

BROOKFIELD PUBLIC SCHOOLS

BROOKFIELD, CONNECTICUT

REQUEST FOR PROPOSALS FOR FACILITY
MASTER PLAN & BUILDING CONDITION
SURVEYS (10 YEAR CAPITAL PLAN)

PROPOSAL #BOE 17-50

DATE: 06-08-2017

LEGAL NOTICE

BROOKFIELD PUBLIC SCHOOLS
BOOKFIELD, CONNECTICUT
REQUEST FOR PROPOSALS FOR FACILITY
MASTER PLAN & BUILDING CONDITION
SURVEY (10 YEAR CAPITAL PLAN)
PROPOSAL #BOE 17-50

Issue Date: 06-12-2017

As adjusted for closing date 6/22/17 at 11am and 1 original & 10 copies

The Brookfield Public Schools will receive sealed proposals for the Facility Master Plan and Building Condition Survey (10 Year Capital Plan) until THURSDAY, JUNE 22nd at 11 AM. At that time proposals will be opened in public.

The documents comprising the Request for Proposals may be downloaded from the Brookfield Public Schools, 100 Pocono Road, Brookfield, CT 06804 during the hours of 8:30 AM – 4:00 PM Monday through Friday and on the School's website <http://www.brookfield.k12.ct.us/district/business-office>

The Brookfield Public Schools reserves the rights to amend or terminate this Request for Proposals, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the proposal to the proposer who, in the School's judgment, will be in the School's best interests with price and all other factors considered.

BROOKFIELD PUBLIC SCHOOLS
BOOKFIELD, CONNECTICUT
REQUEST FOR PROPOSALS FOR FACILITY MASTER
PLAN & BUILDING CONDITION SURVEY (10 YEAR
CAPITAL PLAN)

Proposal Number: #BOE 17-50
Proposal Opening Date: 06/22/2017
Proposal Opening Time: 11:00AM EST
Proposal Opening Place: Town Purchasing Agents Office Rm 203, 100 Pocono Rd,
Brookfield CT 06804

***** The
Brookfield Public Schools is seeking proposals for the Facility Master Plan as detailed in the
“Specifications” section.

One (1) original and ten (10) copies of sealed proposals must be received at the Brookfield Public
Schools Town Purchasing Agents Office Rm 203, 100 Pocono Rd, Brookfield, CT 06804 by the date
and time noted above. The Brookfield Public Schools (the “Schools”) will not accept submissions by
e-mail or fax. The Schools will reject proposals received after the date and time noted above.

The documents comprising this Request for Proposals may be obtained from:
Downloading from www.brookfieldct.gov from the Legal Notices/RFP’s tab or from the State of
CT. Bid Portal at <http://das.ct.gov> and click on State Contracting Portal or contact Jerry Gay at
203-775-7613 or email gayj@brookfieldps.org

Each proposer is responsible for checking the Schools’ website to determine if the Schools have
issued any addenda and, if so, to complete its proposal in accordance with the Request for Proposals
as modified by the addenda.

Proposals must be held firm and cannot be withdrawn for sixty (60) calendar days after the opening
date.

The Schools reserves the rights to amend or terminate this Request for Proposals, accept all or any part of
a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and
award the proposal to the proposer who, in the School’s judgment, will be in the Schools’ best interests.

This Request for Proposals includes:

- Standard Instructions to Proposers
- Specifications
- Insurance Requirements
- Proposal Form
- Proposer’s Legal Status Disclosure
- Proposer’s Certification Concerning Equal Employment Opportunities and Affirmative
Action Policy
- Proposer’s Non Collusion Affidavit
- Proposer’s Statement of References
- Addenda, if any
- The Contract in the form attached

BROOKFIELD PUBLIC SCHOOLS
BOOKFIELD, CONNECTICUT
REQUEST FOR PROPOSALS FOR FACILITY MASTER
PLAN & BUILDING CONDITION SURVEY (10 YEAR
CAPITAL PLAN)
PROPOSAL #BOE 17-50

STANDARD INSTRUCTIONS TO PROPOSERS

1. INTRODUCTION

The Brookfield Public Schools (the “Schools”) are soliciting proposals for the Facility Master Plan as detailed in the Specifications section. This Request for Proposals is not a contract offer, and no contract will exist unless and until a written contract is signed by the First Selectman and the successful proposer.

Interested parties should submit a proposal in accordance with the requirements and directions contained in this Request for Proposals. Proposers are prohibited from contacting any Schools or Town employee, officer or official concerning this Request for Proposals, except as set forth in Section 6, below. A proposer’s failure to comply with this requirement may result in disqualification.

