered to:

Dedra Aker, Purchasing Agent  
City of New London  
13 Masonic Street  
New London, CT 06320

**All proposals shall be delivered by May 25, 2018 at 2:00 P.M.**

## **II. PROJECT DESCRIPTION**

The purpose of this project is to meet the educational related requirements for design, renovation and expansion to create modern educational facilities. The project will be constructed on the property owned by the City of New London (City) located at 36 Waller Street.

The Bennie Dover Jackson Middle School was originally constructed in 1951 and renovated in 1993. Projected student enrollment is approximately 750.

The total project cost is \$49,462,274 of which the budget for construction is approximately \$36,000,000. The building at completion will be 126,000 square feet.

The campus will be designed to house Grades 6 through 8 of the STEM Middle School and the International Education with Dual Language Middle School.

In order to clarify the requirements of the Schools Maintenance and Building Committee (SMBC), the Educational Specifications for the building are a part of this specification.

## **III. TIMELINE OF THE RFP PROCESS**

The following time line has been tentatively established:

RFP Available	May 11, 2018
Mandatory Site Tour	May 15, 2018 -Arrival Time 2:45pm -Tour starts at 3:00pm
Proposals Due	May 25, 2018
Review Proposals	May 29 – June 5, 2018
Presentations and Interviews	To Be Determined

## IV. SUBMISSION OF PROPOSAL

The qualification statements and proposals are due by May 25, 2018 at 2:00 P.M. Respondents are required to submit six (6) copies and one (1) electronic copy of their proposal to the Purchasing Agent located at 13 Masonic Street, New London, CT 06320. A list of not to exceed reimbursable expenses must be included with the proposal.

**The qualification statement must be organized in the following format and include the following information:**

- 1. Company Information** - The Company shall provide the following information:
  - Name of company and parent company, if any
  - Name of company's primary areas of service
  - Address of main office and office from which the project will be managed
  - Name, address and telephone number of the principal contact person to receive notifications and to reply to inquiries from the City and the SMBC
  - Date established
  - Legal form of ownership. If a corporation, where incorporated
- 2. Years of Services** – How many years have you been engaged in Owner Representative services you provided under your present name?
- 3. Relevant Experience** – Provide descriptions of similar projects for which you have provided Owner Representative services. The description of each project should include pertinent information such as the project type, size and scope of work performed and any pertinent features. Include information regarding your firm's qualifications with respect to the Award Criteria listed under Section V. Method of Selection/Criteria for Award of this document.
- 4. Experience of Key Personnel** – Provide a list of the key personnel to be assigned to this project and brief description of the work they will perform. The Project Executive and Project Manager each must provide evidence of at least ten (10) years construction experience and five (5) years owner's representative experience. The location of the office to be used by key personnel listed shall be indicated. Resumes of the key personnel who will be directly involved in the project should be included. The resumes should be specific to the type of project and include at a minimum:
  - Current job title, responsibilities and type of work performed
  - Educational background, academic degrees and professional associations
  - Experience on projects similar to that described in this RFQ/RFP
- 5. Project Approach and Methodology** – Provide a description of the proposed technical approach to the project, including the identification of any unusual

circumstances or anticipated problems and proposed solutions. The information will be used by the City to assess the consultant's understanding of the project and its methodology.

- 6. References** – List no less than three (3) client references for when services similar to this Request for Proposals are currently or have previously been provided, include for each client:

- **Name of Organization**
- **Approximate gross cost of agreement**
- **Date services started**
- **Services being provided**
- **Owner, address and telephone number of contact person**

- 7. Completion of Work** – Have you ever failed to complete any work awarded to you? If so, where and why? Have you ever not met the completion date?

- 8. Contract Default** – Have you ever defaulted on a contract? If so, where and why?

- 9. Litigation** – Describe any pending litigation or other factors that could affect your organization's ability to perform this agreement.

- 10. Principal Membership** – Names, titles, reporting relationships, background and experience of the principal members of your organization, including officers. Indicate which individuals are authorized to bind the organization in negotiations with the City.

- 11.** Name, title address and telephone number of the individual to whom all inquiries about this proposal should be addressed.

## **V. METHOD OF SELECTION/CRITERIA FOR AWARD**

The firms will be evaluated on their proposals by the City and SMBC, which will evaluate the proposals using the following criteria:

1. Clarity of proposal
2. Technical competence
3. Experience with Connecticut Educational (K-12) projects
4. Awareness of environmental issues and constraints
5. Experience in working with and coordinating multiple agencies, architects, engineers and contractors
6. Past record of performance on local contracts with respect to such factors as schedule, cost control, work quality and cooperation with client

7. Knowledge of pertinent Federal, State and Local policies, procedures and regulations
8. Experience in working with and making applications to the State Department of Education Offices Bureau of School Facilities and Department of Administrative Services OSCGR
9. Experience in LEED projects

The award of the contract for Owner's Representative services will be made, if at all, to the lowest, responsible, qualified and responsive bidder whose evaluation results in the City's and the SMBC's determining that such award to such respondent is in the best interests of the City and the SMBC. However, the selection of a respondent and the execution of a services agreement, while anticipated, are not guaranteed. The City reserves the right to reject any or all of the proposals, or parts thereof, and/or to waive any informality in any of the proposals or the bidding process for this Request for Proposals (RFP) if such rejection or waiver is deemed in the best interest of the City. ***The City reserves the right to reject all bids and re-bid the Project through and until award of the Project and execution of a formal written agreement negotiated between the parties.*** Neither the City, SMBC nor any of their respective officers, directors, employees or authorized agents shall be liable for any claims or damages resulting from the evaluation, selection, non-selection or rejection of any proposal submitted in response to this RFQ/RFP.

