

**LEGAL NOTICE  
REQUEST FOR QUALIFICATIONS/PROPOSAL  
TOWN OF ELLINGTON  
MAY 18, 2012**

**ARCHITECTURAL AND RELATED CONSULTANT SERVICES**

Sealed proposals will be received by the Town of Ellington, acting through its Finance Officer to provide architectural and related consultant services. Proposals are to be delivered to the Finance Officer, Ellington Town Hall clearly marked **ARCHITECTURAL AND RELATED CONSULTANT SERVICES FOR CRYSTAL LAKE AND WINDERMERE ELEMENTARY SCHOOL RENOVATION PROJECT**, sealed and shall be directed to:

Nicholas J. DiCorleto, Jr., Finance Officer  
Town of Ellington  
55 Main Street  
Ellington, CT 06029

There will be a **MANDATORY SITE INSPECTION on Wednesday, June 6, 2012 at 10:00 AM** at the Crystal Lake School, 284 Sandy Beach Road, Ellington. No proposal will be accepted unless a representative of the proposer attends this site inspection.

Proposals will be received until **12:00 P.M., FRIDAY, JUNE 29, 2012**. Proposals will then be publicly opened, reviewed for compliance with proposal procedures as to copies, enclosures and attachments in the Meeting Hall of Town Hall.

The complete Request for Qualifications/Proposal may be obtained at the office of the Finance Officer, 55 Main Street, Ellington, Connecticut during normal business hours, or on the Ellington Town web site [www.ellington-ct.gov](http://www.ellington-ct.gov).

No proposal may be withdrawn for a period of ninety (90) days after opening of the proposals without approval and written consent of the Town of Ellington.

The Town of Ellington reserves the right to reject any or all proposals, to waive any informalities, omissions, excess verbiage or technical defects in the responses and the Town need not necessarily award the contract to the proposer offering the lowest price if, in the opinion of the Town, it would be in the best interest of the Town of Ellington to accept another proposal.

TOWN OF ELLINGTON

By   
Nicholas J. DiCorleto, Jr.  
Finance Officer

**Town of Ellington, Connecticut  
Permanent Building Committee**

**Request for Qualifications/Proposal**

**Architectural and Related Consultant Services**

**for**

**Crystal Lake Elementary School Renovation Project**

**And**

**Windermere Elementary School Renovation Project**

**MANDATORY SITE INSPECTION**

**WEDNESDAY, JUNE 6, 2012 10:00 AM**

**Proposals Due:**

**June 29, 2012 @ 12:00 p.m.**

***Town of Ellington  
55 Main St.  
Ellington, CT 06029  
(860) 870-3115  
Fax (860) 870-3158***

**TOWN OF ELLINGTON, CONNECTICUT  
REQUEST FOR QUALIFICATIONS/PROPOSAL  
ARCHITECTURAL AND RELATED CONSULTANT SERVICES FOR THE  
CRYSTAL LAKE AND WINDERMERE ELEMENTARY SCHOOLS  
RENOVATION PROJECT**

**I. INTRODUCTION**

The Town of Ellington, Connecticut is seeking qualifications/proposals for architectural and consultant design team services for renovations and expansion of the Crystal Lake Elementary School and renovations to Windermere Elementary School. Conceptual designs have been completed and the Town has appropriated a sum believed to be sufficient to complete and finance the combined projects. The required ED-049 Applications will be filed with the Department of Education before June 30, 2012. It is planned to complete all design work and have both projects ready for bidding and construction as soon as the State approves the financing and design plans anticipated to occur in spring 2013. These projects may or may not run concurrently. At this time the Town has not decided whether to utilize a general contractor or a construction manager for construction.

**II. CRYSTAL LAKE SCHOOL**

The Crystal Lake Elementary School serves grades K-4 from a facility of *approximately 29,600* square feet that was originally constructed in *1955 and expanded in 1975*. The purpose of the present project is to add space to house the 5<sup>th</sup> and 6<sup>th</sup> grades that will be relocated from other schools; to provide additional classrooms and expand core facilities, and to “renovate as new” the existing building. The existing building and property shall be totally refurbished as a complete “renovation and addition” complying with all applicable codes taking on a useful life comparable to that of a new facility. An approved conceptual design proposes to accomplish the above by an addition of approximately 18,350 square feet that includes classrooms and student support rooms, a cafeteria and serving kitchen, media center, science and art. Extensive site work is anticipated to relocate vehicle access to avoid a sight line issue with the current driveway and to provide additional playfields on recently acquired property. When complete it is anticipated that this school will serve grades K-6 with 337 students. The appropriation was based on a Feasibility Study prepared by Moser Pilon Nelson Architects under contract with the Board of Education that estimated cost at \$18,091,000.

**III. WINDERMERE ELEMENTARY SCHOOL**

The Windermere School currently serves K-4 plus district wide grades 5 and 6. The renovations will consist of refitting this school to serve grades Pre-K-6 within its existing structure. Changes in certain core facilities will be required to accommodate the younger

children and fewer older children. It is not anticipated that there will be significant exterior renovations although a pre-kindergarten play area or playground is planned. Moser Pilon Nelson has prepared a Feasibility Study of these renovations with an estimated cost of \$2,531,578.

#### **IV. PRESUBMISSION MEETING AND SITE VISIT**

A **mandatory** pre-submission meeting for interested architectural firms is scheduled for **Wednesday, June 6, 2012 at 10:00 a.m.** The meeting will convene at Crystal Lake Elementary School, 284 Sandy Beach Road, Ellington, Connecticut and then proceed to Windermere School.

Respondents **MUST ATTEND** the Mandatory Pre-submission Meeting. Responses will not be accepted from firms that do not attend the pre-submission meeting.

Firms are invited to review the feasibility studies prepared by Moser Pilon Nelson Architects that is available on the Town of Ellington web site prior to the site visit. Please see: **[www.ellington-ct.gov](http://www.ellington-ct.gov)**.

#### **V. INQUIRIES**

All questions regarding the submissions shall be directed to Nicholas J. DiCorleto via fax at (860) 870-3115 or email [Ndicorleto@ellington-ct.gov](mailto:Ndicorleto@ellington-ct.gov) no later than 12 days (June 18, 2012) after the site visit. Answers to these questions, if warranted, shall be posted on the Town website.

This Request for Qualifications and any addendum shall only be issued on the Town web page **[www.ellington-ct.gov](http://www.ellington-ct.gov)**. It shall be the responsibility of all interested firms to check the website for addenda prior to submitting a response to this Request for Qualification. No addendum shall be posted later than the Friday before the due date unless it is to postpone the due date.

#### **VI. SCOPE OF SERVICES**

##### **A. Scope of Work**

The scope of services of the selected architectural firm will be to provide all design and administrative services for all aspects of the Project. It is the intention of the Town to renovate and expand (as defined by the State Bureau of School Facilities) the Crystal Lake Elementary School and to renovate Windermere School so that it meets the educational needs of the Board of Education (BOE) in the most cost effective manner maximizing State eligible reimbursements and meeting all Code requirements. Approved construction documents are required for bidding no later than April 9, 2013.

Alterations and renovations to the existing Crystal Lake School are to meet “renovate as new” and the Connecticut Building Standard Guidelines Compliance Manual for High Performance Buildings. The project shall include code updates and modernization of the HVAC, electrical, plumbing, communication, and technology systems, full vertical roof replacement, window and door replacement and replacement of finishes. New furnishings, fixtures and equipment (FF&E) are also required for the newly created rooms. Site work shall include, but is not limited to, an extended bus drop off drive, new bus and vehicle access, additional parking, paved play area, playscape and new game fields. See the referendum-approved documents for conceptual detail.