If there are any conflicts between the provisions of these Standard Instructions to Proposers and any other documents comprising this Request for Proposals, these Standard Instructions to Proposers shall prevail.

2. RIGHT TO AMEND OR TERMINATE THE REQUEST FOR PROPOSALS OR CONTRACT

The Schools may, before or after proposal opening and in its sole discretion, clarify, modify, amend or terminate this Request for Proposals if the Schools determine it is in the Schools’ best interest. Any such action shall be effected by a posting on the Schools’ website on the Central Office, Management Services page under “Bids and Requests for Proposals (RFPs)”, at <http://www.brookfield.k12.ct.us/district/business-office>. Each proposer is responsible for checking the Schools’ website to determine if the Schools have issued any addenda and, if so, to complete its proposal in accordance with the Request for Proposals as modified by the addenda.

If this Request for Proposals provides for a multi-year agreement, the Schools also reserve the right to terminate the Contract at the end of the last fiscal year for which funds have been appropriated, and the Schools shall have no obligation or liability to the successful proposer for any unfunded year or years.

3. KEY DATES

Proposal Opening: JUNE 22, 2017

Preliminary Notice of Award: JULY 06, 2017

Contract Execution: JULY 17, 2017

The Preliminary Notice of Award and Contract Execution dates are anticipated, not certain, dates.

4. OBTAINING THE REQUEST FOR PROPOSALS

All documents that are a part of this proposal may be obtained from:

www.brookfieldct.gov or <http://www.brookfield.k12.ct.us/district/business-office>

5. PROPOSAL SUBMISSION INSTRUCTIONS

Proposals must be received in the Office of the Purchasing Agent, Brookfield Public Schools, 100 Pocono Road, Brookfield, CT 06804 prior to the date and time the proposals are scheduled to be opened publicly. Postmarks prior to the opening date and time do NOT satisfy this condition. The Schools will not accept submissions by e-mail or fax. Proposers are solely responsible for ensuring timely delivery. The Schools will NOT accept late proposals.

One (1) original and ten (10) copies of all proposal documents must be submitted in sealed, opaque envelopes clearly labeled with the proposer's name, the proposer's address, the words "PROPOSAL DOCUMENTS," and the Proposal Title, Proposal Number and Proposal Opening Date. The Schools may decline to accept proposals submitted in unmarked envelopes that the Schools open in its normal course of business. The Schools may, but shall not be required to, return such proposal documents and inform the proposer that the proposal documents may be resubmitted in a sealed envelope properly marked as described above.

Proposal prices must be submitted on the Proposal Form included in this Request for Proposals. All blank spaces for proposal prices must be completed in ink or be typewritten; proposal prices must be stated in both words and figures. The person signing the Proposal Form must initial any errors, alterations or corrections on that form. Ditto marks or words such as "SAME" shall not be used in the Proposal Form.

Proposals may be withdrawn personally or in writing provided that the Schools receive the withdrawal prior to the time and date the proposals are scheduled to be opened. Proposals are considered valid, and may not be withdrawn, cancelled or modified, for sixty (60) days after the opening date, to give the Schools sufficient time to review the proposals, investigate the proposers' qualifications, secure any required municipal approvals, and execute a binding contract with the successful proposer.

An authorized person representing the legal entity of the proposer must sign the Proposal Form and all other forms included in this Request for Proposals.

6. QUESTIONS AND AMENDMENTS

Questions concerning the process, procedures or specifications applicable this Request for Proposals Specifications are to be submitted in writing (including by e-mail) and directed only to:

Name: Jerry Gay
Department: Purchasing
E-mail: gayj@brookfieldps.org

Proposers are prohibited from contacting any other Schools or Town employee, officer or official concerning this Request for Proposals. A proposer's failure to comply with this requirement may result in disqualification.

The appropriate Schools representative listed above must receive any questions from proposers no later than seven (7) business days before the proposal opening date. That representative will confirm receipt of a proposer's questions by e-mail. The Schools will answer all written questions by issuing one or more addenda, which shall be a part of this Request for Proposals and the resulting Contract, containing all questions received as provided for above and decisions regarding same.

At least four (4) calendar days prior to proposal opening, the Schools will post any addenda on the Schools' website on the Central Office, Management Services page under "Bids and Requests for Proposals (RFPs)", at <http://www.brookfield.k12.ct.us/district/business-office> Each proposer is responsible for checking the website to determine if the Schools have issued any addenda and, if so, to complete its proposal in accordance with the Request for Proposals as modified by the addenda.

