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**CITY OF STAMFORD**  
**PURCHASING DEPARTMENT**

Request for Proposal No.	2024.0194
Title	City RFP – Commissioning Agent Services for New Westhill High School, 125 Roxbury Road, Stamford, CT State Project #135-0280 N
Date Issued	November 16, 2023
Requesting Department	Engineering
Proposals Due	December 21, 2023 @ 4:00 P.M.
Submit Responses	Online via ProcureWare at <a href="https://stamfordct.procureware.com">https://stamfordct.procureware.com</a>
Name saved file as	Proposer Name Response to RFP No. 2024.0194
Deadline for questions	10 working days before the due date
Contact for Technical Questions/Project Manager	Domenic Tramontozzi, Sr. Construction Manager <a href="mailto:dtramontozzi@stamfordct.gov">dtramontozzi@stamfordct.gov</a>
Contact for Purchasing Questions	Erik J. Larson, Purchasing Agent <a href="mailto:elarson@stamfordct.gov">elarson@stamfordct.gov</a>

**REQUEST FOR PROPOSALS  
FOR  
COMMISSIONING AGENT SERVICES  
FOR  
THE CONSTRUCTION OF THE NEW WESTHILL HIGH SCHOOL  
  
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## Part 1 – Submission Requirements

### Response Instructions

In addition to the standard forms and documents provided in this request and appendices, proposers shall develop and submit a proposal package. Care should be taken to provide a succinct, complete, and informative package that does not duplicate information.

- Content and Format
  - Cover Letter
    - The corporation’s name and address of the Proposer.
    - Name, title, email address and telephone number of the individual within the corporation who is authorized to commit the company to a contract.
    - Contact information of the individual who the City of Stamford should contact regarding questions, and clarifications. Provide an email address.
    - The corporation name and address of all proposed sub-proposers.
    - The relationship to any "parent" firm or subsidiary firm, with any of the parties concerned, must be clearly defined.
  - Table of Contents
  - Statement of Minimum Qualifications
    - All specific criteria listed in Part 3 “Minimum Qualifications” > Section 3.1 – “Specific Qualifications” shall be clearly listed and responded to in such a way that demonstrates how the proposer meets the minimum listed qualifications.
      - For simplicity, list projects that meet the minimum specific criteria, then provide more detailed information on each project in the subsequent ‘Firm Profile, Project Experience and Additional Information’
    - Experience satisfying General Qualifications shall be presented in the subsequent ‘Firm Profile, Project Experience and Additional Information’. The intent for the Statement of Minimum Qualifications is to provide a simple way to verify a firm’s compliance with the specific qualifications.
  - Firm Profile, Project Experience and Additional Information
    - Additional information and qualifications that the proposer wishes to convey, including company history and background, number of staff, firm’s knowledge and general experience, additional project experience, company capabilities, approach to the project, project understanding, et cetera.
    - A list of in-house testing capabilities if any: equipment and any certifications that may be held.
    - A description of “relevant” experience (project phasing, life cycle costing, testing, adjusting and balancing, building simulation, IAQ, campus projects, etc.) of the proposer’s team in the following areas. List involvement of key team members.
      - projects similar to this one
      - O&M experience
      - energy-efficient equipment design and control strategy optimization
      - system design (specify)
      - troubleshooting
      - low EUI / Net-Zero experience
      - Commissioning systems utilizing GeoExchange

- Renewable energy systems: Photovoltaic system, roof mount, ground mount, carport etc.
  - Electric vehicle charging stations.
  - LEED BD+C v4 commissioning requirements
  - utility new construction incentive program experience (e.g., Eversource Path 1, 2)
- Project Management Plan
  - The name(s) of the individual(s) who will serve as the lead CxA for the design phase and for the construction phase of the contract.
  - A description of the proposed approach to managing the project expertly and efficiently, including distribution of tasks, travel, and duration of which staff will be on site during what periods of time, etc. Describe how you intend to determine the appropriate level of commissioning effort for the various systems and equipment.
  - The project management plan shall include sufficiently detailed information to identify the proposer's organization, responsibilities and internal reporting requirements. Where subcontractors are to be used, their names, qualifications, specific tasks and control elements must be specified, as well as the firm's control elements on subcontractor's performance.
  - The project management plan shall identify initial staffing considerations, including proposed quantity of staff and role of staff throughout the project.
- Proposed Staff Resumes
  - Resumes for key staff and sub-consultants. The resumes shall include specific information about expertise in commissioning tasks, (e.g., design reviews, specification writing, commissioning management, troubleshooting, test writing, test execution, energy management, sustainable design, etc.).
  - The location of the office to be used by key personnel listed shall be indicated.
  - The current and scheduled workload of all key personnel shall be indicated
  - As an attachment, provide the following work products that members of the proposer's team developed. List the team member who actually wrote the document and the projects on which they were used. Work from the designated CxA is preferred.
    - Commissioning plan that was executed (the process part of the plan).
    - An actual functional test procedure form that was executed with attendant prefunctional lists (both building envelope and HVAC systems, as applicable).
    - Sample design review comments
- References
  - Provide references for projects completed in the last seven (7) years by the proposed project team members for whom resumes are being submitted. References should align with the projects being submitted for the minimum qualifications and company experience.
- In a separate PDF File: Appendix 1 – Fee Proposal Form
- Page Numbering
  - Each page of the proposal must be numbered consecutively from the beginning of the proposal through all appended material.
- Updated Responses
  - In the case where there is a need for updating the submitted documents prior to the RFP due date, the Proposer will be responsible for the insertion of updated pages in all submitted copies. All new or corrected pages must show the date of revision and indicate the portion of the page, which has

been changed. This later requirement is to be met by drawing vertical lines down both margins of all affected pages.

- Unsolicited Changes
  - The City of Stamford reserves the right to reject any unsolicited modifications or additions received between the dates of submission and short-listing of proposers' selection, including the substitution of sub-proposer or staff.

## Part 2 – Project Overview

### Section 2.1 – Introduction

This Request for Proposals (RFP) was prepared to solicit responses from experienced and responsible firms to provide Commissioning Agent services for the New Westhill High School, located at 125 Roxbury Road, Stamford, CT, 06902, **State Project No. 135-0280 N**. The property is approximately 32.42 acres sloping gently downward from the south side of the property toward the north property line with landscaping consisting of trees, shrubs, and grasses. Two synthetic turf fields (football stadium and soccer/multipurpose fields), a natural grass baseball field, softball field, and tennis courts are located on the grounds.

The goal of the project is to provide a high school no later than fall of 2028 occupancy, which is energy efficient, improves traffic and circulation, and enhances the educational environment and surrounding community fabric. The existing Westhill High School will remain occupied for the length of the construction and be demolished upon substantial completion of the new building.

The Owner has retained Collier’s Project Leaders as the Owner Project Manager and S/L/A/M Architects for architectural and engineering services. The Construction Manager selection process is ongoing as of the publication of this Request. This project requires LEED Silver Certification by local ordinance, Sec. 3-21 City of Stamford Sustainable Development Design Standards in addition to meeting the CT High Performance Design mandated by CT General Statutes.

Commissioning involves systematic processes to provide documented confirmation that building systems perform according to the criteria set forth in the design intent and satisfy the owner’s operational needs. This is achieved by beginning in the design phase and documenting design intent and continuing through construction, acceptance and the warranty period with actual verification of performance. The commissioning process shall encompass and coordinate the traditionally separate functions of system documentation, equipment startup, control system calibration, testing and balancing, performance testing and training.

The words "Commissioning Agent", "Cx Agent", "CxA", "Cx", "Commissioning Authority" and "proposer" are used interchangeably in this RFP.

As set forth in greater detail below, the CxA will lead, plan, manage, perform, and report on the commissioning activities, utilizing the reporting formats and standardized forms provided by the CxA whenever required. The CxA will submit deliverable reports to the Owner according to an agreed upon commissioning services schedule. All commissioning tasks shall be conducted in a transparent manner with involvement of the Owner and City officials, including the facilities, engineering, and Board of Education staff. **It is the intent that the CxA play a leading role in the project through design, construction, and occupancy.**

The commissioning process shall encompass and coordinate the traditionally separate functions of system documentation, equipment startup, control system calibration, testing and balancing, performance testing and training.

Commissioning during the construction phase is intended to achieve the following specific objectives:

1. Verify that applicable equipment and systems are installed according to the manufacturer's recommendations and to industry accepted minimum standards and that they receive adequate operational checkout by installing contractors.
2. Verify and document proper performance of equipment and systems.
3. Verify that O&M documentation is complete.
4. Verify that the Owner's operating personnel are adequately trained.

The project delivery method is Construction Manager at Risk with full design documents and specifications developed by an architectural/engineering firm. The construction documents will be let out to bid and a construction manager at risk will be hired to complete the construction. The CxA will be hired by and report directly to the Owner via the Stamford Director of School Construction and City Engineering. Day-to-Day communications and coordination will typically occur through the Owner's Project Manager.

The systems to be commissioned shall include all systems required by the Connecticut High Performance Building regulations and USGBC/LEED, including, but not limited to:

1. Heating, Ventilation, air conditioning, refrigeration systems and associated controls (including Geothermal systems, if applicable)
2. Lighting and day-lighting controls
3. Domestic hot water system
4. Renewable energy systems, including solar/PV, geothermal, and EV Charging
5. Water using systems
6. Life Safety Systems, including Fire Protection and Fire Alarm
7. Energy Management system, including all metering
8. Emergency power systems
9. Building envelope systems
10. Security systems
11. Indoor Air Quality

## **Section 2.2 Selection Schedule**

The Selection Committee currently anticipates notifying up to four (4) shortlisted firms on or about the week of January 8, 2024. Interviews are anticipated to occur on or about the week of January 15, 2024. The intent is that the CxA will develop the Owner's Project Requirements during the Schematic Design phase, as well as participate in key meetings for system selection and Utility Company rebate coordination. These dates are subject to change but are being provided for Proposers such that key personnel can plan ahead and secure availability.

## **Section 2.3 - Project Background**

The project consists of constructing a new high school on the site of the existing Westhill High School. The new facility will be approximately 459,000 gross square feet housing a projected enrollment of approximately 2,500 student in from grades nine through 12. The City of Stamford and Stamford Public Schools submitted a grant application in June, 2021 and was placed on the December, 2021 priority list by the Department of Administrative Services Office of School Construction Grants and Review. The original project was submitted with a total project

cost of \$261MM. The project budget was increased to \$301.3MM and reauthorized by the State of Connecticut in 2023. This project has been granted an 80% reimbursement rate through special legislation.

A conceptual study was performed in May 2021 (see study in appendices). The study evaluated multiple options for improving the Westhill High School that included renovations, addition/renovations, and replacement with a new facility. The City approved the construction of a new facility. The conceptual study proposed to place the new facility on the northern portion of the site where the existing baseball and softball field exist. The project will retain the existing agri-science building, tennis courts, football stadium, and multipurpose fields. Depending on the final option approved by the City, some of these elements may be relocated on the site. The project is also slated to include a new natatorium.

Additionally, the City is also considering reutilizing additional portions of the existing structures to make the best use of the site and project budget. The architect of record selected has been tasked with studying this option and proposing the final location and composition of the new facility for approval by the City of Stamford and Stamford Public Schools.

The project will be constructed while the existing school remains in operation. The selected Construction Manager will be responsible for developing and coordinating construction phasing with the architect, owner, and their consultants and minimizing disruption to the existing operations and neighbors during the construction phases.

The City of Stamford has selected Colliers Project Leaders of Madison, Connecticut to serve as the Owner's Representative for this project. The selected CxA will be expected to work collaboratively with Colliers throughout the life of the project. The CxA will assist the City, owner's representative, architect and other project consultants to maximize the 80% reimbursement rate as well as maximize the potential for LEED certifications.

#### **Section 2.4 - Sustainability**

The City's goal is to obtain and operate an energy efficient, sustainable, yet cost effective building. The NWHS shall be in compliance with High Performance Building Construction Standards, as regulated by Section 16a-38k of the Connecticut General Statutes and City of Stamford Ordinance number 1071 requiring construction to meet minimum LEED Silver Certification from the United States Green Building Council (USGBC).

The selected CxA shall be required to work with architect and Owner to provide input throughout the design process and complete all associated tasks and documentation for required certifications. This includes participation at design charrettes/meetings.

The selected CxA shall be familiar with the latest requirements of the EnergizeCT New Construction Incentive Program, with a particular focus on the Verification Incentive offering. This includes an understanding of the LEED BD+C v4 Fundamental Commissioning and Verification Prerequisite, the Enhanced Commissioning credit, and the Envelope Commissioning Credit. The CxA shall be prepared to attend all required utility incentive program meetings as necessary and lead the process for obtaining utility incentives on behalf of the Owner (including but not limited to scheduling meetings, obtaining/compiling/submitting all required documentation, and coordinating with the Owner, Owner's consultants, and the Utility provider/program).

The project will evaluate the use of passive design strategies, consumption reduction to net-zero or net-zero ready, local sourced and whole life cycle of materials in an attempt to exceed LEED Silver and CTHBP minimum requirements within projects established budget and schedule.

## **Section 2.5 - Project Schedule**

**As of the date of this RFP, the project is still in conceptual design phase. Accordingly, no design documents or similar are available for review, and no system components have been finalized.**

- The Schematic Design Phase is anticipated to start in December 2023.
- Schematic Design drawings/specs/narrative are anticipated in April 2024.
- Design Development drawings/specs are anticipated in October 2024.
- Construction Document drawings/specs are anticipated in April 2025.
- The new school facility is scheduled to open for the start of the 2028-2029 academic year.
- The total construction phase is currently scheduled to be 42-months. The 42-month duration includes initial mobilization through the abatement of demolition of the existing facility that is approximately 358,000 square feet. It also includes the reconstruction of the existing athletic fields that may be lost due to the construction of the new school.

## **Section 2.6 - Project Budget**

The current total project budget is \$301,313,888. The construction budget is \$257,696,058. The construction budget includes, CM fees, general conditions, insurance, bonds, permit costs, enabling Projects (if required), Cost of the Work, CM contingency and escalation. The reimbursement rate for the project is 80 percent of eligible and partially eligible costs.

## **Section 2.7 - Educational Specifications**

The appendices include the educational specifications approved by Stamford Public Schools and are being provided for reference only.

## **Section 2.8 - Project Delivery**

The project will utilize a Construction Manager at Risk (CMR) delivery method utilizing the AIA A133-2019 Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price, as modified contract as the form of contract in accordance with C.G.S. §10-287. It will also utilize the AIA A201-2017 General Conditions of the Contract for Construction, as modified as well.

## **Part 3 – Minimum Qualifications**

### **Section 3.1 - Specific Qualifications**

The successful proposer must:

- Be an independent, third-party individual or firm that is not a member of or otherwise affiliated with the designer/architect, construction manager, or otherwise affiliated with the construction team. This restriction shall not apply to the provision of owner’s representative services.
- Possess certification as a commissioning authority by the Building Commissioning Association, the Association of Engineers, or, in the Owner’s sole judgment, a comparable certifying organization.
- Possess all relevant Connecticut licenses, including a Professional Engineer and/or S1 license.
- Possess a minimum of five (5) full years field experience as a commissioning agent.
- Possess or have the ability to obtain the required insurance in Appendix D.
- Note: the fee for insurance premiums shall be included in the proposer’s lump fee and will not be separately reimbursed by the Owner. Have experience as the principal commissioning authority for at least
  - one (1) high school value exceeding \$100MM in the last 7 years in the northeast region of the United States
  - four (4) school new construction or renovation projects at least 200,000 gross square feet in area generally located in the northeast region of the United States
  - one (1) project utilizing phased, occupied construction at a school.
  - one (1) project achieving LEED Silver or higher certification (actual certification, not simply CTHPB requirement equivalence)
  - The lead CxA staff shall have experience with projects meeting the criteria above
- The project will be subject to the State of Connecticut Department of Construction Services Office of Grants Administration (CT OGA, formerly OSCG&R) requirements. Candidates shall demonstrate the ability to comply with the requirements of this state funding body. Experience with other state’s funding authorities such as MSBA (Massachusetts State Building Authority) or RIDE (Rhode Island Department of Education) are acceptable forms of experience. Proposers with OGA-specific experience may be given additional credit over proposers without this experience.

### **Section 3.2 - General Qualifications**

The Owner shall take into account, among other relevant considerations, the following qualifications:

- Experience in developing Owner’s Project Requirements, including but not limited to soliciting information from Owner stakeholders, managing the process, developing/revising/updating documents, and reviewing designs on behalf of the OPR criteria.
- Experience in the operation and troubleshooting of HVAC systems and energy management control systems.
- Knowledge of building operation and maintenance and O&M training.
- Knowledge of national building & fire codes as well as water-based fire extinguishing systems, detection systems and alarms systems.
- Knowledge of testing and balancing both air and water systems.
- Experience with energy-efficient equipment design and control strategy optimization.
- Experience with total building commissioning approach including building envelope, data and communication systems and other specialty systems.

- Experience in sustainable technologies. Specific emphasis placed on low EUI projects, Net-Zero buildings, EV charging, and renewable energy such as GeoExchange and solar.
- Experience in monitoring and analyzing system operation using energy management control system trending and stand-alone data logging equipment.
- The Commissioning Agent shall also be experienced partnering with the local utility company and working with Energy programs to help maximize the Owner's available incentives. Greater consideration will be given to proposers if experience with Path 1 and Path 2 of the EnergizeCT Commercial New Construction Incentive Program is demonstrated.
- Verbal and writing communication skills. Organization and the ability to work with both management and trade contractors.
- Experience in writing commissioning specifications.
- Membership with the Building Commissioning Association.

The required expertise for this RFP will be based on the skill and experience set of the full team submitting the proposal. A member of the proposing firm will be the designated commissioning authority and will be required to coordinate all commissioning activities. The commissioning authority must have significant in-building commissioning experience, including technical and management expertise on projects of similar scope. If the commissioning authority or prime firm does not have sufficient skills to commission a specific system, the prime firm shall subcontract with a qualified party to do so. Subcontractor proposals and qualifications shall be included and clearly designated in the response to this scope of work.

## **Part 4 – Criteria for Selection and Selection Process**

### **Section 4.1 – Review Process**

The Owner plans to select the commissioning agent through a "Quality Based Selection Process" which includes experience, references, capabilities, past performance, fees and other relevant criteria. The purpose of this Request is to award the commissioning agent services from a pool of no more than four 'short listed' proposers that meet the minimum qualifications within the meaning of General Statutes § 10-287(b)(2).

Although the Owner plans to select the firm through a "Quality Based Selection Process" not solely based on proposed fee, the selected firm's proposed fee will be examined to ensure its consistency with that of competing firms and its relation to the project budget. If agreement upon a fee for services from the firm of first choice cannot be reached, the Owner may choose to engage an alternate firm. However, the Owner reserves the right to reject any and all proposals if it finds, in its sole judgment, that it would be in the best interests of the Owner to do so.

This is a two-part RFQ/RFP. Fee proposals shall be submitted separately using the Form contained in Appendix A to this Request. Respondents will upload their price proposals to ProcureWare separate from the remainder of their proposal. The price proposal will remain closed until an initial review of qualifications is concluded. The Selection Committee shall first consider the Respondents' qualifications. It shall then open the Fee Proposals submitted by the Respondents it deems qualified. Next, based on the qualifications of those Respondents and their fee proposals, along with all the other considerations set forth in C.S.S. Section 10-287, it shall select ('short list') the four most responsible qualified proposers. This will be the first part of the RFP.

In the second part of the RFP, the Selection Committee will interview the four finalist firms. Then, the Committee will again review the finalists' qualifications, fee proposals, exceptions to the contracts, other items in their proposal, the results of the interviews, responses of references, and the other considerations set forth in C.G.S Section 10-287 and select one firm for contract negotiations. It will then negotiate a contract with that firm.

### **Section 4.2 – Formal Presentation and Interview**

The Selection Committee will interview the shortlisted firms. Interviews are anticipated to be held in person at the Stamford Government Center. Key members of the proposed CxA teams are expected to participate in the interview/presentation. Final timeslots/schedule for each firm will be coordinated directly with the shortlisted firms via electronic mail.

If desired, the Owner may elect to have the proposers, or a subset thereof, return for follow-up interviews or otherwise provide additional information/clarifications prior to the final selection. Proposers will be notified should the Owner choose to pursue follow-up interviews/requests for additional information/clarifications.

Firms should be judicious in providing an informative, succinct presentation that does not overly duplicate information provided in their proposals. Specific questions/topics may be submitted to firms via electronic mail in advance of the interview.

