



RFP# 1166

Request for Proposal for Consultant Services to Provide a Comprehensive Review of Existing Conditions of School Facilities

Bloomfield Public Schools (“BPS” or “the District”) invites you to submit a proposal based on the requirements of the enclosed Request for Proposals (“RFP”). The RFP and any addenda can be found on the Bloomfield Public Schools website, www.bloomfieldschools.org and the Town of Bloomfield’s website at <https://www.BloomfieldCT.gov>, as well as the State of CT DAS website <https://portal.CT.gov/DAS/CTSource/BidBoard> on and after **Tuesday, December 9, 2025**. The information contained herein outlines the intent and scope of the project; the guidelines governing the submission and evaluation of all proposals; and IRS Form W-9, Request for Taxpayer Identification Number and Certification which must be completed and submitted with your proposal.

We ask that your submission conform to our format request as closely as possible. BPS may accept responses that have exceptions to any requirement in the RFP. Any exception or alternative must be clearly delineated in a separate attachment to the submission. The RFP and the statement of qualifications submitted by the Successful Respondent will be made part of the resultant contract between BPS and the Successful Respondent. Bloomfield Public Schools reserves the right to terminate this RFP process at any time with or without notice to the prospective Respondent.

All proposals must be received by email to the office of the Facilities Department by **Friday, January 23, 2026, at 4:00 p.m. EST**. All Respondents should ensure that proposals are submitted electronically in sufficient time to be received by the date and time specified herein. Late responses will not be considered.

All responses shall be submitted electronically by email in PDF format to the designated contact listed below:

Bloomfield Public Schools
Silvestre Pereira, Director of Facilities
spereira@bloomfieldschools.org

Questions about the Scope of Services, submission and other requirements may be directed to the Facilities Department at spereira@bloomfieldschools.org no later than **Friday, January 2, 2026, at 4:00 p.m. EST**. Responses will be posted as an addendum to the RFP on the State and BPS websites no later than **Friday, January 9, 2026, at 4:00 p.m. EST**. Respondents are requested to limit their contact with BPS regarding this RFP to the department named herein. An onsite tour of the buildings will be provided on **Friday, December 19, 2025, between 8:00 a.m.-12:00 pm**.

Bloomfield Public Schools reserves the right to accept any or all the options, bids, or proposals; to cancel the RFP at their discretion; or to waive any technicality in a bid or part thereof submitted, and to accept the bid deemed to be in the best interest of Bloomfield Public Schools.

TIMELINE SUMMARY:

- RFP posted on or by Tuesday, December 9, 2025.
- On site building tours Friday, December 19, 2025, between 8:00 a.m. - 12:00 p.m.
- Questions on Scope of Services on or by Friday, January 2, 2026, by 4:00 p.m.
- Responses to Scope of Services questions will be posted as an addendum no later than Friday, January 9, 2026, at 4:00 p.m. EST
- Proposals due Friday, January 23, 2026, at 4:00 p.m.

SPECIAL INSTRUCTIONS

Respondents to this RFP are hereby notified that all proposals submitted and information contained therein and attached thereto will not become public information until BPS has awarded a contract to the Successful Respondent.

Respondents to this RFP must have sufficient staff and expertise to complete the required services. The Successful Respondent must agree that all personnel assigned to this project are qualified for this type of work.

Bloomfield Public Schools looks forward to receiving your response.

1. PURPOSE

Bloomfield Public Schools (BPS) is committed to providing high-quality educational facilities that meet the needs of all our students and staff. The District plans to engage its stakeholders in a comprehensive strategic planning process in the spring of 2026. This work will determine the district's vision, mission, and goals for September 2026 - June 2031 and beyond. To ensure the facilities will satisfactorily support our strategic goals, the District is seeking a comprehensive understanding of the current condition of each of our facilities, as well as an analysis of the capacity and utilization of the existing school buildings. The District is planning a separate enrollment projection analysis for the next decade, 2026-2036.