## VI. GENERAL TERMS AND CONDITIONS

A prospective respondent must be willing to adhere to the terms and conditions of this request, including the following, and must positively state their acceptance and compliance with them in their response to this RFQ/RFP.

1. Acceptance or Rejection by the City – The city reserves the right to accept and/or reject any or all proposals submitted for consideration to serve the best interests of the City and SMBC. Respondents whose proposals are not accepted will be notified in writing.
2. Ownership of Documents – All proposals submitted in response to this RFQ/RFP shall become the sole property of the City and subject to the provisions of Section 1-19 of the Connecticut General Statutes (re: Freedom of Information).
3. Ownership of Subsequent Products – Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ/RFP shall be the sole property of the City unless stated otherwise in the RFQ/RFP or contract.
4. Timing and Sequence – Timing and sequence of events resulting from this RFQ/RFP shall ultimately be determined by the City and the SMBC.
5. Oral Agreements – The City and the SMBC shall not be responsible for any alleged

oral agreement or arrangement made by a respondent with any agency or employee of the City.

6. Amending or Canceling Requests – The City and the SMBC reserve the right to amend or cancel this RFQ/RFP prior to the due date and time, if it is in the best interest of the City and the SMBC to do so.
7. Rejection for Default or Misrepresentation – The City and the SMBC reserve the right to reject the proposal of the consultant that is in default of any prior contract or for misrepresentation.
8. City's and SMBC's Clerical Errors in Awards – The City and the SMBC reserve the right to correct inaccurate awards resulting from its clerical error.
9. Rejection of Proposals – Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFQ/RFP.
10. Changes to Proposal – No additions or changes to the original proposal will be allowed after submittal.
11. Contract Requirements – The contents of the proposal submitted by the successful respondent and the RFQ/RFP shall become part of any contract award.
12. Rights Reserved to the City and the Schools Maintenance and Building Committee – The City and the SMBC reserve the right to award in part, to reject any and all proposals in whole or in part, to waive technical defects, irregularities and omissions if, in their judgement, the best interests of the City and the SMBC shall be served.
13. Withdrawal of Proposals – Negligence on the part of the respondent in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposal.
14. Assigning, Transferring of Contract – The successful respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this contract, its rights, title or interest therein or its power to execute such contract by any other person, company or corporation without the prior consent and approval in writing by the City and the SMBC.
15. Cost of Preparing Proposals – The City and the SMBC shall not be responsible for any expenses incurred by the organization in preparing and submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.



## **VII. DUTIES, RESPONSIBILITIES AND LIMITATIONS OF AUTHORITY OF THE OWNER'S REPRESENTATIVE**

### **A. GENERAL**

1. The Owner's Representative shall have the authority to act on behalf of the City only to the extent provided in contractual agreements to which the City is a party. The Owner's Representative shall confer with the SMBC and Mayor and Superintendent of Schools at intervals and on occasions appropriate to the various stages of the project (design, construction and programming).

### **B. DUTIES AND RESPONSIBILITIES**

1. Provide consultation services and advice by working closely with the City's Architects/Engineer, Construction Manager, Building Department, Fire Marshall, Police Management, designated members of the elected Board of Education, designated staff of the Board of Education, relevant State offices and officials, and the community at large on every aspect of the School Project.
2. Preconstruction activities shall include attendance at program and construction meetings, reporting to the City and the SMBC, cash flow requirement preparation and budget tracking development.
3. The Owner's Representative shall observe the progress and quality of the work as the Owner deems reasonably necessary at various stages of construction to determine, in general, that it is proceeding in accordance with the contract documents. Notify the Mayor and Superintendent of Schools and the SMBC immediately if, in the Representative's opinion, work does not conform to the contract documents or requires special inspection or testing.
4. Assist with the completion of, review and provide input on developing and submitting required City and State filings (with associated back-up), including funding authorization requests and reimbursement requests to the State of Connecticut.
5. Work closely with the CT State Department of Administrative Services, Office of School Construction Grants and Review (DAS/OSCGR), State Department of Education (SDE) the members of the Building Department, the City Fire and Police Departments, and all appropriate City and Board of Education staff on all aspects of the School Project, including the grant and reimbursement application and management process.
6. The Owner's Representative shall be familiar with the Owner's staff and various contract documents. Obtain any necessary interpretations from the Architect.

7. The Owner's Representative shall attend meetings as requested by the SMBC and state agencies and report to the SMBC on the proceedings including attendance at SMBC and Board of Education meetings as requested.
8. Review and oversee critical path schedules for design and construction provided by others.
9. Review and oversee project budgets, schedules and cash flow projections.
10. Oversee and coordinate detailed School Project cost estimating and any required reconciliation between estimates and budgets. Identify cost control and value management options to keep the School Project on budget and ensure compliance with City and Board of Education approvals, State reimbursement requirements and School Project specifications.
11. The Owner's Representative shall consult with the Architect in its review of shop drawings, product data and samples. Notify the Architect, the SMBC and Mayor if any portions of the work requiring shop drawings, product data or samples is commenced before such submittals have been approved.
12. Provide oversight for efficient and comprehensive communications and tracking of critical project elements (e.g., requests for information (RFI's); change orders, submittals, addendums, meeting minutes, schedules, etc.).
13. The Owner's Representative shall observe the Contractor's as-built drawings at intervals appropriate to the state of construction and notify the Architect, the SMBC and Mayor of any apparent failure by the contractor to maintain up-to-date records.
14. Assist in the monitoring and reporting on contract manager, contractor and subcontractor compliance with all local, state and federal requirements.
15. Develop and implement a system for review and processing and tracking of change orders, including State Change Orders to the DAS Office of School Construction Grants.
16. Attend and, where required, represent the City at all School Project meetings, including job meetings, Building Department meetings, regulatory meetings and any other meetings as required.
17. Develop and implement a procedure for review, approval and processing of contractor and professional consultant requests for payment.
18. Assist the City and Board of Education to resolve any questions that arise during the School Project design and construction.

