

**BUILDING COMMISSION
TOWN OF EAST WINDSOR
11 RYE STREET
BROAD BROOK, CONNECTICUT, 06016**

**SPECIAL MEETING
Monday, April 24, 2023
6:30 p.m.**

In-Person
John Daly, Jr. Meeting Room,
Town Hall, 11 Rye Street, Broad Brook, CT
and
Via Zoom Teleconference
Meeting ID: 332 683 3563
Passcode: townhall

Meeting Minutes

These minutes are not official until approved at a subsequent meeting

1. TIME AND PLACE OF MEETING:

Chairperson, James Thurz called the special meeting to order at 6:30 p.m. The Meeting was held at the East Windsor Town Hall, 11 Rye Street, Broad Brook, CT and via teleconference.

2. PLEDGE OF ALLEGIANCE:

Chairman Thurz lead the pledge of allegiance.

3. ATTENDANCE:

James Thurz, Chairperson, Heather Spencer, Vice Chairperson, and members Peter Larese, Richard Pippin, Jr., and Wayne Shary were present.

Also present: Len Norton, Director of Public Works/Town Engineer and Joe Sauerhoefer, Deputy Director of Public Works

Public: Kathy Pippin. There was no public signed in via Zoom teleconference.

4. APPROVAL OF MEETING MINUTES

The Commission discussed approval of meeting minutes of February 27, 2023.

MOTION: To approve the minutes of special meeting of February 27, 2023.

Pippin moved/Larese seconded.

VOTE: **In favor:** Thurz/Spencer/Pippin/Larese
Motion carried.

5. UNFINISHED BUSINESS – None

6. NEW BUSINESS

A. Discuss and Set 2023 Building Commission Meeting Schedule

MOTION: To strike the meeting of December 25, 2023.

Thurz moved/Spencer seconded.

VOTE: **In favor:** Thurz/Spencer/Pippin/Larese
Motion carried.

DISCUSSION: None

B. Discuss RFP/Proposal for Master Services, Roof Design Services and HVAC Conceptual Design Services for East Windsor Schools

Discussion included Len Norton, Director of Public Works/Town Engineer and Joe Sauerhoefer, Deputy Director of Public Works. Chairman Thurz asked Mr. Norton to discuss the RFP/Proposal. Mr. Norton indicated that the document was ready to be put to bid unless a member of the Building Commission had changes. Vice Chairperson Spencer indicated she had questions regarding the process involving CIP and grant funding and the timeline for completion of the projects. Mr. Norton and Mr. Sauerhoefer indicated the timeline for the projects was a year and explained the concept of the master plan and what the Town needed to do to qualify for funding.

Discussion between Vice Chairperson Spencer and Mr. Sauerhoefer included the CGS contract.

7. FINANCIAL

Chairman Thurz reported there was no financial information to discuss.

8. TOPICS FROM THE FLOOR

Chairman Thurz asked for comments from the floor. There were no comments from the public.

8. ADJOURNMENT:

MOTION: To ADJOURN the Meeting

Pippin moved/Larese seconded.

VOTE: **In favor:** Thurz/Spencer/Pippin/Larese
No one opposed/No abstentions. Motion carried.

Town of East Windsor
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The meeting was adjourned at 7:05 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Melissa V. LaBelle". The signature is written in dark ink and is positioned above the printed name and title.

Melissa V. LaBelle
Recording Secretary

Attachment A – Meeting Minutes of February 27, 2023
Attachment B – 2023 Building Commission Meeting Schedule

A

**BUILDING COMMISSION
TOWN OF EAST WINDSOR
11 RYE STREET
BROAD BROOK, CONNECTICUT, 06016**

**SPECIAL MEETING
Monday, February 27, 2023
6:00 p.m.**

In-Person
John Daly, Jr. Meeting Room,
Town Hall, 11 Rye Street, Broad Brook, CT
and
Via Zoom Teleconference
Meeting ID: 332 683 3563
Passcode: townhall

Meeting Minutes

These minutes are not official until approved at a subsequent meeting

1. TIME AND PLACE OF MEETING:

Chairperson, Elzear Rodriguez called the special meeting to order at 6:00 p.m. The Meeting was held at the East Windsor Town Hall, 11 Rye Street, Broad Brook, CT and via teleconference.

2. PLEDGE OF ALLEGIANCE:

Chairperson Elzear Rodriguez lead the pledge of allegiance.

3. ATTENDANCE:

Elzear Rodriguez, Chairperson, James Thurz, Vice Chairperson, and members Peter Larese, Stanley Kement, Jr. Richard Pippin, Jr., Heather Spencer, and Wayne Shary were present.

Also present: Selectman Sarah Muska, Len Norton, Director of Public Works/Town Engineer and Joe Sauerhoefer, Deputy Director of Public Works

Public: Kathy Pippin. There was no public signed in via Zoom teleconference.

4. APPROVAL OF MEETING MINUTES

Chairman Rodriguez suggested approval of previous meeting minutes be taken out of order until copies of the minutes could be made and distributed. Mr. Sauerhoefer offered to make copies and distribute minutes.

5. UNFINISHED BUSINESS – None

6. NEW BUSINESS

A. Election of Officers

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Prior to election of officers, Chairperson Rodriguez resigned from the chairperson position.

MOTION: To nominate Jim Thurz as Chairman.

Spencer moved/Kement seconded.