Alterations at Windermere School are limited to specific areas. It is the intent to provide system modification to match the proposed use.

The fundamental scope of work for this project shall be as described in this RFQ/P. The work expected by the Town of Ellington shall include, but not be limited to the following:

1. The Architectural Firm’s Statement of Qualifications shall provide qualifications of firms for mechanical, electrical, plumbing, structural and civil engineering and technology. Recommendations and qualifications shall also be submitted for survey, traffic engineering, asbestos abatement and geotechnical engineering. Upon contract signing, the Town will hold the contracts of the selected firms for commissioning, survey, traffic engineering, geotechnical engineering and asbestos abatement. From this point forward in the RFQ/P, the architectural/engineering (including technology) firms shall be referred to as the “Design Team”.

2. The Design Team shall perform a detailed review of the existing conceptual documents previously prepared for the town referendum, and report any concerns, criticisms or improvements to the Permanent Building Committee (PBC).

3. The Design Team shall attend meetings with the PBC, BOE and administrators throughout the design and construction process to communicate design progress, address any issues or questions, confirm financial issues and schedule compliance, etc.

4. The Design Team shall gather all pertinent information relative to the above projects with the intent of developing a clear understanding of the needs of the BOE including field verification of the existing conditions at the sites.

5. The Design Team shall complete Schematic Design (SD), Design Development documents (DD), Contract Documents (CD), coordinate the bid documents with the Finance Officer (FO) and Town Attorney, review Bids, evaluate Bids and Bidders, assist in any Negotiations necessary to find an acceptable Contractor within budget, and provide Contract Administration (CA) for the projects including FF&E design services.

6. The Design Team shall provide specifications for such additional furniture, fixtures and equipment (FF&E) as required to make each building functional for the intended grade levels.

7. The Design Team shall prepare documents for PBC review and approval throughout the process.

8. The Crystal Lake School project shall be designed to conform to the Connecticut Building Standard Guidelines Compliance Manual for High Performance Buildings.

9. Design Team shall assist in all grant and rebate programs for new mechanical, electrical, plumbing systems, classroom, cafeteria, kitchen and facility space, as well as site modifications and improvement.

10. The construction schedules of the project shall be coordinated with school schedules.

11. The Design Team shall be responsible for preparing, submitting and obtaining all required local, state and federal approvals, including submissions to the Department of Construction Services, Connecticut Bureau of School Facilities and the Connecticut State Department of Education.

12. All designs shall be completed by a professional architect or engineer (depending on portion of work) in the State of Connecticut.

13. The Design Team shall be responsible for all printed sets of plans and specifications for the design phase and local and state reviews. At the time of bid, the Design Team shall provide one set of electronic drawings and specifications to the Town for use in preparing the bid package, dissemination of specifications to Bidders, staff and interested people..

14. Updated detailed project cost estimates shall be prepared and submitted to the PBC at the completion of DD and CD based on the final plans and specifications.

15. The Design Team shall be responsible for coordinating the compilation of the specification manual with input from the PBC and Town's purchasing agent and shall integrate the Town's forms, standards, general and special conditions into the manual.

16. The Design Team shall coordinate all bid activities with the Town. The Town shall distribute invitations to bid, bid sets and any addenda as well as place the legal advertisement in the newspaper. The Town will be the sole source for the distribution of bid documents.

17. The Design Team shall attend any and all mandatory pre-bid conferences with all bidders, as well as with the PBC, Planning & Zoning Commission (PZC), Zoning Board of Appeals (ZBA), Board of Selectmen (BOS), BOE. The Design Team shall answer any inquiries regarding the plans and specifications during the bid process from potential bidders in strict accordance with the requirements of the Bid documents. Any necessary addenda needed during the bid process will be prepared by the Design Team and provided electronically to the Finance Officer for distribution.

18. After bid opening, the Design Team in conjunction with the PBC, FO and Town Attorney, shall review all bids received as well as bidder qualifications and references of the lowest qualified bidders.

19. The Design Team in conjunction with the PBC shall respond to and make recommendations regarding proposed alternates or substitutions.

20. The Design Team shall promptly review and approve shop drawings, material samples, subcontractor's qualifications, and any other submission for compliance with the drawings and specifications; shall evaluate any and all change orders and Applications for Payment, sign if in agreement and forward to the PBC for approval and signature; shall attend weekly job meetings at each site and such additional meetings as may be required to resolve any interpretation of the design documents and construction issues, review and comment on the meeting minutes prepared by the Contractor at regular construction meetings and distribute to the PBC. The Design Team shall determine contract completion, recommend project acceptance, and perform other standard architectural services related to this project. The Design Team shall document As-Built information provided by the contractors on their data files and provide one set of as-built drawings and specifications as well as electronic drawing files in Auto CAD and PDF for the Town's use.

21. The Design Team shall provide consultation and assistance for evaluation of all change orders and the required filing of state grant reimbursements for both change orders and general construction with the Department of Construction Services, Connecticut Bureau of School Facilities and the Connecticut State Department of Education.

## **VII. EVALUATION CRITERIA**

Firms interested in being considered for this project shall clearly demonstrate that they meet the minimum qualification criteria of:

- Licensed to perform architecture services in Connecticut
- Designed a minimum of three public school projects located in Connecticut that included grant funding from the State Department of Education within the past 10 years

and received a Certificate of Occupancy for those projects. The projects should include the following:

- At least one Renovate As New school project
- At least one elementary school project
- At least one with project budget of not less than \$20 million

Additional evaluation criteria beyond the minimum qualifications include:

- Recent experience with work of similar size and scope
- Organizational and team structure
- Past performance data including, but not limited to:
  - adherence to project schedules
  - adherence to project budgets
  - number and cost of change orders
- Approach to the work
- Contract oversight capabilities
- Experience in planning/designing sustainable facilities including specific requirements of the CT Building Standard Guideline Compliance Manual for High performance Buildings
- Experience in planning/designing renovation projects for occupied schools
- Fee proposal

## **VIII. DIRECTIONS FOR SUBMITTALS**

### **A. COPIES.**

1. Proposer shall submit six (6) printed or hard copies of its proposal and one (1) electronic copy of the identical proposal on compact disc or flash drive
2. Hard copy shall not exceed twenty (20) pages.

### **B. FILING DEADLINE.**

1. Architect's responding to this Request for Qualifications must submit their Proposal no later than **12:00 p.m. on Friday, June 29, 2012** to:

#### **HAND DELIVERY**

Town of Ellington, Connecticut  
Nicholas J. DiCorleto, Jr., Finance Officer  
55 Main Street  
Ellington, CT 06029

#### **U.S. POSTAL MAIL DELIVERY**

Town of Ellington, Connecticut  
Nicholas J. DiCorleto, Jr., Finance Officer  
55 Main Street  
Ellington, CT 06029

2. Submission packages are to be sealed and clearly marked (**Architectural and Related Consultant Services for Crystal Lake and Windermere Elementary School Renovation Project**). Packages or partial packages received beyond the listed time will not be opened and will not be considered.

C. CONTENT OF SUBMISSION

All respondents are required to submit the information detailed below. Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating the proposals. The Town reserves the right to reject responses which do not follow the format given, the size limitation for both hard and electronic copies which may be deemed non-responsive.

1. Table of Contents - Table of contents to include clear identification of the material provided by section and number.

2. Letter of Transmittal - A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract and must also affirm that the firm or their representative has made themselves knowledgeable of those matters and conditions in the Town which would influence this Proposal. Indicate contact person for the proposal, including telephone and fax numbers and email address.