19. The Owner's Representative shall review applications for payment submitted by the Construction Manager and Architect with the Architect on recommendations for payment.
20. The Owner's Representative shall monitor the Construction Manager's construction schedules on an ongoing basis and alert the Architect and the SMBC, Mayor and Superintendent of Schools to conditions that may lead to delays in completion of the Work.
21. The Owner's Representative shall coordinate tests required by the Contract documents. Record and report to the Architect and the SBMC on test procedures, test results and verify testing invoices to be paid by the Owner.
22. The Owner's Representative shall review various logs maintained by the Construction Manager that record activities on the site including weather conditions, nature and location of work being performed, verbal instructions, specific observations, OSHA violations, accidents and/or injuries on the job site. Review the event log for items that may result in a claim for a change in the Contract Sum or Contract Time.
23. The Owner's Representative shall develop and maintain change order logs, project schedule and cash flow projections. Cash flow projections will need to be provided for two month advance request submittal to the DAS/OSCG.
24. The Owner's Representative shall coordinate with the Commissioning Agent in conducting inspections and testing to determine conformance with design documents.
25. Coordinate the completion and construction phase closeout of all projects including but not limited to: ensuring all appropriate documents are submitted, warranty issue oversight, owner-implemented changes and/or additions to the School Project.
26. The Owner's Representative shall coordinate with the Architect in conducting inspections to determine the date or dates of Substantial Completion and the date of Final Completion.
27. The Owner's Representative shall coordinate with the Architect in receipt and transmittal to the Owner of documentation required of the Contractor and subcontractors at completion of the work.
28. The Owner's Representative shall verify that the architect/engineer is utilizing all available utility conservation rebates and consulting with utility companies.
29. Prepare for and assist in the State project audit process.
30. Review Certified Payrolls for reasonableness, completeness and compliance with the law.

31. Provide Value Management/Engineering Oversight.
32. Assist with State of Connecticut High Performance Building Certification Process.
33. Provide documentation management services (e.g., warranties, as-builts, manuals, etc.).
34. Determine final completion and turnover to the City of all required materials.
35. Keep meeting minutes as needed.
36. The Owner's Representative shall track LEED components/points.

#### **C. LIMITATIONS OF AUTHORITY**

The Owner's Representative **Shall NOT:**

1. Authorize deviations from the contract documents.
2. Approve substitution of materials or equipment.
3. Personally conduct or participate in tests or third party inspections.
4. Assume any of the responsibilities of the Construction Management's superintendent or its subcontractors.
5. Expedite the work for the Construction Manager.
6. Issue directions concerning aspects of construction means, methods, techniques, sequences or procedures, or safety precautions and programs in connection with the work.
7. Authorize or suggest that the City occupy the project in whole or part.
8. Issue a Certificate for Payment or Certificate of Substantial Completion.
9. Prepare or certify to the preparation of shop drawings.
10. Reject work or require special inspection or testing except as authorized in writing by the Architect and the SMBC.

11. Order the General Contractors to stop the work or any portion thereof except where there is an immediate danger to the health and safety of personnel or change orders that have not been properly approved.

## **VIII. MINIMUM AND PREFERRED QUALIFICATIONS**

The following minimum qualifications:

1. The owner's representative must have demonstrated experience as a construction manager, owner's representative or architect in the completion of at least two (2) school construction projects in Connecticut, with a budget of at least \$35 million each, in the last ten (10) years.
2. Preference will be given to demonstrated experience with providing such services in conjunction with school renovation construction.
3. The owner's representative must have demonstrated owner's representative, project management and/or construction management experience for a minimum of \$300 million in State-approved projects within the previous 10 year period.
4. The owner's representative must have demonstrated experience providing construction management, owner's representative or architectural services to multiple public school districts in Connecticut and provide references and contact information for these projects.
5. The owner's representative must have demonstrated strong owner's representative and project management skills, including but not limited to, extensive construction experience, change order evaluation, critical path scheduling and budget oversight. The selected firm must demonstrate the ability to work collaboratively with the City, School Board, SBMC, architects and construction managers.
6. The School Project will be subject to requirements of the State of Connecticut Department of Administrative Services, Office of School Construction Grants. Candidates shall demonstrate project experience working with DAS/OSCGR.
7. List the school districts and projects for which the firm has provided complete Owner's Representative, construction oversight or Construction Management services. Include only current projects or projects completed within the last ten (10) years. Include specific information on projects (i.e. description, size, value, schedule, type of Owner's Representative Agreement), organizational structure with owner and current owner references, project's budget at start of project and completion of project, and project's anticipated completion date at start of project and when project was actually completed.