The following criteria, not listed in priority order, are likely to be considered in evaluating the firms after presentation interviews:

- Prior collaboration between team members
- Project specific ideas and thoughts
- Familiarity with Fairfield County, the City of Stamford, Westhill High School, the project area and their unique characteristics and challenges
- Awareness of and Commitment to sustainability and working within project team/schedule/budget requirements
- Experience with USGBC LEED Certification requirements with particular emphasis on the LEED BD+C v4 Fundamental Commissioning and Verification Prerequisite, the Enhanced Commissioning credit, and Envelope Commissioning Credit
- Clarity and method of presentation
- Site knowledge, creativity and awareness of logistical accommodation required on an active occupied school, particularly a high school campus.
- Knowledge of CT public school construction and regulatory/grant requirements and processes

#### **Section 4.3 – Evaluation Criteria of Proposals**

The following criteria, not listed in priority order, will be used in evaluating the firms’ proposals:

##### Category 1:

- Clarity of proposal and qualifications
- Technical competence
- Awareness of and experience with project-specific criteria and goals (including awareness of environmental issues and constraints)
- Experience with renewable energy such as GeoExchange and solar. Specific emphasis placed on prior experience with commissioning of projects that include GeoExchange systems.
- Experience in working with and coordinating multiple stakeholders, architects, engineers and contractors
- Past performance and references

##### Category 2:

- Knowledge of pertinent Federal, State and Local policies, procedures and regulations, including Connecticut High performance Building requirements.
- Experience in working with the State Department of Administrative Services Office of Grants Administration (OGA; formerly OSCG&R)
- Experience in USGBC LEED Silver Certification as required by Stamford local ordinance and compliance with the CT General Statutes that define Connecticut High performance building projects and other sustainable technologies

##### Category 3:

- Similar project experience
- Team member experience, organization & team structure
- Approach to the work (design phase, including reviews and OPR development)
- Approach to the work (construction phase)
- Approach to the work (occupancy, M&V, etc)

Category 4:

- Fees
- Insights gleaned from interviews and presentations
- All other considerations from C.G.S. section 10-287

## Part 5 – Scope of Services

The proposals should include services as described herein - this RFP is hereby made part of the contract. All firms submitting proposals are responsible for reviewing these documents. The Owner reserves the right to negotiate terms and conditions with the selected firm and reserves the right to make minor modifications as necessary.

Commissioning is required as one quality measure of the construction of the School Project in order to assure that the building meets the original intent of the Owner. The following is a summary of the commissioning process and scope of work the Owner requests for this project. Note that for meetings, the commissioning agent will base their proposals on the presumption that all meetings will be held in person. However, the commissioning agent shall also ensure the capability to attend virtual video meetings if desired by the Owner.

The Commissioning Agent shall meet regularly with the Owner and design team to review the design team's energy model, design strategies to ensure an efficient and optimized design and recommend alternative systems for consideration. The Commissioning Agent shall also be experienced partnering with the local utility company and working with Energy programs to maximize the Owner's available incentives.

The Commissioning Agent shall provide design comments on Lighting, Heating, Ventilation, and Air Conditioning (HVAC), Domestic Hot Water (DHW), implementation of photovoltaics, GeoExchange, envelope components and assemblies, and energy saving systems etc. in a clear and concise report and summarizing both prefunctional and functional testing. In addition, the Commissioning Agent shall recommend additional Energy Efficiency Optimization Strategies including modifications to system controls, building automation, and operational upgrades for consideration by the design team.

All meetings conducted by the CxA shall come with agendas and minutes prepared and distributed by the CxA. The CxA fee shall also include ad-hoc conversations and correspondence as required to address Owner questions, coordinate with the project team/stakeholders/agencies, and complete the required scope of work.

The intent is for the CxA to provide comprehensive commissioning services that comply with the requirements of CT High Performance Buildings, LEED BD+C v4 Fundamental Commissioning and Verification Prerequisite, and utility rebate program requirements (including any Verification Incentives and the requirements therein). The CxA will also be responsible for coordinating, scheduling, and preparing all documentation necessary for the owner to comply with all program requirements to secure utility rebates across all phases of the project.

### **Section 5.1 – Design / Pre-Construction Phase Services, including but not limited to:**

The commissioning process activities to be completed by the commissioning authority during the design/pre-construction phase include:

1. Meet with District and operations staff to develop the owner program requirements (OPR). The CxA should presume multiple meetings (at least three, but will be driven by CxA's process) with Owner's staff to capture input from multiple stakeholders.
2. Develop and maintain the Owner's Project Requirements documentation, ensuring clarity and completeness.
3. Review and comment on the design team's Basis of Design with regard to the Owner's Project Requirements. Review energy model and energy use target for the building provided by the design team. Conduct detailed discussions with Owner and design team and recommend strategies for optimization and

reducing the EUI of the building. Assist owner with evaluation and selection of preferred mechanical system.

4. Include attendance at Design Team led Charettes for Energy Design during schematic and design development phases.
5. Participate in Integrated Design Meetings prior to the development of contract documentation to meet CTHPBS requirements and to help develop LEED target points (LEED certification led by Architect).
6. Conduct a focused design review of the drawings and specifications at the design development (DD) phase including all listed systems and building envelope noted in item 8 below. Participate in one (1) meeting to review and discuss written design review comments.
7. Conduct a focused design review of the drawings and specifications at 95% completion (95% CD's) including all listed building systems and building envelope noted in item 8 below. Participate in one (1) meeting to review and discuss written design review comments.
8. Note for all design reviews:
  - a. Commissioning design reviews (drawings and specifications) shall include written comments by the CxA, review of design team responses to prior comments, and backcheck of drawings to ensure prior CxA comments were incorporated into the design documents. Reviews shall include, but not be limited to, considerations for the Owner's Project Requirements, applicable code provisions, LEED criteria, and Connecticut High Performance Building requirements as observed by the CxA.
  - b. Review of building energy consuming systems, including HVAC, lighting, IT and kitchen equipment. A/E to provide equipment cut sheets and drawings as required for a review of all systems that consume energy.
  - c. Review metering, sub-metering and data collection system design details.
  - d. Review of the renewable energy design.
  - e. Review of the thermal envelope and air barrier system. The A/E is to provide typical exterior wall sections and typical, noted details of the following conditions: wall to foundation, wall to roof, parapet, head, jamb and sill details. These details will be reviewed for insulation value, continuity of the air barrier and thermal bridging.
  - f. Determine the commissioning requirements and activities to include in the construction documents, with review by the design team, for integration into the project's construction specifications.
9. After 95% CDs and Prior to Final Bid Documents: Back-check all review comments for completeness, coordinate with the design team and confirm compliance with all listed comments.
10. Conduct one (1) Controls Integration Meeting during the design phase.
11. Develop a commissioning plan encompassing the Design, Construction, Occupancy and Operations Phases.
12. Develop full commissioning specifications for all commissioned equipment. Coordinate this with the architect and engineers and integrate the commissioning specifications into the overall project specification package. The specifications shall follow the intent of the current applicable ASHRAE Guideline 0 for The Commissioning Process and ASHRAE Guideline 1.1 for HVAC&R Systems, as they relate to energy, water, indoor environmental quality, and durability. The commissioning specification will include a detailed description of the responsibilities of all parties, details of the commissioning process; reporting and documentation requirements (including formats), alerts to coordination issues, deficiency resolution, construction checklist and startup requirements, the functional testing process, and specific functional test requirements including testing conditions and acceptance criteria for each piece of equipment being commissioned. Develop the commissioning specifications for these projects and submit to the architect for incorporation into the overall project documents.

13. Schedule, lead, and document utility grant incentive meetings and provide any required documentation and feedback requested therein, including coordination/description/documents of Cx services to satisfy incentive requirements. CxA shall act as the owner's agent with regard to the preparation and submission of all necessary utility rebate/grant program applications and performance period verification requirements and reporting.
14. Participate in one (1) pre-bid meeting and answer commissioning related RFI's during the bidding process.

### **Section 5.2 – Construction Phase Services, including, but not limited to:**

The commissioning process activities to be completed by the commissioning authority during the construction phase include:

1. Conduct two (2) kickoff meetings prior to the start of a) the construction of the building envelope and b) the construction of mechanical systems. Organize the commissioning process components and review with the design/contractor/Owner.
2. Perform site visits to observe building envelope and MEP, Life Safety, etc components and system installations, and pertinent mock-ups. Develop field reports for all site visits. Accomplish a statistical review of construction focusing on the Owner's design intent and the quality process. Attend selected planning and job-site meetings to obtain information on construction progress. Review construction-meeting minutes for revisions/substitutions relating to the Owner's design intent. Verify systems startup by reviewing start-up reports and by selected site observations. Presume 20 site visits for Fee.
3. Perform site visits as required to observe and produce field reports on GeoExchange construction. Site visits for GeoExchange observations may be concurrent with, but not in lieu of, other site visits. Elements to be observed for compliance with the design documents include:
  - a. Field observation of conductive grout sampling by the contractor at Geo Exchange wells. Review manufacturer test results for compliance with design values of grout. Sampling is anticipated to occur at third points of well installation (i.e., at start of first well, completion of one third of wells, and completion of second third of wells).
  - b. Field observation of overall construction progress and compliance, including review of pipe sizing and configuration, well count/general location, and manifold.
  - c. Temperature sampling at GeoExchange system loops in coordination with system startup
  - d. Flow value confirmation at valves at GeoExchange system loops in coordination with system startup.
4. With necessary assistance and review from the installing contractors and A/E, develop and write construction checklists. Submit to Owner for approval. Coordinate with contractors in completing construction checklists and tracking of checklist completion. Verify completion of construction checklists on a periodic basis to verify that contractor's quality process is achieving the Owner's project requirements.
  - a. In addition to typical systems/components, checklists shall explicitly verify initial performance, operation and data reporting of any renewable energy systems including initial comparisons of actual output vs. predicted. Verify all metering/monitoring accurately reflects anticipated breakouts, units, and reporting required by contract documents/Owner/incentive programs. Confirm compliance via report.
5. Organize and conduct periodic commissioning team meetings necessary to plan, develop the scope, coordinate, schedule activities and resolve problems. Commissioning meetings will be held at a minimum on a monthly basis during the relevant construction phases (envelope, MEP) and bi-weekly during system

testing. Coordinate and direct commissioning activities in a logical, sequential and efficient manner using consistent protocols, clear and regular communications and consultations with all necessary parties, frequently updated timelines, schedules, and technical expertise. CxA to prepare agendas and minutes for all meetings. Presume 24 meetings for basis of Fee.

- a. Maintain a master issues log and a separate testing record to be reviewed at the commissioning meetings. Provide to the design team, construction team and Owner written progress reports and test results with recommended actions. Issue deficiency notices and verify that they have been corrected. Deficiencies that are not corrected in a timely manner to be reported to the Owner. Document the correction and retesting of non-compliance items by the contractor.
  - b. The Cx Agent is NOT responsible for: Establishing design concepts, design criteria, confirming compliance with codes, design/construction scheduling, cost estimating, or construction management. The CxA may assist with problem-solving or resolving non-conformance or deficiencies, but ultimately that responsibility resides with the construction manager at risk and the design team. The CxA will report to the Owner any deficiencies or discrepancies.
6. Review submittals relevant to the CxA's scope concurrent with the design professional's review. Review and comment on change orders when requested.
  7. With necessary assistance and review from installing contractors, write the prefunctional and functional testing procedures for all applicable building systems and building envelope. Interoperability between building systems should also be tested where applicable. Submit to A/E and Owner for review and approval. Coordinate, witness, document and recommend approval of test procedures performed by installing contractors and owner's consultants. Coordinate retesting as necessary until satisfactory performance is achieved.
  8. Review the air and water systems balancing report and verify report through statistical sampling and separate field verification.
  9. Coordinate (including scheduling with testing firm and contractor) and oversee a single Building Envelope Air Leakage by Fan Pressurization Test using door blower equipment to pressurize and depressurize the building to establish the building air leakage rate when tested according to ASTM E 779. Review and coordinate blower door testing in accordance with Specifications. Testing Agency hired by Owner to conduct tests.
  10. Coordinate and oversee up to 5 preliminary 'smoke/fog' envelope tests. Review all test results and provide recommendations and conclusions to owner. Testing Agency hired by Owner to conduct tests.
  11. Coordinate and oversee up to 5 additional wall/roof envelope tests to be confirmed during the design phase with input from the Cx Agent. Review all test results and provide recommendations and conclusions to owner. Testing Agency hired by Owner to conduct tests.
  12. Oversee Megger testing by electrical contractor of all electrical service conductors including renewable energy systems.
  13. Develop a system and energy management manual.
  14. Review, recommend pre-approval, and verify the O&M Manual and training curriculum provided by the contractors. CxA shall confirm all content is in digital format and has been distributed to the Owner.
  15. Develop and issue CTHPB Pre-Occupancy letter/report.

### **Section 5.3 – Occupancy and Operations Phase Services, including, but not limited to:**

The commissioning process activities accomplished by the commissioning authority during the occupancy and operations phase include:

1. Schedule and verify deferred and seasonal testing by the contractor.
2. Complete the final Commissioning Process Report.
3. Return to the site at 10 months into the 12-month warranty period. Review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal commissioning. Also interview facility staff and identify problems or concerns they have with operating the building as originally intended. Make suggestions for improvements and for recording these changes in the O&M manuals. Identify areas that may come under warranty or under the original construction contract. Assist facility staff in developing reports and documents and requests for services to remedy outstanding problems.
4. Measurement & Verification: Gather and Provide 12 months of verified energy data gathering suitable for certification and utility incentive requirements. Include monthly site visits to gather data and monthly evaluation of the energy usage and comparison to the energy model's projection and target EUI. Sub-meters within the building should provide metered usage data of the primary systems such as HVAC, lighting, IT, kitchen and plugs (ensure data complies with utility verification incentives e.g., ASHRAE 90.1-2019 per Eversource or as applicable). Compare the actual usage of the sub-systems to the energy model's projected usage and review the building's operations. This includes reviewing actual operating hours versus those modeled, along with data such as plug load, kitchen, domestic water, etc. Review trending of system operation to ensure incentives will be realized and that Energy Usage is consistent with projection. Provide a report outlining findings for each evaluation and recommend strategies for optimization and reducing the EUI and improving efficiency of the building. Provide all services, coordination, documents, and deliverables to obtain verification incentives for utility grants (e.g., Eversource Verification Incentive)
5. Provide final CT High Performance Building Standards compliance letter and certification coordination to meet final filing requirements required by statute.
6. Gather data for and submit all required documentation to comply with utility rebate and grant program requirements.

### **Section 5.4 – Additional Information / Clarifications**

In addition to the list of service identified above, additional clarifications are provided below on select scope items:

#### **Section 5.4.1 – Design Reviews**

The CxA shall perform design reviews and maintain one comprehensive log throughout pre-construction which shall identify and track potential issues and resolution items. In addition to a technical review of design components, emphasis is placed on confirming the Owner's Project Requirements, Sustainability goals, and any Utility Incentive Requirements (e.g., metering capabilities) are captured in the design. CxA shall submit written review comments at

the Design Development and Construction Document phases and backcheck all subsequent document sets to ensure their comments have been resolved.

The CxA reviews and delivery of comments shall be coordinated with the other design reviews (e.g., Owner/Owner Rep/CM – typically on a 3-week timeframe after major submissions) such that a comprehensive review of the documents can be held at each phase.

Note that any BIM coordination/model exchange/clash detection/energy model review etc. that occurs during preconstruction does not replace the review of the drawings and specifications called for in the design reviews.

#### **Section 5.4.2 – Procore**

The Cx Agent is expected to be able to utilize Procore or a similar web-based construction management software for coordination/responding to documents and information; including, but not limited to RFIs and submittals.

## **APPENDICES**

## **APPENDIX B – Draft form of Contract**

## COMMISSIONING AGREEMENT

This Agreement made as of the XXth day of Month, 2024 by and between the City of Stamford having an office located at 888 Washington Boulevard, Stamford, CT 06904 (hereinafter “Owner”) and the Commissioning Agent / CxA having an office located at ADDRESS (hereinafter “Commissioning Provider”).

### WITNESSETH

**WHEREAS**, Owner solicited qualifications and proposals from commissioning agents to provide commissioning and energy consulting services, and the Owner desires to retain the advisory services of a Commissioning Provider (“Services”) in connection with its Westhill High School Construction Project (hereinafter the “Project”), as more fully described in Exhibits A and B annexed hereto, and Commissioning Provider desires to be so retained.

**WHEREAS**, Commissioning Provider desires to furnish such advisory services during planning and implementing of the Project;

**NOW THEREFORE**, for the consideration hereinafter stated, the parties hereto, intending to be legally bound, covenant and agree as follows:

### ARTICLE 1 – SERVICES

1.1. Commissioning Provider shall provide the professional commissioning services set forth in the Request for Proposals for Commissioning Agent Services the Owner issued on XXXX with all addenda and appendices thereto, all of which are attached hereto as Exhibit A, which are hereinafter collectively referred to as the “RFP”, and which hereby are made a part of this Agreement.

1.2 **STANDARD OF CARE AND REPRESENTATIONS.** In performing the Services, the Commissioning Provider will use that degree of care and skill ordinarily exercised under similar circumstances by members of its profession practicing in the same or similar locality (the "Standard of Care"). The Commissioning Provider represents that it is qualified in relation to the Services and further represents that it has the requisite skill, expertise, and knowledge necessary to perform the Services, including any supplementary services, in accordance with the Standard of Care. The Commissioning Provider hereby acknowledges that the Owner has relied upon said representations in entering into this Agreement.

1.3 Notwithstanding anything to the contrary in this Agreement, Commissioning Provider’s obligations under this Agreement (specifically including the Scope of Services set forth Section IV of the RFP (see Exhibit A) are not in any way intended to require or imply that Commissioning Provider is to assume any of the responsibilities of any of Owner’s contractors or consultants, and the parties expressly acknowledge and agree that Commissioning Provider shall not be responsible or liable for the failures, breaches, and/or negligence of any of Owner’s contractors or consultants with regard to their performance and/or respective obligations in connection with the Project.

### ARTICLE 2 - OWNER’S RESPONSIBILITIES

2.1 Owner has designated the City of Stamford Director of Operations with the authority to oversee the design and construction of the project. In this capacity, the Director of Operations, will be the authority to whom the Commissioning Provider reports and from whom the Commissioning Provider receives key direction in the progress of the Project. Communications to and from the Owner may be coordinated through the Owner’s Project Manager, Colliers Project Leaders. The designation may be changed from time to time by the Owner by written notice to the Commissioning Provider.

2.2 Owner shall provide to the Commissioning Provider data necessary to allow the Commissioning Provider to provide the Services, which may include design drawings, construction documents, record drawings, shop

drawings and submittals, operation and maintenance manuals, master plans, operation costs, operation budgets, and pertinent records relative to historical building data, building equipment, furnishings, and repairs.

2.3 Owner shall provide access to the property, buildings, and personnel necessary for the Commissioning Provider to provide the Services. The Owner's personnel shall conduct tours and walk-throughs and explain the facility's original, current, and anticipated future use.

2.4 Owner shall furnish the services of design consultants, testing agencies, and contractors necessary to allow the Commissioning Provider to provide the Services.

### **ARTICLE 3 – FEES**

3.1. Owner shall pay Commissioning Provider a fee ("Fee") equal to **\$XXX.00**. The Fee shall be invoiced in installments on a monthly basis in arrears with the installments based on the services performed during the prior month in alignment with the schedule of values identified in the Commissioning Provider's fee proposal form.

3.2 The Fee shall be the sole compensation to Commissioning Provider hereunder, and is inclusive of its general and office overhead, insurance, profit, and all other costs.

3.3 If the Owner agrees that an invoice fairly reflects the services performed during the prior month, it shall pay the invoice within 45 days of its submission. If the Owner determines that an invoice does not fairly reflect the services performed during the prior month, it may withhold payment in an amount by which it concludes that the invoice does not fairly reflect those services.

### **ARTICLE 4 – INSURANCE**

4.1 Commissioning Provider shall maintain an insurance policy meeting all requirements as established in the RFP. (See Exhibit A).

### **ARTICLE 5 – REIMBURSABLE EXPENSES**

5.1 In accordance with the RFP, the lump fee proposal by the Commissioning Provider is inclusive of all expenses.

### **ARTICLE 6 – TERMINATION**

6.1 [This](#) contract becomes effective as of the execution date of this agreement and will continue in effect until the services outlined in Article 1 are complete. If the Project or the Commissioning Agent's services are suspended for more than 90 consecutive days by the Owner's written request, the Commissioning Agent may terminate this Agreement by giving not less than 30 days' written notice. Either party may terminate this Agreement upon not less than 30 days' written notice should the other party fail to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination. The Owner may terminate this Agreement upon not less than 30 days' written notice to the Commissioning Agent for the Owner's convenience and without cause. In the event of such termination, the Commissioning Agent shall be compensated for all work satisfactorily performed through the date of termination.

