



# TOWN OF WESTON

## REQUEST FOR QUALIFICATIONS

### FOR

## FACILITIES OPTIMIZATION

## PLANNING SERVICES

RESPONSES DUE BY NOON (ET) ON AUGUST 6, 2020

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### I. GENERAL INFORMATION

A. Purpose: This Request for Qualification (RFQ) is issued by the Town of Weston (Weston) to solicit statements of qualifications from qualified professional consulting firms interested in assisting Weston in the estimation and analysis of scenarios under which Weston can best optimize its municipal facilities, as the needs of Weston change through time. This RFQ is intended to further develop the knowledge and understanding of the possible methods for Weston, acting through its Facility Optimization Committee (FOC), to complete the assessment and evaluation of a short list of scenarios which adapt to those needs and account for the future evolution of Weston. The consultant must possess extensive experience related to the consolidation, renovation, expansion, and/or closing of municipal and/or educational facilities. **This RFQ is not a solicitation for bids or proposals. Upon receipt of the submitted information from any respondents, Weston reserves the right to proceed or do nothing.**

B. Summary of the Town: Weston, first settled in the early 18th century, is a Southwestern Connecticut town (about 45 miles from New York City) with a population of approximately 10,150 residents. Weston has a rural sense to it, as residents enjoy two acre zoning, a lack of commercial development, a focus on open space, and an outstanding educational system.

29% of the Town is permanently devoted to open space. Whether the northern Nature Conservancy – Lucius Pond Ordway – Devil’s Den containing 1,765 acres, or Katherine Ordway Preserve containing 60 acres on the east side of Weston, or 645 acres of Aspetuck Land Trust sprinkled around the Town, every neighborhood can claim some piece of recreational land nearby. Parks and Recreation provides a wide choice of activities and camps for residents. In addition, the indoor pool at Weston Middle School is open to the public year round. Bisceglie-Scribner Park, a 53-acre recreation area, contains Little League fields, picnic facilities, a swimming pond and the Kiwanis Fitness Trail. Aspetuck Country Club, Weston Field Club, Weston Gun Club and Weston Racquet Club provide residents with ample opportunities to enjoy tennis, golf and private club membership.

- C. CT District Reference Group: Weston is currently in Group A of the Connecticut District Reference Groups (DRG). Other school systems in DRG Group A are Darien, New Canaan, Ridgefield, Westport, Easton, Redding, and Wilton.
- D. School, other municipal facilities: The Weston school system currently consists of four separate facilities which, together with a portion of the other municipal facilities, are among the primary considerations of the FOC. These schools are all located on School Road and are:
- Hurlbutt Elementary School (HES, currently pk – 2)
  - Weston Intermediate School (WIS, currently 3 – 5)
  - Weston Middle School (WMS, currently 6 - 8)
  - Weston High School (WHS, currently 9 – 12)

Additional Weston facilities within scope of assessment include Town Hall, Town Hall Annex, Jarvis house, BoE Central Office and Bus Depot.

- E. Revisions and Addenda: Any revisions or addenda to this RFQ will be posted online at <http://www.westonct.gov/rfps>
- F. Incurring Costs: Weston will not be liable for any costs incurred by a person or firm that responds to this RFQ.
- G. Freedom of Information: All proposals received by Weston in response to this RFQ will be retained and are subject to public disclosure.

## **II. HISTORY OF SCHOOLS, Phases 1 and 2**

- A. The Weston school facilities were configured in the current option in 2005 when the Weston Intermediate School was brought on line. Subsequent to that time a portion of Hurlbutt Elementary School was converted to a senior center.

The existing school facilities have been reviewed in detail by Weston in 2013 and 2017/18 by Silver Petrucelli Architects. Baseline information on the physical condition, maintenance and improvement opportunities is outlined within the report, which is available here: <https://westonps.org/district/facilities-3/feasibility-studies/> The report foresees a need to replace any end of life features of the existing schools, repair any deferred maintenance capital items, and potentially modify the school configuration if the number of enrolled students changes sufficiently through time.

Analysis of the scenarios will incorporate the existing school assessment report information, along with updated enrollment data to show forecast changes to school enrollment, revised town master planning, and additional municipal facility opportunities.

### **III. CHARGE OF THE FACILITIES OPTIMIZATION COMMITTEE (FOC)**

- A. The FOC has been charged by the Weston Board of Selectmen with reviewing the existing information, obtaining additional information on facility demand, understanding forecast capital and operating costs, and then recommending the optimal use of Weston municipal facilities across all sites.

The FOC has reviewed the existing school study, current enrollment projections which pre-date Covid-19, and six separate facility scenarios. To date, the FOC has narrowed the further consideration of these scenarios. After further review other scenarios may be reconsidered, or new combinations developed based on the additional review and future information.

At their core, these scenarios are a change from its four school campus to a three school campus with a school facility combination of WHS, WIS, and either HES or WMS, and a consolidation of Town and School District staff offices. The FOC will gather additional cost information to complete the data for assessment and analysis of the scenarios. These scenarios will be compared to a baseline scenario consisting of a four school campus and the current configuration for Town and School District staff.