8. Describe experience with working with community and government on local and state level, particularly in the context of new school construction.
9. Indicate who will be providing mechanical, engineering, plumbing (MEP) knowledge, schedule and cost estimating capabilities if such services will be subcontracted.
10. Describe experience with defining and implementing The State of Connecticut High Performance Building Standards.
11. Demonstrate understanding of and ability to meet owner's representative goals and ability to provide the scope of services set forth in this RFQ/RFP.
12. Describe experience working with "at risk" construction managers and guaranteed maximum price ("GMP") contracts.
13. Describe experience working with architects, engineers, commissioning agents and other consultants during design and construction activities, particularly new school design.
14. Demonstrate successful experience with State audits of completed projects. Cite examples of a minimum of two (2) audited school projects.

Responses shall be organized and presented in the order listed below to assist the City's review:

- a) A Table of Contents, including clear identification of the material provided by section and number;
- b) A cover letter containing the respondent's interest in providing the owner's representative services and any other information that would assist the City in making a selection;
- c) The name, telephone number and email address of the person to be contacted for further information or clarification;
- d) A background statement, including a description of the firm or individual submitting the proposal and the applicable State of Connecticut license numbers;
- e) A list of the respondent's staff members, a description of their background and experiences, and a description of role(s) they have been assigned in similar consulting arrangements;

- f) A complete list of similar professional service engagements during the most recent five (5) years, including the client name, and the client contact's name, address and telephone number. Please also identify by name and complete address all sub-consultants used to perform additional services;
- g) A description of the respondent's overall approach to addressing the City's need for owner's representative services, including staff availability and the respondent's ability to respond timely to the City's request for assistance;
- h) A concluding statement of the reasons the respondent believes it/he/she is best qualified to meet the City's needs;
- i) Background Disclosure Form; Appendix D
- j) The Legal Status Disclosure Form; Appendix C
- k) The Statement of References Form; Appendix B

#### **RESPONSE INSTRUCTIONS – FEE PROPOSAL**

Responding firms are requested to submit fee proposals in a separately sealed envelope and should not be included with the remainder of the written qualification and proposal package. Proposal fees for all owner representative and project management services should be presented in the form of a fixed lump sum. The only reimbursable expenses that will be reimbursed are (1) approved out of state travel associated with the project, (2) overnight mailings and (3) printing costs requested specifically for the project owner's use. Please provide two (2) copies of the fee proposal, Appendix A, in a separate envelope.

#### **QUESTIONS AND AMENDMENTS**

Questions concerning the process and procedures applicable to this RFQ/RFP or the other requirements of this RFQ/RFP are to be submitted **in writing** (including by e-mail) and directed **only to**:

Purchasing Agent, Dedra Aker  
 13 Masonic Street  
 New London, CT 06320  
[daker@ci.new-london.ct.us](mailto:daker@ci.new-london.ct.us)

The appropriate City representative listed above must receive any questions from respondent no later than five (5) business days before the response deadline. That representative will confirm receipt of a respondent's questions by e-mail. The City will answer all written questions by issuing one or more addenda, which shall be a part of this



RFQ/RFP, containing all questions received as provided for above and decisions regarding same. At least three (3) calendar days prior to the response deadline, the City will post any addenda on the City's website, <http://ci.new-london.ct.us>. Each respondent is responsible for checking the websites to determine if the City has issued any addenda and, if so, to complete its response in accordance with the RFQ/RFP as modified by the addenda.

## **REFERENCES**

Each respondent must complete and submit the Statement of References Form included in this RFQ/RFP, Appendix B.

## **LEGAL STATUS**

Each respondent must complete and submit the Legal Status Disclosure Form included in this RFQ/RFP, Appendix C.

## **IX. EQUAL OPPORTUNITY EMPLOYMENT**

The City of New London is an affirmative action equal opportunity employer and does not discriminate against any employee/contractor or prospective employee/contractor due to race, color, religion, gender, age, national origin, disability, sexual preference, sexual orientation, marital status or any other classification protected by federal, state or local law.

## **X. INSURANCE REQUIREMENTS**

### **A. GENERAL REQUIREMENTS**

The respondent shall be responsible for maintaining insurance coverage in force for the life of the contract of the kinds and amounts listed below, with an insurance company(ies) with a AM Best Rating of A- or better, and a financial size category of VIII or higher licensed to write such insurance in the State of Connecticut and acceptable to the City and the SBMC.

The insurer shall provide the City and the SMBC 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 City and the SMBC written notice of at least thirty (30) days in advance of any termination, expiration, non-renewal or any and all changes in coverage.



Such insurance or renewals or replacements thereof shall remain in force during the respondent's responsibility under this contract.

The respondent at the respondent's own cost and expense, shall procure and maintain all insurances required and shall include the City and the SMBC as Additional Insured's on all contracts, except Workers' Compensation coverage.

In order to facilitate this requirement for insurance, it is recommended that the respondent forward a copy of these requirements to the respondent's insurance representative(s).

## **B. SPECIFIC REQUIREMENTS**

### **(1) Workers' Compensation Insurance**

The respondent shall provide statutory Workers' Compensation Insurance, including Employer's Liability with limits of

\$100,000 Each Accident \$500,000 Disease,  
Policy Limit \$100,000 Disease, Each Employee

### **(2) Commercial General Liability Insurance**

The respondent shall carry Commercial General Liability insurance. A per occurrence limit of ***\$1,000,000 combined single limit bodily injury and property damage is required.*** The Aggregate limit will not be less than \$2,000,000. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

### **(3) Business Automobile Liability Insurance**

The respondent shall carry Business Automobile Liability Insurance. A per occurrence limit of ***\$1,000,000 combined single limit bodily injury and property damage is required.*** "Any Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

### **(4) Excess Umbrella Liability Insurance**

The respondent shall carry excess liability insurance in the amount of at least \$5,000,000 overlaying employers liability, commercial general liability (including completed operations), and business automobile liability coverage.