### **ARTICLE 7 – MISCELLANEOUS**

7.1. All notice required by or permitted to be given pursuant to this agreement shall be deemed validly given three (3) days after the same shall be deposited in the United States Mail, certified or registered, return receipt requested, postage prepaid, or by overnight courier addressed as noted herein to the parties as follows:

**TO OWNER:**

City of Stamford  
Director of Operations, Matt Quiñones  
888 Washington Boulevard  
Stamford, CT 06904

with a physical and electronic copy to:

Colliers Project Leaders  
Senior Project Manager: Adam Levitus  
135 New Rd, Madison, CT 06443  
adam.levitus@collierseng.com

**TO COMMISSIONING PROVIDER:**

**CX Info/address**

7.2 The captions and subheadings contained herein are for informational purposes only and shall in no way modify or limit terms, provisions, or conditions hereof.

7.3 This Agreement constitutes the entire agreement between the parties with respect to the Services. No provisions of this Agreement shall be changed or modified, nor shall this Agreement be discharged, in whole or in part, except by an agreement in writing signed by the party against whom the change, modification, or discharge is claimed or sought to be enforced.

7.4 No waiver of any of the conditions or provisions of this Agreement or of any of the rights of either party hereunder shall be effective or binding unless such waiver shall be given in writing and signed by the party claimed to have given, consented to, or suffered the waiver.

7.5 Commissioning Provider shall indemnify, hold harmless, and at the Owner's option defend the Owner and its respective agents, officers, directors, officials, members, invitees, and employees (collectively, the "Indemnified Parties") from any third party claims, judgments, costs, injuries, damages, liabilities and expenses, including reasonable attorneys' fees, to which the Indemnified Parties may be subject because of any negligence of Commissioning Provider, or its respective agents, officers, directors, and/or employees, arising out of or in connection with this Agreement which causes or results in third party personal injury, property damage, or wrongful death. Owner will indemnify, defend, and save harmless Commissioning Provider and its affiliated companies, their agents, consultants, principals, officers, representatives, and/or employees from all claims, judgments, costs, injuries, damages, liabilities and/or expenses (including reasonable attorneys' fees incurred in defending claims and/or responding to subpoenas) (but excluding liability that is due to the negligence or willful misconduct of Commissioning Provider or its affiliates and agents) that may occur or may have been alleged to have occurred arising out of or related to the Project, the Services, and/or any written contracts or other agreement that Owner or Commissioning Provider may enter into in connection therewith. In the event of a claim, the indemnified party agrees to: (i) give the indemnifying party prompt notice of the claim; (ii) cooperate with the reasonable request of the indemnifying party in the defense of the claim, at no cost to the indemnified party; (iii) permit the indemnifying party to choose counsel to defend, subject to the reasonable approval of the indemnified party and (iv) not settle any claim without the written consent of the indemnifying party.

7.6 Nothing contained in this Agreement shall be construed to mean that Commissioning Provider and Owner are joint venturers or partners.

7.7 It is expressly agreed that the Commissioning Provider is not responsible for Project design which services shall remain the responsibility of the architect and/or engineer. The parties acknowledge and agree that any suggestions made by Commissioning Provider in connection with the Services must be fully reviewed by the engineer and approved by the engineer prior to incorporation into the final design. Review by the Commissioning Provider in no way relieves the Engineer of Record of its obligation to design a functional system that meets applicable building and energy codes and the Owner's Project requirements, and such review in no instance supersedes decisions of such Engineer. Commissioning Provider shall not be responsible for the actions of the contractor, subcontractors, and/or for any means and methods used for the construction of the Projects. Owner shall secure and pay for all necessary permits, approvals, easements, assessments, and charges required in connection with the Project. All contracts relating to the Project shall be in the name of Owner and shall be executed by Owner.

7.8 This Agreement shall be governed by the laws of the State of Connecticut both as to interpretation and performance. In the event of a dispute, the parties shall negotiate in good faith. Should the dispute remain unresolved after such good faith effort by both parties, the dispute shall be subject to mediation as a condition precedent to litigation. The parties shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof. Should the dispute remain unresolved after mediation, either party may pursue their legal remedies in the Superior Court of the State of Connecticut, Judicial District of Stamford/Norwalk at Stamford, for all purposes in connection with any action or proceeding which arises from or relates to this Agreement. Neither party shall be liable to the other for, and each party hereby waives any and all rights to claim against the other, any special, indirect, incidental, consequential, punitive or exemplary damages in connection with this Agreement, including, but not limited to, lost profits, even if the party has knowledge of the possibility of such damages. In the event that any litigation is brought with respect to any dispute between the parties hereto, the non-prevailing party, if any, in such litigation shall reimburse the prevailing party, if any, for all of its reasonable out-of-pocket costs incurred, including reasonable attorney's fees and disbursements, in connection with such litigation and the costs of collection of any settlement or judgment thereon.

7.9 This Agreement is intended to employ Commissioning Provider in a consulting role so that Owner can seek the opinions of the Commissioning Provider as the Owner makes various Project decisions, and for Commissioning Provider to be able to provide its opinions without reservation. More specifically, Owner will engage specialized consultants and vendors (such as engineers, architects, designers, etc.) who will be responsible for all matters related to their respective specialties. Owner and Commissioning Provider will both rely on the proper performance of and information provided by such specialists, and Owner hereby waives and releases all claims against Commissioning Provider that arise out of or relate to: (1) the failure of others engaged by or through Owner (for example, engineers, designers, architects, construction managers, attorneys, testing and inspection services, and other specialized consultants and vendors) to properly perform their responsibilities; or (2) matters that are not the responsibility of Commissioning Provider as specifically required by this Agreement.

7.10 **CAPACITY/INDEPENDENT CONTRACTOR.** The Commissioning Provider is acting as an independent contractor and is not an employee of the Owner. This Agreement is for services only and does not create a partnership or joint venture between the Commissioning Provider and the Owner. The Owner shall not be required to pay, or make any contribution to, any social security, local, state or federal tax, unemployment compensation, workers' compensation, insurance premium, profit-sharing, pension or any other employee benefit for the Commissioning Provider during the Term of this Agreement. The Commissioning Provider shall be responsible for paying, and complying with reporting requirements for, all state, local, and federal taxes related to payments made to the Commissioning Provider under this Agreement.

7.11 **LIMITATION OF LIABILITY.** The Commissioning Provider's sole remedy for Owner delays shall be an extension of time to complete the Services and the Commissioning Provider hereby waives any claims for consequential damages, including, but not limited to, principal office expense, loss of financing, reputation and/or lost profit.

7.12 **CONTRACT EXTRAS.** Pursuant to the City of Stamford Code of Ordinances, Section 23-18.4 C., all contract extras regarding this Agreement shall be governed by the City of Stamford Charter and/or Code of Ordinances. The Owner shall not be liable for payment of any additional costs, except as otherwise expressly set forth in this Agreement, unless the provisions of the City of Stamford Charter and/or Code of Ordinances are fully complied with. The City of Stamford Charter and Code of Ordinances can be found at [www.municode.com](http://www.municode.com).

7.13 **GIFTS.** During the Term of this Agreement, including any extensions, the Commissioning Provider shall refrain from making gifts of money, goods, real or personal property or services to any appointed or elected official or employee of the City of Stamford or the Stamford Board of Education or any appointed or elected official or employee of their Boards, Commissions, Departments, Agencies or Authorities. All references to the Commissioning Provider shall include its members, officers, directors, employees, and owners of more than 5% equity in the Commissioning Provider.

7.14 **CODE OF ETHICS.** The Commissioning Provider is prohibited from using its status as a consultant to the Owner to derive any interest(s) or benefit(s) from other individuals or organizations and the Commissioning Provider shall comply with the prohibitions set forth in the Stamford Municipal Code of Ethics as codified in Chapter 19 of the City of Stamford Code of Ordinances.

7.15 **MORALS CLAUSE.** The Commissioning Provider shall not commit any act or do anything which might reasonably be considered: (i) to be immoral, deceptive, scandalous or obscene; or (ii) to injure, tarnish, damage or otherwise negatively affect the community and/or the reputation and goodwill associated with the Owner. If the Commissioning Provider is accused of any act involving moral or ethical issues, dishonestly, theft or misappropriation, under any law, or any act which casts an unfavorable light upon its association with the community and/or is accused of performing or committing any act which could adversely impact the Commissioning Provider's events, programs, services, or reputation, the Owner may issue a written demand to cure the offense to the Commissioning Provider and the Commissioning Provider shall have fifteen (15) days thereafter to cure the offense. The determination of whether and to what extent the offense is cured shall be made by the Owner at its sole discretion.

7.16 **SETOFF OF PROPERTY TAXES OWED TO THE CITY OF STAMFORD.** Pursuant to the City of Stamford Code of Ordinances Section 23-18.4.1 and Section 12-146b of the Connecticut General Statutes, as amended, the Owner shall have the right to set-off or withhold any payment, or portion thereof, due to the Commissioning Provider pursuant to this Agreement if any taxes levied by the City of Stamford against any property, both real and personal, owned by the Commissioning Provider are delinquent and have been so delinquent for a period of not less than one year. Any amount withheld from the Commissioning Provider pursuant to this section shall be applied to the Commissioning Provider's delinquent taxes, provided, however, that no such amount withheld shall exceed the amount of tax, plus penalty, lien fees and interest, outstanding at the time of withholding.

7.17 **NON-APPROPRIATION.** The Owner is a municipal corporation and, therefore, the Owner's obligation to make payments under this Agreement is contingent upon the appropriation by the City of Stamford Board of Representatives of funds sufficient for such purposes for each budget year in which this Agreement is in effect.

7.18 **COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original. The counterparts shall together constitute but one Agreement. Any signature on a copy of this Agreement or any document necessary or convenient thereto sent by facsimile, PDF or other electronic format shall be binding upon such transmission and the facsimile, PDF or other electronic format copy shall be deemed an original for the purposes of this Agreement. Paper copies or "printouts," if introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective the day and year first above written:

Owner: **XXXX**

By: \_\_\_\_\_

Name: **XXXX**

Title: **XXXX**

Commissioning Provider: **XXXX**

By: \_\_\_\_\_

Name: **XXXX**

Title: **XXXX**

**EXHIBIT A**

**REQUEST FOR QUALIFICATIONS AND PROPOSAL FOR COMMISSIONING AGENT (DATED XXXX WITH ALL ADDENDA AND APPENDICES THERETO)**

DRAFT

**EXHIBIT B**

**COMMISSIONING PROVIDER PROPOSAL REPOSE**

DRAFT

**APPENDIX C – Sec. 3-21 City of Stamford  
Sustainable Development Design Standards (LEED Silver Certification)**

Sec. 3-21. - City of Stamford Sustainable Development Design Standards.

- A. The city hereby adopts the "City of Stamford Sustainable Development Design Standards," to encourage environmentally sensitive construction practices based on the Leadership in Energy and Environmental Design (LEED™) certification process.
- B. All new city buildings over five thousand (5,000) square feet in size shall be designed, contracted and built to achieve, at a minimum, the LEED™ Silver certification level. A building shall be deemed to be covered by this section if it is owned by the city or, if owned by another entity, at least fifty (50) percent of the capital dollars in connection with the building project have been provided by the city.
- C. The Mayor may grant exemptions from the requirements of this section, provided that no such exemption shall be effective unless and until the Mayor submits to the Board of Representatives a written finding that such exemption is in the public interest and the reasons therefor.
- D. No building permit for any building covered by this section shall be issued until an architect or designer has certified that the LEED™ standards are being addressed in the plans or specifications. The certification shall be submitted to the Building Department and Land Use Bureau for verification.
- E. This section shall not apply to capital projects that have received city capital dollars before July 1, 2007.

*Footnotes:*

--- (7) ---

*Adopted 6-4-2007 by Ord. No. 1071.*

## **APPENDIX D – Insurance Provisions**

**CITY OF STAMFORD  
INSURANCE REQUIREMENTS  
Commissioning Agent Services  
For New Westhill High School**

The Consultant is required to submit certificates of insurance, which contain the minimum insurance coverages described below:

1. Standard workers' compensation, which complies with all Connecticut workers' compensation statutes and regulations.
2. Employer's liability insurance, which contains limits of liability of not less than \$500,000 each accident, \$500,000 disease policy limit and \$500,000 disease – each employee.
3. Commercial general liability insurance, with a minimum limit of liability of \$1,000,000 combined single limit per occurrence and \$2,000,000 in the aggregate for bodily injury and property damage, which must apply on a per location/per project basis. Such coverage shall include the following:
  - (a) Products liability and completed operations, which shall be maintained for a period of not less than three (3) years following completion of the services under this Agreement or termination of the Agreement, whichever is later;
  - (b) Contractual liability insurance, which insures any indemnities contained in the Agreement between the Consultant and the City of Stamford;
  - (c) Broad form property damage coverage;
  - (d) Personal injury and advertising liability;
  - (e) City of Stamford, Board of Education and their employees, agents and officers designated as additional insureds;
  - (f) Policy shall be underwritten on an occurrence basis.
4. Commercial automobile liability insurance, which contains minimum limits of liability of \$1,000,000 per accident, and contains, at a minimum, the following coverage provisions:
  - (a) Coverage for all owned, non-owned and hired vehicles;
  - (b) City of Stamford, Board of Education and their employees, agents and officers designated as additional insureds.
5. Professional liability insurance, which covers the services to be provided pursuant to the Agreement between the City of Stamford and the Consultant. Insurance coverage should extend to any subcontracted work or services. The minimum limit of liability shall be \$3,000,000 per claim or per incident and in the aggregate.

6. If any insurance is underwritten on a claims made, as opposed to an occurrence basis, the retroactive date in the policy shall be the earlier of the effective date of the Agreement between the Consultant and the City of Stamford or the date the Consultant commences its services for the City. The policy shall also contain an extended reporting date of not less than three years following termination of the Agreement between the Consultant and the City of Stamford or conclusion of the services rendered by the Consultant, whichever is later.
7. All insurance required hereunder shall contain waivers of subrogation in favor of the City of Stamford, Board of Education and their employees, agents and officers. The Consultant shall waive any right of claim, loss or damage against the City of Stamford, Board of Education and their employees, agents and officers.
8. All insurance policies required under this Agreement shall contain thirty (30) days prior written notice to the City of Stamford's Risk Manager in the event of cancellation, termination or material change to any policy terms or conditions required hereunder.
9. The insurance required hereunder shall in no way serve to limit or reduce the liability of the Consultant under this Agreement.
10. The Consultant shall provide the Risk Manager with certificates of insurance, which evidence the insurance required hereunder. The Consultant shall provide the Risk Manager with renewal certificates of insurance within 15 days prior to the expiration of the policies. Consultant's failure to renew said certificates of insurance or insurance policies shall not be deemed to be a waiver of the Consultant's obligations to comply with all provisions of these insurance requirements hereunder.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> ABC Insurance Co. 123 Main Street City, State Zip	<b>CONTACT NAME:</b> Insurance Broker <b>PHONE (A/C, No, Ext):</b> 888-888-8888 <b>E-MAIL ADDRESS:</b> broker@insurance.com	<b>FAX (A/C, No):</b> 555-555-5555
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>  Sample Company 456 Sample Company City, State Zip	<b>INSURER A:</b> Insurance Co. 1	NAIC # 11111
	<b>INSURER B:</b> Insurance Co. 2	11112
	<b>INSURER C:</b> Insurance Co. 3	11113
	<b>INSURER D:</b> Insurance Co. 4	11114
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	123456789	01/01/2023	12/31/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ XXX,000 MED EXP (Any one person) \$ XXX,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$	
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS  <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	X	X	123456789	01/01/2023	12/31/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$	
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	X	123456789	01/01/2023	12/31/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
D	Professional Liability/E&O		X	123456789	01/01/2023	12/31/2023	Occur/Agg \$3,000,000	

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

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**CERTIFICATE HOLDER****CANCELLATION**

City of Stamford 888 Washington Boulevard Stamford, CT 06901	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE
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## **APPENDIX E – Educational Specifications**

# **Educational Specifications**

## **Stamford Public School District: Westhill High School**



**Draft: May 25, 2021**

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## **Section I: Rationale for Project**

### **Project Overview**

Stamford Public Schools (SPS) comprises nearly 16,500 students, over 1,500 professionals, and 21 schools, including seven magnet schools and three International Baccalaureate sites. There are a total of 13 elementary schools, 5 middle schools and 3 high schools. SPS is proud that our district is as rich in diversity as it is in talent. We have students from many cultural backgrounds and geographic locations—as demonstrated by the more than 73 different languages spoken in the homes of our families. Our students are offered a learning experience rich in cultural diversity and reflective of the global society in which they will work and live. Westhill High is Stamford’s largest of our three high schools. Currently in Stamford, we have over 16,203 students in grade Pre-K-12. 4,666 of the students attend one of our 3 high schools – Westhill (2,189), Stamford High School (1,852), and the Academy of Information, Technology & Engineering - AITE (625). Two of the three schools are traditional comprehensive high schools, while AITE is an interdistrict magnet school.

We are proud to share that SPS offers a variety of high school programs at our comprehensive high schools including International Baccalaureate (IB), Early College Experience (ECE), Advance Placement (AP), Junior Reserve Officers’ Training Corps (JROTC), School-Based Health Centers, RISE Network and many others. Stamford employs a system of support that provides students with access and opportunity to all courses and programs offered in the Stamford Public School District. In addition, all of the high schools in Stamford offer co-curricular, extra-curricular, and athletics options; including, but not limited to, drama club, band, debate club, yearbook, and mock trial.

## **Section II: District Vision, Mission, and Core Values Educational Program and Vision**

Stamford Public Schools recognizes the challenges, successes and accomplishments that happen every day in our schools. Our District Strategic Plan builds upon this knowledge and provides the strategies and framework to help us ensure further success for all of our students. We continue to transform as a learning organization capable of change and growth in which all students, teachers, families—and the community—work collaboratively to ensure that every student is challenged, inspired and prepared to reach his/her maximum potential.

### **Our Mission**

The mission of SPS is to provide an education that cultivates productive habits of mind, body and heart in every student.

### **Our Vision**

SPS is a learning organization that continuously improves its effective, innovative and transformational teaching and learning. We will challenge, inspire and prepare all students to be productive contributing members of society.

**Section III: Long Range Educational Plan**

In August of 2020, a Long-Term Facilities Committee was formed comprised of representatives from the Board of Education (BOE) Operations Committee, Planning Board, Board of Finance (BOF), and Board of Representatives (BOR), as well as various union representatives, parents, community members, City of Stamford Mayor’s Office and Engineering Bureau representatives, and SPS Facilities Department representatives. The key areas of focus included a Request for Proposals (RFP) to secure a professional services firm to develop a Master Facilities Plan, funding options (local, state, federal, or private), and family and community engagement. After much discussion with SPS Facilities Department representatives, who are responsible for the daily repair and maintenance, representatives from the BOE, BOF, and BOR as well as the Long-Term Facilities (LTF) Committee decided that the Westhill campus needed immediate attention.

**Section IV: Enrollment Data and Proposed Project Capacity**

Projected enrollments are shown below. These were developed by Webster Pacific and reflect the slow but steady growth Westhill has experienced in recent years.

Year	9th	10th	11th	12th	Total	Projected Annual
2021-22	649	574	537	526	2286	
2022-23	653	567	593	519	2332	2.01%
2023-24	658	570	586	573	2387	2.36%
2024-25	662	574	589	566	2392	0.21%
2025-26	667	578	593	570	2408	0.67%
2026-27	671	582	598	574	2424	0.66%
2027-28	676	586	602	578	2441	0.70%
2028-29	680	590	606	582	2458	0.70%
2029-30	685	594	610	585	2474	0.65%
2030-31	690	598	614	589	2491	0.69%
2031-32	695	602	618	593	2508	0.68%

\* Please note that 138 of the students included in the 2021-22 data are enrolled in the Regional Agriscience Program.

## **Section V: Learning / Educational Activities**

The District engaged Dr Frank Locker, of Frank Locker Educational Planning, to develop a detailed 21<sup>st</sup> century educational Vision and facilities concepts for Westhill.