No oral statement of the Schools, including oral statements by the Schools representatives listed above, shall be effective to waive, change or otherwise modify any of the provisions of this Request for Proposals, and no proposer shall rely on any alleged oral statement.

7. ADDITIONAL INFORMATION

The Schools reserves the right, either before or after the opening of proposals, to ask any proposer to clarify its proposal or to submit additional information that the Schools in its sole discretion deems desirable.

8. COSTS FOR PREPARING PROPOSAL

Each proposer's costs incurred in developing its proposal are its sole responsibility, and the Schools shall have no liability for such costs.

9. OWNERSHIP OF PROPOSALS

All proposals submitted become the Schools' property and will not be returned to proposers.

10. FREEDOM OF INFORMATION ACT

All information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information Act as amended and judicially interpreted. A proposer's responses may contain financial, trade secret or other data that it claims should not be public (the "Confidential Information"). A proposer must identify specifically the pages and portions of its proposal or additional information that contain the claimed Confidential Information by visibly marking all such pages and portions. Provided that the proposer cooperates with the Schools as described in this section, the Schools shall, to the extent permitted by law, protect from unauthorized disclosure such Confidential Information.

If the Schools receive a request for a proposer's Confidential Information, it will promptly notify the proposer in writing of such request and provide the proposer with a copy of any written disclosure request. The proposer may provide written consent to the disclosure, or may object to the disclosure by notifying the Schools in writing to withhold disclosure of the information, identifying in the notice the basis for its objection, including the statutory exemption(s) from disclosure. The proposer shall be responsible for defending any complaint brought in connection with the nondisclosure, including but not only appearing before the Freedom of Information Commission, and providing witnesses and documents as appropriate.

11. REQUIRED DISCLOSURES

In its Proposal Form each proposer must disclose, if applicable:

- Its inability or unwillingness to meet any requirement of this Request for Proposals, including but not only any of the Contract Terms contained in Section 27, below;
- If it is listed on the State of Connecticut's Debarment List;
- If it is ineligible, pursuant to Conn. Gen. Stat. § 31-57b, to be awarded the Contract because of occupational safety and health law violations;
- All resolved and pending arbitrations and litigation matters in which the proposer or any of its principals (regardless of place of employment) has been involved within the last ten (10) years;
- All criminal proceedings in which the proposer or any of its principals (regardless of place of employment) has ever been the subject; and
- Each instance in which it or any of its principals (regardless of place of employment) has ever been found to have violated any state or local ethics law, regulation, ordinance, code, policy or standard, or to have committed any other offense arising out of the submission of proposals or bids or the performance of work on public works projects or contracts.

A proposer's acceptability based on these disclosures lies solely in the Schools' discretion.

12. REFERENCES

Each proposer must complete and submit the Proposer's Statement of References form included in this Request for Proposals.

13. LEGAL STATUS

If a proposer is a corporation, limited liability company, or other business entity that is required to register with the Connecticut Secretary of the State's Office, it must have a current registration on file with that office. The Schools may, in its sole discretion, request acceptable evidence of any proposer's legal status.

14. PROPOSAL SECURITY

None required

15. PRESUMPTION OF PROPOSER'S FULL KNOWLEDGE

Each proposer is responsible for having read and understood each document in this Request for Proposals and any addenda issued by the Schools. A proposer's failure to have reviewed all information that is part of or applicable to this Request for Proposals, including but not only any addenda posted on the Schools' website, shall in no way relieve it from any aspect of its proposal or the obligations related thereto.

Each proposer is deemed to be familiar with and is required to comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this Request for Proposals or the performance of the work described herein.

By submitting a proposal, each proposer represents that it has thoroughly examined and become familiar with the scope of work outlined in this Request for Proposals, and it is capable of performing the work to achieve the Schools' objectives. If applicable, each proposer shall visit the site, examine the areas and thoroughly familiarize itself with all conditions of the property before preparing its proposal.

16. SUBSTITUTION FOR NAME BRANDS

Not Applicable

17. TAX EXEMPTIONS

The Schools are exempt from state sales and use tax per Conn. Gen. Stat. § 12-412. Proposers shall avail themselves of this exemption.

18. INSURANCE

The successful proposer shall, at its own expense and cost, obtain and keep in force at least the insurance listed in the Insurance Requirements that are a part of this Request for Proposals. The Schools reserves the right to request from the successful proposer a complete, certified copy of any required insurance policy.

