



New Milford Board of Education
25 Sunny Valley Rd
Suite A
New Milford, CT 06776

NEW MILFORD PUBLIC SCHOOLS

REQUEST FOR PROPOSAL

RFP E-2526-001 NMPS Central Offices A&E

ARCHITECTURAL AND ENGINEERING SERVICES

NEW MILFORD PUBLIC SCHOOLS BOE OFFICES

New Milford Public Schools
Request for Proposal
Architectural & Engineering Services NMPS BOE Offices

Table of Contents

1. Introduction
2. Scope of Services
 - 2.1 Project Deliverables
3. Proposal Instructions
 - 3.1. Timeline
 - 3.2. Questions and Communications
 - 3.3. Addenda
 - 3.4. Format
 - 3.5. Submission
4. Selection process
 - 4.1 Disclaimers & Disclosures
5. Terms and Conditions
 - 5.1. Indemnity
 - 5.2. Assignment of Rights, Titles, & Interests
 - 5.3. Availability of Funds
 - 5.4. Tax Exempt
 - 5.5. Insurance
 - 5.6. Contract
 - 5.7. Permits and Codes
 - 5.8. Price
 - 5.9. Freedom of Information Act

Appendix A. Bidder Information Sheet

Appendix B. Affirmative Action/Equal Opportunity Statement

Appendix C. Reference List

Appendix D. Fee Proposal

1. INTRODUCTION

The New Milford Public Schools (the "District") is seeking proposals from qualified architectural and engineering firms to undertake a phased renovation project.

This Request for Proposal ("RFP") is for comprehensive services, encompassing the planning, design, and construction oversight for the conversion of existing classroom space at Sarah Noble Intermediate School. The project's ultimate goal is to transform this space into dedicated, functional office facilities for the Board of Education Offices.

The project is anticipated to be executed in distinct phases to ensure minimal disruption to school operations while achieving the specified end-use conversion.

2. SCOPE OF SERVICES

Scope of Services and Project Deliverables: Phased Office Renovation

The selected Architectural and Engineering ("A&E") firm shall provide comprehensive, phased services to design and oversee the construction of ADA and code-compliant office spaces for the New Milford Public Schools, converting existing classroom space at Sarah Noble Intermediate School.

Phase 1: Comprehensive Design and Documentation (Pre-Construction)

The selected firm shall be required to develop a single, complete, and comprehensive design plan for the total office conversion project, which will be executed in two construction phases (Phase 2 and Phase 3 below). Deliverables for Phase 1 include the following services:

1. **Evaluation and Programming:** Detailed evaluation of current space; programming for the new Board of Education Offices and the creation of conceptual drawings.
2. **Comprehensive Design Plan:** Development of a complete design plan for the entire Board of Education office suite, ensuring all proposed spaces are ADA and code compliant.
3. **Schematic Construction Drawings (Bid-Ready):** Production of all necessary bid-ready schematic construction drawings for the entire scope of work. These drawings must clearly delineate the elements designated for Phase 2 (Initial Office Build) and Phase 3 (Additional Office Space Build).
4. **Cost Estimation:**
 - Detailed cost estimates for all required A&E services.
 - Detailed cost estimates for potential equipment and furnishings.
 - Detailed cost estimates for the complete construction project, explicitly broken down into the Phase 2 (Initial Build) and Phase 3 (Additional Space Build) components.
5. **Construction Administration Services:** Management of the contractor procurement process for both construction phases, including:
 - Scheduling and conducting a mandatory pre-bid meeting site visit with potential contractors.
 - Responding formally to all Requests for Information ("RFIs") from prospective bidders.
 - Creating and issuing necessary addenda to the bid documents.

Phase 2: Construction Management and Administration (Initial Office Build)

This phase covers the construction and conversion of the first two (2) classrooms into functional Board of Education offices, as designated in the overall design plan.

1. **Construction Management and Administration:** Providing full construction oversight and administration services specific to the Phase 2 build.
2. **Contractor Submittal Review:** Thorough review and processing of all contractor submittals (shop drawings, material samples, etc.) specific to Phase 2.
3. **Payment Processing:** Approval and sign-off on the contractor's payment applications for work completed in Phase 2.