Key elements of the Vision included:

### **Most Important Issues**

In priority order:

1. Student Engagement
2. STEM/STEAM/Engineering
3. Personalized Learning
4. 21st Century Skills/Competencies
5. 21st Century Learning
6. Deeper Learning
7. Project-Based Learning
8. Small Group Collaboration
9. Social Emotional Learning

### **Most Effective Learning Modalities**

In priority order:

1. Small Group Work/Student Collaboration
2. Project-based Learning
3. Direct Teaching
4. Longer class periods for deeper learning
5. Making things, prototyping, STEM, STEAM
6. Thematic/Interdisciplinary Learning
7. Teacher teaming/synchronous collaboration
8. Social Emotional Learning
9. Internships
10. Integrated Arts Learning
11. Service Learning

## **School Organizational Concepts**

In priority order:

1. Flexible platform for change
2. Teacher planning centers
3. Safety and security in 21st Century buildings
4. Small learning communities (SLCs)
5. Flexible, varied, brain-based furniture
6. 21st Century schools
7. End of the classroom as we know it today

## **Facility Planning Concepts**

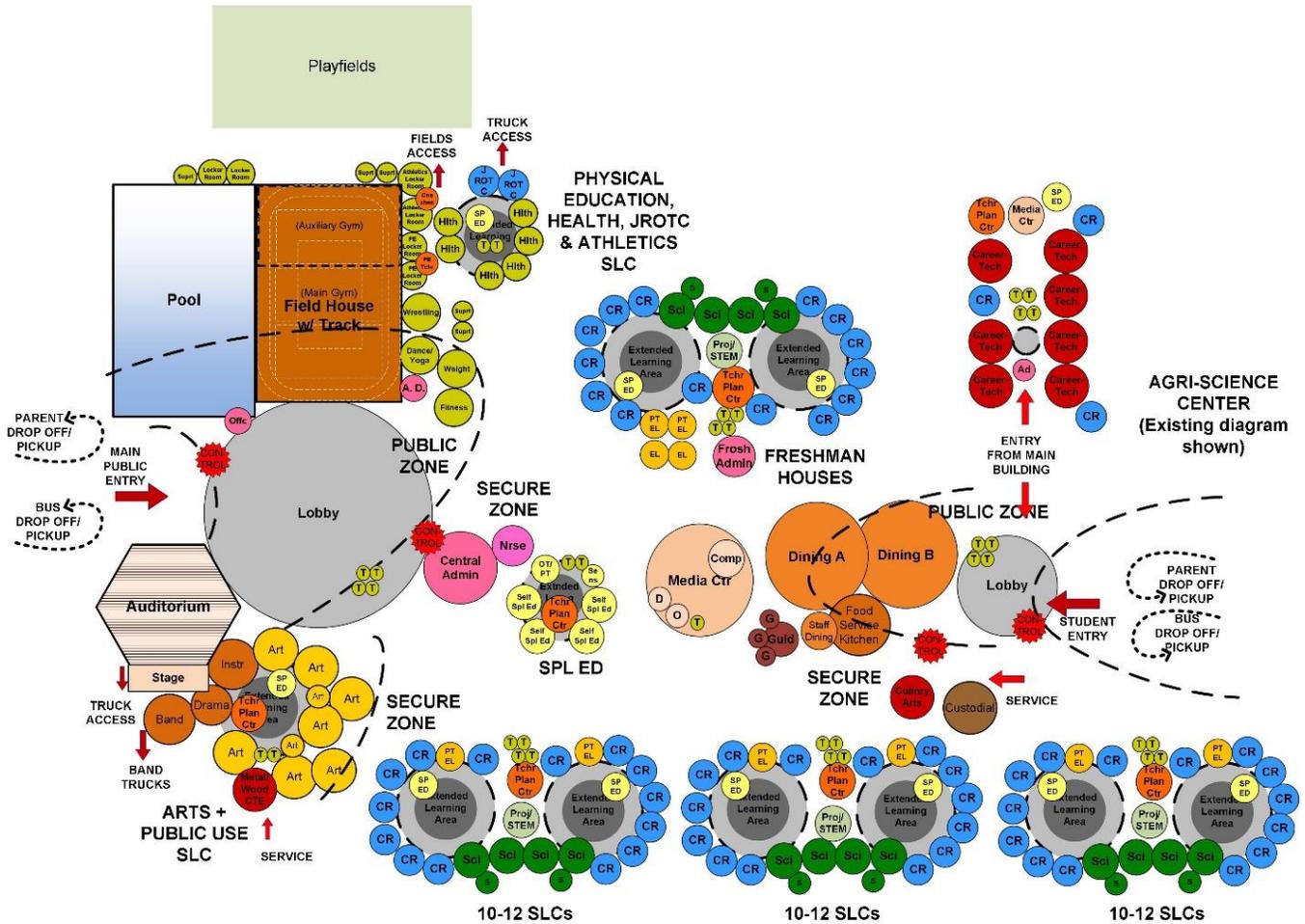
The 21<sup>st</sup> century educational concepts outlined above have the following implications for the planning and design of the future Westhill facility:

Essential characteristics of desired core learning space concepts are:

- Learning spaces arranged as Small Learning Communities
- Classrooms are components of “suites of spaces,” supported by other spaces immediately adjacent
- Circulation to be used for learning
- Classrooms are to be flexible, interconnected, and supported by auxiliary spaces including Collaboration/Breakout/Commons Spaces
- Interdisciplinary possibilities
- Open, shared presentation areas
- Variety of furnishings, offering students and teachers more choices in supporting learning
- Possibility of student groups working in multiple places under the guidance of the teacher
- Teacher collaboration supported by the facilities, through double sized Classrooms, connections between Classrooms and strategic placement of related functions
- Teacher Planning Centers to support teacher collaboration and sense of community

### Overall Westhill High School Facility Planning Diagram

This is based on the vision and developed in nuance and detail through multiple iterations of development informed by Department Head interviews.



**WESTHILL HIGH SCHOOL**

DRAFT  
Not all spaces shown  
5<sup>th</sup> May 2021

**Section VI: Detailed Description**

All spaces and all equipment shall be designed to prevent discrimination against particular groups of people based on physical disability, mental illness or ability, sexual orientation, gender, gender identity/expression, or sex characteristics.

Regularly occupied spaces shall have natural daylight and views of the outside environment.

All classrooms shall facilitate teacher-to-student and student-to-student communication through effective acoustic design. Background noise of HVAC systems shall be minimized.

Construction of classrooms shall include acoustic treatment and other measures to minimize noise intrusion from exterior sources and from other learning spaces. Classrooms shall be designed to include sufficient sound-absorptive material on interior surfaces to comply with Connecticut General Statutes.

Provide an adequate number of toilet rooms, distributed throughout the school, for students, teachers, staff, and visitors. Provide an adequate number of drinking fountains and water bottle filling stations throughout the school.

**Academic Core Spaces and Support Spaces**

<b>GENERAL CLASSROOMS</b>	
English, Math, Social Studies, History, World Language, Business, English Language	
Proposed SF: 900 SF nominal size. See Space Compilation for exact size	
Number: 72	
Student Count: 25	
Space Concept: The classrooms should be designed for an integrated approach to technology and multiple furniture arrangements and flexible classroom configurations. The space should function as a general shared instructional space	
Access/Location	Adjacent to Extended Learning Areas
Classroom Storage	Display and bookshelves Storage cabinets for learning materials and project storage, lockable Fixed cabinets and accessible work surfaces
Teacher Storage	Tall wardrobe/storage cabinet, lockable
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Resilient Flooring
Display	Marker/whiteboard Tack board & display boards Projection screen/surfaces
Student Furniture	Modular rectangular tables with chairs to support up to 25 students Circular tables for small groups with chairs

Teacher Furniture	Teacher desk and chair Lateral/vertical file cabinet
Other Furniture	Flag bracket & flag
Special Needs/Equipment	Windows, glazed barn doors, garage doors, Nano-walls, or glazed sliding doors to Extended Learning Area - consider acoustic requirements
Classroom Technology	Power outlets: with USB charging modules Interactive Whiteboard/ LED Panel Voice, video and data ports Ceiling mounted speakers Wireless & hard-wired network Integrated public address system

<b>SCIENCE - BIOLOGY, PHYSICS, EARTH SCIENCE</b>	
Proposed SF: 1200 SF nominal size. See Space compilation for exact size	
Number: 16	
Student Count: 25	
Space Concept for Flexible Labs: Perimeter casework with countertop and overhead cabinets. Student sinks in the countertops at regular intervals to allow portable tables to abut to form 4-student workstations. The classrooms should be designed with technology integrated into each instructional workstation including the lab stations. Casework and furniture configurations should support a number of teaching styles, including lectures, lab work, small group and individual instruction.	
Access/Location	Access to Prep Room
Classroom Storage	Display and bookshelves Storage cabinets for learning materials and project storage, lockable Fixed cabinets and accessible work surfaces Lab casework with epoxy counters
Teacher Storage	Tall wardrobe/storage cabinet, lockable
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Resilient Flooring
Display	Marker/whiteboard Tack board & display boards Projection screen/surfaces
Student Furniture	Modular rectangular tables with chairs in a CLAB set-up At least one ADA-compliant student desk Wireless computer stations Lab Chairs Student cubbies and coat hooks
Teacher Furniture	Teacher Desk and Chair Lateral file cabinet Teacher demonstration desk with sink, power, gas, and air
Other Furniture	Flag bracket & flag

Special Needs/Equipment	Windows to Extended Learning Area Lab stations with sinks, power, gas, and air Room darkening shades Fume hood (could be shared between Prep Rooms and Classrooms) Fire blanket and cabinet Personal protective equipment (PPE) cabinet
Classroom Technology	Power outlets: with USB charging modules Interactive Whiteboard/ LED Panel Voice, video and data ports Ceiling mounted speakers Wireless & Hard-wired Network Integrated public address system
Plumbing	Sink at each lab station and at teacher's demonstration area. Local acid waste drain Eyewash & body shower with floor drain

<b>SCIENCE - CHEMISTRY</b>	
Proposed SF: 1200 SF nominal size. See Space compilation for exact size	
Number: 5	
Student Count: 25	
Space Concept for Flexible Labs: Perimeter casework with countertop and overhead cabinets. Student sinks in the countertops at regular intervals to allow portable tables to abut to form 4-student workstations. The classrooms should be designed with technology integrated into each instructional workstation including the lab stations. Casework and furniture configurations should support a number of teaching styles, including lectures, lab work, small group and individual instruction.	
Access/Location	Access to Prep Room
Classroom Storage	Display and bookshelves Storage cabinets for learning materials and project storage, lockable Fixed cabinets and accessible work surfaces Lab casework with epoxy counters Chemical/Flammable storage cabinets
Teacher Storage	Tall wardrobe/storage cabinet, lockable
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Resilient Flooring
Display	Marker/whiteboard Tack board & display boards Projection screen/surfaces
Student Furniture	Modular rectangular tables with chairs in a CLAB set-up At least one ADA-compliant student desk Wireless computer stations Lab Chairs Student cubbies and coat hooks
Teacher Furniture	Teacher Desk and Chair Lateral file cabinet Teacher demonstration desk with sink, power, gas, and air
Other Furniture	Flag Bracket & Flag

Special Needs/Equipment	Lab stations with sinks, power, gas, and air Room darkening shades Fume hood (could be shared between Prep Rooms and Classrooms) Fire blanket and cabinet Fire extinguisher and cabinet Personal protective equipment (PPE) cabinet
Classroom Technology	Power outlets: with USB charging modules Interactive Whiteboard/ LED Panel Voice, video and data ports Ceiling mounted speakers Wireless & Hard-wired Network Integrated public address system
Plumbing	Sink at each lab station and at teacher's demonstration area. Local acid waste drain Eyewash & body shower with floor drain

<b>SCIENCE - PREP</b>	
Space: Prep Room	
Proposed SF: 300 SF	
Number: 11	
Access/Location	Shared between (2) Science Rooms
Classroom Storage	Storage cabinets for learning materials and project storage, lockable Fixed cabinets and accessible work surfaces Lab casework with epoxy counters Chemical/Flammable storage cabinets
Teacher Storage	Tall wardrobe/storage cabinet, lockable
Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Resilient Flooring
Display	Marker Board Bulletin boards
Furniture	Tables for lab prep Built-in counters with shelving above and below around perimeter of the room Secured storage for materials Chemical storage cabinets; a separate and secure storage closet for flammables
Special Needs/Equipment	Refrigerator with ice maker Fume hood (could be shared between Prep Rooms and Classrooms) Fire extinguisher and cabinet Personal protective equipment (PPE) cabinet
Plumbing	(1) sink per Prep Room Glassware dishwasher Eye wash and emergency showers where applicable

<b>APPLICATIONS LAB</b>	
STEM Labs	
Proposed SF: 1200 SF nominal size. See Space compilation for exact size	
Number: 4	
Student Count: 25	
Space Concept: The labs should be designed for an integrated approach to technology and multiple furniture arrangements and flexible classroom configurations. The space should function as a general shared instructional space. Equip all STEM Labs with required services but for opening day equip only 1 to the specification here, and 3 to the Project Lab specification.	
Access/Location	Contiguous with the Extended Learning Area; near Science
Classroom Storage	Built-in counters with shelving below around perimeter of the room Counters to showcase student work and/or allow for standing collaborative work Secured storage for materials
Teacher Storage	Tall wardrobe/storage cabinet, lockable
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Resilient Flooring
Display	Multiple magnetic whiteboards (wall-to-wall) on front and side walls Rolling whiteboards Bulletin boards lining the back wall
Student Furniture	4FT X 6FT project tables, gangable, for collaboration in center of room. Computer tables/workstations built into perimeter cabinetry for 2 students with desktop computers around perimeter of classroom Soldering alcove in perimeter casework Student chairs
Teacher Furniture	Teacher desk built into perimeter casework and chair Lateral/vertical file cabinet
Other Furniture	Flag bracket & flag
Special Needs/Equipment	Fume hood for soldering Laser Printers Flat bed Laser Cutter with ventilation system Table top Drill Press Table top mini Table Saw Pegboards and slat wall/open shelving to store hand tools Bins on racks for spare parts Unobstructed green wall for photo shoots Tripod with camera Table top spray booth for aerosol paint application Refrigerator with ice maker Appropriate combustion class fire extinguishers Personal protective equipment (PPE) cabinet Black-out window shades Window to Extended Learning Area

Classroom Technology	Power outlets: with USB charging modules Recharging stations for cordless power tools Interactive Whiteboard/ LED Panel Voice, video and data ports Ceiling mounted speakers Wireless & Hard-wired Network Integrated public address system Document Camera
Plumbing	Lab sink Eye wash and emergency showers where applicable

APPLICATIONS LAB/PROJECTS	
Project Labs	
Proposed SF: 1000 SF nominal size. See Space compilation for exact size	
Number: 8	
Student Count: 25	
Space Concept: The labs should be designed to support active hands-on learning for core subjects, business, and English Learners. The space should function as a general shared instructional space.	
Access/Location	Contiguous with the Extended Learning Area
Classroom Storage	Built-in counters with shelving below around perimeter of the room Counters to showcase student work and/or allow for standing collaborative work Secured storage for materials
Teacher Storage	Secure storage for hand tools and hand power tools
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Resilient Flooring
Display	Multiple magnetic whiteboards (wall-to-wall) on front and side walls Rolling whiteboards Bulletin boards lining the back wall
Student Furniture	4FT X 6FT project tables, gangable, for collaboration in center of room. Computer tables/workstations built into perimeter cabinetry for 12 students with desktop computers Student chairs
Teacher Furniture	Teacher desk built into cabinetry and chair Lateral/vertical file cabinet
Other Furniture	Flag bracket & flag
Special Needs/Equipment	Windows, glazed barn doors, garage doors, Nano-walls, or glazed sliding doors to Extended Learning Area - consider acoustic requirements Refrigerator with ice maker Black-out window shades

Classroom Technology	Power outlets: with USB charging modules Recharging stations for cordless power tools Interactive Whiteboard/ LED Panel Voice, video and data ports Ceiling mounted speakers Wireless & Hard-wired Network Integrated public address system Document Camera
Plumbing	(4) lab sinks Eye wash and emergency showers where applicable

EXTENDED LEARNING AREAS	
Proposed SF: 1200 SF in Core and 500Sf each in PE/Athletics, Arts, and Special Education, plus application of the circulation factor to create additional space seamlessly	
Number: 8 in core learning, plus 1 in PE/Athletics, 1 in Arts and 1 in Special Education	
Space Concept: The classrooms should be designed for an integrated approach to technology and multiple furniture arrangements and flexible classroom configurations. The space should function seamlessly with adjacent Classroom and Labs, as a shared breakout instructional space, a presentation area, small group discussion area, quiet reflective study area, all flexible to be changed during each day, week, or semester	
Access/Location	Central to the student learning communities
Classroom Storage	Display and bookshelves that can be used as dividers to semi-isolate student collaboration areas
Teacher Storage	Tall wardrobe/storage cabinet, lockable
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Carpet
Display	Walls should be functional work space and for showing student work. Marker/whiteboard Tack board & display boards Projection screen/surfaces
Furniture	Comfortable, movable, modular, gangable student furniture for informal small group collaborative work Club chairs Bean bag chairs Built-in countertops at perimeter/windows to support reflective learning Small elevated platform for presentations Small Learning Stair
Classroom Technology	Power outlets: with USB charging modules Interactive Whiteboard/ LED Panel Voice, video and data ports Ceiling mounted speakers Wireless & Hard-wired Network Integrated public address system Aux ports for plugging into display

TEACHER PREP WORKROOM/ PLANNING CENTER	
Number: 8 in core Small Learning Communities and 1 in each of Arts and Special Education	
Proposed SF: 500 SF in Core and Arts, 200SF in Special Education	
Access/Location	One per Small Learning Community Staff toilets contiguous
Storage	Bookshelves Lockable teacher storage wardrobes; one (1) for each teacher Lateral files for each teacher Secured storage for teacher materials
Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Resilient Flooring
Display	Multiple magnetic whiteboards Bulletin boards
Furniture	Built-in countertops or office systems desk components around perimeter of the room Swivel office chairs to accommodate up to 16 teacher work stations Center conference table for collaborative work
Special Needs/Equipment	Kitchenette with sink and cabinetry Microwave Coffee maker Refrigerator
Technology	Network copier/printer/fax machine
Plumbing	Kitchenette sink

TEACHER PREP WORKROOM - STAFF TOILETS	
Proposed SF: 60 sf	
Number: 16 in core, 2 in Special Education, 2 in Arts, 4 in Admin, 2 in Guidance	
Access/Location	Often accessed through Teacher Prep/Workroom/Planning Center ADA accessible
Lighting	General lighting
Flooring	Tile
Special Needs/Equipment	Moisture resistant drywall Toilet accessories including mirror
Plumbing	ADA compliant fixtures

SMALL GROUP ROOM	
Proposed SF: 150 SF	
Number: 8, one per core Small Learning Community	
Access/Location	Contiguous with Extended Learning Area
Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Resilient Flooring
Display	Multiple magnetic whiteboards Bulletin boards lining the back wall
Furniture	Comfortable chairs/desks/tables to accommodate two to six students (flexible/adaptable/easily movable work stations)
Technology	Document Camera Interactive Whiteboard/ LED Panel

INSTRUCTIONAL MATERIAL STORAGE	
Proposed SF: 200 SF	
Number: 8 in core at each Small Learning Community, 1 in Special Education	
Access/Location	Off Teacher Workroom/Planning Center
Lighting	General lighting
Flooring	Sealed concrete flooring
Furniture	Shelving to accommodate instructional materials

PHONE BOOTH	
Proposed SF: 35 SF	
Number: 8 in core at each Small Learning Community, 2 in Special Education	
Access/Location	Adjacent to Teacher Prep/Workroom/Planning Center
Lighting	Same as Teacher Work/Planning Center
Flooring	Same as Teacher Work/Planning Center
Furniture	Swivel office chair
Special Needs/Equipment	Built-in 18" deep desk height counter
Technology	Internet connection Electric outlet at counter height Power outlets: with USB charging modules

PRIVATE OFFICES	
Proposed SF: 120 SF	
Number: 8 in core, 1 in Special Education, 1 in Arts, 2 for JROTC in PE/Athletics	
Access/Location	Within Student Learning Communities off Teacher Workrooms/Planning Centers
Lighting	Acoustical Tile Multi level direct/indirect lighting Task lighting
Flooring	Carpet tile
Display	Multiple magnetic whiteboards Bulletin board
Furniture	Office systems desk per office Swivel office chair per office Two visitor chairs in other Offices Lockable storage/wardrobe Lockable lateral files One (1) large wall unit bookcase per office
Technology	Power outlets: with USB charging modules One (1) computer per work area Interactive LED Panel