2. OVERVIEW

The District's last Facilities Condition Assessment appears to have been completed more than 20 years ago, in 2002. To ensure the District has the most up to date information about its facilities, BPS seeks qualified candidates to provide an in-depth analysis of the following BPS facilities:

Bloomfield Public Schools Facilities Address and Building Purpose	Square Footage	Year Built/ Extensions	Current Enrollment as of 9/5/25
Wintonbury Early Childhood Magnet School (Pre-K) 44 Brown Street Bloomfield, CT. 06002	46,466	2009	303
Laurel Literacy Academy (K-2) 1 Filley Street Bloomfield, CT. 06002	52,523	1963/ 1990's & 2012	278
Metacomet Elementary School (3-4) 185 School Street Bloomfield, CT 06002	44,449	1963/ 1990's & 2011	190
Carmen Arace Intermediate School (5-6) 390 Park Avenue Bloomfield, CT 06002	170,561	1971/1979, 1984 & 2009	189
Carmen Arace Middle School (7-8) 390 Park Avenue Bloomfield, CT 06002			212
Bloomfield High School (9-12) 5 Huckleberry Lane Bloomfield, CT 06002	188,818 **	1956/1962, 1968, 1970's, 2002 & 2009	489
Global Experience Magnet School (7-12)* 44 Griffin Road South Bloomfield, CT 06002	22,982	1987/ 2012	93
Board of Education (District Offices and Storage) 1133 Blue Hills Road Bloomfield, CT 06002	33,424	1957/ 1990	N/A

*GEMS is currently grades 7-12 due to the plans to close the magnet school in June 2026.

** Square footage includes the Harris Agri-Science and Technology Center building located on the BHS Campus

In an effort to respond to decreasing enrollment and fiscal challenges, the District has begun to meet targets on the following estimated timeline:

- By June 30, 2026: Global Experience Magnet School (GEMS) will be closed.
- By July 31, 2026: All 5th grade classrooms from the Carmen Arace Intermediate School (CAIS) will be relocated into Metacomet Elementary School.
- By August 14, 2026: BPS will open an Alternative Learning Center on the current GEMS site. This facility will eventually support students in grades 6-12 with needs that cannot be addressed in the traditional school setting.

- By December 31, 2026: The Board of Education building will be closed and the offices will be relocated into the current 5th grade hallway of the Arace building.
- By May 1, 2027: All storage currently being housed in the Board of Education warehouse will be relocated to a variety of school-based sites.

3. SCOPE OF SERVICES

1. The Selected Consultant will provide a comprehensive written evaluation of existing building conditions and code compliance, including an in-depth analysis of the following elements:
 - a. Architectural
 - b. Structural (including roof assessments)
 - c. Engineering
 - d. Mechanical (including fire protection)
 - e. Energy
 - f. Telecommunications and security systems
 - g. Site components
 - h. Compliance with state and federal regulations, policies, and best practices (e.g., Local and State Building Code, National Fire Protection, American with Disabilities Act (ADA), etc.)
2. The Selected Consultant will complete and present a comprehensive written Facilities Capacity and Utilization Study, to include an assessment of all BPS facilities noted in Section 2 above.
3. Beginning prior to the start of the assessment and continuing throughout the duration of the Selected Consultant will regularly seek stakeholder input on building functionality through bi-weekly meetings, whether telephonic, virtual, or in-person, with at least the following identified stakeholders:
 - a. Bloomfield Public Schools officials
 - b. BPS representatives from each existing BPS facility
 - c. Town of Bloomfield officials
 - d. Town of Bloomfield Town Council
 - e. Bloomfield Board of Education
 - f. Bloomfield Parent Teacher Associations
 - g. Student focus groups
 - h. District families
 - i. Community members

These stakeholder meetings should also seek to elicit insight into any and all existing functional issues regarding current building conditions that may exist.

4. The Selected Consultant will prepare written recommendations for improvements that include, to the extent practicable, energy efficiency, sustainability, accessibility, life cycle

costs, and other relevant considerations. The Selected Consultant should also be prepared to provide a summary presentation to Town and District leadership.

5. For all written summaries, evaluations, assessments, recommendations, etc., the Selected Consultant will provide BPS with two (2) physical copies and one (1) electronic copy.

4. EXPERIENCE

At minimum, Respondents must employ consultants with at least ten (10) years' experience performing comprehensive facilities evaluations OR a minimum of five (5) years' experience assessing educational facilities in Connecticut.