3. Executive Summary - Briefly describe the respondent, the approach to the project, staffing available and envisioned for the project, and respondent's capability to execute to the schedule while providing the services required.

4. Description of Firm and Consultants - Describe the respondent's organization including provide a copy of the firm's State of Connecticut architectural license. Specify the personnel (including qualifications and years of experience in their current position, municipalities served and their roles providing these services) and equipment to be assigned to the project.

5. Qualifications - Respondents shall identify and describe specific projects/jobs previously or currently being executed that demonstrates the respondent's ability to satisfy the Evaluation Criteria. Identify which criteria apply to respective project/jobs. Highlight significant accomplishments and awards as well as alliances or partnerships with other contractors, professionals, and owners.

For each project/job, provide:

- Name of the client
- Approximate gross cost of contract

- Dates services encompass
- Services being provided
- Key personnel in Architect's design group assigned to subject project
- Primary consultants in project design team
- Name, address, and telephone number of the responsible official of the client organization

By submitting the proposal architect grants the Town, or any of its agents, the right to contact these organizations regarding the services performed by the firm.

6. Approach to the Project - Describe the respondent's approach to the proposed project commencing with award of consultant's contract and concluding with punch-list and final documentation completion including close-out with the State Dept of Education. Detail any specific data your firm would require from the Town to perform the work. Describe the anticipated role that the Town will play in this project.

7. Work Schedule- Provide a proposed schedule indicating major milestones for work accomplishment. Specific project work plan and completion dates to be determined with the Town upon contract execution with the selected firm. The Town expects to complete all designs and bid documents ready to bid in Spring 2013 expecting Department of Education approval then for construction in summer 2013.

8. Fee Proposal. A fee proposal is required at this time as part of your proposal. The Ellington Permanent Building Committee will review the Qualification submittals including the fee proposal and choose the four (4) submittals that appear most qualified. Those four firms will be notified of their selection and they may then be invited to an interview with the PBC.

## **IX. SELECTION PROCESS**

This work will be funded by the Town subject to approval for reimbursement from the State of Connecticut Department of Education. Therefore, the selection process for the project shall be made in accordance with Section 10-287 (b) (2) of the Connecticut General Statutes. The Town shall select a firm using the process as outlined below. Interested consultants shall attend a mandatory site visit to tour the schools, submit Statements of Qualifications including a proposed fee to best communicate the architect's ability to meet or exceed the requirements of the RFQ/P.

Respondent's qualifications will be screened against the Evaluation Criteria by a Screening Sub-committee of the PBC. The Screening Sub-committee of the PBC shall develop a short list of four (4) respondents determined to best meet or exceed the requirements for these projects. Those four will be considered by the full PBC that shall evaluate the Statements of Qualifications using the criteria in this RFQ/P. Architects whose submissions are not selected shall be notified.

PBC may conduct interviews during special PBC evening meetings and will not exceed forty (40) minutes each. The interview, if conducted, will provide the architect with the opportunity to supplement its proposal, demonstrate why it would be the best choice for this project and permit the PBC to inquire further. After the interview, the committee shall make a final selection from that pool of four firms and award the contract.

## **X. SCHEDULE FOR PROJECT**

### **A. SELECTION OF DESIGN TEAM**

Advertise RFQ	May 18, 2012
Mandatory Presubmission Meeting	June 6, 2012
Determine evaluation criteria	June 12, 2012
RFQ Due Date	June 29, 2012
Determine four best qualified candidates	
Interviews and final selection are anticipated to be completed by	August 9, 2012

### **B. DESIGN SCHEDULE**

The selected firm will be expected to commence services within 15 days of contract execution. The Town uses a simple form contract. A sample will be provided on request.

The Architect will propose a schedule of its work with target dates for the completion of each phase of the design schedule with the completed design and bid documents ready for submission to the FO for bidding not later than April 9, 2013, subject to approval of PBC.

### **C. Construction Phases per Bureau of School Facilities (BSF)**

Phase 1 – Building Construction and site work  
Phase 2 – FF&E  
Phase 3 – Play Equipment

## **X. GENERAL PROVISIONS**

A. This request for proposal does not commit the Town of Ellington to award a contract to any proposer or to pay any costs incurred in the preparation of a proposal for this request. The Town of Ellington reserves the right to accept or reject any or all proposals received as a result of this request, waive any informalities or technical defects in any proposal, to negotiate with the selected respondent as to scope of service and/or fees, to extend the contract for an additional period, or to cancel in part or in its entirety the request for proposal, if it is in the best interests of the Town to do so.

B. Respondents are advised that any and all materials submitted in response to this RFQ shall become the property of the Town of Ellington and shall be subject to Freedom of Information requests after evaluation and award decisions have been made.

C. The Town of Ellington is an equal opportunity employer, and requires an affirmative action policy for all of its Contractors and Vendors as a condition of doing business with the Town. By submitting a Proposal for this RFQ/P, all responders agree to this condition of doing business with the Town and should the Town or other governmental entity choose to audit their compliance, the responder agrees to cooperate fully.

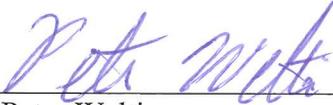
D. Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such persons guilty of said misrepresentation or collusion. In the event that the Town enters into a contract with any bidder who is guilty of misrepresentation or collusion and such conduct is discovered after the execution of said contract, the Town may cancel said contract without incurring liability, penalty or damages.

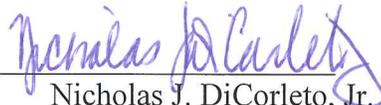
E. All deliveries of commodities or services hereunder shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut. Purchases made by the Town of Ellington are exempt from payment of Federal Excise Taxes and the Connecticut Sales Tax and such taxes must not be included in bid prices. Federal Excise Tax exemption certificates, if requested, will be furnished.

F. Selected consultants shall at its own expense and cost, obtain and keep in force, insurance during the duration of the project. Insurance coverage shall cover the architect, all of its agents, employees, sub-contractors and other providers of services: General liability including property damage - \$2,000,000; Statutory liability for Worker's Compensation; Errors & Omissions - \$5,000,000.

TOWN OF ELLINGTON  
PERMANENT BUILDING COMMITTEE

TOWN OF ELLINGTON

By   
Peter Welti  
Chairman

By   
Nicholas J. DiCorleto, Jr.  
Finance Officer



STATE OF CONNECTICUT – COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

55 MAIN STREET – PO BOX 187  
ELLINGTON, CONNECTICUT 06029-0187  
TEL 870-3100 FAX 870-3102  
www.ellington-ct.gov

MAURICE W. BLANCHETTE  
First Selectman

JAMES M. PRICHARD  
Deputy First Selectman

LAURIE E. BURSTEIN  
A. LEO MILLER, JR.  
LORIL L. SPIELMAN  
RONALD F. STOMBERG  
JOHN W. TURNER

SPECIAL MEETING  
BOARD OF SELECTMEN  
Monday, November 28, 2011  
Town Hall - Meeting Hall

## Minutes

SELECTMEN PRESENT: Maurice Blanchette, A. Leo Miller, James Prichard, Ronald Stomberg and John Turner

SELECTMEN ABSENT: Laurie Burstein, Lori Spielman

OTHERS PRESENT: Nicholas DiCorleto, Director of Finance; Don Davis, Director of Emergency Management; Stephen Cullinan, Superintendent, Ellington Public Schools; Anthony T. Littizzio, BOE Director of Business Services; Board of Finance Members: John Rachek, Michael D. Varney, Richard J. Cleary, Jr. and Barry Pinto; Board of Education Members: Daniel C. Keune, Chair, Gary J. Blanchette, Ann Marie Hayes, Kristen Picard-Wambolt, James M. Stoughton, Howard Friedman, Tracey Kiff-Judson and Michael Young; Arlo Hoffman, Planning & Zoning Chair; Permanent Building Committee Members: Peter W. Welti, Chair, Thomas Adams, Gary T. Feldman, Sr., David Stavens and Jeffrey Gerber; Hugh Pearson, Moser Pilon Nelson Architects; Erin Quinlan, Patch.com

### 1. CALL TO ORDER

First Selectman Blanchette called the Special Meeting of the Board of Selectmen (BOS) to order at 7:32 p.m.