Phase 3: Construction Management and Administration (Additional Office Space Build)

This phase covers the construction and conversion of four (4) classrooms into additional office space defined in the overall design plan from Phase 1.

1. **Construction Management and Administration:** Providing full construction oversight and administration services specific to the Phase 3 build.
2. **Contractor Submittal Review:** Thorough review and processing of all contractor submittals specific to Phase 3.
3. **Payment Processing:** Approval and sign-off on the contractor's payment applications for work completed in Phase 3.

2.1 PROJECT DELIVERABLES

The selected firm must provide the following tangible outputs, conforming to the specified formatting and delivery requirements:

Documentation and Schedule

1. **Project Schedule:** A proposed schedule, clearly including all design, bidding, and construction milestones for both Phase 2 and Phase 3.
2. **Meeting Attendance:** Attendance at potential meetings with user groups, project stakeholders, or the District, which may be held either on site or virtually, as required by the District.

Formatting and Production Requirements

1. **Text Documents:**
 - Printed material (reports, specifications, etc.) shall be 8-1/2"×11".
 - General text must be no smaller than 11-point font.
 - Text documentation shall be bound with identifying covers.

2. Drawings:

- Drawings shall be Arch D or ANSI D in size, unless otherwise agreed upon with NMPS.
- Drawings shall be no less than 1:8 scale.
- Fold-out pages, if used, shall be 11"×17".
- Each sheet of drawings shall be clearly identified as part of a set (e.g., sheet number, total sheets).

3. Final Submission: Three (3) complete physical sets of prints and a digitized form (format to be agreed upon with the District) must be provided upon completion of the design phase.

3. PROPOSAL INSTRUCTIONS

All proposals for service shall remain valid and be binding upon the respondent if accepted by the District within ninety (90) calendar days of the proposal submission date. All proposals shall be signed by an authorized representative of such company.

Proposals shall include a statement of understanding of the work and of qualification of the firm/organization submitting the proposal and those employees that will be providing services to the District.

Response must include completed appendices.

3.1 TIMELINE

Non-Mandatory Pre-Bid Site Visit: Tuesday November 11, 2025 9AM
Sarah Noble Intermediate School
25 Sunny Valley Rd
New Milford, CT 06776

Questions Due from Bidders: Monday, November 24, 2025 12PM

Proposals Due: Friday, December 12, 2025 12PM
New Milford Public Schools Facilities Office
386 Danbury Rd
New Milford CT, 06776

Public Bid Opening: Friday, December 12, 2025 2PM
New Milford Public Schools Facilities Office
386 Danbury Rd
New Milford CT, 06776

3.2 QUESTIONS AND COMMUNICATIONS

Bidders are hereby notified not to contact any member of District staff and its elected officials, except as provided herein regarding this proposal until such time as a contract has been awarded. All questions about the proposals should be directed to Matt Cunningham, Director of Facilities, by email at

cunninghamm@newmilfordps.org by Monday, November 24, 2025 at 12PM. Answers to all received questions will be posted on the District website at <https://www.newmilfordps.org/fiscalservices>

3.3 ADDENDA

The District reserves the right to revise any part of this RFP by issuing an addendum at any time prior to the submittal deadline. Addenda notifications will be posted on the District's website at <https://www.newmilfordps.org/fiscalservices>

3.4 FORMAT

The submitted proposals must follow the rules and format established within this RFP. Failure to comply with all provisions of this RFP may result in the proposal being disqualified. All proposals must be securely bound. Proposals must submit completed appendices.

- Provide references including names for at least three (3) references from similar sized clients with contact information. References submitted using Appendix C: Reference List
- A schedule of hourly rates and any additional charges and/or expenses that may be billed to the District under this agreement must be included with the proposal on the "Fee Proposal" located as Appendix D within this packet.
 - A description of the firm/organization's billing process and any special payment terms should be included.
- A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist the District in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract.
- Name, email address and telephone number of person(s) to be contacted for further information or clarification.
- Copy of any necessary State of Connecticut or local licenses and/or permits necessary to perform the work required.
- Respondents shall identify and submit detailed resumes for any staff members of the design team (including sub-consultants) with their assigned roles and a description of their background and experience.