Additionally, Respondents must have performed a minimum of five (5) projects of similar size and scope to the project described herein.

Respondents must identify all staff, by name and title, who will be assigned to the project or who will otherwise play a major role in the proposed project. Briefly describe each individual's proposed role. For each identified individual, provide qualifications, background, and experience with similar projects. Please provide resumes of all key personnel.

5. INQUIRIES

All inquiries regarding this RFP must be submitted electronically to:

Bloomfield Public Schools
Attn: Silvestre Pereira, Director of Facilities
Email: spereira@bloomfieldschools.org

Inquiries and questions must be received no later than **Friday, January 2, 2026, by 4:00 p.m. EST**, and will be answered by posting an addendum to the original RFP on the BPS, Town of Bloomfield, and State of Connecticut DAS websites no later than **Friday, January 9, 2025, at 4:00 p.m. EST**. No individual responses will be provided.

6. COSTS INCURRED

Bloomfield Public Schools will not be held responsible for any costs incurred by Respondents for work performed in preparation and production of its proposal or for any work performed prior to the issuance of a contract with BPS.

7. REJECTION OF PROPOSALS

Bloomfield Public Schools reserves the right to refuse any and all submitted proposals for any reason deemed to be in the Town's best interest. Prior to submitting its proposal, the Respondent is responsible for bringing to the District's attention any ambiguity in this RFP. Failure to do so shall result in the Respondent forfeiting any claim for adjustment based on such ambiguity.

8. OWNERSHIP INFORMATION

Bloomfield Public Schools shall have unlimited rights to use, disclose, or duplicate, for any purpose whatsoever, all information developed, derived, documented, or furnished by the Respondent under any contract resulting from this RFP. In the event of contract award, all data collected, and any other documentation produced as part of the contract, will become the exclusive property of Bloomfield Public Schools, and may not be copied or removed by any employee of the Selected Consultant without written permission of Bloomfield Public Schools.

9. PERIOD OF ENGAGEMENT

The project will begin upon execution of the contract. This project is anticipated to span a term of approximately six months, with interim reporting and milestone dates to be established by mutual agreement between the Selected Consultant and Bloomfield Public Schools. The final report is expected by no later than **May 15, 2026**.

10. CONTRACT MANAGEMENT

The Director of Facilities, Silvestre Pereira, will be the principal contact person between the Town and the Selected Consultant. The Selected Consultant may also have occasional contact with the Administrative Assistant in the Facilities Department.

11. INSURANCE REQUIREMENTS

The Selected Consultant shall be required to furnish proof of the following insurance coverage within ten (10) days of receipt of Notice of Selection. Insurance shall be issued by an insurance company (or companies) licensed to conduct business in the State of Connecticut with a Best's Key Rating of A-VIII or better. Any and all exceptions must be approved by Bloomfield Public Schools, Superintendent of Schools. Insurance coverage shall remain in full force for the duration of the Contract term including any and all extensions or renewal thereof. Each insurance certificate shall contain a (30) day notice of cancellation. All renewal certificates shall be furnished at least thirty (30) days prior to policy expiration. Any and all deductibles are the sole responsibility of the Consultant to pay and/or indemnify.

- A. To the extent applicable, the amounts and types of insurance will conform to the minimum terms, conditions and coverages of Insurance Services Office (ISO) policies, forms, and endorsements.
- B. If the consultant has self-insured retentions or deductibles under any of the following minimum required coverage's, the consultant must identify on the certificate of insurance the nature and amount of such self-insured retentions or deductibles and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retentions or deductibles will be the Consultant's sole responsibility.
- C. Commercial General Liability: The Consultant will maintain commercial general liability insurance covering all operations by or on behalf of the Consultant on an

occurrence basis against claims for personal injury (including bodily injury and death) and property damage (including loss of use). Such insurance will have these minimum limits:

Minimum Limits: \$1,000,000 each occurrence
\$2,000,000 general aggregate
\$2,000,000 products and completed operations aggregate
\$1,000,000 personal and advertising injury

D. Automobile Liability: The Consultant will maintain business auto liability coverage for liability arising out of any auto, including owned, hired, and non-owned autos.