## **C. OTHER DATA**

The City/SMBC reserve the right to amend amounts of coverage required and types of coverage provided based on work or service to be performed.

**THE CITY OF NEW LONDON**

**REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/RFP)**

**FOR**

**OWNER'S REPRESENTATIVE SERVICES**

**FOR DESIGN, RENOVATION AND EXPANSION OF**

**BENNIE DOVER JACKSON MIDDLE SCHOOL**

**STATE PROJECT 095-0091**

**New London High School – South Campus**

## Appendix A

[illegible]

Office Expenses (if required)	
Reimbursable Costs NTE (Attach a list of reimbursable items)	
Insurance - GL/Auto/WC/Umbrella	
Insurance - Professional Liability	

STATEMENT OF REFERENCES

Please provide three references:

BUSINESS NAME

ADDRESS

CITY, STATE

TELEPHONE

CONTACT NAME AND POSITION

BUSINESS NAME

ADDRESS

CITY, STATE

TELEPHONE

CONTACT NAME AND POSITION

BUSINESS NAME

ADDRESS

CITY, STATE

TELEPHONE

CONTACT NAME AND POSITION

**LEGAL STATUS DISCLOSURE FORM**

Please complete the section below that pertains to your form of business; attach a separate sheet if you need additional space. For purpose of this disclosure, "permanent place of business" means an office that you continuously maintain, occupy and use for regular employees to carry on your business in the name of your business. A permanent place of business **IS NOT**:

- maintained, occupied and used by a respondent only for the duration of a contract
- maintained, occupied and used by a person affiliated with the respondent

Please provide the name, title and signature of your duly authorized representative at the end of this form.

**SINGLE PROPRIETOR/SOLELY OWNED BUSINESS:**

Respondent's Full Legal Name \_\_\_\_\_

Permanent Place of Business Street Address \_\_\_\_\_

\_\_\_\_\_

Mailing Address (if different from Street Address) \_\_\_\_\_

Owner's Full Legal Name \_\_\_\_\_

Number of years engaged in business under sole proprietor or trade name \_\_\_\_\_

LEGAL STATUS DISCLOSURE FORM

CORPORATION:

Corporation's Full legal Name \_\_\_\_\_

Permanent Place of Business Street Address \_\_\_\_\_

\_\_\_\_\_

Mailing Address (if different from Street Address) \_\_\_\_\_

Number of years engaged in business \_\_\_\_\_

Names of Current Officers:

President \_\_\_\_\_

Secretary \_\_\_\_\_

Chief Financial Officer \_\_\_\_\_

LEGAL STATUS DISCLOSURE FORM

LIMITED LIABILITY COMPANY:

Limited Liability Company's Full Legal Name \_\_\_\_\_

Permanent Place of Business Street Address \_\_\_\_\_

Mailing Address (if different from Street Address) \_\_\_\_\_

Number of years engaged in business \_\_\_\_\_

Names, Titles and Addresses of Current Members/Managers:

Member/Manager \_\_\_\_\_

Member/Manager \_\_\_\_\_

Member/Manager \_\_\_\_\_

Member/Manager \_\_\_\_\_

Member/Manager \_\_\_\_\_

Member/Manager \_\_\_\_\_

LEGAL STATUS DISCLOSURE FORM

PARTNERSHIP

Partnership's Full Legal Name \_\_\_\_\_

Permanent Place of Business Street Address \_\_\_\_\_

Mailing Address (if different from Street Address) \_\_\_\_\_

Number of years engaged in business \_\_\_\_\_

Names, Titles and Addresses of Current Partners:

Partner \_\_\_\_\_

Partner \_\_\_\_\_

Partner \_\_\_\_\_

Partner \_\_\_\_\_

Partner \_\_\_\_\_



LEGAL STATUS DISCLOSURE FORM

FOR ALL RESPONDENTS

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Print Respondent's Full Legal Name

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Print Name and Title of Respondent's Authorized Representative

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Signature of Respondent's Duly Authorized Representative

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Date

**BACKGROUND DISCLOSURE FORM**

RESPONDENT'S FULL LEGAL NAME: \_\_\_\_\_

1. State Debarment List

Is the respondent on the State of Connecticut's Debarment List?

\_\_\_\_\_ Yes \_\_\_\_\_ No

2. Occupational Safety and Health Law Violations

Has the respondent or any entity in which it has an interest been:

- cited for any willful or serious violations of the Occupational Safety and Health Act for the three-year period preceding this submission, or
- convicted of any criminal charges related to the injury or death of any employee?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "yes" attach a sheet fully describing each such matter.

3. Arbitration/Litigation

Has the respondent or any of its principals (regardless of place of employment) been involved for the most recent ten(10) years in any resolved or pending arbitration or litigation?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "yes" attach a sheet fully describing each such matter.

4. Criminal Proceedings

Has the respondent or any of its principals (regardless of place of employment) ever been the subject of any criminal proceedings?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "yes" attach a sheet fully describing each such matter.

5. Ethics and Offenses in Public Projects or Contracts

Has the respondent or any of its principals, regardless of place of employment, ever violated any state or local ethics law, regulation, ordinance, code, policy or standard?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "yes" attach a sheet fully describing each such matter.