19. PERFORMANCE SECURITY

Not Applicable

20. DELIVERY ARRANGEMENTS

Not Applicable

21. FORMAT REQUIREMENTS; SELECTION; CONTRACT EXECUTION

FORMAT REQUIREMENTS

A. Preface

The Proposer shall provide an Executive Summary of one (1) page or less, which gives in brief, concise terms, a summation of the proposal.

B. Proposal

The vendor's proposal itself shall be organized in the following format and informational sequence:

Section I – Qualifications, Experience and Personnel

1. Firm's name, business address, type of business organization (individual, partnership, corporation, association, etc.).
2. State whether the proposer is a national, regional, or local entity.
3. Number of years the firm has been in business.
4. A statement indicating assurances of continuity of services for the period of performance
5. Identify the person authorized to negotiate for the proposer and provide contact phone number and email address.
6. Information on prior experience, and previous or present contractual relationships with any Town Entity or Person.
7. A statement concerning the independence of the proposer, including direct and indirect financial interest, and the relationship of key members of the project team to employees of the District and any of the members of municipal boards.
8. Provide the names and resumes for all principals and employees the firm anticipates serving on the Planning Management Team. The resumes must include, but are not limited to:
 - i. Experience related to the specific services the person is to provide (describe the activities, provide project lists, and total years and months of such experience);
 - ii. Area(s) of expertise, licenses, accreditations/certifications, and;
 - iii. Other information the proposer deems appropriate.
Limit each resume to no more than 2 pages.
9. List any subconsultants that you anticipate using. Provide the following:
 - i. The subconsultant(s) firm background information, including name, address, type of organizations, and number years in business;
 - ii. A brief history of the subconsultant(s) firm, including record of growth, type of work, areas of specificities (limit to one page);
 - iii. If a subconsultant will be playing a substantial role in the project, provide the resumes of the subconsultant's employees anticipated to work on the project. Resumes should be similar to the ones described for employees. Label the resumes with subcontractor's name.
10. Describe one to three K-12 facility planning projects that the firm has conducted, of similar size and scope, over the last eight (8) years. The description should include:
 - i. Client and location of the project;
 - ii. Client contact person, phone number and email address;

- iii. Beginning and ending dates of the services;
 - iv. Size of the school district in terms of enrollment and the number of facilities involved;
 - v. Description of the scope of work, including process and outcomes (limit to one page);
 - vi. Explanation of project challenges, successes or shortfalls (limit to one half page).
11. Other information deemed appropriate by the proposer (limit to one page).

Section II – Proposed Plan

A description of services and capabilities as outlined in the Scope of Service and Performance Requirements (Item #26) of this RFP. Clearly state any exceptions taken to the specifications of this RFP, or any conditions of the proposal. The Proposed Plan shall include the following:

- 1. Describe how the proposer plans to undertake the scope of work (limit to four pages).
- 2. Describe the level of assistance that will be expected from District personnel and the consultant availability (limit to one half page).
- 3. Propose a timeline to complete the scope of work (limit to one half page).
- 4. Other information deemed appropriate by the proposer (limit to one page).

Section III - Financial Proposal

This section shall contain a straightforward, concise delineation of the Proposer's fees to satisfy the requirements of this RFP. It is the vendor's responsibility to specify all costs (i.e. administrative fees, processing fees, etc.) associated with providing the products or services required herein. Provide a schedule of rates for all team members, and billing cycles.

Section IV – References

References are to be from government agencies and/or firms, which are substantially serviced by the vendor (references most similar to Brookfield Public Schools should be provided). Each reference must contain the reference's name, address, telephone number, and point of contact (including email address). Provide a reference for each of the K-12 facility planning projects in the last eight (8) years that the firm has conducted.

SELECTION

All proposals will be publicly opened as received on the date, at the time, and at the place identified in this Request for Proposals. Proposers may be present at the opening.

The Schools reserve the right to correct, after proposer verification, any mistake in a proposal that is a clerical error, such as a price extension, decimal point error or FOB terms. If an error exists in an extension of prices, the unit price shall prevail. In the event of a discrepancy between the price quoted in words and in figures, the words shall control.

The Schools reserve the rights to accept all or any part of a proposal, reject all proposals, and waive any informalities or non-material deficiencies in a proposal.

