

# RFQ Ledyard Community Facilities Plan

## **Permanent Municipal Building Committee Town of Ledyard, Connecticut Request for Qualifications**

### **Preparation of a Community Facilities Plan**

The Town of Ledyard through its Permanent Building Committee is accepting qualification statements from professional planning, engineering and architectural firms or teams licensed in the State of Connecticut for the preparation of a Community Facilities Plan.

The firm(s) should be able to demonstrate a successful track record in the preparation of facilities plans in Connecticut communities and knowledge and expertise in relevant regulatory and code requirements.

Interested firms should submit statements of qualifications (5 copies) to the Mayor's Office, 741 Colonel Ledyard Highway, Ledyard, CT 06339 no later than 2:00 PM. on February 5, 2010.

### **Project Background**

The Town of Ledyard intends to study 14 municipally owned buildings/sites. This includes, but is not limited to, 7 school buildings (1 high school, 1 middle school and 5 elementary schools), the town hall complex, 2 libraries, law enforcement, and fire stations. Three of the buildings (Town Hall, Bill Library and Ledyard Center School) are designated historic structures.

The Town intends to conduct a capital needs assessment to determine code compliance, space needs (current solutions and future needs), life cycle analysis of building systems, energy efficiency analysis and historic significance.

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## **DRAFT Scope of Services**

The Town has developed the attached draft scope of services. It is provided for the information only and the Town will work with the selected consultant(s) to refine and further identify activities.

## **Submission Requirements**

- Cover Letter
- Information concerning relevant past experience in the preparation of community facilities plans. The following items are of particular importance:

### **Education Facilities**

Experience and expertise in the construction, design, and renovation of school facilities as well as the ability to evaluate the physical condition of school facilities.

Knowledge of state and federal laws pertaining to school buildings such as state and federal requirements, life safety requirements including the abatement of all hazardous materials and air quality issues, and other laws, regulations, and rules that provide for a healthy school environment.

Experience analyzing enrollment projects and other demographic data and how they relate to physical space requirements and making recommendations based on those projections and requirements. **General**

### **and Government Facilities**

Experience and ability in assessing cost effective solutions for historic structures.

Experience in evaluating the needs of general government; specifically, public safety and municipal government facility requirements, based on “best practices”, available standards and local conditions;

Experience in developing cost effective efficient solutions to meet general government’s current and future needs.

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- Information concerning the firm(s) ability to provide full services to the project including engineers, architects, and consultants that will focus on delivering a comprehensive report on facility needs of the community.
- Information concerning the consultants generalized approach to conducting municipal facility plans. Suggested contents, points of emphasis and other generalized aspects the consultant considers important.
- Information concerning staff resources and management approach. What personnel will be assigned to the project?
- References

## **RFQ Process**

Based on submissions the Committee will conduct interviews with selected firms and will, subsequently, ask up to 3 firms to submit proposals for a specific scope of work.

## **Criteria For Selection**

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

## **DRAFT Preliminary Scope**

### **Part I – Community Facilities Assessment Study**

A facility evaluation by inspection by the firm's staff including architects, engineers, and consultants in order to determine the condition of the building/site facilities, including parking lots, school grounds, and septic systems, with regard to code compliance, deferred maintenance, potential hazards, and compliance with depreciation/replacement schedules for roofs, heating systems, ADA issues, and other facility issues.

Activities include but are not limited to:

- (a) full condition analysis and on-site inspections for all municipal facilities;
- (b) production or updating of floor plans for buildings;
- (c) identifying fire and safety regulation compliance issues and possible solutions;
- (d) written condition analysis of each inspected building; and
- (e) condition analysis cost estimates for all facilities.

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This report shall also identify ongoing maintenance policies and practices, which could be adjusted and implemented to avoid or reduce current or future capital costs.

**Deliverables:** A written report of facility study of the physical condition and cost of repairs and code compliance, along with the prioritization of any needed repairs. Any scheduled replacement of large cost items including roofs, etc. over the next 10-year period should also be part of this report as well.

## **Part II – Future Capital Needs Assessment Plan**

The firm/consultant shall prepare a written Comprehensive Facilities Master Plan. This plan shall be a multi-year, prioritized plan of action that lays out the timelines and cost for meeting the Town’s facilities and capital improvement needs. The Plan’s assessment of needs and recommendations for action shall be based upon the combination of enrollment projections, exiting policies and/or recommendations for class size, appropriate grade level programming needs, and school by school facility conditions. The Plan shall:

- (a) identify specific needs for each building/site in terms of facility conditions, grade levels (for school buildings), size and location based on enrollment trends and projections (for school buildings).

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(b) recommend a comprehensive facility utilization plan, which evaluates alternatives/options for meeting identified facility needs through changing configurations, renovation and expansion, new construction, and/or code/repair work and provide cost estimates for each alternative/option that will include design and engineering fees, construction/renovation costs and equipment and furnishings for needed facilities.

(d) identify any issues that are foreseeable beyond the 10-year period covered by the Plan and any recommendations to avoid or cope with these issues.

(e) identify projects eligible for State reimbursement or other sources of funding including air quality, if appropriate. (OPTIONAL)

Deliverables: A Comprehensive Facilities Master Plan including an executive summary, maps and/or other supportive documentation as well as attendance at meetings and hearings related to the Plan.

## **Part III – Gap Analysis**

The firm/consultant shall prepare a written Gap Analysis. This report shall look at current facilities within the Town of Ledyard compared with projected needs based on future community growth. The report shall identify what future needs can be met with current facilities and potential needs for new construction or renovation of existing facilities. The report shall consider consolidation of offices in town as well as possible need for expanded facilities.

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Deliverables: A written report documenting potential gaps in town facilities and proposed solutions to meeting those gaps.

## **Optional Elements**

Detailed individual renovation/expansion concepts to meet approved individual Site/ Building Space Programs.

State Department of Education Program site/building compliance analysis.

LEED Silver recommendations for renovation or new construction (if the project cost is over \$2 million).