Authorized Official \_\_\_\_\_  
(Print Name)

Date \_\_\_\_\_

Signature \_\_\_\_\_

**BENNIE DOVER JACKSON MIDDLE SCHOOL  
EXPANSION AND RENOVATION  
TENTATIVE PROJECT TIMELINE**

<b>TASK</b>	<b>START DATE</b>	<b>END DATE</b>
Program Review		
Schematic Design Phase		
Design Development		
Construction Documents		
Office of School Construction Grants (OSCG) Review		
Bidding		
Scope Review		
Mobilization		
Construction Documents		
Commissioning / Close Out		

This timeline is subject to change once all project team members are selected. The entire duration of the project is anticipated to be 60 to 72 months with design phase being 18 months and construction phase being 36 to 48 months.

New London Secondary Magnet School  
South Campus  
Middle School Building Project:  
STEM 6-8  
International Education & Dual Language 6-8



Educational Specifications  
Extensions and Alterations

Board of Education  
Approved June 3, 2014  
Revised October 2016  
Edited April 2018 (Revised Pending Approval)

## Preface

*The following is a REVISED DRAFT pending approval for the Secondary Magnet Campuses Operation Plan (Op Plan) by CT SDE Bureau of School Choice. These Ed Specs will be reviewed and updated after the Op Plan is approved to better articulate the specific needs of the two-campus, three pathway school design. Furthermore, space requirements, layout and building organization for the proposed enrollment will be more formally defined during the early design phases of the project, with approved Op Plan and with the engagement of a school design firm.*

### **I. Overview**

The revised plan for this school project is classified as *Extensions and Alterations* to the current middle school, transforming it to a 6-8 campus for two magnet pathways, the following expectations should be anticipated throughout the project:

- Unique school setting housing two middle school thematic pathways:
  - STEM
  - International Education with Dual Language
- Shared functional systems: Student Supports: School Counseling, Special Education, Bilingual/ESOL, and several shared electives.
- Creation of a 21<sup>st</sup> century learning environment which incorporates the following:
  - use of technology, seamlessly integrated, to support active teaching and learning
  - includes spaces designed to support: communication, collaboration and sense of a coherent learning community
- Student safety is a priority and must be balanced with the desire to encourage community use; established state guidelines will be implemented.
- The project will embrace a responsible environmental stewardship and as such be designed and constructed for energy efficiency and ease of maintenance, using sustainable materials and systems where possible, as required for high performance schools' guidelines

## II. PROJECT RATIONALE

The current Bennie Dover Jackson Middle School (BDJMS) has served the City of New London and the school district for many years initially as a regional high school and then transitioned into a middle school in 1993. The building was built in 1951 and renovated in 1993. The City of New London and the New London Board of Education propose an extensions and alterations project of the current Bennie Dover Jackson Middle School to accommodate two middle school magnet pathways as part of the new magnet programming in New London under legislation Public Act 07-249. The middle school magnet campus will accommodate the projected student enrollment of 750 students in the STEM and International Education middle school grades.

The district has outlined steps in the Strategic Operating Plan to create a regional system of high performing magnet schools. A major component of this evolving plan is to develop and implement three K-12 magnet pathways: STEM, International Education (which will apply for International Baccalaureate certification) with Dual Language Instruction available and Visual and Performing arts. The STEM and IE/IB with Dual Language middle school portion of these projects are to be located at this facility while the Arts program is housed entirely at Jefferson Avenue secondary campus.

***Campus Operations Plan (DRAFT) available upon request.***

## III. LONG RANGE PLAN

This building project falls under the long-range development facility plans of the City and New London Public Schools. The school will be an extensions and alterations project with classrooms and support spaces to accommodate the specialized programming and increased enrollment associated with becoming a magnet district.

Further, the facility will assist the current needs of supporting the school district by offering a choice of educational programming to families with children in secondary magnet programs. The innovative school program will address the needs of students with a heightened interest in the STEM and International Education with Dual Language and support the district and state goals of reducing economic, racial and social isolation.

## IV. ENROLLMENT

Middle School Campus							
Grade Level	STEM			IB/DL			Sections
	In District	Out-of District	Grade Total	In District	Out-of District	Grade Total	
6	88	37	125	88	37	125	10
7	88	37	125	88	37	125	10
8	88	37	125	88	37	125	10
Total			375			375	
Campus Total		750					

## **V. PROJECT DESCRIPTION (Learning/ Educational Activities)**

The New London Board of Education envisions the middle school campus to house two magnet pathways STEM and IB/Dual Language. It will serve as a learning environment in which students, teachers, administrators engage with each other to identify and achieve individual and collective student learning goals. Equally important objectives will be to implement on-going improvement to the teaching and learning process and to produce together the best learning outcome for all students.

It is fully recognized that space requirements that are indicated below may have to be adjusted due to the project implementation within the limitation of an existing building structure.

The new middle school campus will be a state-of the-art facility specifically designed and aligned with the thematic program curricula of STEM and IB/Dual Language:

- Space for 28 students in each classroom with handicapped accessibility
- State of the Art science facilities
  - Engineering classrooms (supports Project Lead the Way Engineering)
  - Robotics space
  - Greenhouse and gardening spaces
  - Oceanography room (aquaponics/aquariums)
  - 3-D printing labs
- Dual Language Instructional Classrooms with movable partitions
- Language Labs- for World Language Instruction
- Large open chambers to be used as a courtroom, debate room, and legislative room, mock United Nations
- A Learning Commons housing all print and digital resources
- Flexible space/open classroom setting for math program
- Project based room/space available on each floor
- General science labs with adjoining classrooms (CLabs)
- Elective spaces: Music, Art, Physical Education, Health

### **Administration**

The school administration will be located near the main entrance of the building. The design and location should be the focal point upon entering the school. The space should be welcoming and inviting, while offering a safe, secure entrance to the school. It should contain sufficient area to accommodate school administrative teams, a reception area, and a parent engagement room. Also included should be a conference room, toilet room, small kitchenette and adequate space for a workroom with a copier, file room and storage space for office supplies and materials. A mail center should be included in this area.