2. CITIZENS' FORUM: No one came forward.

### 3. BOE FACILITIES COMMITTEE:

- Review Plans for Expansion/Renovation of Crystal Lake School and Alterations/Re-tasking of Windermere School

Mr. Blanchette welcomed members of the Board of Finance, Board of Education, Permanent Building Committee, School Administration, other invited guests and members of the public. He introduced Stephen Cullinan, Superintendent of Ellington Public Schools, who will present an overview of the plans for the

renovation and expansion of Crystal Lake Elementary School and alterations and renovations for re-tasking Windermere Intermediate/Elementary School.

Mr. Cullinan said that the concept of renovating the Crystal Lake School has been talked about since the early 1990s. Formally, in 2004, there was a study committee for facilities, headed by Mr. Blanchette, including Mr. Miller as well as other members who now serve on the Board of Education. In 2004-2005, the Facilities Committee made a presentation to the BOS and the BOF. In 2006, there were several conceptual drawings that were done by Moser Pilon Nelson Architects with regard to options for Crystal Lake School, the Windermere School, the High School and the Middle School. In 2008, the economy was not in good shape, and the BOE decided that it was not a good time to present the proposals. In 2010, the BOE reformed its Ad Hoc Facilities Committee. The Town's purchase of 59 South Road makes it possible to present this proposal. Mr. Cullinan said it would be difficult to guess what position the Town would be in now had this property not been acquired.

Mr. Cullinan said that as they went forward with the process there were several options on the table. One was a very large expansion to the Middle School, adding 18 classrooms and putting grades 6, 7 & 8 there. On paper, it could be built, but in reality, it was not going to work. Mr. Cullinan said that he was glad that Mr. Varney, Fire Chief, was on the Committee at the time, as he pointed out that an emergency vehicle would not have been able to get to the back of the school, which pulled that option off the table. He said that anyone who has pulled in and out of the driveway at Crystal Lake School knows that it is not a good situation and a new entrance and exit, from a safety standpoint, needs to be done. There are a number of other inefficiencies in the school as well.

Mr. Cullinan said that from an enrollment point of view, the Ellington Public Schools have been growing. Each annual presentation to the BOF at budget time shows that the schools have grown by 20% in the last decade and are projected to grow approximately 20% in the next decade.

Mr. Cullinan introduced Mr. Hugh Pearson, Moser Pilon Nelson Architect, who presented a detailed PowerPoint presentation [attached]. He reviewed the proposed expansion and renovation of Crystal Lake School, as well as the proposed renovations to Windermere School. He provided a breakdown of anticipated costs, expected enrollment numbers, as well as the State of Connecticut reimbursement expected for each project, and the total projected cost to the Town. He reviewed the highlights of each area, as noted on the attached presentation.

Mr. Pearson noted one of the major concepts is that the State has put into law the need for building systems based on conventional/high performance equipment. In doing the renovation, it focuses on energy consumption, so instead of meeting established code, the project will exceed code by 21%. Therefore, the Town does a modeling process in terms of how the existing building would work as renovated under current code, and then designs into it factors of improved efficiency of mechanical systems in order to exceed code by 21%, in terms of energy use. One of the considerations is installing geo-thermal HVAC systems. The initial cost may not support full geo-thermal, but there may

be a hybrid approach that may be appropriate. The project will be full code compliant and full ADA compliant. Mr. Pearson also reviewed the acoustic standards that must be adhered to so that every student has an equal opportunity to hear in the classroom.

Mr. Pearson reviewed the process and time-line for building the Crystal Lake School expansion and completing the renovations, as outlined in the presentation. He said that the project will be sequenced for minimal disturbance. He said it will be approximately a 2-year time-frame of sequencing construction, with the completion anticipated to be the beginning of the school year in 2015. The schedule will be built into the contract documents and that has to be carefully managed during the process.

Mr. DiCorleto asked if the Crystal Lake School, after expansion, will be able to accommodate just the projected 337 students, or could it handle additional students. Mr. Cullinan responded that 337 students is what the expected enrollment is, but it will handle more students.

Mr. Turner asked if the cost estimates include furnishings, technology and an emergency generator for the building. Mr. Pearson said that it does.

Mr. Adams asked if when the Committee went through the process, did they look at past projects to determine if there are any lessons that could be learned going forward and Mr. Pearson said that you always learn from past projects. He said that the intent is to have open communication between the Building Committee and the Superintendent's Office. Mr. Cullinan added that during the development process, members of the Committee and members of the BOE have been involved.

Mr. Gary Blanchette asked if there are better companies out there for construction than the one that has been used. Mr. Pearson said that more and more projects are utilizing construction management, in terms of the advisor version as opposed to the construction manager at-risk version. He said that the impression at this point is more that considering general construction, if you get the right company, based on the size of the project and the money involved, a good general contractor might be a better approach, but sometimes when you get into a complicated job when you are renovating an occupied building, construction management can have advantages, too.

Mr. Rick Cleary asked what kinds of contingency numbers have been put on the project. Mr. Pearson said that there will be some design contingency, construction contingency and there is some cost escalation built in.

Mr. Kuene said that as a point of interest, one that the Facilities Committee addressed that hasn't come up yet tonight, is the availability of adequate fire safety vehicles. He said that the Crystal Lake Fire Department has a relationship with two area fire departments that have adequate equipment, so they will not be requesting a new truck. The Fire Department did make a request for installation of a pipe at a nominal cost that would be done during construction which would make it beneficial in dealing with a fire situation.

Mr. DiCorleto asked if the Crystal Lake School gym will have showers, in the event the building needs to be used as a shelter. Mr. Pearson said that there will be showers.

Mr. Cleary asked if the proposal to change the Center School to K through 6, and move the Pre-K out, will be done with no renovations and at no cost. Mr. Cullinan said that there may be some slight renovation costs that would come under the operating budget, such as furnishings, if one of the classrooms is redesigned to accommodate a science classroom.

Mr. DiCorleto asked if, with grades 5 and 6 moving to the Center School, there will be a need for new athletic fields. Mr. Cullinan responded that there is no space for athletic fields, so the present space will remain as is.

Mr. Miller said he mentioned some time ago his concerns with a safety issue regarding detention ponds. Mr. Pearson said he understood Mr. Miller's concerns.

Mr. Cleary asked if additional staff will be required in this proposal. Mr. Cullinan said that there will be a need for two teachers; one for grade 5 and one for grade 6. This adds a cost of two teaching positions with benefits. He said that, unrelated to the project, several years ago Ellington cut 1.6 physical education positions and 1 art position. He said that at some point, regardless of the project and enrollment, there will be a need for an additional art teacher.