VOTE: In favor: Pippin/Spencer/Rodriguez/Shary/Kement/Larese
No one opposed/No abstentions. Motion carried.

Chairman Thurz led the remainder meeting.

MOTION: To nominate Heather Spencer as Vice Chairman.

Larese moved/Thurz seconded.

VOTE: In favor: Pippin/Rodriguez/Thurz/Shary/Kement/Larese
No one opposed/No abstentions. Motion carried.

MOTION: To nominate Stanley Kement Jr. as Secretary.

Thurz moved/Spencer seconded.

VOTE: In favor: Pippin/Spencer/ Rodriguez/Thurz/Shary/Larese
No one opposed/No abstentions. Motion carried.

B. Discuss and Set 2023 Building Commission Meeting Schedule

Mr. Sauerhoefer stated the Building Commission was regularly scheduled to meet the last Monday of each month. He suggested the recording secretary would prepare a list of meeting dates and submit them to the Commission for the next meeting for approval.

MOTION: The last Monday of the month for the foreseeable future will be our meeting.

Spencer moved/Larese seconded.

DISCUSSION: Mr. Pippin proposed that the meetings be held at 7:00 p.m. rather than 6:00 p.m. Discussion regarding meeting times and availability of the meeting room with a final consensus to hold the meeting at 6:30 p.m.

MOTION: To hold the meetings at 6:30 p.m.

Thurz moved/Heather Spencer seconded.

VOTE: In favor: Spencer/Rodriguez/Thurz/Shary/Kement/Larese
Opposed: Pippin
Motion carried.

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C. Discuss School Project to Include Joe Sauerhoefer

Mr. Sauerhoefer joined the Commission for an update of the upcoming school projects as follows:

- An RFQ had been posted for a project manager for the school projects.
- CGS (Jim Gluliano) had been named the low bidder and hired as the project manager.
- An additional RFQ would be posted shortly for procurement of an architect for the roof projects at the high school and elementary school roofs. The bids would be brought to the Commission for review. The money for the design work has already been allocated.
- HVAC will be replaced at all three schools with the hopes of applying for grant monies to pay for the project. Moving forward with this project will ensure that all pieces are in place to qualify for the grant funding.

D. Update of Town Projects to Include Joe Sauerhoefer

Mr. Sauerhoefer updated the Commission on the current town projects:

- The Community Center plan is to expand the current Scout Hall Building and combine Social Services, Senior Services and Parks and Recreation and house them in the new renovated building.
- Discussion followed regarding funding, design changes and the controversy and confusion with the Event Barn project.
- Vice Chairman Spencer questioned the Building Commission's task regarding this project. Mr. Sauerhoefer stated that the Commission would review the bids and once the bidder was chosen, they would oversee the project, approving requisitions and as a sounding board.
- Mr. Sauerhoefer stated he was unsure if the Commission would be involved with the park project and the lighting project at Abby Road, but he would keep them up to date as the projects move forward. He indicated these are State funded projects. Mr. Rodriguez suggested that if the projects affected the whole Town, he assumed the Commission would be involved.

7. FINANCIAL

Chairman Thurz reported there was no financial information to discuss.

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8. TOPICS FROM THE FLOOR

Chairman Thurz asked for comments from the floor.

Kathy Pippin, 37 Woolam Road, East Windsor, told Chairman Thurz he was doing a great job.

4. APPROVAL OF MEETING MINUTES

The Commission discussed approval of meeting minutes of March 25, 2019, as postponed earlier in the meeting.

MOTION: To approve the minutes of March 25, 2019

Pippin moved/Rodriguez seconded.

VOTE: **In favor:** Pippin/Rodriguez/Thurz/Shary/Kemet/Larese
 Abstained: Spencer
 Motion carried.

8. ADJOURNMENT:

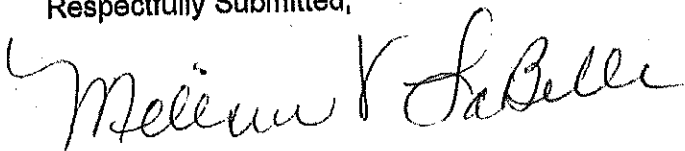
MOTION: To ADJOURN the Meeting

Rodriguez moved/Pippin seconded.

VOTE: **In favor:** Pippin/Spencer/Rodriguez/Thurz/Shary/Kemet/Larese
 No one opposed/No abstentions. Motion carried.

The meeting was adjourned at 6:23 p.m.

Respectfully Submitted,



Melissa V. LaBelle
Recording Secretary

Attachment A – Meeting Minutes of March 25, 2019

A

**EAST WINDSOR PERMANENT BUILDING COMMISSION
EAST WINDSOR, CONNECTICUT**

MINUTES

OF MARCH 25, 2019 MEETING

I. TIME AND PLACE OF MEETING

The meeting was called to order by Chairman Al Rodrigue at 5:35 p.m. at the East Windsor Town Hall, 11 Rye Street, Broad Brook, CT.

II. ATTENDANCE

Present: Building Commission Members: Chairman Al Rodrigue, Dick Pippin, Joe Sauerhoefer, Tom Talamini and Jim Thurz.

Also present: Len Norton, Town Engineer / Public Works Director and Kathy Pippin, Board of Finance Member.