Minimum Limits: \$1,000,000 combined single limit each accident

E. Workers' Compensation: The Consultant will maintain workers' compensation and employer's liability insurance. Waiver of subrogation in favor of the Town of Bloomfield and Bloomfield Public Schools shall apply.

Minimum Limits: Workers' Compensation: Statutory Limit
Employer's Liability: \$500,000 bodily injury for each accident
\$500,000 bodily injury by disease for each employee
\$500,000 bodily injury disease aggregate

F. Umbrella/Excess Liability: The Consultant will maintain coverage applying over the underlying Commercial General Liability, Automobile Liability, and Employer Liability section of the Workers Compensation coverage. The Town of Bloomfield and Bloomfield Public Schools shall have the sole discretion in increasing or reducing the Umbrella/Excess Liability coverage requirements depending on the scope and/or size of the work to be performed by Consultant/Bidder.

Minimum Limits: \$2,000,000 per occurrence/\$2,000,000 annual aggregate

Coverage applies over the underlying Commercial General Liability, Automobile Liability, and Employer Liability section of the Workers Compensation Coverage.

G. Professional Liability

Each Claim/Wrongful Act:	\$1,000,000
Annual Aggregate	\$1,000,000

Town of Bloomfield & Bloomfield Public Schools reserve the right to amend amounts of coverage required and type of coverage's provided based on work or service to be performed.

Other Requirements:

- A. Cancellation or other termination of insurance policies required by the Agreement without immediate replacement thereof may be considered a default in the terms and conditions of the Agreement. The Respondent agrees that such default may be cured by procurement of insurance on behalf of the Selected Consultant, at the Selected Consultant's expense, at Bloomfield's option.
- B. Retroactive Date and Extended Reporting Period: If any insurance required here is to be issued or renewed on a claims-made form as opposed to the occurrence form, the retroactive date for coverage will be no later than the commencement date of the project and will state that in the event of cancellation or nonrenewal, the discovery period for insurance claims (tail coverage) will be at least 36 months.
- C. Sub-Consultants' Insurance: The Consultant will cause each sub-Consultant employed by Consultant to purchase and maintain insurance of the types specified below. When requested by the owner, the Consultant will furnish copies of certificates of insurance evidencing coverage for each sub-Consultant.
- D. Waiver of Subrogation: The Consultant will require all insurance policies in any way related to the work and secured and maintained by the Consultant to include clauses stating each underwriter will waive all rights of recovery, under subrogation and otherwise, against owner, architect, and all tiers of Consultants or consultants engaged by them. The Consultant will require of sub-Consultants, by appropriate written agreements, similar waivers each in favor of all parties enumerated in this section.

12. INDEMNIFICATION/HOLD HARMLESS

To the fullest extent permitted by law, the Respondent, its agents and assigns shall indemnify and hold harmless the Town of Bloomfield, including Bloomfield Public Schools, and their respective consultants, agents, employees, elected officials, and officers, ("the Town") from any and all claims made against the Town, including but not limited to, damages, awards, costs, losses and expenses, direct, indirect or consequential (including but not limited to reasonable fees and charges of engineers, attorneys and other professionals and court and arbitration costs), to the extent any such claim directly and proximately results from the wrongful, willful or negligent performance of services by the Respondent during the Respondent's performance of the Agreement or any other agreements of the Respondent entered into by reason thereof. The Town agrees to give the Respondent prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.

The Selected Consultant, its agents and assigns, shall, at all times, save, indemnify and hold harmless the Town of Bloomfield, including Bloomfield Public Schools, and their respective officers, agents, employees and servants from liability of any nature or kind, including costs and expenses for or on account of, any patented or copy righted equipment, materials, articles, or processes used in the performance of the resulting contract, or on account of any and all claims,

damages, losses, litigation expense and counsel fees arising out of loss or injuries (including death) sustained by or alleged to have been sustained by the public or any persons affected by the Selected Consultant, or anyone directly or indirectly employed by the Selected Consultant while engaged in the performance of their duties in connection with the Agreement.