### **Learning Commons (Media Center)**

The Learning Commons (Media Center) should be a space that embraces the concepts of 21<sup>st</sup> century learning: collaboration, communication and personalized learning. The learning commons thoughtfully merges the best of the traditional library and the evolving digital worlds. It should be able to house paper books and artifacts, showcase student work, and serve as a central gathering place for the school community. It should have flexible spaces and furniture that can serve multiple purposes. The Learning Commons will be a hub for the building and student gathering and should support collaboration within the building and have the technology top support global collaboration with partner schools around the world. There should be a work space for a Media Specialist and Technology Support Specialist along with a workroom and storage area. A Virtual Learning Lab to accommodate 30 students should be in this area. This area will also serve as a multi-purpose meeting space for core and magnet school curriculum related meetings with students and faculty. The general space will be large open areas that can be sectioned off as needed for smaller groups.

### **Nurse/School Based Health Center**

The Health Center is to be located near the administration area and is to provide easy access for students and families. Areas to be included are nurse's office, exam room, waiting area, handicapped accessible toilet room, shower room, and double lock medication storage closet.

### **Faculty Room and Teacher Work spaces**

A space to accommodate faculty and staff members should be large enough to provide a dining area: a kitchenette for individual food preparation. A men's toilet and women's toilet should be included. Each floor will have teacher work space. A table for collaborations and access to all technology needed to monitor and track student progress, prepare materials for instruction and meet with students or families as needed. This should be adjacent to project-based spaces for students.

### **General Purpose Classrooms**

Classrooms are to be of sufficient size to accommodate 25-30 students, a teaching station, file cabinets and flexible student work stations. Instructional white boards will be located on at least two walls in each classroom with projectors and speakers to support the use on at least one wall. A lockable storage for teachers' personal items, storage shelves for books and bulletin boards for display and notices. The general-purpose, academic classrooms should be designed to allow flexibility for different teaching/learning styles such as lecture, group work and independent study. These classrooms will be utilized for the teaching of math, English, social studies, world languages and other related academic subjects. Classrooms that support the magnet school theme will have similar instructional equipment and configuration including a front and back wall that will serve as teacher/student presentation areas.



The location and configuration of classroom educational and technology equipment will be consistent for all classrooms to allow faculty ease and confidence in their use.

### **Art and Music Rooms**

There will be two general art rooms. Both rooms will be of sufficient size to accommodate an art program with adequate adjacent storage for supplies and student projects.

Choral, Instrumental (selected) and General Music will be offered to students. Classroom space, instrument storage and offices for teachers will be needed. These spaces should be located close to the performance areas in the gym and café.

### **Special Education Spaces/ School Counseling Suite (Formerly Guidance)**

There will be offices and collaboration spaces (conference rooms) for the school supports team: counselors, social workers, psychologists, PPT coordinator, OT/PT and administrative support. There will be 5 small tutoring/meeting spaces to be used by a specialist for speech and hearing, literacy, psychologist/social worker, etc. for working with groups of students with special needs.

A conference room will be needed for Planning and Placement Team meetings. Space is to be provided for storage of supplies and secure student records. A smaller computer lab (12-15 computers) will be housed in this area to support students academically. Small tables will be situated throughout the space in order to accommodate tutoring sessions throughout the day and after school.

### **Special Education Classrooms**

Should be located near the elevator and have bathrooms directly outside the classroom or within the classroom. A therapeutic classroom will be required within this project. This should include the following: a cooking area, refrigerator, washer, dryer, and adequate storage. All components should be ADA compliant.

### **Gymnasium/Fitness Room**

The school curriculum and state requirements encourage a strong emphasis on physical education and fitness. The regulation sized gym will be used for a variety of athletic activities including basketball, volleyball, climbing wall, rope climbing and other related individual physical exercise programs. Also included are offices for physical education instructors, coaches and adequate storage space for gym and athletic equipment. The Fitness Room will be dedicated to developing a strong commitment to personal physical fitness. This room will be equipped with the fitness equipment.

### **Stage Area**

The current building utilizes stage areas in the gym and café to hold student performances. These spaces will receive upgrades with this project. The acoustical spaces

will be designed support student performances will be added to the gymnasium, new seating will be configured to support entire school events. The stage in the café will be reworked to with upgrades to support smaller school productions.

### **Food Service (Cafeteria)**

A middle with an expected enrollment of 750 students requires a self-contained cafeteria with supporting kitchen and equipment to service not only the middle school student body but also the faculty. It is expected that the cafeteria program will operate as a full-service breakfast and lunch program with food preparation being done on-site. The cafeteria will need a servery and food preparation area (kitchen) that includes dry food and non-food storage, walk-in freezer and refrigerator, dishwashing station, washer/dryer area and manager's office.

This space anticipates that there will be 3 waves of approximately 250-300 students that will be served lunch during the mid-day lunch period. This school also provide breakfast and a supper program.