3.5 SUBMISSION

Each proposal must be submitted in a sealed envelope bearing the bid number **RFP E-2526-001 NMPS Central Offices A&E** and titled **"ARCHITECTURAL AND ENGINEERING SERVICES: NEW MILFORD PUBLIC SCHOOLS BOE OFFICES"**. Three (3) printed copies of the proposal and one (1) electronic copy on a USB drive must be provided. Proposals must be delivered to New Milford Public Schools Facilities Office, 386 Danbury Rd, New Milford, CT 06776 by Friday, December 12, 2025 at 12PM. Proposals submitted after this time will not be considered. Each Bidder shall be responsible for all costs incurred in order to prepare and submit their response to this RFP. All submitted materials including any work product, instruments of service and other deliverables shall become the property of the District, and the Bidders shall not claim any ownership interest in the same.

Submissions received after the deadline of Friday, December 12, 2025 12PM will be considered informal and rejected.

4. SELECTION PROCESS

Proposals will be evaluated by a selection committee based upon the response to the criteria presented in the request and any other factual information it deems appropriate. The committee will make a recommendation to the Superintendent of Schools and Board of Education for final acceptance of the selection. During the evaluation process, a firm/organization may be asked to make an oral presentation. The District reserves the

right without prejudice to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms, waive minor inconsistencies with the request for proposals, and to select the proposal the committee deems best fits the needs of the District.

The District reserves the right to negotiate any and all elements of any proposal directly with the provider. No changes in or to the proposal submissions will be permitted subsequent to the proposed target date unless approved by the District. The District may request clarifications on any portion of the proposal in order to develop a comprehensive assessment of the proposal.

4.1 DISCLAIMERS AND DISCLOSURES

The District has prepared this document to give background information to interested parties for participating in the RFP process. While the District has taken due care in the preparation of this RFP document and believes it to be accurate, neither the District nor the Town of New Milford nor any of their respective officers, employees, agents or advisors give any warranty or make any representations (collectively the "District Parties"), express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. The information disclosed herein is provided on the basis that it is non-binding on the District Parties. The District reserves the right to alter/increase/decrease the scope of work requirements as later determined. The District reserves the right not to proceed with the Project or to change the configuration of the Project, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest. The District reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever. The District does not bind itself to accept the lowest or any offered RFP and reserves the right to reject all or any or cancel the RFP without assigning any reason whatsoever. The District also has the right to re-issue the RFP without the Vendors having the right to object to such reissue. No oral statement of any representatives of the District shall be effective to waive, change or otherwise modify any of the provisions of this RFP, and no proposer shall rely on any alleged statement.

The District may elect to meet with any, all, or none of the bidders prior to selection. The District reserves the right to reject any or all of the proposals submitted, to negotiate changes to proposal terms and to waive minor inconsistencies with the request for proposal. The District reserves the right to negotiate the cost of this proposal and to award the work to other than the bidder with the lowest cost, if it is in the best interest of the District. Submission of a proposal indicates acceptance by the proposer of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the proposer selected. The District may, before or after proposal opening and in its sole discretion, clarify, modify, amend or terminate this request for proposals if it is determined that doing so is in the District's best interests. Any such action shall be communicated to prospective bidders via a posting on the District's website. Each prospective bidder shall be responsible for checking the District's website at <https://www.newmilfordps.org/fiscalservices> to determine if the District has clarified, modified or amended this request for proposals and if so ensuring that its proposal is in accordance with the terms of the clarified, modified or amended request for proposal.

5. TERMS AND CONDITIONS

Based on the outcome of this process, evaluation, design and specifications, and cost estimates need to be completed within 30 days of award notice or contract signing, whichever is later.