As to any and all claims against the Town, including Bloomfield Public Schools, or any of their respective consultants, agents or employees by any employee of Respondent, by any person or organization directly or indirectly employed by Respondent to perform or furnish any of the work, or by anyone for whose acts Respondent may be liable, the indemnification obligation under this Section 12 shall not be limited in any way by any limitation on the amount of type of damages, compensation or benefits payable by or for Respondent under worker's or workman's compensation acts, disability benefit acts or other employee benefit acts.

As a municipal agency of the State of Connecticut, the Town, including Bloomfield Public Schools, will NOT defend, indemnify, or hold harmless the Selected Consultant.

13. SUBMISSION OF PROPOSALS

Each Respondent must submit proposals electronically by email in PDF format to:

Bloomfield Public Schools
Attn: Silvestre Pereira, Director of Facilities
Email: spereira@bloomfieldschools.org

Proposals must be received by email to the office of the Facilities Department by **Friday, January 23, 2026, at 4:00 p.m. EST**. Proposals received after the date and time prescribed shall not be accepted.

14. PROPOSAL FORMAT

TO ENABLE BLOOMFIELD PUBLIC SCHOOLS (BPS) TO COMPARE THE PROPOSALS RECEIVED, IT IS NECESSARY THAT YOUR PROPOSAL INCLUDE THE INFORMATION SPECIFIED BELOW, IN THE SEQUENCE SPECIFIED, WITH EACH SECTION OF YOUR PROPOSAL NUMBERED CORRESPONDING TO THE NUMBERS OF THE ITEMS BELOW.

1. Indicate whether the Respondent has been the subject of any professional disciplinary action (by federal or by state government or by any professional organization) and, if it has been, describe the nature of that action.
2. Indicate if Respondent is currently involved in any claim or litigation with any other Federal, State or Local Government agency.
3. Identify any municipal governments for which Respondent currently or in the past has provided services of a type similar to that outlined in this request for proposals.

4. Provide a minimum of five (5) references of projects conducted in the State of Connecticut of similar or greater size to the Town of Bloomfield.
5. Describe in narrative form your proposed approach to this engagement.
6. Provide any other information that you believe will assist Bloomfield Public Schools in making its selection. Such information may be in the last section of the proposal or may be presented in one or more appendices.

15. COST PROPOSAL

1. All Respondents are required to submit a cost proposal.
2. Describe the method the Respondent would use in charging for any special requests, reports or expanding the scope of work beyond that described in the Scope of Services of this Request for Proposal.
3. Provide any additional information the Respondent deems necessary about its proposed charges for this engagement.

16. PROPOSAL PROCESS

Respondents may be asked to present their proposals to the selection committee, and/or respond to questions. Based on the information provided in the proposal and any additional information presented, a final selection will be made. Bloomfield Public Schools reserves the right to reject any or all proposals submitted, to request additional information from any Respondent, and to negotiate with any of the Respondents regarding the terms of the engagement. Bloomfield Public Schools intends to make its selection based on which Respondent is the most qualified responsible Respondent and which, in its opinion, best meets the Town's needs; not necessarily the proposal with the lowest fee(s).

17. INDEPENDENT PROJECT COST DETERMINATION AND GRATUITIES

By submission of a proposal, the Respondent certifies that the financial data in this proposal has been arrived at independently, without consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other bidder or competitor. The fees quoted in this offer will not change for a period of one hundred twenty (120) days after the RFP due date. Unless otherwise required by law, the financial data which has been quoted in this offer has not been knowingly disclosed by the Respondent and will not knowingly be disclosed by the Respondent prior to the award, directly or indirectly to any other Respondent or to any competitor; and no attempt has been made or will be made by the Respondent to induce any other person or entity to submit or not to submit an offer for the purpose of restrictive competition. No elected official or appointment official or employee of the Town of Bloomfield, including Bloomfield Public Schools, shall benefit financially or materially from the resulting contract.

