

## **WOODSTOCK PUBLIC SCHOOLS**

### **Request for Proposals**

#### **WES Facility Study**

##### **A. Project Overview**

Woodstock Elementary School (WES), located at 24 Frog Pond Road, was built in 1950 as the Woodstock Public School is currently used as the town's elementary school and serves approximately 450 students in grades pre-Kindergarten through Fourth Grade.

The question of the best approach to meeting the facility needs of WES students has been under discussion over the past year.

Woodstock Public Schools seeks a qualified consultant to conduct a comprehensive evaluation of the building and provide detailed recommendations and cost estimates for making all necessary alterations, renovations and expansions to meet the needs of contemporary elementary education for the projected student population.

##### **B. Scope of Work**

The **Area of Review of the Facility Study** will call for a comprehensive systems assessment of WES. The review will specifically identify systems that will need to be replaced, upgraded or substantially modified over the next 10 years and create a schedule of estimated costs so that the Town of Woodstock will have the necessary information to plan for capital investments in this building.

The assessment will include:

- Structural integrity;
- Mechanical Plumbing and Electrical Systems;
- Building Envelope, which will include windows and roofs;
- Property Site Conditions, which will include paving and playgrounds;
- Infrastructure that will allow the necessary flexibility for increased instructional technologies;
- Space needs as appropriate for a contemporary elementary education facility including storage, parking, and bus and automobile student drop-off/pick-up areas;
- Life Safety Systems, including smoke/fire detection, fire suppression, and

building security;

- Special electrical systems – emergency power, telecommunications;
- Energy efficiency and renewable energy alternatives;
- Environmental regulation compliance- Indoor/Outdoor Air Quality
- Handicap accessibility code requirements (ADA);
- Other applicable code requirements.

#### C. Submission Requirements

Proposals must be submitted no later than 4:00 p.m. on April 18, 2024. Any proposals received after said date and time will not be considered.

Proposals may be submitted to:

**Janice Thurlow  
Woodstock Public Schools  
147A Route 169  
Woodstock, CT 06281**

Proposals submitted by mail or in person must be clearly marked on the exterior “WES Facility Study.”

Alternatively, proposals may be emailed to: [superintendent@woodstockschools.net](mailto:superintendent@woodstockschools.net) with “WES Facility Study” in the Subject line.

**Deadline:** Proposals must be submitted no later than 4:00 p.m. on April 18, 2024. Any proposals received after said date and time will not be considered.

#### D. General Terms and Conditions

Proposals must remain firm and binding for a period of sixty (60) days following their submission. Proposers will not accrue any rights by submitting a proposal. The Woodstock Board of Education is not liable for any costs incurred by proposers prior to the issuance of a contract.

By its submission of a proposal in response to this Request for Proposals, proposer agrees that:

1. it will not discriminate against any employee or applicant because of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability (including pregnancy), genetic information, veteran status or gender identity or expression, except in the case of a bona fide occupational qualification;
2. will post in a conspicuous place, available to all employees and applicants for

employment, notices regarding its nondiscrimination policies; and

3. in all of its solicitations or advertisements for employees, will state that the proposer is an Equal Opportunity Employer.

The successful proposer shall be required to deliver an insurance certificate in amounts, companies, and terms acceptable to the Woodstock Public Schools naming the Woodstock Public Schools as an additional insured.

Submission of a proposal indicates acceptance of the terms, conditions, and specifications contained in this RFP unless clearly and specifically noted otherwise.

#### E. Award Criteria

Award of a contract related to this Request for Proposal will be based, in the sole discretion of the school district administration, on the quality and responsiveness of the proposal with particular consideration to the proposer's:

- Successful experience conducting similar projects, particularly on behalf of public school districts
- Ability to muster a team with sufficient technical expertise to perform the work in a timely, thorough and competent manner
- Price of proposal
- Other relevant and appropriate factors as the administration may deem applicable

The Woodstock Public Schools reserves the right to:

1. waive technical defects in any proposal
2. reject any and all proposals, in whole or in part, and/or
3. make such awards in whole or in part, if it is in the best interest of the district, whether or not it is the lowest dollar-cost proposal.

The Woodstock Public Schools further reserves the right to re advertise and invite new proposals and/or discuss and modify proposals based upon negotiations with one or more proposer(s) as the Woodstock Public Schools, in its sole discretion, deems to be in its best interest.

#### F. Proposal Format

To enable the district to evaluate and review all proposals in a uniform manner, all responses should include the following information:

#### **Proposal Cover Sheet**

The firm or individual submitting a proposal must include a signed cover sheet, included

in this Request for Proposal as Appendix A.

### **Project Approach**

Include a summary that provides a statement of the proposer's understanding of the services required by the district and an overview of how the proposer would provide these services to the district and the estimated duration of the study, including report generation and presentation.

### **Key Personnel Profiles**

Include the name, position, and relevant background, experience and qualifications of the individual(s) who will be assigned to this project with a description of their anticipated role(s) and identify the lead consultant who would be managing the project.

### **References**

Proposal must include a minimum of three (3) references with contact information for similar studies the proposer has completed within the past five (5) years with a description of the work done for each reference.

#### **G. Proposal Fee**

The district desires a fixed fee contract that will cover any and all services necessary to complete the study, to include the production of fifteen (15) bound copies of the study's conclusions and recommendations and a presentation to the Woodstock Board of Education.

#### **F. Inquiries**

Questions regarding this Request for Proposals must be submitted via email no later than April 12, 2024 to [superintendent@woodstockschoools.net](mailto:superintendent@woodstockschoools.net)



## **Proposal Cover Sheet**

Name of Proposer (Individual or Company):

Address:

I, the undersigned, hereby affirm that:

1. I am a duly authorized agent of the proposer;
2. I have read all of the terms, conditions, and specifications made available regarding this Request for Proposal and fully understand and accept them unless specifically indicated otherwise in the offer;
3. The offer is being submitted in accordance with the terms, conditions, and specifications set forth in the Request for Proposal, and
4. The proposer will hold firm the proposal price and accept any awards made to it as a result of the offer submitted for a minimum of sixty (60) days following the date of submission.
5. The proposer has not within the last three (3) years been, suspended, debarred, voluntarily excluded or determined ineligible by any Federal or State Agency; does not have a proposed suspension, debarment, voluntary exclusion or ineligibility determination pending; and has not been indicted, convicted or had civil judgment rendered against (it, him, her, them) by a court having jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.
6. Neither I, nor any person with an ownership interest in the proposer Company is a dependent, immediate family member or lives in the domicile of a Woodstock Public Schools administrator or Board of Education member.

Authorized Representative's Name signature and date: \_\_\_\_\_

Printed Name, Title:

Contact Person:

Title:

Phone:

Email: