



**TOWN OF MANSFIELD  
MANSFIELD PUBLIC SCHOOLS**

**Facilities Management Department  
Request for Qualifications (RFQ)**

**Architectural and Engineering Services for  
Middle School Gymnasium and Locker Room Renovations**

**SUBMISSION DEADLINE:  
SEPTEMBER 29, 2016**

**SUBMISSION CONTACT INFORMATION:**

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***Proposals will be accepted in electronic PDF Version only.***

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## **BACKGROUND / OVERVIEW**

### **BACKGROUND**

The Town of Mansfield is located east of Hartford, Connecticut. The Facilities Management Department is a shared entity that serves both the Town of Mansfield and the Mansfield Public Schools. The Department maintains the following municipal buildings: Beck Municipal Building, Mansfield Discovery Depot Daycare, Mansfield Community Center, Senior/Wellness Center, Public Library, Public Works complex, Maintenance Shop, Historical Society, Eagleville Schoolhouse (a historical building), three fire stations, three small park buildings and the Nash-Zimmer Transportation Center. In addition, the Department maintains four (4) schools for the Mansfield Public Schools – three elementary schools and one middle school. The Facilities Management Department maintains all buildings using operating budgets and capital fund budgets.

### **About Mansfield**

The Town of Mansfield, Connecticut has a population of 25,648 (roughly 14,000 year-round) and is located in the northeastern corner of the state, approximately 25 miles east of Hartford. The Town operates under the council-manager form of government. A nine-member elected town council functions as the legislative and policymaking body and an appointed town manager serves as the Chief Executive Officer responsible for overseeing the day-to-day operations of the Town.

Home to the University of Connecticut, Mansfield offers the unique blend of rural and suburban living in a university setting. Storrs Center, construction of a new mixed-use urban center, is underway. Mansfield has a variety of cultural and educational offerings, as well as an abundance of natural resources ideal for activities such as hiking, cycling, and kayaking.

Mansfield is a full-service municipality providing the following services: animal control; building and housing inspection; fire and emergency services; human services; library; parks and recreation; planning and development; police; public works; and a number of administrative functions such as finance, human resources, information technology, and facilities management. The Town of Mansfield has approximately 155 full-time equivalents but employs approximately 375 people.

### **Mansfield Tomorrow**

In September, 2015 the Planning and Zoning Commission (PZC) adopted Mansfield Tomorrow: Plan of Conservation and Development. Mansfield Tomorrow consolidates and expands on the work done as part of the 2006 Plan Of Conservation and Development and the 2008 Strategic Vision to create a single, unified framework of values, goals, strategies and actions that will guide both the PZC and the Town Council as they make decisions about the town's physical, social and economic development over the next two decades.

Goal 5.5 addresses the vision for community facilities: "Mansfield maintains high-quality public facilities that support town goals." Included within the strategies for this goal are several actions related to improving community facilities, including a recommendation that a public facilities master plan be prepared to identify needed improvements to current facilities. The Town has undertaken a facilities study for all municipal buildings which we anticipate to be complete within the next several months. A number of Mansfield's municipal buildings are over 50 years old. While improvements have been made over the years, many of these facilities may need updates to improve both energy efficiency and overall function based on current operations. While our middle school is one of our newer school facilities, the gymnasium and associated locker rooms are in need of significant renovation and repair. This is one project that would have a significant impact on community and school use and could be completed before moving on to more significant projects.

## **Mansfield Schools**

Mansfield Public Schools educates approximately 1230 children from grades preK-8 in three elementary schools and one middle school. Mansfield Middle School is responsible for 531 children in grades 5-8. The building was originally constructed in 1969 with an addition for the library/media center in 1999. The gymnasium is used throughout the day for physical education classes and after school hours and on weekends for extracurricular sports and community athletics. In the summer the facility houses a popular camp program for children from the area and the gymnasium is used daily. The current facility includes a full size gym, a smaller special use gym which includes a climbing wall, several storage areas and two locker rooms. The locker rooms are adjacent to student bathrooms.

## **OVERVIEW**

The Facilities Management Department is requesting qualifications from architectural/ engineering professionals experienced in renovation, alteration of gym complexes. The Mansfield Board of Education (MBOE) wants the architect / engineering firm to draw up plans for the renovations of the gym, locker rooms and associated bathrooms. The firm would work with a contractor from start to finish. The firm is expected to conduct project meetings and help with any alterations. The selected firm will work with the Facilities Management Department, Principals, and the Superintendent of Schools. The finished product will be a renovated gym complex, to include flooring, large divider door, bleachers, air conditioning, and renovations to associated bathrooms and locker rooms.

Any future planning needs to consider sustainability. Any proposed building alterations needs to meet at a minimum LEED Silver Standards, or the vendor must have a conversation about meeting a higher standard and the impact to the project.

## **GENERAL SPECIFICATIONS**

### **PURPOSE**

Upgrade the gym and locker rooms and associated bathrooms.