**Special Education Spaces and Support Spaces**

SPECIAL EDUCATION - CORE	
This space is identical to general Classrooms except furniture and equipment	
Proposed SF: 900 SF nominal size. See Space Compilation for exact size	
Number: 3	
Student Count: 10	
Space Concept: The classrooms should be designed for an integrated approach to technology and multiple furniture arrangements and flexible classroom configurations. The space should function as a general shared instructional space.	
Access/Location	In Special Education Small Learning Community, adjacent to Extended Learning Area. Access to the shared kitchen space and work space (Team Room)
Classroom Storage	Display and bookshelves Storage cabinets for learning materials and project storage, lockable Fixed cabinets and accessible work surfaces
Teacher Storage	Tall wardrobe/storage cabinet, lockable
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Resilient Flooring

Display	Marker/whiteboard Tack board & display boards Projection screen/surfaces
Student Furniture	Modular rectangular tables with chairs to support up to 10 students Partitions for 1-1 work
Teacher Furniture	Teacher desk and chair Lateral/vertical file cabinet
Other Furniture	Flag bracket & flag
Special Needs/Equipment	Windows to Extended Learning Area
Classroom Technology	Power outlets: with USB charging modules Interactive Whiteboard/ LED Panel Voice, video and data ports Ceiling mounted speakers Wireless & hard-wired network Integrated public address system

<b>SPECIAL EDUCATION - ASD</b>	
Space: ASD	
Proposed SF: 900 SF nominal size. See Space Compilation for exact size	
Number: 2	
Access/Location	In Special Education Small Learning Community, adjacent to Extended Learning Area. Access to the shared kitchen space and work space (Team Room)
Classroom Storage	Built-in counters with shelving above and below Secured storage for materials, tall storage cabinets or a closet.
Teacher Storage	Tall wardrobe/storage cabinet, lockable
Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Resilient Flooring that allows for easy movement
Display	Marker/whiteboard Tack board & display boards Projection screen/surfaces
Student Furniture	Comfortable chairs/desks/tables (flexible/adaptable/easily movable work stations, standing tables)
Teacher Furniture	Teacher desk and chair Lateral/vertical file cabinet
Other Furniture	Bookshelves Partitions for 1-1 work
Special Needs/Equipment	Quiet area in room with floor mats

Classroom Technology	Power outlets: with USB charging modules Interactive Whiteboard/ LED Panel Projection devices for collaborative work Voice, video and data ports Ceiling mounted speakers Wireless & hard-wired network Integrated public address system Sufficient mobile devices for each student with charging station
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SPECIAL EDUCATION - NURSE OFFICE FOR MEDICALLY FRAGILE	
Proposed SF: 450 SF total in multiple rooms. See Space Compilation for exact size.	
Number: 1	
Access/Location	Suite of spaces
Spaces	Arrival/Waiting Room: 150 SF Office/Exam Room: 120 SF Barrier-free Toilet: 60 SF Supplies Storage Room: 80 SF Secure Medical Supplies Storage: 40 SF
Storage	Vertical storage cabinet in Office/Exam
Lighting	Acoustical Tile Multi level direct/indirect lighting Task lighting
Flooring	Resilient Flooring
Display	Bulletin Board
Furniture	Base cabinet with sink in Office/Exam Two (2) locking wall cabinets in Office/Exam One (1) office systems desk in Office/Exam with office chair One (1) exam table in Office/Exam Two (2) five-drawer file cabinets in Office/Exam Two (2) lockable full height medicine cabinets in Office/Exam Two (2) visitor chairs in Arrival/Wait
Special Needs/Equipment	Adjustable shelving in Supplies Storage Room and Secure Medical Supplies Storage Refrigerator with generator back-up Microwave 2 wheel chairs
Technology	Power outlets: with USB charging modules Polycom telephone Interactive LED Panel Aux ports for plugging into display 1 desktop computer
Plumbing	Sink in Office/Exam (1) toilet and sink in Bathroom Eye-wash station

SPECIAL EDUCATION - TEAM	
Space: Medically Fragile	
Proposed SF: 16500 SF in multiple rooms. See Space Compilation for exact size	
Number: 1	
Access/Location	In Special Education Small Learning Community, adjacent to Extended Learning Area.
Spaces:	TEAM Classroom: 900 SF Storage: 450 SF Shared Kitchen/Laundry Room: 150 SF TEAM Toilet/Shower/Changing: 150 SF
Classroom Storage	Built-in counters with shelving above and below Secured storage for materials
Teacher Storage	Tall wardrobe/storage cabinet, lockable
Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Resilient Flooring that allows for easy movement
Display	Marker/whiteboard Tack board & display boards Projection screen/surfaces
Student Furniture	Comfortable chairs/desks/tables (flexible/adaptable/easily movable work stations, standing tables) Modular rectangular tables with chairs to support up to 10 students Partitions for 1-1 work
Teacher Furniture	Teacher desk and chair Lateral/vertical file cabinet
Other Furniture	Bookshelves Storage for large adaptive equipment and furniture (chairs, prone standers, supine standers, large walkers, gait trainers, therapy balls, etc.) changing table
Special Needs/Equipment	Washer/dryer Refrigerator Microwave Dishwasher Stove/oven
Classroom Technology	Power outlets: with USB charging modules Interactive Whiteboard/ LED Panel Projection devices for collaborative work Voice, video and data ports Ceiling mounted speakers Wireless & hard-wired network Integrated public address system Sufficient mobile devices for each student with charging station
Plumbing	(1) Sink Attached Toilet Room

SPECIAL EDUCATION - RESOURCE	
Space: Autism	
Proposed SF: 450 SF nominal size. See Space Compilation for exact size	
Number: 15	
Access/Location	In Academic, PE/Athletics and Arts Small Learning Communities, adjacent to Extended Learning Area
Classroom Storage	Built-in counters with shelving above and below Secured storage for materials, tall storage cabinets or a closet.
Teacher Storage	Tall wardrobe/storage cabinet, lockable
Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Resilient Flooring that allows for easy movement
Display	Marker/whiteboard Tack board & display boards Projection screen/surfaces
Student Furniture	Comfortable chairs/desks/tables for up to 15 students (flexible/adaptable/easily movable work stations, standing tables)
Teacher Furniture	Teacher desk and chair Lateral/vertical file cabinet
Other Furniture	Bookshelves Partitions for 1-1 work
Special Needs/Equipment	Quiet area in room with floor mats
Classroom Technology	Power outlets: with USB charging modules Interactive Whiteboard/ LED Panel Projection devices for collaborative work Voice, video and data ports Ceiling mounted speakers Wireless & hard-wired network Integrated public address system Sufficient mobile devices for each student with charging station

SPECIAL EDUCATION - EL CLASSROOMS	
Proposed SF: 900 SF nominal size. See Space Compilation for exact size	
Number: 5	
Student Count: 18	
Space Concept: The classrooms should be designed for an integrated approach to technology and multiple furniture arrangements and flexible classroom configurations. The space should function as a general shared instructional space.	
Access/Location	Load in a cluster at the entry to Freshman House Small Learning Communities

Classroom Storage	Display and bookshelves Storage cabinets for learning materials and project storage, lockable Fixed cabinets and accessible work surfaces
Teacher Storage	Tall wardrobe/storage cabinet, lockable
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Resilient Flooring
Display	Marker/whiteboard Tack board & display boards Projection screen/surfaces
Student Furniture	Modular rectangular tables with chairs to support up to 20 students Circular tables for small groups with chairs
Teacher Furniture	Teacher desk and chair Lateral/vertical file cabinet
Other Furniture	Flag bracket & flag
Special Needs/Equipment	Windows, glazed barn doors, garage doors, Nano-walls, or glazed sliding doors to Extended Learning Area
Classroom Technology	Power outlets: with USB charging modules Interactive Whiteboard/ LED Panel Voice, video and data ports Ceiling mounted speakers Wireless & hard-wired network Integrated public address system

<b>SPECIAL EDUCATION - OT/PT Room</b>	
Proposed SF: 450 SF	
Number: 1	
Access/Location	Close proximity to ASD/CORE/TEAM. Connected to the Sensory Room
Storage	Storage for OT/PT equipment Two (2) lockable teacher storage wardrobe Two (2) lockable four-drawer filing cabinet Built-in counters with shelving below around perimeter of the room Secured storage for materials
Lighting	Acoustical Tile Multi level direct/indirect lighting
Flooring	Resilient Flooring
Display	Magnetic whiteboards Bulletin boards lining the back wall
Furniture	Teacher desk/chair (possibly built in to counter area or with office systems workstation components to save space)

Special Needs/Equipment	<p>Various equipment for Occupational Therapy                  Area for gross motor activities                  Floor mats                  Sling/swing suspended from ceiling anchor</p>
Technology	<p>Power outlets: with USB charging modules                  Interactive Whiteboard/ LED Panel                  Voice, video and data ports                  Ceiling mounted speakers                  Wireless &amp; hard-wired network                  Integrated public address system</p>

SPECIAL EDUCATION - SENSORY ROOM	
Proposed SF: 200 SF	
Number: 1	
Access/Location	In Special Education Small Learning Community, adjacent to Extended Learning Area. Connected to the OT/PT Room.
Storage	Storage for OT/PT equipment
Lighting	<p>Carpet tiles                  Multi level direct/indirect lighting</p>
Flooring	Resilient Flooring
Display	<p>Magnetic whiteboards                  Bulletin boards lining the back wall</p>
Furniture	<p>Teacher desk/chair (possibly built in to counter area to save space)                  Bean bag chairs                  Couch or club chairs</p>
Special Needs/Equipment	<p>Sensory swing                  Floor mats                  Room darkening shades                  Aquarium</p>
Technology	<p>Power outlets: with USB charging modules                  Interactive Whiteboard/ LED Panel                  Voice, video and data ports                  Ceiling mounted speakers                  Wireless &amp; hard-wired network                  Integrated public address                  Built-in audio system with control equipment in a cabinet</p>

SPECIAL EDUCATION - TESTING ROOM	
Proposed SF: 150 SF	
Number: 2	
Access/Location	In Special Education Small Learning Community, adjacent to Extended Learning Area
Lighting	Acoustical Tile Multi level direct/indirect lighting
Flooring	Carpet tile
Display	Whiteboards Bulletin board
Furniture	Table and chairs
Technology	Power outlets: with USB charging modules Interactive Whiteboard/ LED Panel Voice, video and data ports Ceiling mounted speakers Wireless & hard-wired network Integrated public address

SPECIAL EDUCATION - ADMINISTRATION OFFICES	
Proposed SF: varies	
Number: 1 suite	
Access/Location	In Special Education Small Learning Community, adjacent to Extended Learning Area Close proximity to the Guidance Offices.
Spaces:	Private Office: 120 SF Confidential Phone Booth: (2) @ 35 SF Secretary/Reception: 200 SF Secure Files: 80 SF
Lighting	Acoustical Tile Multi level direct/indirect lighting Task lighting
Flooring	Carpet tile
Display	Whiteboard Bulletin board
Furniture	Furniture for Private Office and Phone Booth to be identical to that in academic Teacher Workroom/Planning Centers Lockable storage/wardrobe Furniture for Secretary/Reception to be identical to Freshman House Secretary/Assistant area Lockable lateral files One (1) large wall unit bookcase
Technology	Power outlets: with USB charging modules One (1) computer per work area/office Security "panic" button Network copier

SPECIAL EDUCATION - WORKROOM/ CONFERENCE ROOM	
Proposed SF: 150 SF	
Number: 1	
Access/Location	In Special Education Small Learning Community, adjacent to Extended Learning Area
Storage	Cabinets for general office supplies
Lighting	Acoustical Tile Multi level direct/indirect lighting Task lighting
Flooring	Carpet tile
Display	Whiteboard Bulletin board
Furniture	Table with seating Credenza
Technology	Power outlets: with USB charging modules Interactive LED Panel Aux ports for plugging into display Printer

**Administration Spaces and Support Spaces**

ADMINISTRATIVE - OFFICES	
Proposed SF: varies see below and Space Compilation	
Number: 8	
Access/Location	Adjacent to main office reception and secretarial area
Spaces:	Principal's Office: 195 SF Assistant Principals' Offices: (3) @ 120 SF Account Clerk's Office: 120 SF Data Processing Office: 120 SF Dean of Student's Office: 120 SF Registrar's Office: 120 SF
Lighting	Acoustical Tile Multi level direct/indirect lighting Task lighting
Flooring	Carpet tile
Display	Whiteboards Bulletin board
Furniture	Office systems desk per office Swivel office chair per office Seating for four (4) at conference table in Principal's Office Two visitor chairs in other Offices Lockable storage/wardrobe Lockable lateral files One (1) large wall unit bookcase per office

Technology	Power outlets: with USB charging modules One (1) computer per work area Security “panic” button Network copier
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ADMINISTRATIVE – MIAN OFFICE RECEPTION AND SECRETARIAL AREA	
Proposed SF: See below	
Number: 1 suite	
Access/Location	Located near Main Entrance as entry area Adjacent to main office, assistant principal office, dean of students office, counselor offices and conference room
Spaces:	Reception Area: 300 SF Secretarial Area: 300 SF Administration Storage: 150 SF Vault/Records Storage: 80 SF
Lighting	Acoustical Tile Multi level direct/indirect lighting Task lighting
Flooring	Carpet tile
Display	Whiteboards Bulletin board
Furniture	Office systems desk per office or work space Swivel office chair per desk Two visitor chairs in closed Offices Lockable storage/wardrobe Lockable lateral files One (1) large wall unit bookcase per office Soft furniture for visitor seating Fire-rated student file storage
Special Needs/Equipment	Multiple windows to view visitor activity
Technology	Power outlets: with USB charging modules One (1) computer per work area Security “panic” button Network copier

ADMINISTRATIVE - FRESHMAN HOUSE	
Proposed SF: see below	
Number: 1 suite	
Access/Location	
Spaces:	Freshman House Secretary/Assistant Area: 150 SF Freshman House Assistant Principal's Office: 120 SF
Lighting	Acoustical Tile Multi level direct/indirect lighting Task lighting

Flooring	Carpet tile
Display	Whiteboards Bulletin board
Furniture	Office systems desk per closed office Swivel office chair per office Two visitor chairs in each Office Lockable storage/wardrobe Lockable lateral files One (1) large wall unit bookcase per office Desk and chair per office
Technology	Power outlets: with USB charging modules One (1) computer per work area/office Security "panic" button Network copier

<b>ADMINISTRATIVE - SECURITY</b>	
Proposed SF: 580 SF TOTAL	
Number: Four functionally related rooms in various locations	
Access/Location	School Resource Officers located at Main Public Entrance and at Student Entrance; Security Head Office and Staff Security Room located in Main Office Suite
Spaces:	School Resource Officer: (2) @ 80 SF Security Head Office: 120 SF Security Staff Room: 300 SF
Lighting	Acoustical Tile Multi level direct/indirect lighting Task lighting
Flooring	Carpet tile
Display	Whiteboard Bulletin board
Furniture	Furniture for Head Office to be identical to same sized offices in Admin. Suite Furniture for School Resource Officers to be same except 6 FT long control station with security equipment Furniture for Staff Room to be: Central table with seats for six (6) 12' long control station with security equipment and two swivel chairs 6' base and overhead cabinet with sink
Special Needs/Equipment	Microwave Under counter refrigerator
Technology	Central location for school-wide security systems Power outlets: with USB charging modules One (1) computer per work area Security "panic" button Security Monitors
Plumbing	Small residential sink in Staff Room

ADMINISTRATIVE & GUIDANCE - CONFERENCE ROOMS	
Proposed SF: 200 SF to 400 SF	
Number: 4	
Access/Location	Adjacent to administrative offices & Guidance Offices
Spaces:	Small Conference Rooms: Two (2) @ 200 SF Large Conference Room: 400 SF
Lighting	Acoustical Tile Multi level direct/indirect lighting Task lighting
Flooring	Carpet tile
Display	Whiteboards Bulletin board
Furniture	Conference table Seating for up to sixteen (16) Credenza
Technology	Power outlets: with USB charging modules Polycom telephone Document Camera Interactive LED Panel Aux ports for plugging into display

ADMINISTRATIVE - MAIL/WORK/COPY ROOM/KITCHENETTE	
Proposed SF: 380 SF	
Number: 1	
Access/Location	Near Main Office
Storage	Staff mailboxes Built-in counters with shelving below
Lighting	Overhead cabinets and open shelving above
Flooring	Resilient Flooring
Display	Magnetic whiteboards Bulletin boards
Furniture	Table and six (6) chairs
Special Needs/Equipment	Coffee maker Built-in microwave
Technology	High capacity network copier/printer Shredder
Plumbing	(1) sink

ADMINISTRATIVE - STUDENT SUPPORT CENTER	
Proposed SF: 900 SF	
Number: 1	

Access/Location	Within Main Office suite, adjacent to Assistant Principal Office
Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Resilient Flooring
Display	Marker/whiteboard Tack board & display boards
Furniture	Individual student classroom furniture
Technology	Power outlets: with USB charging modules Interactive Whiteboard/ LED Panel Voice, video and data ports Ceiling mounted speakers Wireless & hard-wired network Integrated public address system

<b>BACK PACK PROGRAM PANTRY</b>	
Proposed SF: 120 SF	
Number: 1	
Space Concept: A place for school kids in need of food assistance to access food discretely.	
Access/Location	"Quick-in, quick-out" location in Guidance Suite
Storage	Perimeter 16" deep adjustable shelving
Lighting	Acoustical Tile Multi level direct/indirect lighting
Flooring	Resilient Flooring

<b>SCHOOL STORE</b>	
Proposed SF: 200 SF	
Number: 1	
Access/Location	Highly visible location near Cafeteria entry
Storage	Vertical built-in storage cabinet for bulk supplies
Lighting	Acoustical Tile Multi level direct/indirect lighting
Flooring	Resilient Flooring
Display	Slat wall with varied display fittings Magnetic whiteboard Bulletin board
Furniture	Perimeter base cabinets with countertop Adjustable Shelving Bookcases
Special Needs/Equipment	Point of Sale equipment for conducting store transactions
Technology	One (1) computer

PARENT/VOLUNTEER ROOM	
Proposed SF: 200 SF	
Number: 4	
Access/Location	Off Reception area of Main Office
Lighting	Acoustical Tile Multi level direct/indirect lighting Task lighting
Flooring	Resilient Flooring
Display	Whiteboards Bulletin board
Furniture	4 club chairs Built-in desk height countertop with 2 office chairs
Technology	Power outlets: with USB charging modules Polycom telephone Interactive LED Panel Aux ports for plugging into display 1 desktop computer

**Guidance and Support Spaces**

GUIDANCE - OFFICES	
Proposed SF: Varied, see below	
Number: 1	
Access/Location	Adjacent to Career Center and Special Education Administration
Spaces:	Guidance Secretary/Reception: 200 SF Guidance Counselor's Offices: (12) @ 120 SF Psychologists' Offices: (3) @ 120 SF Social Workers' Offices: (3) @ 120 SF Speech/Language Pathologists' Offices: (2) @ 120 SF Itinerant Personnel Offices: (2) @ 120 SF Guidance Storage: 150 SF
Lighting	Acoustical Tile Multi level direct/indirect lighting Task lighting
Flooring	Carpet tile
Display	Whiteboards Bulletin board
Furniture	Office systems desk and office swivel chair per office Guest seating for four (4) Lockable storage/wardrobe Lockable lateral files One (1) large wall unit bookcase per office

Technology	Power outlets: with USB charging modules One (1) computer per office/ work area Security “panic” button Network copier
Plumbing	Two (2) Guidance toilets and one (1) visitor toilet

GUIDANCE - CAREER CENTER/COMPUTER ROOM	
Proposed SF: 900 SF	
Number: 1	
Access/Location	Directly off Guidance arrival area
Storage	Built-in counters with shelving below around perimeter of the room
Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Resilient Flooring
Display	Walls should be functional workspaces and for showcasing promotional materials Marker/whiteboard Tack board & display boards
Furniture	Student chairs/tables to accommodate up to twenty (28) students (flexible/adaptable/easily movable work stations, each able to hold a laptop computer) Teacher station Four (4) permanent workstations at perimeter with one (1) desktop computer each Bookshelves
Special Needs/Equipment	Closed deep display case in corridor
Technology	Power outlets: with USB charging modules One (1) computer per work area Interactive Whiteboard/ LED Panel Voice, video and data ports Ceiling mounted speakers Wireless & hard-wired network Integrated public address system Laptop charging station lockable cabinet