The Schools will accept the proposal that, all things considered, the Schools determine is in its best interests. Although price will be an important factor in most Request for Proposals, it will not be the only basis for award. Due consideration may also be given to the overall solution proposed, technical specifications and merits of the proposed solution, a proposer's experience, references, service, ability to respond promptly to requests, past performance, and other criteria relevant to the School's interests, including compliance with the procedural requirements stated

in this Request for Proposals.

The Schools will not award the proposal to any business or person who is in arrears or in default to the Schools with regard to any tax, debt, contract, security or any other obligation.

The Schools will select the proposal on a qualification based selection process for the proposer that it deems to be in the Schools' best interest and issue a Preliminary Notice of Award to the successful proposer. The award may be subject to further discussions and negotiations with the proposer. The making of preliminary award to a proposer does not provide the proposer with any rights and does not impose upon the Schools any obligations. The Schools are free to withdraw a preliminary award at any time and for any reason. A proposer has rights, and the Schools have obligations, only if and when a Contract is executed by the Schools and the proposer.

CONTRACT EXECUTION

If the proposer does not execute the Contract within ten (10) business days of the date of the Preliminary Notice of Award, unless extended by the Schools, the Schools may enter into discussions with another proposer.

The Preliminary Notice of Award and Contract Execution dates are anticipated, not certain, dates.

22. AFFIRMATIVE ACTION, AND EQUAL OPPORTUNITY

Each proposer must submit a completed Proposer's Certification Concerning Equal Employment Opportunities and Affirmative Action Policy form included with this Request for Proposals. Proposers with fewer than ten (10) employees should indicate that fact on the form and return the form with their proposals.

23. NONRESIDENT REAL PROPERTY CONTRACTORS

Not Applicable

24. COMPLIANCE WITH IMMIGRATION LAWS

By submitting a proposal, each proposer confirms that it has complied, and during the term of the Contract will comply, with the Immigration Reform and Control Act ("IRCA") and that each person it provides under the Contract will at all times be authorized for employment in the United States of America. Each proposer confirms that it has a properly completed Employment Eligibility Verification, Form I-9, for each person who will be assigned under the Contract and that it will require each subcontractor, if any, to confirm that it has a properly completed Form I-9 for each person who will be assigned under the Contract.

The successful proposer shall defend, indemnify, and hold harmless the Schools, its employees, officers, officials, agents, volunteers and independent contractors, including any of the foregoing sued as individuals (collectively, the "Schools Indemnified Parties"), against any and all proceedings, suits, actions, claims, damages, injuries, awards, judgments, losses or expenses, including fines, penalties, punitive damages, attorney's fees and costs, brought or assessed against, or incurred by, the Schools Indemnified Parties related to or arising from the obligations under IRCA imposed upon the successful proposer or its subcontractor. The successful proposer shall also be required to pay any and all attorney's fees and costs incurred by the Schools Indemnified Parties in enforcing any of the successful proposer's obligations under

this provision, whether or not a lawsuit or other proceeding is commenced, which obligations shall survive the termination or expiration of the Contract.

25. NON COLLUSION AFFIDAVIT

Each proposer shall submit a completed Proposer's Non Collusion Affidavit that is part of this Request for Proposals.

26. GENERAL SCOPE OF SERVICE AND PERFORMANCE REQUIREMENTS

The district is requesting proposals for facility planning services to include the following:

A. Facilitation services for the District's Administration, Ad-Hoc and Business & Facilities Sub-Committee. The Ad-Hoc is consists of appointed citizens on an advisory committee charged with evaluating capital long range improvement needs of the district and providing recommendations to the Board of Education on long-range facilities planning and the scope and timing of future bond programs.

B. Develop and implement an engagement plan for multiple stakeholders including parents, students, district staff, interest groups and Brookfield's community at large.

C. Analyze, assess, and synthesize enrollment, demographic and educational data and methodologies, including, but not limited to:

1. Demographic report
2. School capacity methodology
3. Facility conditions
4. Utilization of schools and administrative facilities
5. Suitability for program
6. Energy efficiency
7. Educational Specifications
8. Functional Equity (equity among schools)

D. Provide resources and information on emerging trends in:

1. Facility design (including redesign, renovation, and new construction)
2. Technology
3. Sustainability, energy and water efficiency, and maintenance
4. Other subject matters, as appropriate

E. Work with the Board of Education and Ad-Hoc Committee to:

1. Establish a clear understanding of the district's vision and direction
2. Develop consensus around recommendations to achieve the vision
3. Collect and assess community input
4. Evaluate and identify opportunities to amend the vision based upon best educational practices
5. Develop a prioritized, phased implementation plan for future bond programs by:
 - i. considering cost estimates associated with recommended options, including their impact on maintenance and operations
 - ii. considering timing and scope of future bond programs