### **OVERVIEW**

The MBOE is soliciting interest from firms to provide the plans, estimate costs, and to work with the contractor to make sure work is accomplished to specifications.

## **SCOPE OF SERVICES**

The selected firm will include the following work into their planning of the project:

1. Cost estimates of all proposed work in order of priority determined by the MBOE
2. Replacement of the current wood gym floor in large and small gym
3. Replacement of the large dividing door
4. Installation of new bleachers and the removal of the old bleachers
5. Renovations and potential consolidation of locker rooms
6. Renovations of bathrooms bordering the locker rooms on the second floor
7. Replacement of score boards
8. Installation of air conditioning equipment for the gymnasium
9. Closing in space above the gym dividing door
10. Removal of two large hot water heaters and installation of an on demand heating system for domestic hot water.
11. Possible relocation of electrical panels in custodial space near the gym

## **SUBMISSION OF QUALIFICATION STATEMENTS**

Proposals submitted in response to this Request for Qualifications shall include the following:

- A. Letter of Interest
- B. Company Information
  - a. Name of company and parent company, if any. Description of the firm and all proposed subcontractors' major services and activities.
  - b. Names, titles, reporting relationships, background and experience of the principal members of the company, including officers. Indicate which individuals are authorized to bind the company in negotiations with the Town of Mansfield.
  - c. Address of principal office and office from which the project will be managed.
  - d. Name, address, telephone number and email address of the principal contact person to receive notifications and to reply to inquiries from the Facilities Department.
  - e. Legal form of ownership. If a corporation, where incorporated.
  - f. Years engaged in above services under your present name.
  - g. Litigation – Describe any litigation, including arbitration proceedings (past and present), involving your firm.
  - h. Default – Have you ever failed to complete any work awarded to you? Have you ever defaulted on a contract or been notified of a default by your client? If so, where and why?
- C. Relevant Experience – Short description of recent projects that demonstrate successful performance conducting renovations and improvements to school gym facilities and/or to school districts of equal complexity.
- D. References – Include three (3) references, with a contact name and phone number that the MBOE may contact at each institution. It is preferred that references include those clients for whom the respondent has provided services similar in nature and quality to those requested in this RFQ.
- E. Plan – Detailed descriptions of the management plan to be used to accomplish the work. Include the proposed methodology, the schedule, and the process to be used. List, categorize and submit samples of all deliverables.
- F. Resumes – Resumes of the team members that will be assigned to the project. Resumes should demonstrate the team members' education and recent experience performing similar services. Also, provide a project organizational chart and detail the experience of senior management and the support staff that will be used in this project.
- G. Data – Demonstration of data collection and presentation for performing the proposed work at MBOE facility, following the initial review process by the MBOE.

## **SELECTION PROCESS AND RIGHT TO REJECT**

The MBOE intends to “short-list” firms responding to this RFQ and to interview one or more firms to accurately assess their qualifications. The MBOE may invite one or more firms to respond to a Request for Proposals (RFP) and will negotiate a scope of services and a fee proposal with the selected firm. The MBOE will evaluate and select the firm based on qualifications, experience and performance with similar engagements, references, ability to provide timely services, awareness of project issues, opportunities and constraints, and estimated fees and expenses. The selected firm must be able to meet all municipal, state and federal affirmative action and equal employment opportunity practices and guidelines.

The MBOE does not expressly state or imply any obligation to reimburse responding firms for any expenses incurred in preparing submissions in response to this request. The Town reserves the right to reject any or all submissions, to select a firm in a manner that is advantageous to the municipality and to waive all formalities in the bidding. Neither the MBOE, nor any of its 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 Request for Qualifications and subsequent Request for Proposals. The project will not be deemed to be awarded until a written contract, in a form acceptable to the MBOE, has been fully executed by both parties.

Note that personnel in charge of the project will be required to possess and maintain a valid Professional Engineering License in the State of Connecticut.

### **Additional Information**

Additional information may be obtained by contacting Allen N. Corson, Facilities Management Director, at 860-429-3326 or [corsonan@mansfieldct.org](mailto:corsonan@mansfieldct.org).

### **TIMELINE OF THE RFQ PROCESS**

- A. RFQ due no later than 3:00 p.m., Thursday, September 29, 2016
- B. Interviews with perspective firms -- Anticipated date range: October 11 – 13, 2016
- C. Notice to selected firms from interviews pertaining to next step procedures (RFP): October 17, 2016
- D. Anticipated RFP due – November 17, 2016

All inquiries relative to the specifications must be made in writing to Allen N. Corson, Director of Facilities Management at [corsonan@mansfieldct.org](mailto:corsonan@mansfieldct.org), with a copy to Cherie Trahan, Finance Director at [trahanca@mansfieldct.org](mailto:trahanca@mansfieldct.org), and Kelly Lyman, Superintendent at [lymankm@mansfieldct.org](mailto:lymankm@mansfieldct.org), on or before 3:00 p.m., September 22, 2016