



Bloomfield Public Schools

RFP# 1166

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

Question Responses Addendum – January 7, 2026

RFP Questions

For the Energy aspect of the scope of work, are you looking for an ASHRAE Level 1 or Level 2 Energy Audit, or simple narrative recommendations for upgrades where there is a future capital renewal recommendation made within the first 5 years of the evaluation period?

Simple narratives will do.

With regards to the Code Assessment aspect, including ADA, are you looking for a detailed code assessment (typically beyond the scope of an FCA) or a high-level, visual checklist of readily visible code issues?

We will need a detailed code assessment

With regards to the Town and District Leadership presentations, can you please confirm how many unique presentations are to be expected, and are they to be in-person or online?

To clarify, we are only requesting one presentation that invites all stakeholder groups to provide feedback prior to the completion of the assessment. We are also requesting one final presentation of your assessment findings where all stakeholder groups will be invited. Both of these presentations will be in person.

Can BPS please estimate the number of individual stakeholder engagement sessions that will be required to engage the nine stakeholder groups listed under the Scope of Work Section 3 (Page 4 of the RFP)?

- a.** Can certain groups be combined into single meetings, or does BPS want each group to be engaged separately?

See the response to question # 3

- b.** Also, can you please confirm if a single engagement session for each group is being requested, or bi-weekly meetings with each group?

To clarify, we are requesting that the lines of communication between the chosen firm and the Bloomfield Public Schools remain open throughout the assessment process.

To support sustainability initiatives, with the BPS, can you waive the requirement for physical copies of project deliverables?

No, the district expects at least physical copy of all project deliverables.

To confirm our ability to meet the May 15, 2026, timeline, can BPS please provide a firm start date for the project that we can use for planning and scheduling?

We are anticipating a project start date of February 20th. With mutual agreement we are open to extending the completion date.

Given the specialized experience required for FCAs, will BPS accept client references outside of the State of Connecticut (Proposal Format Section 4 on Page 10), or is BPS only interested in responses from firms that have CT-based project references?

We are interested in Connecticut based project experience only.

Given the liquidated damages clause in the RFP (Conditions Section 6 on Page 11), will BPS commit to a firm turnaround time of two weeks from receipt for providing feedback on draft reports?

Yes, the district commits to a two-week turnaround on feedback for draft reports.

Can the district provide a budget for the assessment?

The district needs the proposals in order to establish a budget.

Can you please elaborate on the intent of the structural analysis? Is the roof assessment the primary component?

A basic structural integrity analysis will do.

Yes, the roof assessment is a primary component

It was noted during the site visit that incorporating cost estimates would be beneficial to the district. Can you please confirm if rough order of magnitude costs are sufficient to meet this requirement?

Yes, rough order of magnitude costs is sufficient

Item 3 under the Scope of Services on page 4 of the RFP identifies a list of project stakeholders. Please confirm the level of involvement for each group during this assessment.

To clarify, we are only requesting one presentation that invites all stakeholder groups to provide feedback prior to the completion of the assessment. We are also requesting one final presentation of your assessment findings where all stakeholder groups will be invited. Both of these presentations will be in person.

Following completion of the existing conditions assessment, does BPS anticipate that the consultant will participate in discussions related to the development of long-term planning options, or is the consultant's role limited to the evaluation and prioritization of capital improvement needs?

The district is looking for 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.

Regarding Section 3, Scope of Services, Item 2, does BPS anticipate that the consultant will be required to support broader community engagement activities, such as community conversations, facility tours, or similar outreach initiatives?

We are only requesting one presentation that invites all stakeholder groups to provide feedback prior to the completion of the assessment. We are also requesting one final presentation of your assessment findings where all stakeholder groups will be invited. Both of these presentations will be in person.

For projects of this nature, we would anticipate that cost estimates for building improvements would be developed in house, in collaboration with our consulting engineering partners. Our assumption is that an independent cost estimator is not required for this work. Please confirm whether this aligns with BPS's expectations.

An independent cost estimator is not required for this work/project.

Regarding the independent enrollment projections, has a vendor been selected for these services, and is there an anticipated completion date (as final enrollment projections will help inform the capacity analysis)?

The vendor has not been selected yet. The district has an enrollment projection report from NESDEC dated 2024-25 and PreK is not included in this report. This report is available upon request.

Is there a required bid form or format for submission of the cost proposal?

There is not a required bid form

We hereby acknowledge receipt of
Addendum #1
Dated January 7, 2026

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Existing Conditions of School Facilities**

And we agree that we have complied with any modifications as set forth in this Addendum.

Company Name: _____

Signed: _____ Date: _____

Printed Name: _____ Title: _____