III. PREVIOUS MINUTES:

Upon **MOTION** by Mr. Sauerhoefer, Seconded by Mr. Talamini, it was
VOTED: To approve the minutes of Special Meeting January 7, 2019.
In Favor: Pippin; Talamini; Rodrigue & Sauerhoefer, Thurz
Abstain:

IV. NEW BUSINESS:

A. East Windsor Middle School Oil Tank Removal

At the request of Superintendent Christine DeBarge, the Department of Public Works has taken over the project, due to Roger Baker being out on medical leave. Roger Baker had previously put out to bid for an architect and has hired, Mcilveen & Co. Inc, Mr. Sauerhoefer and Mr. Norton have met with the firm along with the assistant Fire Marshal, Blaine Simpkins Sr., to go over the preliminary plans (attachment 1) for removal of the oil tank, Mr. Sauerhoefer recommended that replacing the fuel tank feed and return line with something other than galvanized steel would be beneficial. There was agreement on that recommendation. The architect should have design drawings ready within a week, so work can begin and completed this summer. Funds have already been allocated through CIP.

B. Abby Rd. Soccer Field Restroom Building

Mr. Norton and Mr. Sauerhoefer have met with a representative of the Gordian Company, recommended through a program with CROG. CROG has already vetted out the company to do work for all the communities with CROG. Mr. Norton and Mr. Sauerhoefer will meet Jay Duhamel on Thursday morning March 28, 2019, regarding a design build for the restroom building, and go over the different possibilities for the building, such as prefab concrete walls or wall block. Mr. Rodrigue likes that the company has already been vetted out by CROG given the amount of work involved with site and building design.

Mr. Pippin asked if we were still on track to only do the restrooms, however, Mr. Sauerhoefer said that an attached pavilion with an overhang to place a couple of picnic tables under it will be included, Mr. Pippin also strongly recommended that the use of fire-resistant materials be used. Mr. Rodrigue asked if there will be a septic system, Mr. Norton indicated that they will be hooking up to the city sewer system. Restrooms will be placed on both sides of building with storage/service area in-between. Mr. Sauerhoefer indicated that we have a budget of \$200,000 and that we will need to get the largest amount of work, including sidewalks for the previously approved funds. The placement of the facility will be in-between the two existing soccer fields.

NO MOTIONS SET FORTH

V. UNFINISHED BUSINESS

1. BROAD BROOK SCHOOL MODULAR CLASSROOMS – FINAL CLOSE-OUT

Mr. Sauerhoefer indicated that they believed that he and Mr. Norton would have had an update by now. After meeting with Jim Guillano's closeout person, it was indicated that they will need further discussion with Mr. Guillano. It was also discovered that the Broad Brook Elementary School Roof that was installed in 2003, had not been closed out and will also need to be done. Both projects will be closed out at the same time.

2. EAST WINDSOR MIDDLE SCHOOL ROOF CLOSEOUT

Mr. Norton indicated that he and Mr. Sauerhoefer were on the roof with the architect, installer and manufacturer, last Friday March 15, 2019, and it was concluded over time that the roof design, the drains aren't taking the water and when there is any type of snow load and/or get rain or snow melt, that the water is backing up under the metal decking and gets under the rubber membrane creating the leak. A decision has been made to put six (6) scuppers at gravel level for the water to run off the roof properly. Everyone at this meeting agreed with the decision.

NO MOTIONS SET FORTH

VI. FINANCIAL

Nothing to report.

VII. INFORMATION

None.

VIII. TOPICS FROM THE FLOOR

None

IX. PUBLIC PARTICIPATION

None.

X. ADJOURNMENT

Upon **MOTION** by Mr. Sauerhoefer,
VOTED: To adjourn at 5:55 p.m.
In Favor: Unanimous

Seconded by Mr. Pippin, it was

Respectfully submitted,
Theresa Regan, Recording Secretary

BUILDING COMMISSION
2023 REGULAR MEETING DATES

Meetings will be held the fourth Monday of every month at East Windsor Town Hall, John Daly, Jr. Meeting Room, 11 Rye Street, Broad Brook at 6:30 PM.

May 22, 2023

June 19, 2023

July 24, 2023

August 28, 2023

September 25, 2023

October 23, 2023

November 27, 2023

December 25, 2023* Christmas Holiday



East Windsor
Public Schools



East Windsor
CONNECTICUT

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REQUEST FOR QUALIFICATIONS / PROPOSALS

for

Master Planning Services, Roof Design Services & HVAC Conceptual Design Services

for the

Broad Brook Elementary School, East Windsor Middle School & East Windsor High School

East Windsor, Connecticut

Issue Date: 4/17/23

RFI Deadline: 5/3/23

Written Responses Due: 5/10/23 – 11:00 AM



**CONSTRUCTION
SOLUTIONS GROUP**

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- 3. Selection Process**
- 4. Project Descriptions & Scope of Services**
 - a. District Master Planning Services**
 - b. Broad Brook Elementary School & East Windsor High School Roof Replacement**
 - c. HVAC Conceptual Design Services at Broad Brook Elementary School, East Windsor Middle School & East Windsor High School**
- 5. General Conditions**

Exhibits

Exhibit A: Qualifying Experience

Exhibit B: Cost Proposal

LEGAL NOTICE

REQUEST FOR PROPOSALS

Master Planning Services, Roof Design Services & HVAC Conceptual Design Services

Proposals will be accepted at offices of the First Selectman ATTN: Jason Bowsza 11 Rye Street Broad Brook, CT 06016 until 11:00am Eastern Daylight Time on May 10, 2023. Instructions to bidders may be obtained at website here www.eastwindsor-ct.gov.