5.1 INDEMNITY

To the fullest extent permitted by law, the successful bidder on behalf of itself and its successors and assigns,

covenants and agrees at its sole cost and expense, to protect, defend, indemnify, release and hold the New Milford Board of Education, Town of New Milford, its agents, servants, officials, employees, volunteers and members of its boards and commissions (Collectively the "Board and Town of New Milford"), harmless from and against any and all Losses (defined below) imposed upon or incurred by or asserted against the Board and Town of New Milford by reason of bodily injury, personal injury, death, or property damage of whatsoever kind or nature, to any individuals or parties (including, but not limited to the Board and Town of New Milford, the successful bidder's, or any other third party) arising out of or resulting from, or alleged to arise out of or arise from the successful bidder's performance of its work pursuant to the terms of this request for proposals or any subsequent contract, but only to the extent such Losses are attributable to the negligent or intentional act, error or omission of the successful bidder or any person or organization employed or engaged by the successful bidder to perform all or any part of the work contemplated pursuant to this request for proposals or any subsequent contract. The term "Losses" includes any losses, damages, costs, fees, expenses, claims, suits, judgments, awards, liabilities (including, but not limited to, strict liabilities), obligations, debts, fines, penalties, charges, amounts paid in settlement, foreseeable and unforeseeable consequential damages, litigation costs, attorneys' fees, expert's fees, and investigation costs, of whatever kind or nature, and whether or not incurred in connection with any judicial or administrative proceedings, actions, claims, suits, judgments or awards.

Upon written request by the Board, the successful bidder shall defend and provide legal representation to the Board and/or Town of New Milford with respect to any of the matters referenced above. Notwithstanding the foregoing, the Board may, in its sole and absolute discretion, engage its own attorneys and other professionals to defend or assist it with respect to such matters and, at the option of the Board, its attorneys shall control the resolution of such matters. Upon demand, the successful bidder shall pay or, in the sole and absolute discretion of the Board, reimburse, the Board and/or Town of New Milford for the payment of reasonable fees and disbursements of attorneys and other professionals in connection with the work contemplated pursuant to this request for proposals or any subsequent contract.

THE BOARD and TOWN OF NEW MILFORD DO NOT AGREE TO INDEMNIFY THE SUCCESSFUL BIDDER IN CONNECTION WITH ANY LOSSES ARISING OUT OF OR RESULTING FROM, OR ALLEGED TO ARISE OUT OF OR ARISE FROM THE SERVICES CONTEMPLATED UNDER THIS REQUEST FOR PROPOSALS OR ANY SUBSEQUENT CONTRACT.

5.2 ASSIGNMENT OF RIGHTS, TITLES, & INTERESTS

Any assignment or subcontracting for work to be performed related to this request, in whole or in part, and any other interest in conjunction with the District's procurement shall not be permitted without the express written consent of the District.

5.3 AVAILABILITY OF FUNDS

Any contract award associated with this RFP is contingent upon the availability of District funding. If funds for the continued fulfillment are at any time not forthcoming or are insufficient, through failure of any entity to appropriate funds or otherwise, then the District will have the right to terminate the Contract at no additional cost and with no penalty whatsoever by giving prior written notice documenting the lack of funding. The District will provide at least thirty (30) days advance written notice of such termination and will use reasonable efforts to ensure appropriated funds are available. In the event that funds are not available, any agreement resulting from this RFP shall become null and void.

5.4. TAX EXEMPT

The District is tax exempt under state and federal law. The selected bidder will be responsible for any and all federal, state and local taxes including personal property tax. Such taxes must not be included in the bid price.

5.5 INSURANCE

Prior to the commencement of any work and no later than ten (10) days after notice of award of the contract, the selected bidder shall submit to the District evidence of insurance demonstrating that the contractor has coverage for Workmen's Compensation Insurance, Liability, Property Damage, and Automobile/Truck insurance with the minimum limits of liability set forth herein. Certificates of insurance shall contain a provision that such policies shall not be canceled or permitted to expire until at least thirty (30) days prior written notice has been provided to the selected bidder. Further, the District, the Town of New Milford and their current and former officers, members, agents and employees shall be named as an additional insured on a primary and non-contributory basis. The contractor and its insurers shall waive all rights of subrogation against the Town of New Milford and New Milford Board of Education and their current and former officers, members, agents and employees. Proof of insurance must accompany this proposal.

- a) Worker's Compensation Insurance shall not be written for less than the statutory limits and shall include Employer's Liability Insurance at a limit of not less than Five Hundred Thousand Dollars (\$500,000);
- b) General Liability Insurance shall be insured at a limit of not less than One Million Dollars (\$1,000,000) for each occurrence and Two Million Dollars (\$2,000,000) for total aggregate liability; additionally, shall be insured with an umbrella coverage not less than One Million Dollars (\$1,000,000).
- c) Property Damage Insurance shall be written at a limit of not less than One Million Dollars (\$1,000,000) for each occurrence and One Million Dollars (\$1,000,000) for each aggregate Liability.