- F. Present, in coordination with District staff, progress reports and draft proposals to the Board of Education as needed throughout the planning process.
- G. Provide a comprehensive and complete Building Condition Surveys of the existing conditions of all four (4) schools along with a 10 year Capital Improvement Plan for each individual School and for and District Wide initiatives.
- H. Present, in coordination with District staff, final proposal to the Board of Education, Board of Finance and Board of Selectman including conceptual site and building plans, conceptual estimate of probability of cost (including projected escalation), timeline of design and construction process and educational & fiscal benefits of proposed plan.
- I. The consultant(s) shall provide a fully dedicated Planning Management Team, with a designated Planning Manager during the entirety of the project. Membership of this team shall be stable, and any proposed changes in the personnel must be approved in advance by the district representatives. The team shall be composed of a sufficient number of consultants, with all the necessary skill set sets required, to accomplish the scope of work described in the RFP. The Planning Manager shall make presentations to the Board of Educations and/or at its direction to the community. These groups may include school community representatives, student groups, parent-teacher organizations, municipal boards, employee organizations and the business community.

27. CONTRACT TERMS - TBD

END OF STANDARD INSTRUCTIONS TO PROPOSERS

BROOKFIELD PUBLIC SCHOOLS
BOOKFIELD, CONNECTICUT
REQUEST FOR PROPOSALS FOR FACILITY MASTER
PLAN & BUILDING CONDITION SURVEY (10 YEAR
CAPITAL PLAN)
PROPOSAL #BOE 17-50

SPECIFICATIONS

The Brookfield Public Schools have issued this Request for Proposals in order to identify the best qualified firm(s) that submit responsive proposal to prepare a comprehensive Facility Master Plan & Building Condition Survey's for the school district.

Facilities Overview

There are presently four (4) Buildings used by the Brookfield Public School district that were built between 1850 and 1970:

Building	Year Built	Current Age	K-12 Enrollment
Center Elementary	1937, 1997 addition	80, 20	359
Huckleberry Hill Elementary	1960, 1993 addition	57, 24	537
Whisconier Middle	1970, 2001 addition	47, 16	918
Brookfield High	1959, 2006 renovation	58, 11	865

Most buildings have had one or more additions made for classrooms since their original construction due to increased student enrollment over the years; however, no building has ever been fully renovated or modernized since being built. As a result, most of the district's classrooms, learning spaces and common areas such as cafeterias and gymnasiums are dated.

Student Enrollment Overview –

SEE ATTACHED ENROLLMENT PROJECTIONS

Community Committee Approach

It is anticipated that an Ad-Hoc Committee will be responsible for the development of this Facility Master Plan. The committee is expected to include broad representation from our community including a representative(s) from the Brookfield Board of Education, the Brookfield Board of Finance, Superintendent of Schools, School Administrators, Parents, Teachers, Emergency Service Personnel, etc. In order to produce a high-quality, comprehensive final work product, the selected firm is expected to serve as Project Leader and take all necessary steps including visiting school facilities, making presentations, coordinating and attending committee meetings as necessary, providing meeting minutes and reports, etc.

Proposal Requirements

Proposers must submit responsive proposals on the Proposal Form:

- Facility Master Plan and Building Condition Surveys (10 Year Capital Plan).
Proposers are expected to first review detailed 10-Year Enrollment Projections for the Town based on all relevant factors including demographics, expected housing growth and housing turnover. Proposers will be provided with a copy of the demographic and enrollment projections prepared by Milone & Macbroom. The enrollment projections shall be used to determine future school capacity requirements for the district and the proposer will incorporate these findings as a key component of the Facility Master Plan and Building Condition Surveys (10 Year Capital Plan) recommendations for the 4 school buildings and surrounding grounds.
- A proposed timeline with major milestones to complete a Facility Master Plan and Building Condition Surveys (10 Year Capital Plan) for the Brookfield Public Schools, assuming a project start date JULY 24, 2017.

END OF SPECIFICATIONS

BROOKFIELD PUBLIC SCHOOLS
 BOOKFIELD, CONNECTICUT
 REQUEST FOR PROPOSALS FOR FACILITY MASTER
 PLAN & BUILDING CONDITION SURVEY (10 YEAR
 CAPITAL PLAN)
 PROPOSAL #BOE 17-50

INSURANCE REQUIREMENTS

The successful proposer agrees to maintain in force at all times during the Contract the following coverages placed with company(ies) licensed by the State of Connecticut which have at least an “A-” VIII policyholders rating according to Best Publication’s latest edition Key Rating Guide.