The Town of East Windsor intends to engage an architect for the preparation of a district master plan, design services, and assistance in state grant applications for roofing projects at East Windsor High School and Broad Brook Elementary School and conceptual design services and for HVAC improvements at East Windsor High School, Broad Brook Elementary School and East Windsor Middle School. The specific requirements of each task and required deliverables are included within this RFP. The successful firm must demonstrate extensive experience in all facets of architectural and MEP design for K-12 educational facilities, including master planning, roof design and HVAC Improvements. Successful experience with the State of Connecticut School Construction Grant Process is required.

Qualified firms are required to submit their Proposal in accordance with the solicitation package requirements. Firms must comply with all municipal, State, and federal affirmative action and equal employment opportunity practices.

The Town of East Windsor reserves the right to reject any or all proposals, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the Town of East Windsor and East Windsor Public Schools.

The Town of East Windsor and the Permanent Building Committee are pleased to announce this invitation to submit qualification and fee proposals from bidders in preparation of a district master plan, design services and state grant applications assistance for roofing projects at East Windsor High School and Broad Brook Elementary School and design services and conceptual design services for HVAC Improvements at East Windsor High School, East Windsor Middle School and Broad Brook Elementary School.

1. INSTRUCTIONS TO BIDDERS

Written proposals are due by **May 10, 2023 – 11:00 AM.**

Bidders are required to submit the following documents in response to this solicitation:

Four (4) hard copies of the qualifications proposal.

One (1) copy of the fee proposal in a separate, sealed envelope.

One (1) electronic copy of the qualifications and fee proposal.

Proposals are to be delivered in a sealed envelope or package bearing on the outside the wording; **"Master Planning Services, Roof Design Services & HVAC Conceptual Design Services, Attention Jason Bowsza."**

Proposals may be mailed or hand-delivered to:

First Selectman office ATTN: Jason Bowsza
Town of East Windsor
11 Rye Street
Broad Brook, CT 06016

Selection timeline:

RFQ/P Issue Date: April 17, 2023

Requests for Information Deadline: May 3, 2023

Proposal Due Date: May 10, 2023 11:00 AM

Questions concerning this RFP may be directed to Mike Faenza & Samantha D'Agostino via email (mikef@csgroup-llc.com & samanthad@csgroup-llc.com) no later than **May 3, 2023 – 2:00 PM.**

Responses, in the form of Addenda, will be posted to the Town of East Windsor website and the CT DAS website.

Absolutely no extensions will be granted. The selected architect will be expected to begin work immediately upon receipt of a letter from the Town directing the commencement of work. All firms submitting a proposal will be notified of the Owner's decision in writing.

The Town of East Windsor reserves the right to reject any or all proposals, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the Town of East Windsor and East Windsor Public Schools. The Town may, at its sole discretion, clarify, modify, amend, or terminate this solicitation at any time. Respondents are responsible for checking the Town or CT DAS website for any addenda to this RFQ/P, and to complete its response in accordance with the latest issued addenda.

Architectural Services (as hereinafter defined) shall be performed pursuant to the AIA document; AIA B101 – 2017 Standard Form of Agreement Between Owner and Architect, as negotiated and amended with the successful bidder.

Preliminary Project Schedule:

District Master Planning Services

Master Planning Services: 6/1/23 – 12/30/23

East Windsor High School Roof Replacement

Grant Application: 7/1/23 – 8/10/23

Design & OSCGR Approval: 9/1/23 – 12/15/23

Bid: 12/15/23 – 1/15/24

Procurement / Construction: 2/15/24 – 8/15/24

Broad Brook Elementary School Roof Replacement

Grant Application: 7/1/24 – 8/10/24

Design & OSCGR Approval: 9/1/24 – 12/15/24

Bid: 12/15/24 – 1/15/25

Procurement / Construction: 2/15/25 – 8/15/25

HVAC Conceptual Design Services

Grant Application: 8/1/23 – 11/30/23

Design: 1/1/24 – 4/30/24

Bid: 5/1/24 – 6/1/24

Construction: 7/1/24 – 12/30/25

**All above dates are subject to change.*

2. PROPOSAL REQUIREMENTS

For a Qualifications Proposal to be responsive to this RFQ/P it must provide ALL the following information (Collectively the "Minimum Requirements") organized as listed below:

Letter of Introduction: Describe your firm's commitment to the project and how your firm will meet or exceed expectations. Identify any factors that distinguish your firm from your competitors. Include a contact name, email, direct telephone, and address in the letter.

Experience with the Office of School Construction Grants and Review (OSCG&R): Describe your firm's recent experiences, both successes and challenges, working with the OSCG&R. Explain your company's understanding of the State of Connecticut school grant and construction process.

Qualifying Experience: Exhibit A: Provide evidence your company has performed comprehensive architectural services for at least four projects of similar size and scope. Identify your company's recent experience providing pre-referendum schematic design and cost estimating support to school districts. Complete and include Exhibit A.

Project Team: Identify the proposed project team for this project. List all key members of the team and their resumes, include a description of each person's relevant experience.

References: Provide four references from completed projects of similar size and scope.

Fee Proposal; Exhibit B: The Fee Proposal shall be submitted in the form of Exhibit B: Fee Schedule, attached hereto and made a part hereof (the "Fee Proposal Form").