Mr. Welti asked if, as the public meetings start, consideration has been given to potential questions such as the fact that fifteen years ago, Ellington had three K through 6 schools and now is proposing to go back to that model. Mr. Cullinan said that the number one issue is space. The most cost-effective manner to take care of the enrollment of this district over the next decade is this plan, which offers the most sound educational program.

Mr. Cullinan asked anyone who may think of additional questions after the meeting to call or email him. He noted that if there are approvals to move forward with referendum, there will be a number of public forums in the community to address questions.

Mr. Blanchette thanked all for attending.

4. ADJOURNMENT:

MOVED (STOMBERG), SECONDED (MILLER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO ADJOURN THE MEETING OF THE BOS AT 8:36 P.M.

Submitted by LouAnn Cannella Approved by Maurice Blanchette  
LouAnn Cannella Maurice Blanchette



**Crystal Lake Elementary School**



**Windermere Intermediate / Elementary School**

Presentation to  
**Town of Ellington**  
**Board of Education**

SCHOOLS STUDY  
 TASK B

November 10, 2011

MOSER  
 PILON  
 NELSON  
 ARCHITECTS

# Crystal Lake School

- Currently a neighborhood K-4 grade school
- Proposed change to a neighborhood K-6 school
- Acquisition (Site 59 South Road)

Estimated K-6 enrollment 337 students

Square footage  
 Existing = 29,600 SF  
 Proposed = 18,350 SF  
 Total = 47,950 SF

Maximum State reimbursement potential for application year 2012 58.12%

Reimbursement projection per space standards 54.38%

Partial and ineligible costs est. 4%

Net reimbursement from State of Connecticut 50.38%

(Elmington)  
 (CRYSTAL LAKE)  
 (MAX REIMB. RATE = 58.12%)

### SPACE STANDARDS WORKSHEET

This worksheet should be completed and submitted with the application for any N (new), E (extension), A (alteration), or RENO (renovation) project, or combination of such types of project.

#### State Standard Space Specifications

Projected Enrollment	Pre-K and K	1	2	3	4	5	6	7	8	9	10	11	12
0 - 350	124	124	124	124	156	156	180	180	180	194	194	194	194
351 - 750	120	120	120	120	152	152	176	176	176	190	190	190	190
751 - 1500	116	116	116	116	146	146	170	170	170	184	184	184	184
Over 1500	112	112	112	112	142	142	164	164	164	178	178	178	178

1. Under the column headed "Projected Enrollment", find the range within which your school's highest projected 8 year enrollment falls.

2. Using the figures on that line, complete the grid below for only those grades housed within the school.

Pre-K	6
K	7
1	8
2	9
3	10
4	11
5	12

3. Total square footage at completion of project:

a. Existing area constructed pre-1950: 29,600

b. Multiply "a." by 80%: 23,680

c. Area (at completion of project) constructed 1950 or later: 47,950

d. Square footage for space standards computation (b+c): 47,950

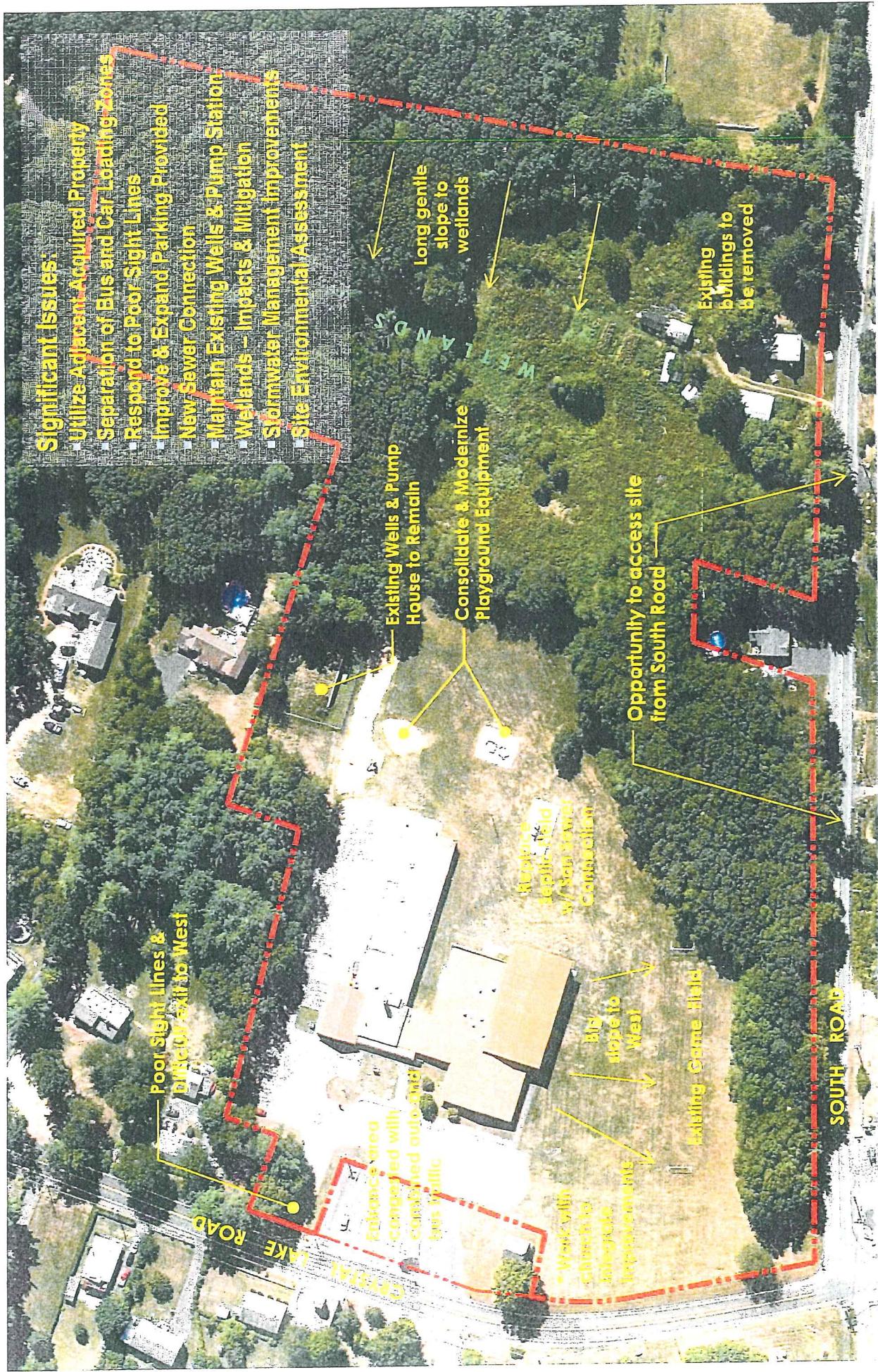
If line 2(e) is greater than line 3(d) there is no grant reduction.