		(Minimum Limits)
General Liability	Each Occurrence	1,000,000
	General Aggregate	2,000,000
	Products/Completed Operations Aggregate	2,000,000
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Umbrella (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
	Professional Liability	\$2,000,000

If any policy is written on a “Claims Made” basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of the Contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the Contract for two (2) years from the completion date.

Workers’ Compensation and Employers’ Liability	WC Statutory Limits	
	EL Each Accident	\$100,000
	EL Disease Each Employee	\$100,000
	EL Disease Policy Limit	\$500,000

Original, completed Certificates of Insurance must be presented to the Schools prior to Contract execution. The successful proposer agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of the policy. Should any of the above described policies be cancelled before the expiration date, written notice must be given to the Schools thirty (30) days prior to cancellation.

END OF INSURANCE REQUIREMENTS

BROOKFIELD PUBLIC SCHOOLS
BOOKFIELD, CONNECTICUT
REQUEST FOR PROPOSALS FOR FACILITY MASTER
PLAN & BUILDING CONDITION SURVEY (10 YEAR
CAPITAL PLAN)
PROPOSAL #BOE 17-50

PROPOSAL FORM

PROPOSER'S FULL LEGAL NAME: _____

Pursuant to and in full compliance with the Request for Proposals, the undersigned proposer, having visited the site or property if applicable, and having thoroughly examined each and every document comprising the Request for Proposals, including any addenda, hereby offers and agrees as follows:

Proposal - School Facility Master Plan & Building Condition Surveys (10 Year Capital Plan) based on relevant findings from Enrollment Projections, Demographic and Housing Study: To provide the products and/or services specified in, and upon the terms and conditions of, the Request for Proposals for the sum of _____/100 Dollars (write out in words) (\$ _____).

ACKNOWLEDGEMENT

In submitting this Proposal Form, the undersigned proposer acknowledges that the price(s) include all labor, materials, transportation, hauling, overhead, fees and insurances, bonds or letters of credit, profit, security, permits and licenses, and all other costs to cover the completed work called for in the Request for Proposals. Except as otherwise expressly stated in the Request for Proposals, no additional payment of any kind will be made for work accomplished under the price(s) as proposed.

REQUIRED DISCLOSURES

1. Exceptions to the Request for Proposals

_____ This proposal does not take exception to any requirement of the Request for Proposals, including but not only any of the Contract Terms set forth in Section 26 of the Standard Instructions to Proposers.

OR

_____ This proposal takes exception(s) to certain of the Request for Proposals requirements, including but not only the following Contract Terms set forth in Section 27 of the Standard Instructions to Proposers. Attached is a sheet fully describing each such exception.

2. State Debarment List

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

_____ Yes _____ No

3. Occupational Safety and Health Law Violations

Has the proposer or any firm, corporation, partnership or association in which it has an interest (1) been cited for three (3) or more willful or serious violations of any occupational safety and health act or of any standard, order or regulation promulgated pursuant to such act, during the three-year period preceding the proposal (provided such violations were cited in accordance with the provisions of any state occupational safety and health act or the Occupational Safety and Health Act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency or court having jurisdiction) or (2) received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the proposal?

_____ Yes _____ No

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

4. Arbitration/Litigation

Has either the proposer 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.

5. Criminal Proceedings

Has the proposer 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.

6. Ethics and Offenses in Public Projects or Contracts

Has either the proposer or any of its principals (regardless of place of employment) ever been found to have violated any state or local ethics law, regulation, ordinance, code, policy or standard, or to have committed any other offense arising out of the submission of a proposal or proposals or the performance of work on public works projects or contracts?

_____ Yes _____ No

If “yes,” attach a sheet fully describing each such matter.

NOTE: THIS DOCUMENT, IN ORDER TO BE CONSIDERED A VALID PROPOSAL, MUST BE SIGNED BY A PRINCIPAL OFFICER OR OWNER OF THE BUSINESS ENTITY THAT IS SUBMITTING THE PROPOSAL. SUCH SIGNATURE CONSTITUTES THE PROPOSER’S REPRESENTATIONS THAT IT HAS READ, UNDERSTOOD AND FULLY ACCEPTED EACH AND EVERY PROVISION OF EACH DOCUMENT COMPROMISING THE REQUEST FOR PROPOSALS, UNLESS AN EXCEPTION IS DESCRIBED ABOVE.