The fee schedule must be completed in its entirety as presented. An incomplete fee schedule or one that has been modified in any way shall be deemed an unresponsive Proposal, which will result in the Proposal being rejected.

3. SELECTION PROCESS

The administrative review and selection will be based on a two-part process. The selected bidder will have successfully met all the criteria and be deemed by the Town, at its sole discretion, as the most responsible, responsive, and qualified bidder.

Qualification and Fee Proposal Evaluation: The selection committee shall review Qualification Proposals for compliance with the Minimum Requirements and select a short list of finalists.

Interviews: Finalists will be invited to an interview with the Building Committee. Specific format instructions will be shared with the invited firms.

The Town of East Windsor nor the Permanent Building Committee shall be under no obligation to accept a proposal if it is deemed to be in their best interest not to do so. The Board of Education and the Town of East Windsor are not responsible for any costs incurred by any Responder in connection with this RFP.

Architect firms responding to this RFP should be aware that the anticipated contract award is only for services listed in the following sections. The Town may, at its discretion, solicit public bids for subsequent phases following approval and State grant applications.

Architect's services are expected to begin immediately following award of the work and written notice to proceed.

The Town of East Windsor nor any of their respective officers, directors, employees, or authorized agents shall be liable for any claims or damages resulting from the selection, or rejection of any Proposal.

4. PROJECT DESCRIPTIONS AND SCOPE OF SERVICES

4A. DISTRICT MASTER PLANNING SERVICES

PROJECT DESCRIPTION

The Town of East Windsor, CT is in the north central part of Connecticut. The town has five villages: Broad Brook, Melrose, Scantic, Warehouse Point and Windsorville. The town has a total area of 26.8 square miles. East Windsor is bordered by the town of Enfield to the north, South Windsor to the south, Ellington to the east and Windsor Locks and Windsor to the west across the Connecticut River. The total population of East Windsor was 11,190 at the time of the 2020 census.

The town of East Windsor has three schools:
Elementary School: Broad Brook Elementary School - Grades PK-4
Middle School: East Windsor Middle School - Grades 5-8.

RATIONALE FOR MASTER PLANNING SERVICES

The Town of East Windsor is seeking master planning services, to prepare a master plan which will serve as a tool to the district in planning facility improvements for the next ten years. The plan will incorporate the district's short-term and long-term goals and reflect the needs of the community. The results of the Master Plan will be used to assist the district in ranking priorities and considerations for future facility investments and improvements.

COMPONENTS OF MASTER PLAN

- Facilities Needs Assessment
- Recommendations for Capital Improvement
- Demographics and Enrollment Projections

FACILITIES NEEDS ASSESSMENT

The successful respondent shall prepare a facilities assessment of all three school properties including; basic characteristics of the building, year of original construction, information regarding extensions or alterations to the building, site size and details, and building square footages.

An inventory and condition assessment of all interior building components shall be performed including but not limited to interior construction types and floor, ceiling and wall finishes.

An assessment of the exterior envelope of the buildings shall be completed, including but not limited to the exterior façade, roofing systems, and window and door systems.

Technology and security features of the building shall be analyzed for compliance with SSIC.

Gymnasium, Cafeteria and Food Service Facilities, Custodial Facilities and other operational areas should be analyzed and assessed.

Assessments of Mechanical, Electrical, and Plumbing Systems shall be completed by a licensed engineering firm. These assessments shall include all building electrical, plumbing, HVAC and fire protection systems. This assessment shall include an analysis of the fire alarm system and building management / HVAC control systems.

The master plan shall include an extensive component regarding the HVAC systems in the building and shall provide condition assessments specific to these systems and provide recommendations for improvement.

The consultant will be tasked with working closely with School Staff and members of the Department of Public works while completing these assessments.

RECOMMENDATIONS FOR CAPITAL IMPROVEMENT

Following the completion of the Facilities needs assessment all findings from the assessments shall be included into a detailed report.

The report shall include the following components;

- Assessment Items shall be categorized in an organized manner, on a building-by-building basis and supported by a narrative clearly explaining the component assessed and photographs shall be provided where applicable.
- Items assessed shall be ranked by priority and approximate costs provided.
- Items which the consultant feels may be eligible for State Reimbursement through the Office of School Construction Grants and Review program shall be indicated as such.

SCOPE OF SERVICES – DISTRICT MASTER PLANNING SERVICES

Architect Services will include, but may not be limited to the following:

Tour and visit each district facility and facilitate stakeholders' input to develop a comprehensive master plan including the following:

- Facilities needs assessment
- Recommendations for Capital Improvement, including a prioritized schedule for improvement items, including potential reimbursable items.
- HVAC system condition assessment and recommendations
- Meet with staff and administrators to gain insight into the use and operation of the facility to assist with the condition assessments and recommendations.
- The consultant shall include up to two draft reports for review by the Department of Public Works, Board of Education and Owner's Representative as the work progresses.
- Collaborate with the Owner's Representative to provide adequate information to identify approximate project costs and items for potential state reimbursement.
- At the completion of the study, ten hard copies and one electronic copy of the final report shall be provided to the Department of Public Works for distribution.
- Participate in visioning work sessions, public information meetings, Building Committee Meetings, Town meetings, and other community or committee meetings as requested.
- Review, verify, and analyze school enrollment projections, population trends and forecasted demographics
- Provide ten (10) year enrollment projections disaggregated by school and grade, neighborhood and district, race and ethnicity along with:
 - Analysis of live births and household sizes for East Windsor
 - Factor in any impact of any new potential businesses and corporations moving to East Windsor.
 - Factor in any new housing plans in East Windsor with expected number of school age children to be generated
 - Include demographic descriptors of East Windsor neighborhoods including population ranges, race/ethnicity, language and poverty indicators
 - All information generated shall be presented graphically as a component of the master plan. The report shall indicate enrollment at each Town school and provide a summary of the total enrollment for all town schools.
- It is the district's intention to use the enrollment report and information generated to support the submission of grant applications for various projects in the Town of East Windsor, to be submitted to Office of School Construction Grants & Review.