5.6 CONTRACT

The selected bidder will be required to execute a contract, as may be amended by the District and subject to the terms set forth in this request for proposal. By submitting a proposal, bidders agree to all the terms and conditions of this RFP.

5.7 PERMITS AND CODES

The selected bidder will comply with all laws, codes, rules and regulations of the State, County and Town applicable to the work to be performed. Any permits lawfully required shall be obtained by the selected bidder, who shall pay all lawful charges.

5.8 PRICE

The price quoted shall include all contingencies, including but not limited to profit, BFO, administrative fees, direct costs, etc. to complete the project as described in this document.

5.9 FREEDOM OF INFORMATION ACT

All information submitted in a proposal or in response to a request for additional information is potentially subject to disclosure under the Connecticut Freedom of Information Act as amended and judicially interpreted. Proposals and the information contained therein shall not be treated as or considered confidential by the District.

APPENDIX A
BIDDER INFORMATION SHEET

Name of Bidder _____

Business Address _____

Telephone Number _____

Date of Bid _____

The bidder listed above declares and certifies:

1. That the said bidder is of lawful age and the only one interested in this Bid, and that no other bidder has any interest herein.
2. That this bid is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purposes, and is in all respects fair and without collusion or fraud.
3. That said bidder has carefully examined the instructions to bidders, schedules and specifications prepared under the direction of the New Milford Public Schools, and will, if successful in this bid, furnish and deliver at the prices bid and within the time stated, all the materials, supplies, apparatus, goods, wares, merchandise, service and/or labor for which this bid is made.
4. That the price quotes herein are net and exclusive of all federal, state and municipal sales and excise taxes.

(Person, Firm, or Corporation)

(Authorized Signature)

APPENDIX B
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY STATEMENT

The New Milford Public Schools is an Equal Opportunity Employer and will not transact business with firms that are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

This form is required to be filled in (enter company name above lines below), signed and returned with any Invitation to Bid, Request for Proposal, or other public solicitation document in order to transact any business with the New Milford Public Schools.

_____ will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability (including pregnancy), genetic information, veteran status or gender identity or expression, or any other legally recognized protected class status except in the case of a bona fide occupational qualification.

It is the policy of _____ that any form of discrimination or harassment on the basis of race, religion, color, national origin, alienage, sex, sexual orientation, marital status, age, disability (including pregnancy), genetic information, veteran status or gender identity or expression, or any other protected class status prohibited by state or federal law is prohibited.

_____ will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

_____ will remain in full compliance with the above while under contract with or performing work for the New Milford Public Schools.

Signed

Business Address

Name/Title of Company Officer

Date

Phone

APPENDIX C

REFERENCE LIST

In the interest of securing competent contractors, we are requiring the following information be provided with your Proposal. Failure to provide this information may jeopardize your firm being awarded this project.

Please provide three references for projects of **similar size and scope to this project**:

Project #1

Project Name: _____

Customer Name/Organization/Phone Number: _____

Date Project Completed: _____

Description of Project:

Project #2

Project Name: _____

Customer Name/Organization/Phone Number: _____

Date Project Completed: _____

Description of Project:

Project #3

Project Name: _____

Customer Name/Organization/Phone Number: _____

Date Project Completed: _____

Description of Project:

APPENDIX D

FEE PROPOSAL

For all services as outlined in the RFP to be performed during the New Milford Public Schools BOE Offices Project:

Lump Sum Fee of \$_____ allocated per Project phase as set forth below (encompassing all activities previously described in Phase 1, Phase 2, and Phase 3 of the Scope of Services):

Phase 1: Comprehensive Design and Documentation \$_____

Phase 2: Construction Administration (Initial Office Build) \$_____

Phase 3: Construction Administration (Additional Office Space Build) \$_____

HOURLY RATES (all-inclusive rates including, without limitation, base salary, fringe and other benefits, insurance taxes, miscellaneous personnel expenses, meals, travel, travel time, training, holidays, illness, medical leave time general and corporate supervision and management expenses, overhead and profit, legal costs and accounting costs):

[illegible]