18. CONDITIONS

Respondents to this RFP, if successful, will be expected to adhere to the following conditions in the Agreement with Bloomfield Public Schools and must make a positive statement to that effect in its proposal submitted:

1. The Respondent has personnel sufficient to assure service continuity and project completion and agree to maintain adequate qualified personnel for the full duration of the Agreement.
2. Agree to provide the insurance coverage herein specified for the full duration of the Agreement term, including any and all extensions.
3. Agree to accept and follow management direction from Bloomfield Public Schools and specifically, the individuals named herein or their duly authorized designee(s).
4. Agree to conform to all applicable laws and ordinances and policies of the Federal Government, State of Connecticut, Town of Bloomfield, and Bloomfield Public Schools.
5. Agree that if Bloomfield Public Schools cannot in good faith negotiate a written contract within a reasonable time with the Selected Consultant, BPS may unilaterally cancel its selection of that Respondent.
6. Agree that if services are not performed in a timely manner so as to meet BPS' stated time frame, BPS may withhold payment, or portions of payment as liquidated damages in amounts of no less than \$500.00 per day for every day or portions of the day that timeframes are not met.
7. Agree that BPS reserves the right to terminate the Agreement at any time. In the event of Agreement termination, the Selected Consultant shall be entitled to payment for approved services rendered after the execution of the Agreement and prior to receipt of notice of termination. However, if the Selected Consultant has damaged the Town, including Bloomfield Public Schools, said payment may be withheld until the Bloomfield Public Schools determines whether or not by how much said payment should be reduced.
8. Agree that the Agreement between Bloomfield Public Schools and the Selected Consultant shall be governed by and construed in accordance with the laws of the State of Connecticut and the ordinances of the Town of Bloomfield.
9. Agree that no conflict of interest exists. Identify the nature of any potential conflict of interest the Respondent might have in providing services to Bloomfield Public Schools under this RFP. Discuss fully any conflicts of interest, actual or perceived, which might arise in connection with the Respondent's performance of the proposed Agreement. If conflicts do or might exist, describe how the Respondent would resolve them.

10. Agree to protect and safeguard Town and BPS confidential information. If there is a security breach that affects Town or BPS confidential information while that information is in the possession of the Selected Consultant, the Selected Consultant will pay for any and all costs incurred with that security breach.

19. ANTI COLLUSION STATEMENT

Respondents and their employees, officers, advisers, agents or sub-contractors must not engage in any collusive bidding or other anti-competitive conduct, or any other similar conduct, in relation to:

- the preparation or submission of Proposals;
- the clarification of Proposals; and
- the conduct and content of negotiations, including final contract negotiations, with respect to this RFP or procurement process, or any other procurement process being conducted by the Town or BPS in respect of any of its requirements.

20. TAXPAYER'S IDENTIFICATION NUMBER

Each Respondent, whether an individual, proprietor, partnership or a non-profit corporation or organization must obtain, complete, and include, with the proposal submitted, an Internal Revenue Service Form W-9, "Request for Taxpayer Identification Number and Certification".

21. ADDITIONAL INFORMATION AND REVISIONS TO PROPOSALS

Information may be provided to Prospective Respondents for the purpose of clarification to assure full understanding of, and responsiveness to the Request for Proposals requirements. Prospective Respondents shall be afforded fair and equal treatment with respect to access to additional information and revision of proposals.

22. NON-DISCRIMINATION

Respondent agrees and warrants that in the performance of the Agreement pursuant to this solicitation they will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut or the Town of Bloomfield.

23. CONFIDENTIALITY

During the term of the Agreement, the Selected Consultant may not release any information related to the services or performance of services under the Agreement, nor publish any report or documents relating to the Town, BPS, the account, or performance of services under the Agreement without prior written consent of both the Town and BPS; and shall indemnify and hold harmless the Town, including Bloomfield Public Schools, and their respective offices, agents, and employees from all liability which may be incurred by reason of dissemination, publication and

distribution, or circulation, in any manner whatsoever, of any information, data, documents, or material pertaining to the Town or BPS, the account, or the Agreement by the Selected Consultant or its agents or employees.



RFP # 1166: COMPREHENSIVE REVIEW OF EXISTING CONDITIONS OF SCHOOL FACILITIES

The undersigned has read, understands, and agrees to comply with the requirements contained in the Request for Proposal. The undersigned submits this proposal in good faith and without collusion with any other person, individual or entity.

Name and Address of Consultant:

Name, Title and Contact Information (phone, fax, AND email) of Authorized Representative:

Signature of Authorized Representative:

(Attach additional sheets as necessary)