4B. EAST WINDSOR HIGH SCHOOL & BROAD BROOK ELEMENTARY SCHOOL ROOFING PROJECTS

PROJECT DESCRIPTION

East Windsor High School was built in 1955. The roofing system for the building currently consists of sections of modified bituminous roofing, standing seam roofing and asphalt shingles. The current roof has

reached the end of its useful life and is in need of replacement. The district intends on replacing the roof with a new modified bituminous roof and sections of standing seam where it currently exists.

Broad Brook Elementary School was built in 1951. The roofing system for the building consists of a modified bituminous roof. In 2016, a 14,000 SF addition was completed at the school. The roofing system on this portion of the building is new and in good operational condition. The balance of the roof on the existing building has reached the end of its useful life and needs replacement. The district intends on replacing this roof with a new modified bituminous roof.

Roof drainage systems shall be reviewed for both buildings and if replacement is necessary, all design services to replace drains shall be included. Alternative roofing systems shall be considered and incorporated as alternate options.

The district intends to replace the roofs for these buildings as part of individual non-priority projects funded in portion by the State of Connecticut Office of School Construction Grants and review. Each of these projects will need to be approached as stand-alone projects with separate drawings and invoicing provided for each project. The consultant shall provide all required services, from the Grant Application phase through final project closeout. The services of a licensed Hazardous Materials Consultant shall be retained for these projects. The hazardous materials consultant shall include initial hazardous materials testing services relating to the roof and a preliminary report of findings.

If hazardous materials are encountered, all design work shall be included as part of the hazardous materials design allowance included within the pricing response form. Payment for services under the allowance will be made as services are rendered. The responding firms shall provide an approximate value for this allowance. In the event hazardous materials are not encountered or the allowance is not used in full, this allowance value or any portion thereof will be returned to the Owner.

SCOPE OF SERVICES

Grant Application & Conceptual Design Phase

- Assist the Owner's Representative in developing educational specifications for the new roofs.
- Provide conceptual drawings for the establishment of a grant application estimate.
- Assist the Owner's Representative with all elements required for a successful grant application, including but not limited to narratives, estimates, and other state required forms.
- Attend estimate reconciliation meetings as required.
- Participate in work sessions, public information meetings, Building Committee Meetings, Town Council meetings, and other community or committee meetings as requested.
- Meet with staff and administrators to gain insight into the requirements and existing conditions regarding the roofing systems on both buildings.

Design Development Phase

- Provide a design development set of drawings for both schools and specifications for presentation to OSCGR at up to two project design review meetings.
- Assist the Owner's Representative with all elements required for design development review meetings with OSCGR, including but not limited to narratives, estimates, and other state required forms.
- Attend estimate reconciliation meetings as required.

- Participate in work sessions, public information meetings, Building Committee Meetings, Town Council meetings, and other community or committee meetings as requested.

Construction Documents & Bidding Phase

- Provide a construction document set of drawings and specifications for both schools for presentation to OSCGR at the plan completion review meeting.
- Include all work required to modify drawings and specifications for preparation for public bidding following approval to bid by OSCGR.
- Attend and lead pre-bid conferences for interested bidders.
- Answer all pre-bid questions submitted by bidders during the bidding phase and prepare addendums to be issued to bidders if necessary.
- Assist the Owner's Representative with all elements required for plan completion review meetings with OSCG&R, including but not limited to narratives, estimates, and other state required forms.
- Attend estimate reconciliation meetings as required.
- Attend public bid opening for projects, lead and attend a bid scope review meetings and provide a recommendation for award to the Town.
- Participate in work sessions, public information meetings, Building Committee Meetings, Town Council meetings, and other community or committee meetings as requested.

Construction Phase

- Receive, review, and approve product submittals and shop drawings during the construction phase.
- Receive, review, and respond to contractor requests for information during the construction phase.
- Attend periodic job-site visits during the construction phase and provide reports to the Owner, Owner's Representative and Contractor to document findings when a site-visit occurs.
- Review project change requests from the contractor and provide recommendations for approval or modification as required. Generate contract change orders as required.
- Draft Bulletins and supplemental drawings as required during the construction phase.
- Review and approve contractor pay applications.
- Assist the Owner's Representative with creation of State Change Orders to OSCG&R and the submission of State Payment Requests.
- Attend weekly construction meetings and provide meeting minutes if required.
- Participate in work sessions, public information meetings, Building Committee Meetings, Town Council meetings, and other community or committee meetings as requested.
- At job completion, review all work put in place and generate a comprehensive punch list for all items discovered and monitor the completion of these items the Owner, Owner's Representative and Contractor.
- Provide substantial completion status at the end of the project and work with the Contractor to ensure all items related to substantial completion get completed.
- Review and approve closeout documentation provided by the Contractor prior to turnover to owner. Ensure package is in compliance with specifications and owner receives a complete final package.

