

## **Town of Ledyard Municipal Facilities Study Request For Fee Proposals**

### **Background**

In March, 2010, the Ledyard Permanent Building Committees interviewed four selected firms to assist with the development of a town wide facilities plan. The Committee was impressed with all the firms and after reviewing Town purchasing regulations decided to seek fee proposals from all the interviewed firms. It is important to note, that while purchasing regulations require that "cost" be a factor in selecting a consultants, the Committee's selection will not solely be based on cost.

In the intervening months, the Committee has been working on a creating a scope of work which best fits the community's needs. It has also decided to ask for a lump sum fee for the work to be accomplished.

### **Statement of Work**

The Offeror shall perform a study of the Town of Ledyard's Facilities, current and future facilities needs, and projections for major investments needed to meet the Town's needs in the future. This study should provide options for two time perspectives, a relatively short-term projection covering the next ten years, and more general strategic plan looking out twenty years. It is anticipated that this study will be used for long-term fiscal forecasting for facilities.

Buildings, current usage and functional needs to be studied include: One high school, one middle school, five elementary schools (one vacant), town hall, police station, two fire stations, two libraries, one board of education/recreation office building, and other town-owned land parcels.

As success of this study and acceptance of its findings is expected to be tied to the involvement of Town/Community officials and the general public, the offeror shall conduct a minimum of two meetings/forums to collect input from the general public. This shall include at least one meeting/forum devoted to educational issues. Additional meetings with specific stakeholders will be coordinated to assist the offeror with data collection.

The project is expected to be completed in three phases:

### **Phase One: Facilities Condition and Current Usage Study**

Evaluation of the Town's 14 municipally-owned/operated buildings and sites. This shall include structural, roof and mechanical systems condition; parking lots and grounds; utilities systems (including septic systems); code and ADA compliance; hazards (including environmental); and other physical condition items deemed relevant during inspection.

Evaluation shall include basic analysis of the current usage/adequacy for each facility, as well an evaluation the working/educational environment in each building.

Phase one written report section shall contain findings from the building inspections and evaluations, a schedule for significant maintenance expenditures expected over the next ten years; a forecast for major items such as roofs, and heating systems, and complete renovations for the twenty-year strategic outlook. In addition:

- Updated floor plans for each building
- Regulation and code compliance including fire, safety, and ADA.
- Basic energy consumption/conservation profiles.

### **Phase Two: Facilities Requirements and Future Facilities Needs Assessment**

Using ten year projections (based on information from consultants that specialize in projection school enrollments and general population trends) for the Town's demographics, the Town's future facilities needs shall be projected. This shall include changes in how services are most effectively and efficiently provided and are anticipated to be provided in the future.

Analysis of current and projection of future needs for the following functional areas:

- Education:
  - Enrollment projections, classroom requirements, and specific educational requirements projections.
  - Inspection results of school buildings should be compared against State Department of Education program compliance outlines. In addition, current and future needs to improve the educational environment should be considered. In these instances, studies of

facility impact on educational effectiveness should be referenced to support findings when warranted.

- Emergency Services (Police, Fire, EMS): To include training and administrative requirements for these functional areas.
- General Town Government: To include all functions currently served from Town Hall and all other functions not specifically called out elsewhere.
- Libraries: Study should include trends in delivering library services.

The Phase Two written report section shall clearly outline the Town's Facilities needs for each of the four basic areas listed above. The report should include both findings for current needs that are unmet as well as projections for the ten-year forecast. Where less specific twenty-year projections are available, they should be included for reference.

### **Phase Three: Gap Analysis and Options**

Once the existing facilities usage and conditions have been thoroughly evaluated, and current and future needs have been identified/projected, a gap analysis should be performed to determine options for the Town to meet its future facilities needs. This analysis should consider the projected costs associated with maintenance, renovation, expansion, recapitalization, demolition, relocation, co-location and repurposing as well as funding options such as State reimbursement.

This analysis should be performed with limited assumptions and should contain options for the Town to consider in planning how to meet its future facilities needs. It is anticipated that the report will focus on the ten-year horizon, but include recapitalization projections for all major buildings.

Phase Three Findings shall be presented with the findings for Phase One and Phase Two in a written final report and in a presentation to the Town Permanent Municipal Building Committee.

### **Existing Information**

In 1996, a facilities plan for six educational facilities was prepared with the assistance of Chow, Lawlor Associate. This study is available in the Planning Office, Town of Ledyard. At <http://ledyarddevelopment.com/FacilitiesPlan.html> the building's covered in the plan and additional information is available.

We are also working to gather existing drawings of municipal government facilities.

### **Site/Facility Visit**

On Friday, June 18, 2010 at 9:00 AM, we have scheduled an opportunity to view the facilities to be studied. The tour will begin at the Board of Education offices, 4 Blonder Boulevard. Because of the lateness of our notice this is not a mandatory meeting. However, we strongly believe that it would be of benefit to view the facilities "first hand".

### **Submission Requirements:**

The Committee views the fee proposal as an extension of your qualification submittal and the information provided at your interview. However, we ask that you submit the following items:

- A listing of personnel to be assigned to the project with the identification of a project manager.
- A suggested schedule of events with timeline to highlight your approach to the project.
- Any comments or concerns relative to the Scope of Work identified
- A lump sum fee for the total Scope of Work, indicating any exceptions or additional recommendations with associated costs

Your submittal may be transmitted digitally in PDF format to [ckarn@town.ledyard.ct.us](mailto:ckarn@town.ledyard.ct.us) or in hard copy to Town of Ledyard; Planning Office; 741 Colonel Ledyard Highway; Ledyard, CT 06339.

The submission deadline is: **Monday, July 12, 2010 by 10:00 AM**

### **Criteria For Selection**

In making its selection, the Committee will consider all the information it has received including qualification submittals, interviews and this fee proposal. The criteria for selection remains:

- Previous successful, relevant experience
- Proposed approach to conducting the work
- Staff resources and capability

- References

And now includes: Cost.