BY: _____
(PRINT NAME)

TITLE: _____

(SIGNATURE)

Date: _____

END OF PROPOSAL FORM

BROOKFIELD PUBLIC SCHOOLS
BOOKFIELD, CONNECTICUT
REQUEST FOR PROPOSALS FOR FACILITY MASTER
PLAN & BUILDING CONDITION SURVEY (10 YEAR
CAPITAL PLAN)
PROPOSAL #BOE 17-50

PROPOSER'S LEGAL STATUS DISCLOSURE

Please fully complete the applicable section below, attaching a separate sheet if you need additional space.

For purposes of this disclosure, "permanent place of business" means an office continuously maintained, occupied and used by the proposer's regular employees regularly in attendance to carry on the proposer's business in the proposer's own name. An office maintained, occupied and used by a proposer only for the duration of a contract will not be considered a permanent place of business. An office maintained, occupied and used by a person affiliated with a proposer will not be considered a permanent place of business of the proposer.

IF A SOLELY OWNED BUSINESS:

Proposer's Full Legal Name _____

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 _____

Does the proposer have a "permanent place of business" in Connecticut, as defined above?

_____ Yes

_____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

IF A CORPORATION:

Proposer's Full Legal Name _____

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 _____

Names of Current Officers

President

Secretary

Chief Financial Officer

Does the proposer have a “permanent place of business” in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that “permanent place of business.”

IF A LIMITED LIABILITY COMPANY:

Proposer’s Full Legal Name _____

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 _____

Names of Current Manager(s) and Member(s)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Does the proposer have a “permanent place of business” in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that “permanent place of business.”

IF A PARTNERSHIP:

Proposer's Full Legal Name _____

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 _____

Names of Current Manager(s) and Member(s)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Does the proposer have a "permanent place of business" in Connecticut, as defined above?

_____ Yes

_____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

Proposer's Full Legal Name

(Print)
Name and Title of Proposer's Authorized Representative

(Signature)
Proposer's Representative, Duly Authorized

Date

END OF LEGAL STATUS DISCLOSURE FORM

**PROPOSER'S CERTIFICATION Concerning
Equal Employment Opportunities and Affirmative
Action Policy**

I/we, the proposer, certify that:

- 1) I/we are in compliance with the equal opportunity clause as set forth in Connecticut state law (Executive Order No. Three, <http://www.cslib.org/exeorder3.htm>).
- 2) I/we do not maintain segregated facilities.
- 3) I/we have filed all required employer's information reports.
- 4) I/we have developed and maintain written affirmative action programs.
- 5) I/we list job openings with federal and state employment services.
- 6) I/we attempt to employ and advance in employment qualified handicapped individuals.
- 7) I/we are in compliance with the Americans with Disabilities Act.
- 8) I/we (check one):
 _____ have an Affirmative Action Program, or
 _____ employ 10 people or fewer.

Legal Name of Proposer

(signature)
Proposer's Representative, Duly Authorized

Name of Proposer's Authorized
Representative

Title of Proposer's Authorized Representative

Date

END OF PROPOSER'S CERTIFICATION FORM

BROOKFIELD PUBLIC SCHOOLS
BOOKFIELD, CONNECTICUT
REQUEST FOR PROPOSALS FOR FACILITY MASTER
PLAN & BUILDING CONDITION SURVEY (10 YEAR
CAPITAL PLAN)
PROPOSAL #BOE 17-50

PROPOSER'S NON COLLUSION AFFIDAVIT

The undersigned proposer, having fully informed himself/herself/itself regarding the accuracy of the statements made herein, certifies that:

- (1) the proposal is genuine; it is not a collusive or sham proposal;
- (2) the proposer developed the proposal independently and submitted it without collusion with, and without any agreement, understanding, communication or planned common course of action with, any other person or entity designed to limit independent competition;
- (3) the proposer, its employees and agents have not communicated the contents of the proposal to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal; and
- (4) no elected or appointed official or other officer or employee of the Brookfield Public Schools is directly or indirectly interested in the proposer's proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

The undersigned proposer further certifies that this affidavit is executed for the purpose of inducing the Brookfield Public Schools to consider its proposal and make an award in accordance therewith.

Legal Name of Proposer

(signature)
Proposer's Representative, Duly Authorized

Name of Proposer's Authorized
Representative

Title of Proposer's Authorized Representative

Date

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public
My Commission Expires:

END OF PROPOSER'S NON COLLUSION AFFIDAVIT