4C. BROAD BROOK ELEMENTARY SCHOOL, EAST WINDSOR MIDDLE SCHOOL, AND EAST WINDSOR HIGH SCHOOL HVAC CONCEPTUAL DESIGN AND ESTIMATING SERVICES

PROJECT DESCRIPTION

East Windsor High School, East Windsor Middle School and Broad Brook Elementary School were built in 1955, 1966, & 1951 respectively. The HVAC systems in these buildings have been virtually unaltered other than general maintenance and heating system upgrades over the years. The district has determined that they would like to have the systems analyzed and recommendations provided to upgrade the systems and provide full air conditioning, in Classrooms, Cafeterias, Administration & Office Spaces, and Library / Media Centers.

As part of this task, the selected respondent will be responsible to utilize the HVAC condition assessments and general findings from the master plan to develop conceptual designs for HVAC systems and upgrades, if necessary, at all three buildings.

The district intends to file for a HVAC IAQ Improvement Grant for each building, should an additional round of funding be released by OSCG&R. Each of these projects will need to be handled as stand-alone projects with separate drawings and invoicing provided for each project. The selected respondent will be tasked with providing all required services to create Conceptual Drawings, Narrative and Estimates to support these grant applications.

SCOPE OF SERVICES

Grant Application & Conceptual Design Phase

- Assist the Owner's Representative and Town in developing educational specifications for the new HVAC Systems at each school.
- Provide conceptual drawings for the establishment of a grant application estimate.
- Assist the Owner's Representative with all elements required for a successful grant application, including but not limited to narratives, estimates, and other state required forms.
- Attend estimate reconciliation meetings as required.
- Participate in work sessions, public information meetings, Building Committee Meetings, Town Council meetings, and other community or committee meetings as requested.
- Meet with staff and administrators to gain insight into the requirements and existing conditions regarding the roofing systems on both buildings

Design Development Phase

- Provide a design development set of drawings for each school and specifications for presentation to OSCGR at up to two project design review meetings.
- Assist the Owner's Representative with all elements required for design development review meetings with OSCG&R, including but not limited to narratives, estimates, and other state required forms.
- Attend estimate reconciliation meetings as required.
- Participate in work sessions, public information meetings, Building Committee Meetings, Town Council meetings, and other community or committee meetings as requested.

Construction Documents & Bidding Phase

- Provide a construction document set of drawings and specifications for each school for presentation to OSCGR at the plan completion review meeting.
- Include all work required to modify drawings and specifications for preparation for public bidding following approval to bid by OSCGR.
- Attend and lead pre-bid conferences for interested bidders.
- Answer all pre-bid questions submitted by bidders during the bidding phase and prepare addendums to be issued to bidders if necessary.
- Assist the Owner's Representative with all elements required for plan completion review meetings with OSCG&R, including but not limited to narratives, estimates, and other state required forms.
- Attend estimate reconciliation meetings as required.
- Attend public bid opening for projects, lead and attend a bid scope review meeting and provide a recommendation for award to the Town.
- Participate in work sessions, public information meetings, Building Committee Meetings, Town Council meetings, and other community or committee meetings as requested..

Construction Phase

- Receive, review and approve product submittals and shop drawings during the construction phase.
- Receive, review and respond to contractor requests for information during the construction phase.
- Attend periodic job-site visits during the construction phase and provide reports to the Owner, Owner's representative and Contractor documenting findings when a site-visit occurs.
- Review project change requests from the contractor and provide recommendations for approval or modification as required. Generate contract change orders as required.
- Draft Bulletins and supplemental drawings as required during the construction phase.
- Review and approve contractor pay applications.
- Assist the Owner's Representative with creation of State Change Orders to OSCG&R and the submission of State Payment Requests.
- Attend weekly construction meetings and provide meeting minutes if required.
- Participate in work sessions, public information meetings, Building Committee Meetings, Town Council meetings, and other community or committee meetings as requested.
- At job completion, review all work put in place and generate a comprehensive punch list for all items discovered and monitor the completion of these items the owner, owner's representative and contractor.
- Provide substantial completion status at the end of the project and work with the Contractor to ensure all items related to substantial completion get completed.
- Review and approve closeout documentation provided by the Contractor prior to turnover to Owner. Ensure package is compliance with specifications and owner receives a complete final package.

5. GENERAL CONDITIONS

1. The Architect and/or Engineer shall be required to carry the following insurance, written by a company licensed to provide insurance in the State of Connecticut and rated by AM Best as A or better, with respect to services they perform for the duration of any contract to be let as a result of this process.
2. Workers Compensation with limits as required by Connecticut General Statutes.
3. General Liability Insurance, including the Board of Education and the Town of Cromwell as additional insured with limits of \$1,000,000 each occurrence and in the aggregate for property damage.
4. Automobile Liability Insurance, including the Town as an additional insured, covering the operations of all operations motor vehicles owned, leased, hired, or used by the Architect in the furtherance of

this Agreement with limits of \$1,000,000 each person, \$1,000,000 each occurrence for bodily injury, and \$1,000,000 each occurrence for property damage.