### **Maintenance/Operations/Common areas**

The non-instructional spaces are estimated will be allocated for building systems that included corridor circulation, stair towers, locker spaces, elevator and related common areas.

The maintenance and operation spaces will require the following building requirements:

- Technology Head End Room
- Data Closets
- Shop/Office Maintenance Area including an office
- Centralized Building storage and adequate storage for teaching supplies
- Employee locker rooms and toilets
- Boiler Mechanical Room
- Electrical Room
- Sprinkler Room
- Custodian Supply Closets (wet)
- Elevator machine room
- Faculty and student toilets

## **VI. COMMUNITY USES**

The redesign and use of this facility will be such as to facilitate activities before school, after school and throughout the calendar year when school is not in session. Parents will be offered workshops to understand how they may take an active role in the emphasis of the school curriculum. Community Dinners will take place weekly in the school cafeteria.

Additional consideration for student uses after regular hours by the parks and recreation commission will be given when designing the gymnasium, media center, auditorium as well as outdoor spaces and recreational facility. Neighborhood and citywide community meetings may take place in the building in the evening and when the building is not used for regular instructional programs.

In addition, summer activities, weekend and vacation activities can be offered because the facility will be available, and the communities involved in the magnet school should have a calendar year use of the numerous and various facilities that have been designed into the school.

Site and driveway considerations must be given for easy access of large transportation vehicles, such as buses, in and out of the school property.

## **VII. BUILDING SYSTEMS**

The school will have an upgraded automatic fire control system designed to promote a safe, efficient and healthy indoor environment control. Standards for design selection include reliability, simplicity of operation, comprehensiveness, energy efficiency, low ongoing maintenance and repair costs, length of useful life and operational efficiency overall. The school will require the following systems to meet the educational programmatic needs.

1. Integrated telephone and intercom system with dial-out capabilities and paging from each area of the school is needed.
2. Building security and video surveillance systems for access and safety are to be provided for selected areas of the school, primarily at points of entry and high traffic areas of the school. Panic buttons should be provided for immediate access to the New London Police Department via a telephone dial-out switch.
3. Complete fire alarm system with sprinklers, pull stations, horns, flashing, lighting, voice evacuation in areas of large assembly, smoke and heat detectors, battery backup, and plastic shields on pull stations is required. The fire alarm system should have a direct connect to the Central New London Fire Department in case of activation.
4. Energy management system to monitor and control mechanical systems for heating, ventilation, air conditioning, interior and exterior lighting with appropriate manual overrides is required.
5. There is to be a comprehensive lighting plan to promote an optimal learning and working environment. Lighting should be designed to maximize the use of natural

light in all areas of the building and supplemental artificial light to ensure appropriate foot candles of low glare brightness and illumination.

6. Interior surfaces, carpeting and related green interior finishes should be used that are easy to maintain.

### **Technology**

Computer technology will be utilized with internet access. The most up to date voice/video/data systems will be added to all instructional and support areas and will be supported by the New London technology plan.

### **Security**

All rooms will need to be wired to the intercom, telephone system, fire, security alarm systems. The project will comply with the state mandated security requirements.

## **VIII. INTERIOR ENVIRONMENT**

The electrical service provided to the building should be designed to meet the needs of all mechanical equipment, lighting, and educational equipment. Controls should be through circuit breakers and the entire system must be properly grounded.

All light fixtures, controls, motors, switches, and electrical components must be of an energy conscious design to reduce the use of electricity. All operating systems must be monitored and controlled by an energy management system capable of reducing peak demand and load shedding.

Plumbing in the school must meet present codes; and the sanitary sewer lines must be properly sized and located to handle the anticipated load.  
The entire facility should be properly heated and cooled, including the air conditioning of the entire building.

The facility must be accessible to handicapped individuals and appropriate provisions made for all doors, stairs, built-in equipment, sinks, toilets, and other fixtures used by handicapped individuals.

As a minimum, there is to be acoustic treatment of rooms that are in accordance with the latest noise abatement standards for new school construction, in order to provide the best listening environment possible for the hearing-impaired students.

### **EQUIPMENT**

A review of the current inventory of furniture and equipment will need to take place before the building project commences. Furniture and equipment that still has a useful

life will be retained and supplemented with additions that support the programmatic needs.

#### **IX. SITE DEVELOPMENT**

No land will be acquired for this construction project. Parking for staff and visitors will be redeveloped to accommodate the increased faculty. In the development of parking lots, consideration of the size of the lots will be given to the number of people who must park to participate in the programs designed by the magnet school theme. ADA and other code requirement will be addressed in the design of parking.

Important consideration will be given to bus traffic since a considerable number of student will take buses to and from school. Walkways will be provided around the perimeter of the school. Easy and safe access to parking lots, playfield and bus pickup/drop-off will be addressed.

Outdoor athletic areas will be upgraded and expanded as needed to accommodate the programmatic needs. Greenhouse and garden areas will be included in this project.

Landscaping will be designed to allow the school to blend with the environment. Trees and other plantings will be of a heart variety which require little maintenance, and which complement the building and school site. Planted trees will be sufficient distance from the building to avoid future maintenance problems. Consideration will be given to safety and security when lacing foliage around walkways and areas of the building access. Plant life should be included which will be used as a source of study for units related to the science program of the school.

Site will be graded as necessary for construction and as necessary to finish the site at the completion of construction.

#### **X. PRIORITY CATEGORY**

The *middle school campus* will operate as a magnet school.

Therefore, as provided in P.A. 95-226, it should be considered as extensions and alterations as a new magnet school within the priority category for future building projects.