**Nurse/Clinics and Support Spaces**

HEALTH CLINIC	
Proposed SF: 550 SF total in multiple rooms	
Number: 1	
Access/Location	Suite of spaces
Spaces	Arrival/Waiting Room: 150 SF Office/Exam Room: 120 SF Barrier-free Toilet: 60 SF Lie Down Area with 2 cots: 100 SF Supplies Storage Room: 80 SF Secure Medical Supplies Storage: 40 SF
Storage	Vertical storage cabinet in Office/Exam
Lighting	Acoustical Tile Multi level direct/indirect lighting Task lighting
Flooring	Resilient Flooring
Furniture	Base cabinet with sink in Office/Exam Two (2) locking wall cabinets in Office/Exam One (1) office systems desk in Office/Exam with office chair Two (2) cots in Lie-down Area One (1) exam table in Office/Exam Two (2) five-drawer file cabinets in Office/Exam Two (2) lockable full height medicine cabinets in Office/Exam Four (4) visitor chairs in Arrival/Wait
Special Needs/Equipment	Adjustable shelving in Supplies Storage Room Secure Medical Supplies Storage Refrigerator with generator back-up Microwave 2 wheel chairs 20 foot eye exam area
Technology	Power outlets: with USB charging modules Polycom telephone Interactive LED Panel Aux ports for plugging into display 1 desktop computer
Plumbing	Sink in Office/Exam (1) toilet and sink in Bathroom Eye-wash station

<b>COMMUNITY CLINIC</b>	
Proposed SF: 750 SF	
Number: 1	
Access/Location	Near Main Administration, Special Education, and Public Entry
Spaces:	Community Health Clinic: 550 SF TOTAL, including: Arrival/Waiting Room serving both Medical and Dental suites: 150 SF Office/Exam Rooms: 120 SF and 100 SF Barrier-free Toilet: 60 SF Supplies Storage Room: 80 SF Secure Medical Supplies Storage: 40 SF Dental Clinic: 200 SF TOTAL, including: One (1) Office/Exam Room: 120 SF Dental Workroom/ Supplies Storage Room: 80 SF
Storage	Closed lockable cabinets
Lighting	Acoustical Tile Multi level direct/indirect lighting Task lighting
Flooring	Resilient Flooring
Furniture	Base cabinet with sink in each Office/Exam Two (2) locking wall cabinets in Office/Exam One (1) office systems desk in each Office/Exam with office chair One (1) exam table in Office/Exam Two (2) five-drawer file cabinets in Office/Exam Two (2) lockable full height medicine cabinets in Office/Exam Four (4) visitor chairs in Arrival/Wait One (1) dental chair in Dental Office/Exam
Special Needs/Equipment	Adjustable shelving in Supplies Storage Room and Secure Medical Supplies Storage Refrigerator with generator back-up Microwave 2 wheel chairs
Technology	Power outlets: with USB charging modules Polycom telephone Interactive LED Panel Aux ports for plugging into display Two (2) desktop computers
Plumbing	Interactive LED Panel Aux ports for plugging into display 1 desktop computer

**Media Center and Support Spaces**

<b>MEDIA CENTER</b>	
Reading Room/Circulation	
Proposed SF: 8725 SF nominal, see Space Compilation for actual SF	
Number: 1	
Space Concept: An open flexible space supporting varies activities that may change over time, supporting student collaboration and individual student study modality differences.	
Access/Location	The Media Center/ Learning Commons will be centrally located; “the heart of the school”
Storage	The Circulation Center will be located as a control point at the entry to the Media Center/ Learning Commons and adjacent to the workroom and media specialist office
Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Wall-to-wall carpeting
Display	Bulletin Boards to display student work and promotional materials
Furniture	Flexible book shelving that can easily be reconfigured for the book collection
Special Needs/Equipment	Self-checkout technology compatible with cafeteria-type self-checkout software Printer
Technology	Power outlets: with USB charging modules Four (4) staff computers for the circulation desk area Interactive Whiteboard/ LED Panel Voice, video and data ports Ceiling mounted speakers Wireless & hard-wired network Integrated public address system

<b>MEDIA SPECIALIST OFFICE</b>	
Proposed SF: 120 SF	
Number: 1	
Access/Location	Adjacent to Circulation Desk
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting Task lighting
Flooring	Carpet tile
Display	Whiteboard Bulletin board

Furniture	Office systems desk Swivel office chair Two visitor chairs Lockable storage/wardrobe Lockable lateral files One (1) large wall unit bookcase
Technology	Power outlets: with USB charging modules One (1) computer per work area Security "panic" button Network copier

<b>MEDIA WORKROOM/STORAGE</b>	
Proposed SF: 400 SF	
Number: 1	
Access/Location	Large windows to Media Center/ Learning Commons to support supervision
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting
Flooring	Carpet tile
Display	Whiteboards Bulletin board
Furniture	Perimeter base and overhead cabinets Work table at center with chairs Book cases, 6 shelves high Four (4) rolling book carts
Special Needs/Equipment	Microwave Coffee maker
Technology	Power outlets: with USB charging modules One (1) computer area Voice, video and data ports Ceiling mounted speakers Wireless & hard-wired network Integrated public address system
Plumbing	One (1) residential sink

<b>IT OFFICES &amp; REPAIR CENTER</b>	
Proposed SF: 200 SF	
Number: 1	
Access/Location	Adjacent to Main Server Room and Media Center/ Learning Commons entry to facilitate computer drop-offs
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting Task lighting

Flooring	Carpet tile
Display	Whiteboards Bulletin board
Furniture	Two (2) office systems desks per office Swivel office chair per desk 8 FT computer repair counter with overhead cabinets Lockable storage/wardrobe Lockable lateral files One (1) large wall unit bookcase per office
Technology	Power outlets: with USB charging modules One (1) computer per work area Security "panic" button Network copier

<b>MAIN SERVER ROOM</b>	
Proposed SF: 250 SF	
Number: 1	
Access/Location	Adjacent to IT Offices and Media Center Learning Commons
Storage	Adjustable shelving units Counter area 2 x 4 feet) standing height
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting Task lighting
Flooring	Anti-static flooring
Special Needs/Equipment	Ladder Rack/cable tray Dedicated low pressure HVAC (7x24x365 cooling) Dry fire suppression system
Technology	6 dedicated 20AMP circuits on generator backup ( 2 for each rack)

**Visual Arts and Support Spaces**

VISUAL ARTS - FLEX STUDIOS (2D & 3D)	
Printmaking, Painting, Sculpture,	
Proposed SF: (1) @ 1200 SF, (2) @ 1000 SF	
Number: 3	
Student Count: 24 students per studio	
Space Concept: Allow instruction to be visible from circulation	
Access/Location	Studio off Arts Extended Learning Area. Indirect north light preferable.
Classroom Storage	Bookshelves Built-in counters with shelving below around perimeter of the room Counters to showcase student Secured storage for materials
Teacher Storage	Tall wardrobe/storage cabinet, lockable
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Slip resistant flooring that allows for easy cleanup
Display	Multiple magnetic whiteboards (wall-to-wall) on front and side walls Walls should be functional work spaces and for showcasing student work Bulletin boards lining the back wall Closed deep display cases in Learning Community/Visual Arts corridors
Student Furniture	Twelve (12) large gangable tables; twenty four (24) chairs
Teacher Furniture	Teacher desk and chair Lateral/vertical file cabinet
Special Needs/Equipment	3D printers (2) Printing Presses (3) drying racks In 3D only: (2) Large hot plates, soldering iron, laser cutter, Countertop table saw, glass cutting station, flame station Dust collection ductwork
Classroom Technology	Power outlets: with USB charging modules Sufficient electrical outlets Interactive Whiteboard/ LED Panel Voice, video and data ports Ceiling mounted speakers Wireless & hard-wired network Integrated public address system
Plumbing	Three (3) deep sinks with plaster trap drains

VISUAL ARTS - POTTERY & CERAMICS	
Pottery & Ceramics Studio Classroom, Kiln/Ceramics Storage	
Proposed SF: Studio 1300 SF, Kiln/ Ceramics Storage 400 SF	
Number: 1	
Student Count: 24 per studio	
Space Concept: Allow instruction to be visible from circulation	
Access/Location	Studio off Arts Extended Learning Area. Indirect north light preferable. Kiln Room accessed through Pottery & Ceramics Studio with proper ventilation
Spaces:	Studio and Kiln/Ceramics Storage
Classroom Storage	Built-in counters with shelving below around perimeter of the room Counters to showcase student Secured storage for materials (glaze, clay, tools, etc.) Combination of damp and drying cabinets Counter with plaster surface for wedging clay no more than four (4) feet in width
Teacher Storage	Tall wardrobe/storage cabinet, lockable
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Slip resistant flooring that allows for easy cleanup
Display	Multiple magnetic whiteboards (wall-to-wall) on front and side walls Bulletin boards lining the back wall Closed deep display cases in Learning Community/Visual Arts corridors
Student Furniture	Stainless steel work tables, chairs
Teacher Furniture	Teacher desk and chair Lateral/vertical file cabinet
Special Needs/Equipment	17 pottery wheels with stools (3) kilns Each of the three (3) existing kilns requires a 220v outlet Dedicated retractable electrical outlet/each of the seventeen (17) pottery wheels Industrial HEPA air filter Wall-mounted extruders Pug mill with dedicated electrical outlet Proper ventilation of kiln room HEPA air filter for classroom Emergency eyewash station Kiln/Ceramics Storage two (2) walls of adjustable metal shelving, 6 high, 18" deep
Classroom Technology	Power outlets: with USB charging modules Interactive Whiteboard/ LED Panel Voice, video and data ports Ceiling mounted speakers Wireless & hard-wired network Integrated public address system
Plumbing	Three (3) large sinks with clay trap drains

VISUAL ARTS - FLEX STUDIO JEWELRY & METALSMITH	
Jewelry, Metalsmith	
Proposed SF: 1300 SF	
Number: 1	
Student Count: 24 per studio	
Space Concept: Allow instruction to be visible from circulation	
Access/Location	Studio off Arts Extended Learning Area . Indirect north light preferable.
Classroom Storage	Bookshelves Built-in counters with shelving below around perimeter of the room Counters to showcase student Secured storage for materials
Teacher Storage	Tall wardrobe/storage cabinet, lockable
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level Switching, addressable.
Flooring	Slip resistant flooring that allows for easy cleanup
Display	Multiple magnetic whiteboards (wall-to-wall) on front and side walls Walls should be functional work spaces and for showcasing flat and 3D student work Bulletin boards lining the back wall Closed deep display cases in Extended Learning Area
Student Furniture	Twelve (12) large gangable tables; twenty four (24) chairs
Teacher Furniture	Teacher desk and chair Lateral/vertical file cabinet
Special Needs/Equipment	(2) Large hot plates Equipment: soldering iron, laser cutter, countertop table saw, scroll saw, drill press, glass cutting station, flame station Student access cabinets for hand tool storage Dust collection ductwork
Classroom Technology	Power outlets: with USB charging modules Sufficient electrical outlets Interactive Whiteboard/ LED Panel Voice, video and data ports Ceiling mounted speakers Wireless & hard-wired network Integrated public address system
Plumbing	Three (3) deep sinks with chemical traps

<b>VISUAL ARTS - COMPUTER ARTS</b>	
Digital Photo Lab, Media Art	
Proposed SF: (1) 1200 SF, (1) 1300 SF	
Number: 2	
Student Count: 24 per studio	
Space Concept: Allow instruction to be visible from circulation	
Access/Location	Studio off Arts Extended Learning Area. Indirect north light preferable.
Classroom Storage	Built-in counters with overhead cabinets below around perimeter of the room Secured storage for materials
Teacher Storage	Tall wardrobe/storage cabinet, lockable
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Slip resistant flooring that allows for easy cleanup
Display	Multiple magnetic whiteboards (wall-to-wall) on front and side walls Walls should be functional work spaces and for showcasing student work Bulletin boards lining the back wall Closed deep display cases in Learning Community/Visual Arts corridors
Student Furniture	Comfortable chairs/tables/workstations (flexible/adaptable/easily movable work stations)
Teacher Furniture	Teacher desk and chair Lateral/vertical file cabinet
Other Furniture	2D drying rack
Special Needs/Equipment	Twenty Four (24) computers that will support digital design and electronic music software programs Art grade color printer and copier
Classroom Technology	Power outlets: with USB charging modules Outlets for twenty four (24) desktop computers Two (2) data ports/machine Sufficient electrical outlets Interactive Whiteboard/ LED Panel Voice, video and data ports Ceiling mounted speakers Wireless & hard-wired network Integrated public address system

VISUAL ARTS - PHOTOGRAPHY SUITE	
Darkroom	
Proposed SF: 750 SF TOTAL,	
Number: 1	
Spaces:	Interrelated suite of spaces to learn classic chemical-based photography: Classroom, 300 SF Darkroom: 175 SF Enlarging Room: 175 SF Supplies Storage: 50 SDF Light Trap: 50 SF
Access/Location	Off Arts Extended Learning Area , immediately adjacent to 2D Art Studio
Classroom Storage	Base and overhead cabinets, one full wall, lockable
Teacher Storage	In above
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable Red safety lights in all spaces Darkroom "No Entry" warning light
Flooring	Slip resistant flooring that allows for easy cleanup
Display	Bulletin boards in Classroom
Student Furniture	Classroom: 20 tablet arm chairs Enlarging Room: Two (2) built-in countertops each 15 FT long for enlargers Developing Room: Two (2) built-in countertops each 15 FT long for chemical trays
Storage	Full width 6 shelves high metal storage racks in Supplies Storage Room
Teacher Furniture	Built-in sit down counter to hold laptop computer, chair
Other Furniture	Rolling drying rack in Classroom Assembly/production table in Classroom
Special Needs/Equipment	Eight (8) developing pans Eight (8) enlargers Overhead photo strings in Darkroom Paper cutters
Classroom Technology	Power outlets: with USB charging modules Interactive Whiteboard/ LED Panel Voice, video and data ports Ceiling mounted speakers Wireless & hard-wired network Integrated public address system
Plumbing	Industrial tub sink in Darkroom with chemical trap

VISUAL ARTS - STORAGE	
Proposed SF: 150 SF	
Number: 5	
Access/Location	Locate between related Studios, with access through those Studios
Storage	Adjustable shelving
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting
Flooring	Slip resistant flooring that allows for easy cleanup
Furniture	Rolling paper drying racks Paper roll storage racks on wheels
Special Needs/Equipment	Adjustable full height 18" deep metal storage racks on two walls

**Music and Support Spaces**

MUSIC - INSTRUMENTAL/BAND ROOM	
Proposed SF: 1500 SF	
Number: 1	
Student Count: 30	
Access/Location	Adjacent to Auditorium Stage Off Arts Extended Learning Area
Classroom Storage	8 FT long built-in counters/cabinets with storage above and below
Teacher Storage	Tall wardrobe/storage cabinet, lockable
Ceiling/Lighting	Pyramidal ceiling clouds for acoustical variation. Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Carpet squares
Display	Multiple magnetic whiteboards (wall-to-wall) with music staves Rolling whiteboards Bulletin boards
Student Furniture	Wenger performer chairs Wenger music stands Wenger Large Move and Store Music Stand Carts Wenger Chair Move and Store Carts
Teacher Furniture	Teacher desk and chair Lateral/vertical file cabinet
Other Furniture	Portable risers, 3 FT deep, able to be relocated to the Stage

Special Needs/Equipment	Vertical files for music storage Upright piano Countertop printer Electronic keyboard on stand Double doors Acoustical wall treatments
Classroom Technology	Power outlets: with USB charging modules Interactive Whiteboard/ LED Panel Voice, video and data ports Ceiling mounted speakers Wireless & hard-wired network Integrated public address system Stereo and speaker system Recording equipment built in to classroom for assessment purposes
Plumbing	(1) deep sink for instrument cleaning Drinking fountain

<b>MUSIC - VOCAL ROOM</b>	
Proposed SF: 1200 SF	
Number: 1	
Student Count: 30	
Access/Location	Adjacent to Auditorium Stage Off Arts Extended Learning Area
Classroom Storage	8 FT long built-in counters/cabinets with storage above and below
Teacher Storage	Tall wardrobe/storage cabinet, lockable
Ceiling/Lighting	Pyramidal ceiling clouds for acoustical variation Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Carpet squares
Display	Multiple magnetic whiteboards (wall-to-wall) with music staves Rolling whiteboards Bulletin boards
Student Furniture	Wenger performer chairs One (1) Walter Grand Piano with moving dolly attached One (1) set of Choral Risers with wheels with back safety racks
Teacher Furniture	Teacher desk and chair Lateral/vertical file cabinet
Other Furniture	Vertical files for music storage Countertop printer Electronic keyboard on stand
Special Needs/Equipment	Double doors Acoustical wall treatments

Classroom Technology	Power outlets: with USB charging modules Interactive Whiteboard/ LED Panel Voice, video and data ports Ceiling mounted speakers Wireless & hard-wired network Integrated public address system Stereo and speaker system Recording equipment built in to classroom for assessment purposes
Plumbing	(1) deep sink for instrument cleaning Drinking fountain

MUSIC - STORAGE SPACES	
Proposed SF: Varies, see below	
Number: 8	
Access/Location	Adjacent to Instrumental/Band and Vocal Rooms
Spaces	Music Library/Storage: 200 SF Instrument Storage: 350 SF (3) Storage Closets: 150 SF Uniform Storage: 200 SF 2) Community Storage: 150 SF
Storage	Adjustable shelving
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting
Flooring	Resilient flooring
Furniture	Racks for uniform storage Individual Wenger storage lockers (with locks) for all instrument sizes Marching band cabinets for percussion equipment, color guard flags Multiple wall units designed to store sheet music

MUSIC - OFFICE	
Proposed SF: 120 SF	
Number: 1	
Access/Location	Adjacent to Band, Orchestra, Choral Rooms
Storage	Bookshelves Lockable teacher storage wardrobe/per teacher
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting Task lighting
Flooring	Carpet tile

Display	Magnetic whiteboard Bulletin boards
Furniture	Office systems workstations desks for four (4) teachers Four (4) office swivel chairs Two visitor chairs Two (2) lockable lateral file drawers per teacher
Technology	Power outlets: with USB charging modules Laptop computer at each workstation

<b>MUSIC - ENSEMBLE ROOM</b>	
Proposed SF: 200 SF	
Number: 1	
Student Count: 8	
Access/Location	Adjacent to Band, Orchestra, Choral Rooms
Classroom Storage	Built-in counters/cabinets with storage above and below
Teacher Storage	Tall wardrobe/storage cabinet, lockable
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Wall-to-wall carpeting
Display	Multiple magnetic whiteboards (wall-to-wall) with music staves Bulletin boards
Furniture	Eight (8) stacking student chairs Music stands
Classroom Technology	Multiple power outlets: with USB charging modules Interactive Whiteboard/ LED Panel Voice, video and data ports Ceiling mounted speakers Wireless & hard-wired network Integrated public address system Stereo and speaker system Recording equipment built in for assessment purposes

<b>MUSIC - PRACTICE ROOMS</b>	
Proposed SF: 60 SF	
Number: 8	
Student Count: 2	
Access/Location	Adjacent to Band, Orchestra, Choral Rooms
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Wall-to-wall carpeting
Display	White board
Furniture	Stacking student chairs Music stands
Classroom Technology	Multiple power outlets: with USB charging modules Voice, video and data ports Ceiling mounted speakers Wireless & hard-wired network Integrated public address system Recording equipment

**Performing Arts and Support Spaces**

<b>PERFORMANCE ARTS - AUDITORIUM</b>	
Proposed SF: Seating: 8305 SF, Stage: 2400 SF, Orchestra Pit: 600 SF, Control Room: 100 SF	
Number: 1	
Seat Count: 825	
Space Concept: Provide seating arranged to support a variety of audience sizes and multiple types of performances. Provide high-quality variable acoustical environment and production support for music, conferences, lectures, and speakers, with projection.	
Access/Location	Adjacent to Music Rooms Adjacent to Auditorium Lobby: The lobby would include gallery areas for displaying student artwork and a concessions area for providing refreshments during performances in the auditorium and events in the gallery.
Spaces:	Stage: to accommodate 150 performers in chairs with music stands Stage fly space: for 40 line sets with appropriate catwalk for accessibility Control Room: connectivity to all built in lighting, video recording, and sound production within auditorium, green room, and music classrooms; storage for microphones and computers used in productions dedicated IDF for high speed data Lighting Catwalk(s): as required, (2) spiral stairs access
Ceiling/Lighting	Ceiling cloud structures adjustable for acoustics control