If line 3(d) is greater than line 2(e), divide line 2(e) by line 3(d): 50.38%

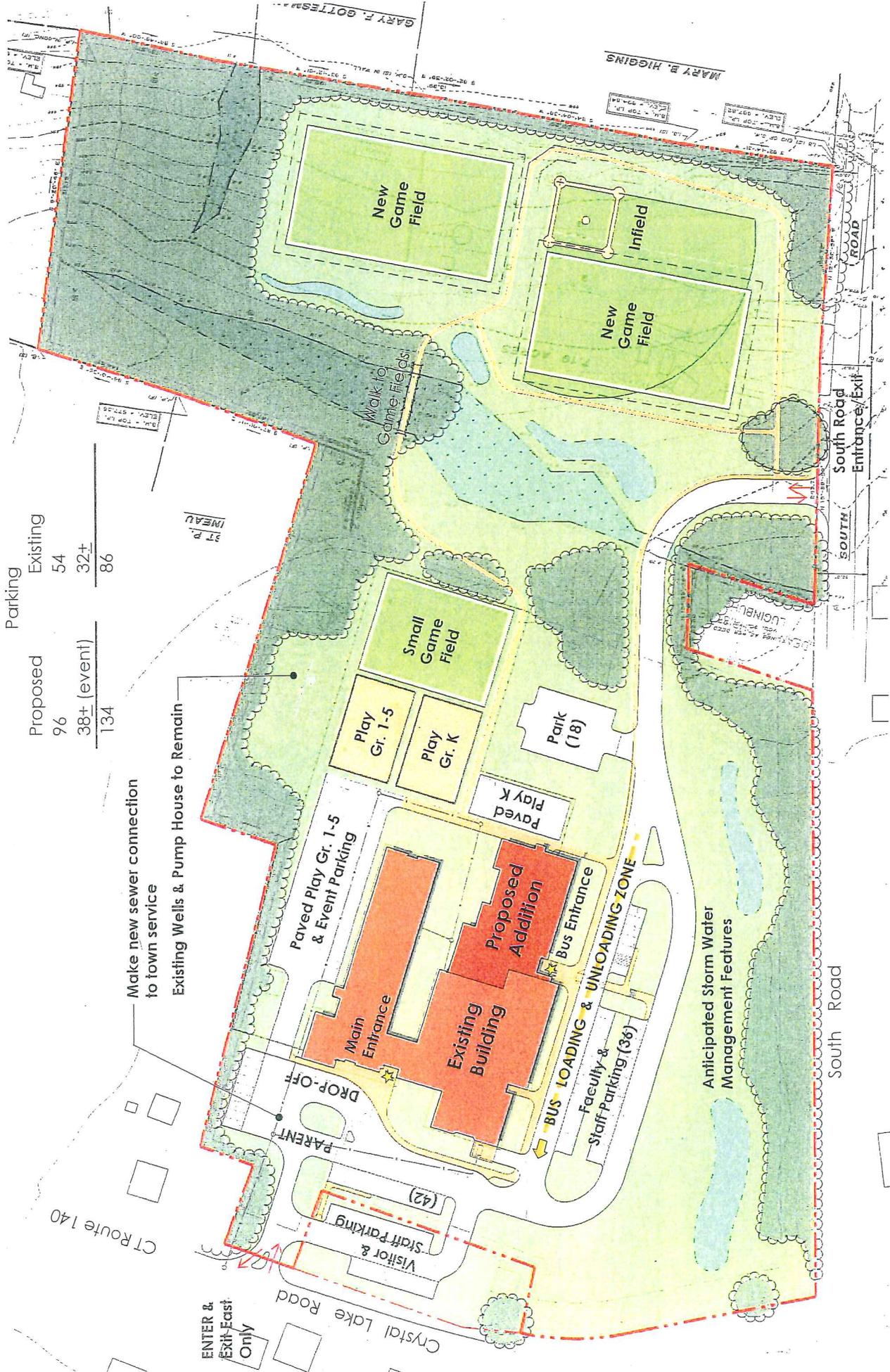
\* This factor will be used to reduce total eligible costs because of space in excess of the maximum eligible for reimbursement. If a project exceeds the standards solely as the result of extraordinary programmatic requirements, the superintendent may submit a request to the Commissioner for a waiver. A detailed list of space allocations for all extraordinary programs with explanations must be included with the request.

(NET REIMBURSEMENT = 50.38%)

# Crystal Lake School Ex. Site Conditions



# Crystal Lake School Site Plan



Parking	
Proposed	Existing
96	54
38± (event)	32±
134	86

Make new sewer connection to town service

Existing Wells & Pump House to Remain

ENTER & Exit-East Only

Crystal Lake Road

Visitor & Staff Parking (42)

PARENT DROP-OFF

Main Entrance

Paved Play Gr. 1-5 & Event Parking

Play Gr. 1-5

Play Gr. K

Paved Play K

Park (18)

Existing Building

Proposed Addition

Bus Entrance

BUS LOADING & UNLOADING ZONE

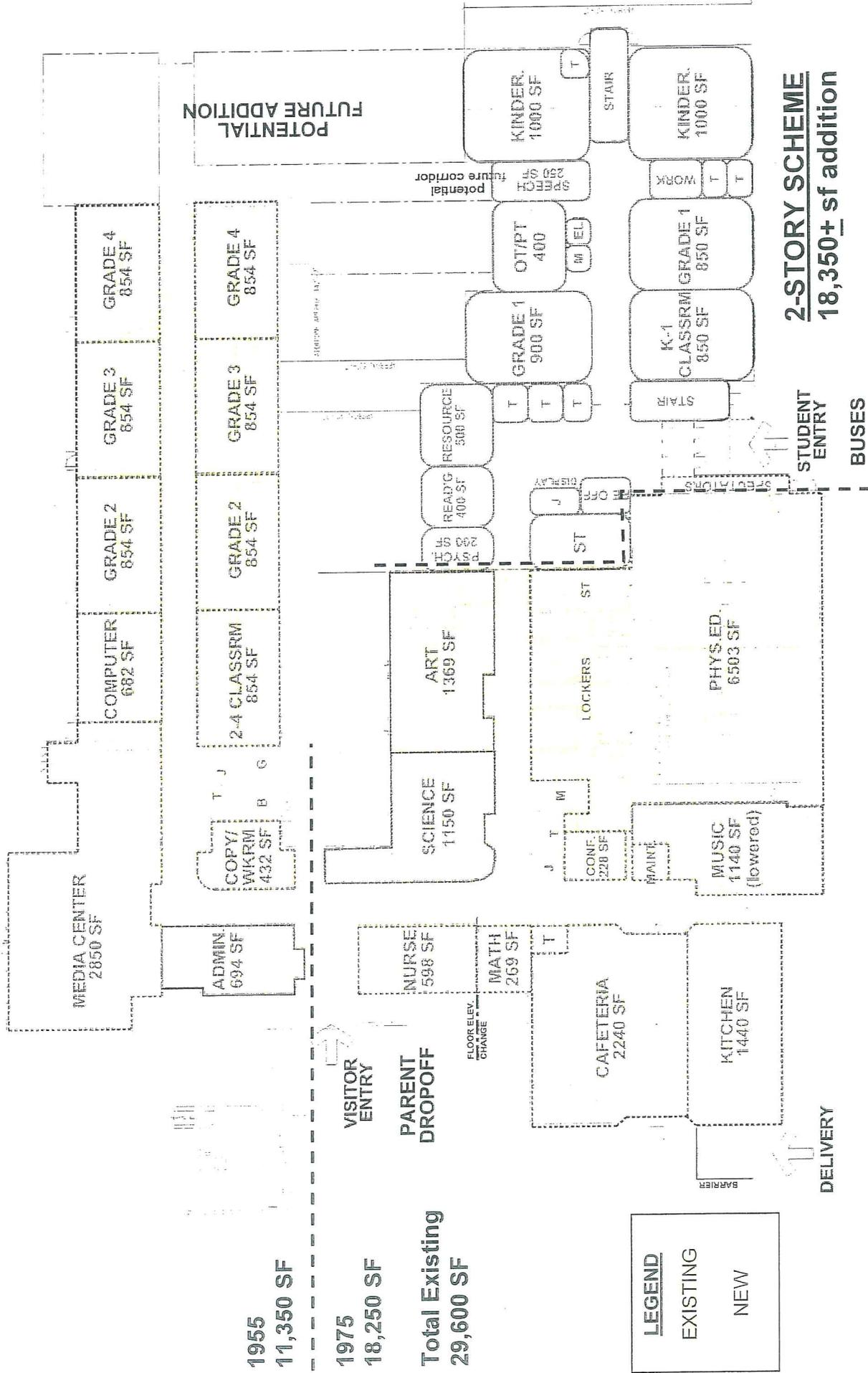
Faculty & Staff Parking (36)