5. Professional liability insurance for protection against claims arising out of the negligent performance of services as Architect or caused by any errors or omissions of the insured in the amount of \$5,000,000.
6. The Architect shall furnish, prior to commencement of work under this agreement, Certificates of insurance evidencing workers' compensation, general, automobile, and professional liability coverage with the required limits.
7. In addition, both parties to any contract to be let as a result of this process will be required to agree mutually to waive any rights which each may have against the other with respect to subrogation under any policy insurance relating to the services or work provided under any such agreement.
8. Save Harmless. As part of entering into any contract which may be let as a result of this process, the Architect for itself and its successors will be required to covenant and agree with the Town to indemnify and save harmless said Town from any and all action, causes of action, judgments, legal fees, claims and demands whatsoever, which may at any time be instituted, made, tendered or recovered against the Town to the extent caused by the Architect's negligence in the performance of the Architectural services performed pursuant to any such agreement.
9. The Building Committee, Board of Education and the Town of East Windsor have the right to use any or all ideas, plans, specifications, and estimates presented in this RFP.

EXHIBIT A: LIST OF QUALIFYING PROJECTS

Town of East Windsor - Master Planning Services, Roof Design Services & HVAC Conceptual Design Services

Name of Bidder: _____

Date: _____

1. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

2. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

3. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

4. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____
5. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____
6. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____
7. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

8. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____
9. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____
10. Project Title: _____
CT State Project # (if applicable): _____
Owner: _____
Contact Name/Telephone: _____
Project Budget: _____
Completion: Month/Year: _____

EXHIBIT B: COST PROPOSAL

Town of East Windsor - Master Planning Services, Roof Design Services & HVAC Conceptual Design Services

1. DISTRICT MASTER PLANNING SERVICES

1a. District Master Planning Services Fee Total: \$ _____

2. BROAD BROOK ELEMENTARY SCHOOL ROOF REPLACEMENT PROJECT

2a. Grant Application & Conceptual Design Phase Fee Total: \$ _____

2b. Design Development Phase Fee Total: \$ _____

2c. Construction Documents & Bidding Phase Fee Total: \$ _____

2d. Construction Phase Fee Total: \$ _____

2e. Hazardous Materials Testing & Design Fee Total: \$ _____

2f. TOTAL FEE (2a. + 2b. + 2c. + 2d. + 2e.): \$ _____

3. EAST WINDSOR HIGH SCHOOL ROOF REPLACEMENT PROJECT

3a. Grant Application & Conceptual Design Phase Fee Total: \$ _____

3b. Design Development Phase Fee Total: \$ _____

3c. Construction Documents & Bidding Phase Fee Total: \$ _____

3d. Construction Phase Fee Total: \$ _____

3e. Hazardous Materials Design Allowance: \$ _____

3f. TOTAL FEE (3a. + 3b. + 3c. + 3d. + 3e.): \$ _____

4. BROAD BROOK ELEMENTARY HVAC CONCEPTUAL DESIGN SERVICES

4a. Grant Application & Conceptual Design Phase Fee Total: \$ _____

4b. Design Development Phase Fee Total: \$ _____

4c. Construction Documents & Bidding Phase Fee Total: \$ _____

4d. Construction Phase Fee Total: \$ _____

4e. TOTAL FEE (4a. + 4b. + 4c. + 4d.): \$ _____

The Town of East Windsor reserves the right to publicly bid for the services included in 4b, 4c, and 4d, should it be deemed to be in their best interest. There is no guarantee the successful respondent will be awarded these components of this project.

5. EAST WINDSOR MIDDLE SCHOOL HVAC CONCEPTUAL DESIGN SERVICES

5a. Grant Application & Conceptual Design Phase Fee Total: \$ _____

5b. Design Development Phase Fee Total: \$_____

5c. Construction Documents & Bidding Phase Fee Total: \$_____

5d. Construction Phase Fee Total: \$_____

5e. TOTAL FEE (5a. + 5b. + 5c. + 5d.): \$_____

The Town of East Windsor reserves the right to publicly bid for the services included 5b, 5c, and 5d, should it be deemed to be in their best interest. There is no guarantee the successful respondent will be awarded these components of this project.

6. EAST WINDSOR HIGH SCHOOL HVAC CONCEPTUAL DESIGN SERVICES

6a. Grant Application & Conceptual Design Phase Fee Total: \$_____

6b. Design Development Phase Fee Total: \$_____

6c. Construction Documents & Bidding Phase Fee Total: \$_____

6d. Construction Phase Fee Total: \$_____

6e. TOTAL FEE (6a. + 6b. + 6c. + 6d.): \$_____

The Town of East Windsor reserves the right to publicly bid for the services included 6b, 6c, and 6d, should it be deemed to be in their best interest. There is no guarantee the successful respondent will be awarded these components of this project.

7. TOTAL FEE

TOTAL FEE (1a. + 2f. + 3f. + 4e. + 5e. + 6e.): \$_____

(NOTE: Reimbursable expenses shall be included in the architect's fee above.)

Company: _____

Name, Title _____
(Please Print)

Signature, Date: _____

B

BUILDING COMMISSION
2023 REGULAR MEETING DATES

Meetings will be held on the fourth Monday of every month at East Windsor Town Hall, John Daly, Jr. Meeting Room, 11 Rye Street, Broad Brook at 6:30 PM.

May 22, 2023

June 19, 2023

July 24, 2023

August 28, 2023

September 25, 2023

October 23, 2023

November 27, 2023