Flooring	Carpet at aisles and high density concrete flooring under seating
Furniture	Storage cages for large instruments (tympani, tuba, etc.)
Technology	Front or rear projection system with motorized screen Multicam video recording

PERFORMING ARTS - DRAMA OFFICE	
Proposed SF: 120 SF	
Number: 1	
Access/Location	Adjacent to Auditorium and Arts Extended Learning Area
Storage	Bookshelves Lockable teacher storage wardrobe/per teacher
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting Task lighting
Flooring	Carpet tile
Display	Magnetic whiteboard Bulletin boards
Furniture	Office systems workstations desks for four (4) teachers Four (4) office swivel chairs Two visitor chairs Two (2) lockable lateral file drawers per teacher
Technology	Power outlets: with USB charging modules Laptop computer at each workstation

PERFORMANCE ARTS - STORAGE SPACES	
Proposed SF: Varies, see below	
Number: 4	
Access/Location	Adjacent to Auditorium
Spaces:	Scene Shop Storage: 1200 SF Costume Room: 200 SF General Storage: 400 SF Community Storage: 400 SF
Storage	Adjustable metal shelving, 18" and 24" deep on one wall of each room
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting
Flooring	Resilient flooring
Furniture	Costume Storage & Community Storage: Racks for clothing storage Scene Shop Storage: Racks for flats, work table, cabinets for paints
Technology	Power outlets: with USB charging modules Integrated public address system

**Career Technical Education and Support Spaces**

<b>CAREER TECHNICAL EDUCATION - CULINARY ARTS</b>	
Proposed SF: 2500 SF in lab; 300 SF in Storage Room	
Number: 1	
Student Count:	
Space Concept: The lab should be designed as a commercial kitchen with appropriate storage for dry goods, refrigerated foods and frozen foods. The space must be flexible to accommodate a foods program.	
Access/Location	Strategically located near Food Service Kitchen, Loading Dock, Student Entry Lobby and Cafeterias Storage Room to be accessed from Culinary Lab
Classroom Storage	Learning stations
Teacher Storage	Tall wardrobe/storage cabinet, lockable
Ceiling/Lighting	Washable acoustical ceilings Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Washable flooring
Display	Multiple magnetic whiteboards (wall-to-wall) Rolling whiteboards Bulletin boards
Student Furniture	Portable equipment carts
Teacher Furniture	Teacher desk and chair Lateral/vertical file cabinet
Other Furniture	Flag bracket & flag
Special Needs/Equipment	Fire extinguisher & suppression Commercial kitchen equipment Exhaust hoods Washer/dryer
Classroom Technology	Power outlets: with USB charging modules (wall and at every station) Interactive Whiteboard/ LED Panel Voice, video and data ports Ceiling mounted speakers Wireless & Hard-wired Network Integrated public address system Document Camera
Plumbing	Sinks at all stations Dishwasher Hand Washing Sinks

<b>CAREER TECHNICAL EDUCATION - METAL/WOOD SHOP</b>	
Proposed SF: 2500 SF in Lab, 240 SF in Storage Room, 150 SF in Finishing Room	
Number: 1	
Student Count:	
Space Concept: The Lab must be designed to contain adequate work spaces, benches, and tools and sufficient numbers of tools and equipment to provide for all students working at different functions during a class period. Zone wood area separate from metals area	
Access/Location	In Arts Small Learning Community Supplies access through roll-up/lift up door
Spaces:	Finishing Room: 150 SF
Classroom Storage	8 FT built-in base and overhead cabinets
Teacher Storage	Tall wardrobe/storage cabinet, lockable
Ceiling/Lighting	High Open Ceilings Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Sealed Concrete
Display	Multiple magnetic whiteboards (wall-to-wall) on front and side walls Bulletin boards lining the back wall Closed deep display cases in corridors
Teacher Furniture	Storage for hand tools
Other Furniture	Metal racks for supply storage
Special Needs/Equipment	Power woodworking tools, including welder, plasma cutter, drill press, lathe Power metalworking tools, including table saw, drill press, drill press, lathe Hand tools Air compressor Spray booth Woodworking & Metalworking benches Demonstration bench Dust collection unit with all required accessories
Classroom Technology	Power outlets: with USB charging modules Recharging stations for cordless power tools Overhead electrical power cables Interactive Whiteboard/ LED Panel Voice, video and data ports Ceiling mounted speakers Wireless & Hard-wired Network Integrated public address system Document Camera
Plumbing	(1) Industrial tub sink (1) lavatory sink in base cabinet Eye wash and emergency shower

CAREER TECHNICAL EDUCATION - STORAGE	
Proposed SF: Varies see below	
Number: 4	
Space Concept:	Culinary Storage: 300 SF Metal/Wood Storage: 240 SF Finishing Room: 150 SF
Access/Location	Each adjacent to and accessed from related Lab
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting
Flooring	Same flooring as related Lab
Furniture	Secure storage cabinet Adjustable shelving 6 shelves high each space, 18" & 24" deep
Special Needs/Equipment	Paint spray equipment in Finishing Room powered with air from compressor in Metal/Wood Lab
Technology	Power outlets: with USB charging modules Integrated public address system

**Physical Education and Support Spaces**

PHYSICAL EDUCATION SPACES - GYMNASIUM	
Proposed SF: 21,600 SF	
Number:1	
Space Concept: The individuals using the space include the students, teachers, volunteers, and the community. The Field House should maximize flexibility and provide adequate seating for local, regional and state-wide competitions. One high school competition main basketball court (50'x84') Three cross courts (42'x84' as well). One (3) lane 1/11th mile track. The main court should be separate from the other courts.	
Access/Location	Secure controlled access from the Public Lobby entrance, able to be sectioned off from the rest of the school. Located near the Physical Education/Athletics support spaces.
Ceiling/Lighting	Open ceiling painted with acoustical deck and suspended acoustical panels/clouds Ceiling mounted air destratification fans Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Synthetic sports flooring with essential markings

Special Needs/Equipment	Removable protective matting Rolling, telescoping bleachers, seats should not overlap the track Roll-up vinyl mesh divider or mechanically operated divider curtains to separate activity areas, including basketball, track, baseball hitting practice Provision for floor scansions for volleyball and other sports. Ropes, nets, rock climbing wall, basketball hoops, drop down batting cage Wrestling mat lift for suspended ceiling storage
Technology	Power outlets: with USB charging modules Automatic overhead projection screen Electronic scoreboards Access to power and data in the floor Voice, video and data ports Ceiling mounted speakers Wireless & Hard-wired Network Integrated public address system
Plumbing	Drinking fountains with bottle fillers

PHYSICAL EDUCATION SPACES - TRAINING ROOM/FITNESS CENTER	
Proposed SF: 1000 SF including Office	
Number: 1	
Space Concept: The fitness center should be designed for an integrated approach to technology and flexibility	
Access/Location	Secure controlled access from the Public Lobby entrance, able to be sectioned off from the rest of the school. Located near the Physical Education/Athletics support spaces.
Ceiling/Lighting	Open ceiling painted with acoustical deck and suspended acoustical panels/clouds Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Rubber flooring
Display	Magnetic whiteboards Bulletin boards
Furniture	Office systems desk Swivel office chair Two visitor chairs Lockable storage/wardrobe
Special Needs/Equipment	Standard cardio equipment; treadmills, ellipticals, rowers, weight machines Wall Mirrors

Technology	Power outlets: with USB charging modules Adequate electrical supply for aerobic equipment Access to power and data in the floor Voice, video and data ports Ceiling mounted speakers Wireless & Hard-wired Network Integrated public address system
Plumbing	Drinking fountains with bottle fillers

PHYSICAL EDUCATION SPACES - WEIGHT ROOM	
Proposed SF: 1000 SF	
Number: 1	
Space Concept: The fitness center should be designed for an integrated approach to technology and flexibility	
Access/Location	Secure controlled access from the Public Lobby entrance, able to be sectioned off from the rest of the school. Located near the Physical Education/Athletics support spaces.
Ceiling/Lighting	Open ceiling painted with acoustical deck and suspended acoustical panels/clouds Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Rubber flooring
Display	Magnetic whiteboards Bulletin boards
Furniture	Teacher desk Lockable storage/wardrobe
Special Needs/Equipment	Standard free weights and weight machines Wall Mirrors
Technology	Power outlets: with USB charging modules Access to power and data in the floor Voice, video and data ports Ceiling mounted speakers Wireless & Hard-wired Network Integrated public address system
Plumbing	Drinking fountains with bottle fillers

PHYSICAL EDUCATION SPACES - DANCE/YOGA	
Proposed SF: 1000 SF	
Number: 1	
Access/Location	Secure controlled access from the Public Lobby entrance, able to be sectioned off from the rest of the school. Located near the Physical Education/Athletics support spaces.
Ceiling/Lighting	Open ceiling painted with acoustical deck and suspended acoustical panels/clouds Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Wood sports floor system
Display	Magnetic whiteboards Bulletin boards
Special Needs/Equipment	Wall Mirrors
Technology	Power outlets: with USB charging modules Adequate electrical supply for aerobic equipment Access to power and data in the floor Voice, video and data ports Ceiling mounted speakers Wireless & Hard-wired Network Integrated public address system
Plumbing	Drinking fountains with bottle fillers

PHYSICAL EDUCATION SPACES - MULTI-USE PE ROOM	
Proposed SF: 2000 SF	
Number: 1	
Access/Location	Located near the Main Gym and Physical Education/Athletics support areas.
Ceiling/Lighting	Open ceiling painted with acoustical deck and suspended acoustical panels/clouds Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Athletic resilient flooring
Display	Magnetic whiteboards Bulletin boards
Special Needs/Equipment	Removable protective matting Wall padding on all perimeter walls. Wrestling mats

Technology	Power outlets: with USB charging modules Automatic overhead projection screen Electronic scoreboards Access to power and data in the floor Voice, video and data ports Ceiling mounted speakers Wireless & Hard-wired Network Integrated public address system
Plumbing	Drinking fountains with bottle fillers

<b>PHYSICAL EDUCATION - PHYSICAL HEALTH &amp; JROTC CLASSROOMS</b>	
Proposed SF: 960SF nominal size. See Space Compilation for exact size	
Number: 8	
Student Count: 25	
Space Concept: The classrooms should be designed for an integrated approach to technology and multiple furniture arrangements and flexible classroom configurations. The space should function as a general shared instructional space.	
Access/Location	In Physical Education/Athletics Small Learning Community
Classroom Storage	Display and bookshelves One wall of full height storage cabinets for learning materials and project storage, lockable Fixed cabinets and accessible work surfaces
Teacher Storage	Tall wardrobe/storage cabinet, lockable
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Resilient Flooring
Display	Marker/whiteboard Tack board & display boards Projection screen/surfaces
Student Furniture	Modular rectangular tables with chairs to support up to 25 students Circular tables for small groups with chairs
Teacher Furniture	Teacher desk and chair Lateral/vertical file cabinet
Other Furniture	Flag bracket & flag
Special Needs/Equipment	Windows, glazed barn doors, garage doors, Nano-walls, or glazed sliding doors to Extended Learning Area



PHYSICAL EDUCATION SPACES - LOCKER ROOMS	
Proposed SF: 1600 SF nominal size (Flex Phys Ed/ Athletics) - 1850 SF Nominal size (Athletics) See Space Compilation for exact sizes	
Number: 4, 1 Boys and 1 Girls Flex PE/Athletics, and 1 Boys and 1 Girls Athletics	
Space Concept: Locker/Dressing area adjacent to Toilet/Shower Area, with access from corridor and from Coaches or PE Instructors Office	
Access/Location	Located central to all Physical Education program spaces, outdoor access
Storage	Flex PE/ Athletics Lockers Room: Small Lockers: 100+- 12" wide lockers and 650+- 12" X 12" half lockers Athletics Locker rooms: Large Lockers: 100+- 18" wide lockers and 400 18" X 18" full lockers
Ceiling/Lighting	Moisture proof acoustical tile ceilings with concealed splines, tamperproof
Flooring	Ceramic Tile flooring
Display	Marker Board, Bulletin Board
Technology	Overhead projector or flat screen in Athletics Locker Rooms
Plumbing	ADA compliant toilets ADA compliant sinks ADA compliant showers Drinking fountain

PHYSICAL EDUCATION SPACES - PE INSTRUCTOR/COACH TOILET/LOCKER ROOMS	
Proposed SF: 100 SF each	
Number: 4, 1 Boys and 1 Girls Flex PE/Athletics, and 1 Boys and 1 Girls Athletics	
Space Concept: Toilet/Locker/Dressing Room located between Teacher/Coach Office and related Locker Rooms	
Access/Location	Located central to all Physical Education program spaces
Storage	Twelve (12) street lockers Coat hooks
Ceiling/Lighting	Moisture proof acoustical tile ceilings with concealed splines, tamperproof
Flooring	Ceramic Tile flooring
Furniture	Marker Board Bulletin Board
Special Needs/Equipment	Mirror 3 FT long bench
Plumbing	Toilet, sink and 3 FT X 3 FT shower stall in each. The shower should be separate from toilet and sink so both can be used at the same time.

PHYSICAL EDUCATION SPACES - TRAINING ROOM	
Number: 1	
Proposed SF: 350 SF	
Access/Location	Adjacent to Team Locker Rooms
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting Task lighting
Flooring	Resilient Flooring
Display	Magnetic whiteboard Bulletin boards
Furniture	Office systems desk Swivel office chair Two visitor chairs Lockable storage/wardrobe Lockable lateral files Treatment table with removable mat and adjustable heights Laundry bins Rolling carts
Special Needs/Equipment	Ice Machine Refrigerator
Technology	Power outlets: with USB charging modules Laptop computer at each workstation
Plumbing	(1) sink

PHYSICAL EDUCATION - ATHLETIC DIRECTOR OFFICE	
Number: 1	
Proposed SF: 120 SF	
Access/Location	Adjacent to PE Instructor and Coach Offices
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting Task lighting
Flooring	Carpet tile
Display	Magnetic whiteboard Bulletin boards
Furniture	Office systems desk Swivel office chair Two visitor chairs Lockable storage/wardrobe Lockable lateral files One (1) large wall unit bookcase
Technology	Power outlets: with USB charging modules Laptop computer at each workstation

PHYSICAL EDUCATION - INSTRUCTOR AND ATHLETICS COACH OFFICES	
Number: (2) total; (1) PE Instructors, (1) Athletic Coaches	
Proposed SF: 300 SF	
Access/Location	Contiguous with Locker Rooms Staff Toilets/Showers contiguous
Storage	Bookshelves Lockable teacher storage wardrobes; one (1) for each teacher Lateral files for each teacher Secured storage for teacher materials
Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Resilient Flooring
Display	Magnetic whiteboards Bulletin boards
Furniture	Built-in countertops or office systems desk components around perimeter of the room Swivel office chairs
Special Needs/Equipment	Kitchenette with sink and cabinetry Microwave Coffee maker Refrigerator
Technology	LCD projector or flat screen Network copier/printer/fax machine

PHYSICAL EDUCATION - TEACHER PLANNING AREA	
Proposed SF: 300 SF	
Number: 1	
Access/Location	In Physical Education area adjacent to offices
Storage	Cabinets for general office supplies
Lighting	Acoustical Tile Multi level direct/indirect lighting Task lighting
Flooring	Carpet tile
Display	Whiteboard Bulletin board
Furniture	Conference table with seating for twelve (12) Credenza

Technology	Power outlets: with USB charging modules Interactive LED Panel Aux ports for plugging into display Printer
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PHYSICAL EDUCATION - EXTENDED LEARNING AREA	
Proposed SF: 150 SF	
Number: 1	
Access/Location	Central to the Physical Education learning area
Classroom Storage	Display and bookshelves that can be used as dividers to semi-isolate student collaboration areas
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Resilient Flooring
Display	Walls should be functional work space and for showing student work. Marker/whiteboard Tack board & display boards Projection screen/surfaces
Furniture	Comfortable, movable, modular, gangable student furniture for informal small group collaborative work
Classroom Technology	Power outlets: with USB charging modules Interactive Whiteboard/ LED Panel Voice, video and data ports Ceiling mounted speakers Wireless & Hard-wired Network Integrated public address system Aux ports for plugging into display

PHYSICAL EDUCATION - JROTC SUITE	
Proposed SF: varies see below and Space Compilation	
Number: 1	
Spaces:	JROTC Offices: (2) @ 180 SF JROTC Uniform Storage: 30 SF JROTC Supplies: 300 SF
Lighting	Acoustical Tile Multi level direct/indirect lighting Task lighting
Flooring	Carpet tile

Display	Whiteboards Bulletin board
Furniture	Office systems desk per office Swivel office chair per office Seating for four (4) at conference table Two visitor chairs in other Offices Lockable storage/wardrobe Lockable lateral files One (1) large wall unit bookcase per office
Technology	Power outlets: with USB charging modules One (1) computer per work area Network copier

PHYSICAL EDUCATION - CONFERENCE ROOM	
Proposed SF: 150 sf	
Number: 4	
Access/Location	Adjacent to administrative offices
Lighting	Acoustical Tile Multi level direct/indirect lighting Task lighting
Flooring	Carpet tile
Display	Whiteboards Bulletin board
Furniture	Conference table Seating Credenza
Technology	Power outlets: with USB charging modules Polycom telephone Document Camera Interactive LED Panel Aux ports for plugging into display

PHYSICAL EDUCATION AND ATHLETICS - STORAGE	
Proposed SF: Varies see below	
Number: 12	
Space Concept:	Football Storage: 800 SF Main Gym Storage: 200 SF Auxiliary Gym Storage: 100 SF Freshman Gym Storage: 400 SF Athletics Storage: 900 SF Athletics Storage (access to outside): 900 SF Uniform Storage: 300 SF General Storage: (4) @ 100 SF Team Storage: 200 SF
Access/Location	Each adjacent to related gymnasium areas
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting
Flooring	Same flooring as related space
Furniture	Secure storage cabinet Specialty gym equipment storage (mats, balls, sports equipment etc.) Adjustable shelving 6 shelves high each space, 18" & 24" deep
Technology	Power outlets: with USB charging modules Integrated public address system

**Student Dining, Kitchen and Support Spaces**

STUDENT DINING SPACES - CAFETERIA, STAFF DINING & TABLE STORAGE	
Proposed SF: Cafeteria: 13,930 SF Nominal size. See Space Compilation for exact size. Staff Dining: 1200 SF. Table Storage: 600 SF	
Number: 1, subdividable in two equal parts by a panelized acoustical folding wall	
Seat Count: Cafeteria: 410 per side, 820 total; Staff Dining: 60	
Space Concept: Provide seating arranged to support a variety of audience sizes and multiple types of performances. Provide high-quality variable acoustical environment and production support for music, conferences, lectures, and speakers, with projection.	
Access/Location	Strategically located between Student Entry and secure academic areas of building to allow evening and weekend public use as well as daily student use.
Spaces:	Two equally sized dining spaces
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Resilient flooring
Display	Bulletin boards Marker boards

Furniture	Variety of dining table sizes, from (2) to (8) seats, with flip-up table top for compact storage. Seats to be separate, stacking. Cafeteria, each side: 12 FT long base and overhead cabinets with lockable doors and drawers, with lockable microwave cabinet and residential kitchen sink Staff Dining: 12 FT long base and overhead cabinets with doors and drawers, built-in microwave, residential kitchen sink
Special Needs/Equipment	Cafeteria, each side: Microwave Staff Dining: T(2) 30 IN wide refrigerators, electric cooktop, built-in microwave Table Storage: double 36 In doors, out swinging
Technology	Front projection system with motorized screen Multicam video recording Power outlets: with USB charging modules Interactive Whiteboard/ LED Panel Sufficient electrical outlets Voice, video and data ports Ceiling mounted speakers Wireless & hard-wired network Integrated public address system
Plumbing	Drinking fountains

FOOD SERVICE KITCHEN	
Proposed SF: 8,950 SF total suite nominal. See Space Compilation for exact sizes.	
Number: Suite of spaces; see below	
Space Concept: Commercial kitchen with appropriate storage for dry goods, refrigerated foods and frozen foods. Servery to be designed as a “fre-flow” and open landscape arrangement to allow for patron self-service.	
Access/Location	Strategically located between Cafeteria and Loading Dock
Spaces	Preparation Area: 3140 SF Serving Area: 2,960 SF Dry Foods Storage: 960 SF Cooler/Freezer: 875 SF Ware Washing: 785 SF Dietician Office: 75 SF Restroom/Locker Room: 140 SF
Ceiling/Lighting	Washable moisture resistant acoustical ceilings Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Washable non-skid flooring
Display	Multiple magnetic whiteboards Bulletin boards
Furniture	Office: Two systems workstations with swivel office chairs, (2) five drawer vertical file cabinets, safe