The consultant will support the FOC to review the overall impact for Weston to include analysis of and sensitivity to school enrollment fluctuations, repairs, capital investments, operating costs, including financial and debt impact projections, if any. The consultant will then compare these to a baseline of the current expected outcomes to determine, to the degree reasonably possible, the net impact to Weston of each scenario. The consultant will investigate and document potential funding sources available to Weston. These sources include but are not limited to eligibility for State Reimbursements under various programs. All recommendations must comply with Weston's Charter, Board of Education policies and all relevant state and federal education requirements.

The assessment by the consultant will also include a review of comparable information and data from both the DRG Group A schools, and other municipal or school systems of similar size or facing similar options.

### **IV. QUALIFICATIONS**

- A. Submission of Qualifications: Please prepare and submit a response to this RFQ using excel spreadsheet files made available by the Town. All submittals must be received by Weston Town Administrator Jonathan Luiz by Noon, Eastern Time, on August 6, 2020 and must include one original paper document, five paper copies and one electronic copy on a USB flash drive. Respondents must submit information in a clear, concise and legible manner so as to permit proper

evaluation of submittals. Faxed submittals will not be accepted. The submittals must be in a sealed envelope plainly marked:

Weston Facility Optimization Project  
**Attn: Town Administrator**  
Weston Town Hall  
56 Norfield Road  
Weston, CT 06883

Any questions regarding this bid shall be emailed to the FOC Secretary, Gayle Weinstein, at [GWeinstein@westonct.gov](mailto:GWeinstein@westonct.gov) Questions will not be accepted via phone. All questions must be submitted by Noon, Eastern Time on July 30, 2020. All submittal selection, procedures, and considerations shall be in conformity with the general laws of the State of Connecticut.

The Town of Weston is an equal opportunity employer. Respondents submitting information shall comply with the Commission on Human Rights and Opportunities contract compliance regulations.

B. Qualification Questions – Responses to the questions must be provided in excel format. Spreadsheet/forms are available for download on the Town of Weston website at <http://www.westonct.gov/rfps>

1. Company and Contact Information:

1.1	Full legal name of the company, including registered legal name if different
1.2	Address, Point of Contact (POC), phone and email for POC
1.3	Ownership information
1.4	Presence in CT and the surrounding states
1.5	Indicate whether or not the company is certified by the State of Connecticut as a Certified Small Business Enterprise and/or Certified Minority Business Enterprise
1.6	How long has the company been in business
1.7	Please attach resumes of the key participants/principals that would be assigned to work with Weston on this project

## 2. School System Experience and Capability:

2.1	List any school system(s) where your company has done assessments of schools, and specify the primary individual(s) involved in delivering each project(s) and the date of each project
2.2	List any process or methodology your firm would apply to this type of assessment
2.3	Provide further context on examples of engagements
2.4	Provide rough cost parameters of your services for each project referenced

## 3. Municipal Non-School System Experience and Capability:

3.1	List any municipal (non-school) system(s) where your company has done assessments of municipal non-school facilities, and specify the primary individual(s) involved in delivering each project(s) and the date of each project
3.2	List any process or methodology your firm would apply to this type of assessment
3.3	Provide further context on examples of engagements
3.4	Provide rough cost parameters of your services for each project referenced

## 4. Other Facility Project Experience and Capability:

4.1	List any other project(s) where your company has done assessments of facilities, and specify the primary individual(s) involved in delivering each project(s) and the date of each project
4.2	List any process or methodology your firm would apply to this type of assessment
4.3	Provide further context on examples of engagements
4.4	Provide rough cost parameters of your services for each project referenced

5. Other Capability:

5.1	List any additional capability(ies) you feel relevant to this Project, including any particular methodologies you would apply to this Project
5.2	Provide examples of engagements where your firm participated in the public hearing and communication of similar engagements

6. Other Partner(s):

6.1	List any additional specialist firms you partner with and provide relevant examples how that might apply to this Project
6.2	Provide Point of Contact (POC) for each such firm(s)

7. Photos and Additional Information:

7.1	Provide Photos and additional information as desired here
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8. References:

8.1	Provide three (3) client references from recent similar Projects
8.2	Provide two (2) industry references



# TOWN OF WESTON

## REQUEST FOR QUALIFICATIONS FOR FACILITIES OPTIMIZATION PLANNING SERVICES

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### Document Return Checklist

All forms are available in Excel format on the Town of Weston's website at <http://www.westonct.gov/rfps>

- Company and Contact Information Form 1.0, with resumes of principal participants
- School System Experience Form 2.0
- Non-School Municipal Facility Form 3.0
- Other Projects Form 4.0
- Other Capabilities Form 5.0
- Additional Partners Form 6.0
- Photos and Additional Information Form 7.0
- References Form 8.0 Appendix

See excel file for actual forms. Expand response boxes as needed.