

# **REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES TO RECONFIGURE CLASSROOM WING AT ANDOVER ELEMENTARY SCHOOL**

The Andover Board of Education invites the submittal of responses to this Request for Qualification (RFQ) from qualified firms interested in providing architectural services in connection with the design and planning of the reconfiguration of the upper southwest classroom wing of the Andover Elementary School located at 35 School Road, Andover, CT.

The Andover Board of Education serves resident students in Pre-Kindergarten through Grade 6 at Andover Elementary School. Grade 7 – 12 students attend RHAM Middle and High School (Region 8). The long-range plan for the district is to continue with this configuration. However, due to the anticipated enrollment decline of Andover Elementary School over the next five-year period, fewer classrooms are needed to accomplish the Board of Education's goals for student learning.

That decline (current enrollment is 191 students) frees up a wing of the elementary school, defined as upper southwest wing, including four full-sized classrooms, each with an approximate square footage of 750 square feet, handicapped bathroom accessibility, two ancillary rooms, and one existing entrance/exit with an outside ramp.

The Town of Andover would take over the wing to use the space that both the Town and the Board of Education deem mutually agreeable.

## **OBJECTIVE OF THE PROJECT**

The primary objective of the project is to reconfigure the upper southwest classroom wing of Andover Elementary School to:

- Create separate entrance and exit points to the wing that negate any entry to the school facility.
- Provide climate control systems needed for year-round use of the renovated wing.
- Make the space compatible for intended use (additional electrical, phone, and/or plumbing requirements)

## **SCOPE OF WORK**

The selected Architects will be required to perform the basic architectural and engineering services to be specified more fully after selection. The selected Architect will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, landscape architecture, civil engineering, and structural engineering as appropriate for the Scope of Work negotiated.

The project will repurpose the upper southwest classroom wing of Andover Elementary School, which consists of approximately 5,400 square feet. The project may include:

1. Enlarge and/or add entrance/exit door(s) to be compliant with all codes;
2. Maintain current room structure;
3. Relocate existing building systems relating to electrical wiring for technology, lighting, security, and telecommunication;
4. Improve and expand entryways including landscaping enhancements;
5. Provide appropriate lavatories;
6. Creation of a kitchen space in existing room;
7. Provide air conditioning.

## **ADDITIONAL INSTRUCTIONS AND INFORMATION**

An informational meeting and mandatory walk-through of the classroom wing will be held on **November 15, 2018 at 4:00 p.m.** at 35 School Road, Andover, CT.

Please email [edwardsl@andoverelementaryct.org](mailto:edwardsl@andoverelementaryct.org) by **10:00 a.m. on November 15<sup>th</sup>** that you will attend; bring appropriate identification. Enter through the main entrance off upper parking lot.

Three hard copies of responses are to be delivered to Sally Doyen, Superintendent at Andover Board of Education, 35 School Road, Andover, CT 06232 **at or before 4:00 p.m. on December 19, 2018.** In addition, an electronic version to be emailed to [doyens@andoverelementaryct.org](mailto:doyens@andoverelementaryct.org).

Respondents shall have the appropriate liability insurance certificate by an insurer authorized to transact insurance in the State of Connecticut.

## **CONTENT OF SUBMITTAL**

### Firm Information

- Firm name, address and contact information (phone, fax, email)
- Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm
- Years firm has been in business
- Name of principals in firm
- Primary contact
- Organization description
- Description of firm's philosophy/mission statement

### General Company History/Qualifications

- A brief history of the Architect and the services routinely provided.
- An organization chart that explains team member responsibilities.
- Documentation that the firms on the Architect's team (architects and engineers) are registered in the State of Connecticut.

### Management and Organization Approach

- Description of Architect's approach to code analysis and jurisdictional approvals.

### Conceptual Exterior Renderings, Project Budget, and Project Timeline

- Renderings to include sidewalks, ramps, railings, landscaping, and doorway.
- Dollar range of budget to complete project including construction costs.
- Project Timeline from start to finish.

### Fee structure of services

References – provide names and contact information.

## **SELECTION CRITERIA**

The criteria used to evaluate the RFQ responses will include, but not limited to, the following:

- Attendance to informational meeting and walk through.
- Qualification of firm, specifically as they relate to this project.
- Firms experience on similar projects
- Available resources to complete project. This criterion would include the analytical, design tools, and personnel.
- Responsiveness to the RFQ
- References

Selection will be made and the successful vendor will be notified via email **by January 24, 2019.**