Anticipated Storm Water Management Features

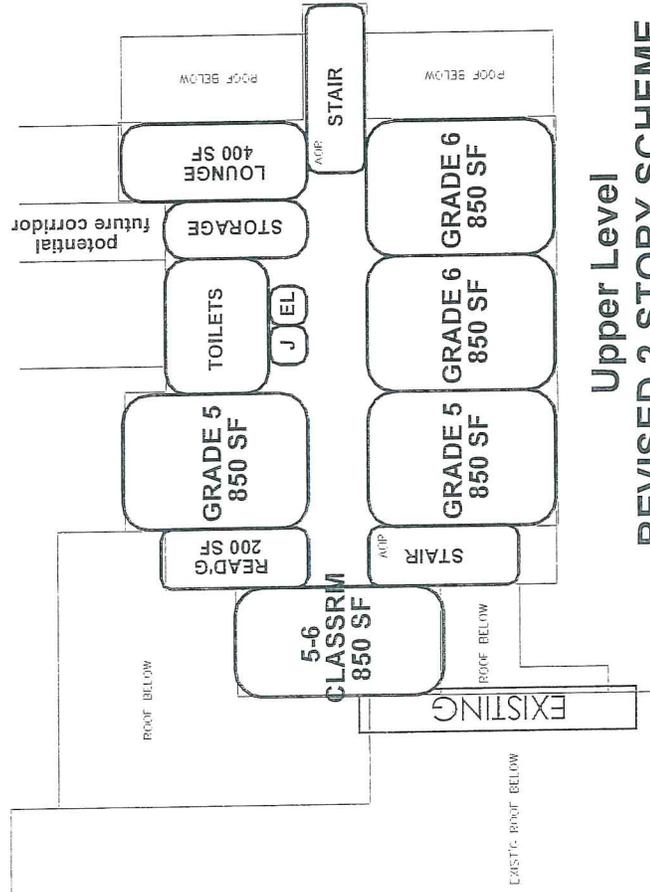
South Road

South Road Entrance/Exit

# Crystal Lake School Programmatic Plan



# Crystal Lake School

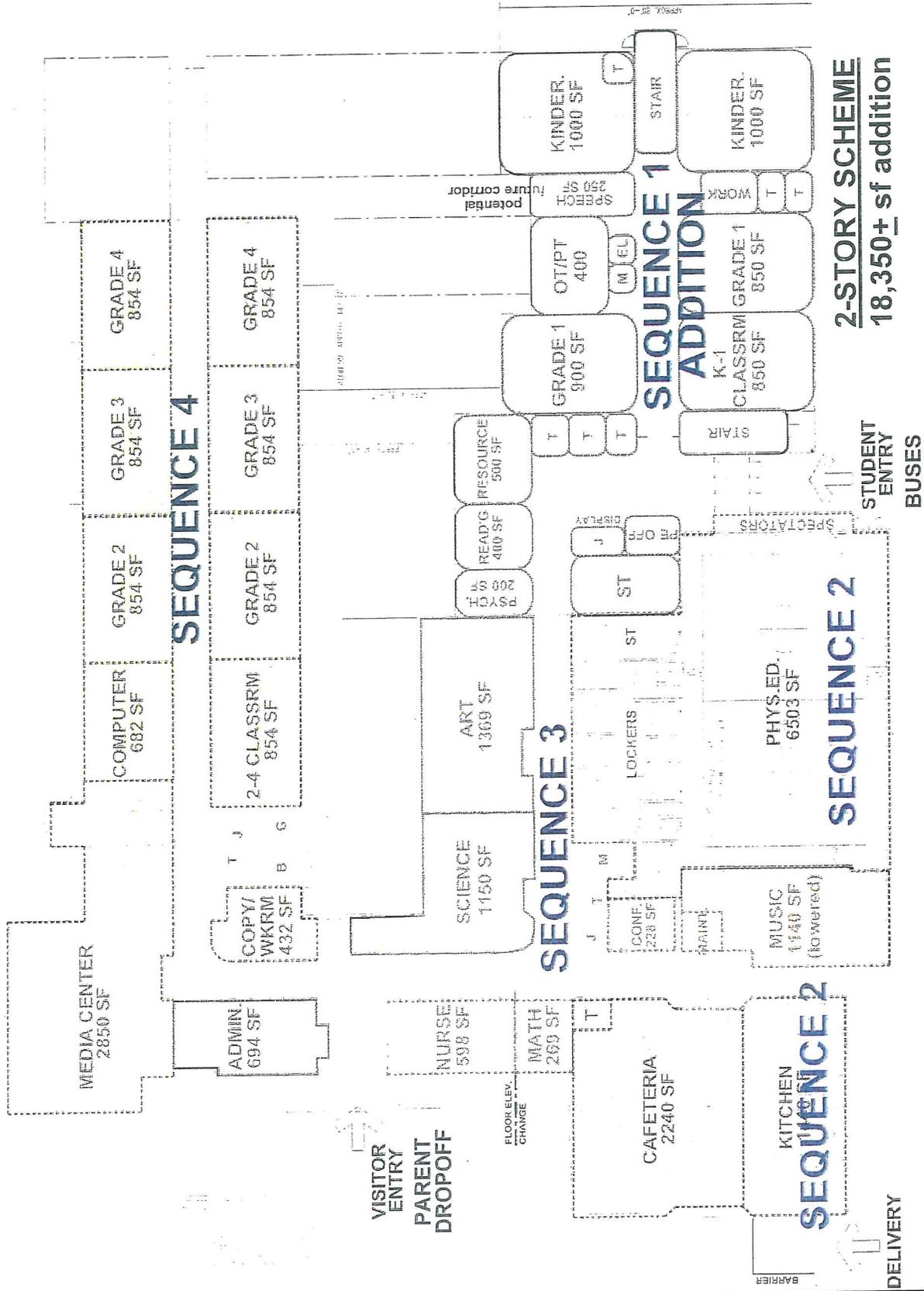


**Upper Level  
REVISED 2-STORY SCHEME**

## Scope

- Full “renovation;” like new
- Building envelope, systems
- High performance (comparable to LEED Silver)
- Consider geo-thermal/conventional HVAC
- Code compliance
- ADA
- Hazmat
- Acoustic standards
- Core facilities for K-6 (media center, gym, cafeteria)

# Crystal Lake School Construction Sequencing



**2-STORY SCHEME**  
**18,350+ sf addition**



# Windermere Reimbursement / Program

## Programmatic Alterations

### Scope

- Currently a neighborhood K-4 school with District 5 & 6 Grades; enrollment 800+
- Proposed change to a neighborhood K-6, with districtwide PK
- Enrollment to match square footage = 660 students
- Square footage = 84,519
- Suggested alterations = 10,000+ SF
- Alteration scope
  - Limited systems, modifications, capital improvements
  - No additions, no site work, Pre-K playscape?
  - Computer labs (2)
  - Grades 5-6 core renovations
  - Support rooms
  - Administration, guidance
  - Staff areas

Crystal Lake and Windermere Schools

(K-6 RENEWAL PART 1 = 58.12%)

### SPACE STANDARDS WORKSHEET

This worksheet should be completed and submitted with the application for any N (new), E (extension), A (alteration), or RENO (renovation) project, or combination of such types of project.

