

May 26, 2020

Request for Proposals

Please submit an Architectural/Engineering (AE) proposal for renovations to the existing ISAAC School of approximately 270 students grades 6, 7, and 8 located at 190 Governors Winthrop Blvd, New London, CT. Address your proposals to :

Dr. Nicholas J. Spera
Executive Director
Interdistrict School for Arts and Communication (ISAAC)
190 Governor Winthrop Blvd
New London, CT 06320

Proposed Scope of Services:

Phase 1 Cafeteria/ Stage:

- Remove classroom walls at lower cafeteria to create a larger capacity cafeteria
- Repair wall/ceiling areas at wall removal
- Replace existing vinyl tile flooring with new flooring
- Add technology infrastructure / equipment (video panel and portable podium setup) at “far” end of expanded cafeteria
- Reuse existing soffits to address current air distribution issues as permitted
- Adjust mechanical control system as needed
- Replace existing cafeteria seating with new furniture consisting of tables and chairs seating 8 to 10 people plus “high tops” for a total of 110
- Research and specify an acoustic “panel” system to separate the gymnasium and stage to permit simultaneous gymnasium and classroom functions to occur
- Add/Adjust electrical/mechanical system components to operate the specified acoustic partition and address environmental requirements by creation of the newly separated spaces

Task 1: Develop Phase 1

Concept and Order of Magnitude Budget

- Conduct Site Review (Initial site visit complete)
- Confirm Building Program/ Scope delineated above
- Develop concept diagrams utilizing existing floor plans depicting the proposed scope of renovations
- Determine high level impact and possible adjustments on building MEP/ Technology systems
- Preliminary code review and possible permitting required.
- Develop Order of Magnitude budget estimate for each phase
- Present to ISAAC for approval

Task 2: Final Design and Construction Documents

- Prepare construction documents consisting of plans and specifications

- Develop a cafeteria furniture plan and specifications for selected tables and chairs
- Prepare mechanical / electrical plans for the renovations
- Prepare technology infrastructure plans for the renovations
- Prepare kitchen equipment documents for the new kitchen layout
- Assist in contractor selection and pricing
- Prepare & assist ISAAC in submission of regulatory documents as may be required

Task 3: Construction

- Provide construction phase assistance consisting of:
 - Site observations during construction
 - Addressing contractor Requests for Information (RFI's)
 - Review of Requisition for Payment
 - Issuance of Clarification Documents

Schedule:

Phase 1 design and renovations to begin in June with a construction completion prior to the beginning of the 2020 school Fall semester.

Proposed Compensation:

Compensation shall be lump sum fees for each phase. Carry a separate reimbursable allowance of \$500.