### State Standard Space Specifications

Projected Enrollment	Pre-K and K	1	2	3	4	5	6	7	8	9	10	11	12
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751 - 1500	116	116	116	116	116	148	148	170	170	170	170	170	178
Over 1500	112	112	112	112	112	142	142	164	164	164	164	178	178

1. Under the column headed "Projected Enrollment", find the range within which your school's highest projected 8-year enrollment falls.

2. Using the figures on that line, complete the grid below for only those grades housed within the school.

Grade	6	7	8	9	10	11	12
Pre-K	20						
K	17						
1	120						
2	120						
3	120						
4	120						
5	152						
(a) Total (grades Pre-K through 12)	660						
(b) Number of grades housed	6						
(c) Average [(a)/(b)]	110						
(d) Highest Projected 8-year Enrollment	152						
(e) Maximum Square Footage [(c) x (d)]	16824						

3. Total square footage at completion of project:

- a. Existing area constructed pre-1950. 84,519
- b. Multiply "a" by 87%. 73,531
- c. Area (at completion of project) 84,519
- d. Square footage for new standards computation (b+c) 158,068

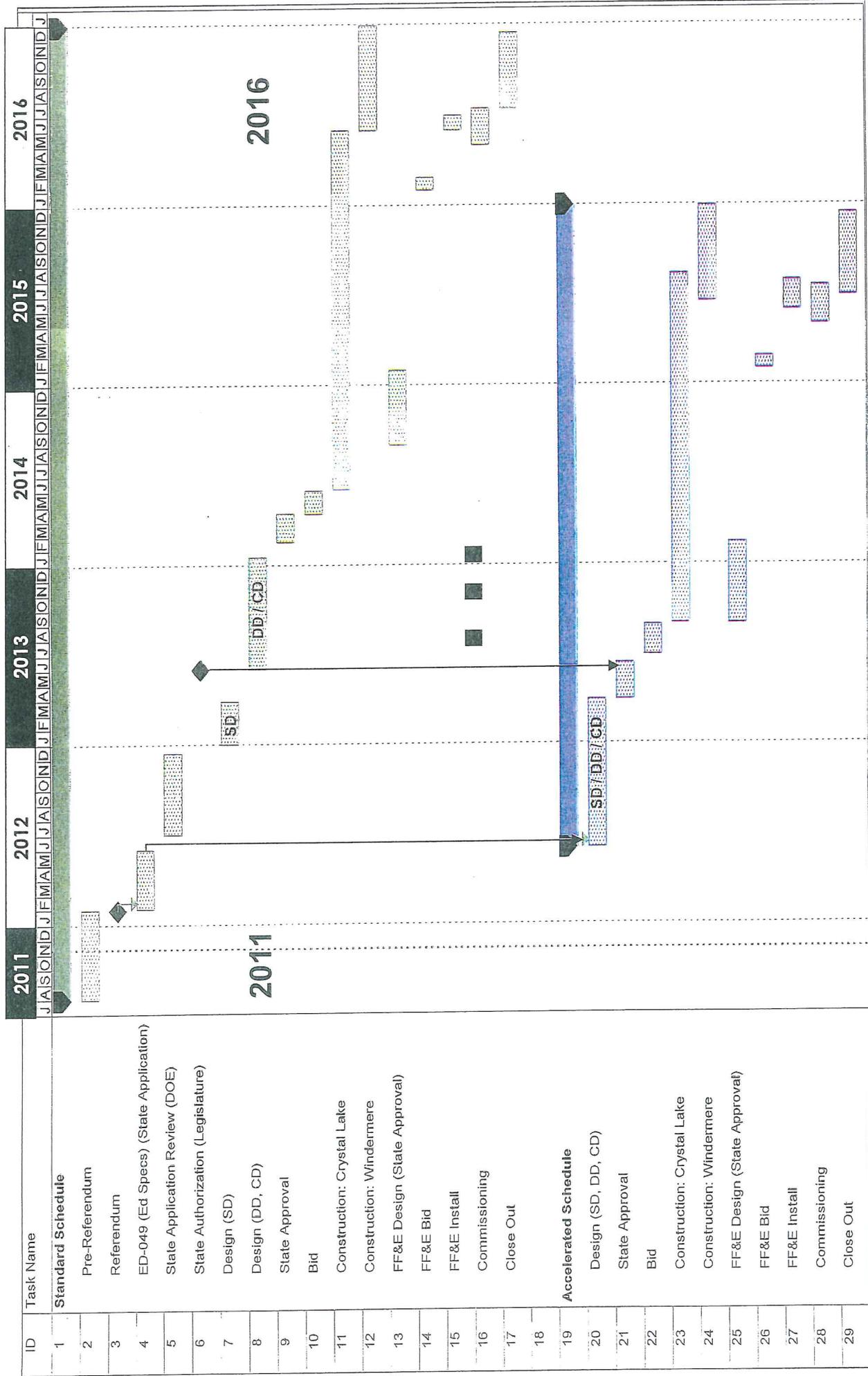
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Net square footage = 58.12%



# Conceptual Schedule



# Estimated Project Cost Summary

**Crystal Lake Notes:**

- Building systems are based on conventional/high performance equipment.
- Geo-Thermal (Hybrid scenario) may add up to \$1m. Detailed site/soils analysis/engineering are required to further define scope and budget.

**Site Acquisition Notes:**

- Costs are not included in project costs as it was a previous acquisition, however estimated reimbursement costs are included here.
- Existing site = 9.07 acres.
- Added site = 7.19 acres.
- Total site = 16.26 acres; Allowable acres for reimb. = 13.37 acres
- Est. acquisition reimbursement = 47.79%

Crystal Lake	Windermere	Combined Totals
Bldg Envelope renovate	Bldg Envelope renovate	
\$ 1,770,800	\$ -	
Bldg Envelope new	Bldg Envelope new	
\$ 1,659,300	\$ -	
Bldg Infrastructure renovate	Bldg Infrastructure renovate	
\$ 1,264,000	\$ 64,697	
Bldg Infrastructure new	Bldg Infrastructure new	
\$ 629,600	\$ -	
Site	Site(PK playscape)	
\$ 3,398,000	\$ 214,000	
Renovations	Renovations	
\$ 3,792,800	\$ 1,747,618	
Additions	Additions	
\$ 1,728,000	\$ -	
Total Const	Total Const	
\$ 14,242,500	\$ 2,026,315	\$ 16,268,815
FF&E & Technology	FF&E	
\$ 1,000,000	\$ 100,000	\$ 1,100,000
Soft Costs 20%	Soft Costs 20%	
\$ 2,848,500	\$ 405,263	\$ 3,253,763
<b>Total Project</b>	<b>Total Project</b>	<b>Total Project</b>
<b>\$ 18,091,000</b>	<b>\$ 2,531,578</b>	<b>\$ 20,622,578</b>
Est Reimb. Bldgs	Est Reimb.	
\$ 9,114,246	\$ 1,265,789	\$ 10,380,035
Est Reimb. Site Acquisition		\$ 162,486
<b>Total Town Cost</b>	<b>Total Town Cost</b>	<b>Total Town Cost</b>
<b>\$ 8,814,268</b>	<b>\$ 1,265,789</b>	<b>\$ 10,080,057</b>

Site Acquisition-Estimated	
7.19 acres	\$ 340,000
Est.Reimb. @ 47.79%	\$ 162,486
Total Town Cost	\$ 177,514