Special Needs/Equipment	Fire extinguisher & suppression Commercial kitchen equipment Walk in refrigerators and freezers with back-up generator power Exhaust hoods Washer/dryer
Technology	Power outlets Voice, video and data ports Ceiling mounted speakers Wireless & Hard-wired Network Integrated public address system Network drop for cashier stations
Plumbing	Sinks at all stations Dishwasher Hand Washing Sinks Floor drains Eyewash/drench shower located within proximity to the cooking and ware areas

<b>CUSTODIAL - WORKROOM, BREAK ROOM &amp; OFFICE</b>	
Proposed SF: varied, see below	
Number: 3 total	
Space Concept: Provide seating arranged to support a variety of audience sizes and multiple types of performances. Provide high-quality variable acoustical environment and production support for music, conferences, lectures, and speakers, with projection.	
Access/Location	Central Custodial area
Spaces:	Workroom: 1,000 SF Break Room: 200 SF Custodial Office: 100 SF
Ceiling/Lighting	Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Concrete, Resilient flooring
Display	Bulletin boards Marker boards
Furniture	Workroom: 12 FT long workbench, adjustable metal storage racks Break Room: 8 FT base and overhead cabinets, dining table and chairs for eight (8) Custodial Office: One (1) office systems workstation, office swivel chair, two (2) visitor chairs
Special Needs/Equipment	Break Room: Built-in microwave, cooktop, refrigerator
Technology	Power outlets: with USB charging modules One (1) computer per work area Security "panic" button Network copier/printer
Plumbing	Residential sink in Break Room

BUILDING SERVICES - LARGE GROUP RESTROOMS	
Proposed SF: Varied, as appropriate for location	
Number: As appropriate for location	
Space Concept: Student and public use multiple user Restrooms, designated male and female but designed to be gender-neutral and anti-bullying	
Access/Location	Strategically located
Spaces	Plumbing fixture count determined by plumbing codes
Ceiling/Lighting	Washable moisture-resistant vandal-resistant acoustical ceilings Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Washable non-skid flooring
Special Needs/Equipment	ADA accessible Vandal-resistant toilet partitions with gender-neutral and anti-bullying design Mirrors
Technology	Ceiling mounted speakers Integrated public address system
Plumbing	Toilets, lavatories Floor drains

BUILDING SERVICES - CUSTODIAL & ELECTRICAL CLOSETS	
Proposed SF: Multiple, varied types and sizes	
Number: See below	
Space Concept: Strategically located service spaces	
Access/Location	Distributed throughout the building
Spaces	Custodial Closets: 50 SF each, (16) total Electrical Closets: 50 SF each, (10) total
Ceiling/Lighting	Washable moisture resistant acoustical ceilings Utility-grade LED lighting fixtures
Flooring	Washable non-skid flooring
Equipment	Custodial Closets: Metal adjustable shelving unit
Technology	Power outlets Voice, video and data ports Ceiling mounted speakers Wireless & Hard-wired Network Integrated public address system
Plumbing	Custodial Closets: Mop sink Floor drains

**Natorium and Support Spaces**

NATATORIUM - MAIN POOL, DECK & BLEACHERS	
Proposed SF: see below	
Number: 1	
Spaces:	Main Pool - 25 yds x 50 meters @ 12,304 SF Deck - 10 ft. side + 15 ft. ends @ 6,422 SF Bleachers - 1/4 student enrollment @ 6,235 SF
Space Concept: Competition sized swimming pool able to be used by public members of all ages	
Access/Location	Direct access from the Main Public Lobby
Ceiling/Lighting	Open ceiling painted with acoustical deck and suspended acoustical panels/clouds Ceiling mounted air destratification fans Lighting should be placed over the deck (not over the water) so that fixtures can be maintained easily. Use diffuse light systems, with the light bounced off walls or ceilings to create clear light without shadows or glare. Easy-to-use control system that allows for the lights to be raised and dimmed
Flooring	Ceramic tile, non-slip surface
Special Needs/Equipment	Acoustical wall and ceiling treatments. High and low diving boards Lane divider floats Starting platforms
Technology	Power outlets: with USB charging modules Electronic scoreboards Ceiling mounted speakers Wireless & Hard-wired Network Integrated public address system
Plumbing	Drinking fountains with bottle fillers

NATATORIUM - LOCKER ROOMS, TOILETS, SHOWERS	
Proposed SF: see below	
Spaces:	(2) Locker Rooms - (1) Boy and (1) Girl @ 400 SF each (2) Toilets - (1) Boy and (1) Girl @ 200 SF each (1) Staff Shower @ 80 SF
Space Concept: Locker/Dressing area adjacent to Toilet/Shower Area, with access from corridor	
Access/Location	Located central to Main Pool

Storage	Pool Locker Rooms: Lockers: 25+- 12" wide lockers, 3' high, and 75+- 12" X 12" cubbie lockers
Ceiling/Lighting	Moisture proof acoustical tile ceilings with concealed splines, tamperproof
Flooring	Ceramic Tile flooring
Display	Marker Board, Bulletin Board
Furniture	Built-in benches in plan similar to Locker Rooms at Field House
Special Needs/Equipment	Water and chemically resistant materials and fittings in all equipment
Technology	Overhead projector or flat screen in Athletics Locker Rooms
Plumbing	ADA compliant toilets ADA compliant sinks ADA compliant showers Drinking fountain

<b>NATATORIUM- TRAINING ROOM/FITNESS CENTER</b>	
Proposed SF: 2800 SF including Training Room	
Number: 1	
Space Concept: The fitness center should be designed for an integrated approach to technology and flexibility	
Access/Location	Secure controlled access from the Public Lobby entrance to the Natatorium, able to be sectioned off from the rest of the school.
Ceiling/Lighting	Open ceiling painted with acoustical deck and suspended acoustical panels/clouds Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Rubber flooring
Display	Magnetic whiteboards Bulletin boards
Furniture	Office systems desk Swivel office chair Two visitor chairs Lockable storage/wardrobe Training benches
Special Needs/Equipment	Standard cardio equipment; treadmills, ellipticals, rowers, weight machines Wall Mirrors

Technology	Power outlets: with USB charging modules Adequate electrical supply for aerobic equipment Access to power and data in the floor Voice, video and data ports Ceiling mounted speakers Wireless & Hard-wired Network Integrated public address system
Plumbing	Drinking fountains with bottle fillers

NATATORIUM - CLASSROOMS	
Proposed SF: 900 SF nominal size. See Space Compilation for exact size	
Number: 1	
Student Count: 25	
Space Concept: The classrooms should be designed for an integrated approach to technology and multiple furniture arrangements and flexible classroom configurations. The space should function as a general shared instructional space.	
Access/Location	Adjacent to Extended Learning Areas
Classroom Storage	Display and bookshelves Storage cabinets for learning materials and project storage, lockable Fixed cabinets and accessible work surfaces
Teacher Storage	Tall wardrobe/storage cabinet, lockable
Ceiling/Lighting	Moisture resistant Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Resilient Flooring
Display	Marker/whiteboard Tack board & display boards Projection screen/surfaces
Student Furniture	Modular rectangular tables with chairs to support up to 25 students Circular tables for small groups with chairs
Teacher Furniture	Teacher desk and chair Lateral/vertical file cabinet
Other Furniture	Flag bracket & flag
Special Needs/Equipment	Windows to other related spaces
Classroom Technology	Power outlets: with USB charging modules Interactive Whiteboard/ LED Panel Voice, video and data ports Ceiling mounted speakers Wireless & hard-wired network Integrated public address system

NATATORIUM - MULTI-PURPOSE ROOM	
Proposed SF: 1500 SF nominal size. See Space compilation for exact size	
Number:1	
Space Concept: Flexible space near Natatorium and public access to support a variety of physical movement and public meeting uses.	
Access/Location	Secure controlled access from the Public Lobby entrance, able to be sectioned off from the rest of the school. Located near the Physical Education/Athletics support spaces.
Ceiling/Lighting	Moisture resistant Acoustical Tile Multi level direct/indirect lighting, daylight sensors, variable light level switching, addressable.
Flooring	Synthetic sports flooring
Display	Magnetic whiteboards Bulletin boards
Special Needs/Equipment	Wall Mirrors
Technology	Power outlets: with USB charging modules Adequate electrical supply for aerobic equipment Access to power and data in the floor Voice, video and data ports Ceiling mounted speakers Wireless & Hard-wired Network Integrated public address system
Plumbing	Drinking fountains with bottle fillers

NATATORIUM - STORAGE	
Proposed SF: Varies see below	
Number: 3	
Spaces:	General Storage: 200 SF Pool Equipment Room: 500 SF Chemical Storage Room: 500 SF
Access/Location	Each adjacent to related Natatorium areas
Ceiling/Lighting	Moisture resistant Acoustical Tile Multi level direct/indirect lighting
Flooring	Same flooring as related space
Furniture	Secure storage cabinet Chemical storage cabinets Specialty pool equipment storage (line dividers, floats, kick boards etc.) Adjustable shelving 6 shelves high each space, 18" & 24" deep
Technology	Power outlets: with USB charging modules Integrated public address system

## Section VII: Building Systems

### Statement of Need

The impact of our aging facilities in Stamford came to a head in the summer and fall of 2018 when 11 out of our 21 buildings experienced water intrusion issues, related mold impacted materials, and indoor air quality concerns. Specific Westhill issues included mold impacted building materials, indoor air quality concerns, and major water intrusion items related to leaky roofs, windows, doorways, and exterior facade. The City of Stamford bonded \$55,000,000 between 2020-2021 to ensure that our school buildings were safe for our students and staff to occupy in the short term. Approximately \$2,800,000 of the \$55,000,000 was invested in Westhill to remediate mold impacted building materials and improve indoor air quality. Improving indoor air quality was achieved by retro-commissioning the existing 1970 air handlers and unit ventilators, identifying deficiencies, and conducting repairs to return to the equipment to the standards of their construction date. A result of the indoor air quality improvements was the identification that Westhill operates on pneumatic Heating, Ventilation, and Air Conditioning (HVAC) controls, which are antiquated and provide very poor control of the existing HVAC systems. In September of 2020, SPS spent approximately \$600,000 of Covid Relief Funds (CRF) to replace pneumatic damper valves and actuators with direct digital controls in order to improve control of the fresh air associated with the unit ventilators in 85 classrooms. The work did not address pneumatic heating valves and actuators, which remain pneumatic, nor did it address pneumatic damper valves and actuators on the air handlers.

### Proposed

- a. **Technology:** It is intended that access to technology (voice, video, data) will be seamless and pervasive throughout the facility. Wireless access points will be supplemented by the wired network. All spaces indicated in the standards to have hard wired connectivity will be provided with raceways for the appropriate transmission media. The cost of installing such media, required routing hardware and terminations will be included in the project budget.
- b. **Public Address:** The building public address system will be comprehensive, and the infrastructure installed with the building. It will be completed as part of the technology component of the project and will incorporate internal building communications as well as external communications. Concurrently, the systems for the phones, clocks, and data/voice/video will be developed. The type and capacity of the system will be

determined through the integration of the Standards and the School Safety Infrastructure Criteria.

- c. **Phone System:** A comprehensive voice-over-internet phone system will be integrated with the technology component of the project, and phones will be installed throughout the facility. All support and instructional spaces will be included. The type and capacity of the system will be determined through the integration of the School Safety Infrastructure Standards.
- d. **Clock and Bell System:** The clock and bell system will serve all support and instructional spaces. To be determined through coordination with the Technology plan, these requirements may be incorporated as a feature of another building system, such as the phone or public address system.
- e. **Fire Alarm:** An addressable fire alarm system providing coverage will be installed. Communications to Areas of Rescue Assistance will be included as required.
- f. **Security Systems:** An electronic security system will be installed in the school, including cameras and state of the art entry security. The school will be designed to prevent access to instructional areas of the school when community events take place during non-school hours.

## **Section VIII: Interior Building Environment**

### **Statement of Need**

In addition to water intrusion issues and indoor air quality concerns, Westhill has other deficiencies which are not easily correctable such as inefficient exterior walls not meeting current energy codes, inadequate site logistics for student and bus pick up/drop off and traffic circulation, a main office which does not provide adequate sightlines to the main entrance, and an expansive building layout which makes traversing the building difficult due to multiple elevators and ramps. The most pressing deficiencies are related to security concerns. In addition to the main office being located within the building and not promoting appropriate sightlines, Westhill has a Vocational Agriculture building that is separate from the main building requiring students and staff to transverse an unsecured courtyard when moving between buildings. Furthermore, relating to studies supporting natural day light and educational spaces, there are approximately 25 classrooms without natural light.

## Proposed

- a. **Indoor and Outdoor Learning Environments:** The new school will be designed for a secure, inviting, and obvious main entry, focusing all vehicles and visitors to the main entry with an adjacent “visible” and secure administration space. The classrooms will be predominately enclosed (not open plan) allowing for window access to daylight in in each classroom space. The classroom will be reconfigured to allow for learning spaces and STEM programs.
- b. **Accessibility:** The entire facility will be accessible for all students, staff, and visitors. This will be accomplished through judicious use of ramping and elevators where necessary, sufficient internal clearances for circulation, convenient bus/van loading and unloading, and nearby handicapped parking spaces. All elements of the Americans with Disabilities Act must be complied with, including way finding and signage, appropriate use of textures, and universal accessibility of all indoor and outdoor school facilities.
- c. **The Learning Environment:** The design of the school will be student-centered and designed for “hands- on learning, promoting student autonomy and independence. Space for active participation will be incorporated, with classrooms providing opportunities for integrating disciplines and easy access to tools of exploration. The outdoor site will serve as a pro-active learning environment as well.
- d. **Acoustics:** Generally, suspended acoustical ceiling systems will be installed throughout the building. Classroom and corridor walls are to be constructed of materials providing acoustical separation. In specialized areas, additional acoustical treatments will be installed. Carpet flooring use will be minimized, due to environmental concerns. These efforts will be guided by the Acoustical Standards required in accordance with State Statute Section 10-285g.
- e. **Lighting:** The lighting system will consist of energy efficient LED luminaries throughout all interior areas. A digital networked lighting control system will be used in conjunction with vacancy sensors and photocells to provide controls, including occupancy, daylighting and local low voltage dimmer switches. The digital system will also control exterior lighting. Coordination with utility company will be performed to assure best incentives for systems provided for the project.

- f. **Heating, Ventilation, and Air Conditioning (HVAC):** The facility will be designed to meet and exceed the requirements of CT High Performance Building Standards. It will be heated and air conditioned. Heating plant will consist of high efficiency condensing boilers and associated pumps. Hydronic heating piping will be distributed throughout the school to various terminal units. Air conditioning system will require further analysis to accommodate existing space constraints, so the systems may range from chillers, integral DX system, VRF. etc.

At a minimum the following basic energy performance strategies will be reviewed:

1. Air side economizers
  2. Water side economizers
  3. Building diversity
  4. Part load performance
  5. Heat/energy recovery
- g. **Building Automation System (BAS):** New digital Building Automation System (BAS) will be provided. The BAS will be comprised of devices such as control equipment for HVAC systems and components, including those for terminal heating and cooling units, thermostats, timers, sensors, control valves, wiring systems used as signal pathways for high-speed data transmission, etc. necessary to operate the total system.
  - h. **Fire Protection:** The completed facility will feature a full automatic sprinkler system. Special extinguishing systems will be employed at kitchen equipment locations where required by code. Portable fire extinguishers will be provided in accordance with fire codes.
  - i. **Plumbing:** All plumbing will comply with current codes and will seek to minimize water usage.
  - j. **Windows/Doors:** Windows will be energy efficient and low maintenance and will allow for natural ventilation. Energy efficient, thermally broken systems will be installed throughout the exterior. Integrated room numbering will be provided at one window in each room for security identification from the exterior of the building. Classrooms will be provided with glazing or door-mounted vision panels to promote security. Rated doors will be installed in accordance with fire code. All door locks will be keyed to a building master as well as a District-Wide grand master keying system. Principles of the School

Safety Infrastructure Criteria will be adopted throughout the design effort to enhance these traditional, baseline features.

- k. **Energy and Environmental Plan:** Per State of Connecticut requirements for public school construction the project will be designed to exceed CT High Performance Building standards, and will include features that minimize EUI (Energy Use Intensity). The sustainable initiatives for the project would include passive design strategies including the best solar orientation, building thermal mass, providing a well-insulated envelope, maximizing daylight and views, connecting to the outdoors, minimizing the layering of finish materials, and designing for ease of maintenance.

Renewable energy sources to be considered include, but are not limited to, geothermal systems, earth ducts, ice storage, co-generation, wind generation, photo-voltaic solar collectors, greywater harvesting, solar hot water evacuated collectors, condensing boilers, energy efficient lighting, access to daylight in occupied spaces, enhanced storm water strategies, and water conserving systems. The building committee, along with the design team, will analyze the viability of these strategies based on energy efficiency (by using energy modeling to analyze options), constraints of the site, budget limitations, and the overall application in the design.

## **Section IX: Site Development**

The site design for Westhill High School will focus on site utilities, site lighting, parking, traffic flow and athletic fields. As the building is being located on the existing site, some of the existing athletic competition turf field, track, and tennis courts will not be impacted.

- a. **Site Acquisition:** Not applicable to this project.
- b. **Safety and Security:** There is a high interest in maintaining an inviting and deinstitutionalized environment, while simultaneously providing a safe environment for students, staff, and community who use the facility and adjacent support services. The organization of a building will have a major impact on student behavior and safety concerns. Building security can be addressed in an active or a passive manner: active security is based on security systems; passive security is based on program design, building configuration, and community participation. Schools should be based on passive concepts with applied active concepts where necessary. Principles of the School Safety Infrastructure Criteria will be adopted throughout the design effort.

- c. **Parking:** The parking will be organized into zones for visitors, staff, student and faculty. Handicapped parking will be dispersed and an accessible route to the building will be incorporated into the design.
- d. **Traffic Flow:** The site design for New Fairfield High School will result in an approach that separates bus and car traffic and provides a designated bus loop and parent drop-off circulation minimizing any crossover. Designated parking for teachers and staff will limit student parking zones for minimal interaction with parent and bus traffic. Loading zones will be provided.
- e. **Walkways:** Curb ramps and walks will be provided in compliance with ADA. Walks will be connected to neighborhood sidewalk systems to encourage nearby students to walk to school and will be configured with pedestrian safety in mind.
- f. **Playfields:** New playfields will be provided that are in conformance with National Federation of State High School Associations (NFHS) guidelines and ASTM standards. All playfields and their associated amenities will be accessible to students and spectators. If the site area allows, play fields will not overlap each other.
- g. **Landscaping:** Landscaping work will be limited and will be designed so that irrigation is not required and maintenance will be reduced. Plantings will be designed so that site security is maintained, and potential hiding spaces are avoided.
- h. **Other Site Improvements:** As appropriate to the final new building/addition configuration, the principles of the School Safety Infrastructure Criteria will be adopted throughout the design effort. Improvements will include fencing for student safety and site security as determined by the safety assessment.

### **Section X: Priority List & Construction Bonus Requests**

Based on the condition of the existing facility, which includes water intrusion issues, related mold impacted materials, indoor air quality concerns, energy efficiency, accessibility concerns, security concerns, and spaces that limit the delivery of 21<sup>st</sup> century learning, the project should be assigned a Priority "A" status approval. Additionally, in order to accommodate high performance building systems, space standard consideration to accommodate a heating, ventilation or air conditioning system is requested.

## **Section XI: Community Uses**

Westhill High School is a true community facility. Although education is the primary use, community events in the gymnasium, commons, athletic field and auditorium are extensive. The new facility will be designed to accommodate educational use during the school hours. There will be no non-student activities during the school day. However, it is imperative that the planning and development of the Westhill High School project to take into consideration how the community will use the facility after school hours.

Planning concepts for after hour community use should include, but not be limited to, the following:

- The new gymnasium and auditorium spaces must facilitate the movement from the parking areas during educational and community events, providing direct access from the parking areas.
- A large gathering area must serve as pre-function space for users prior to and exiting a sports or theater event
- The theater and support functions must be available for community groups without compromising the security of the overall facility.

The future Westhill facility is planned for extensive community use while maintaining security for students and educators. Functions needed for daily school use have been planned to welcome the community during after school hours and weekends. Among the concepts and planning features that support this are:

- Overall building zoned with certain areas designated as flexible for community use, with all proper security measures to control movement from these to other parts of the building
- Two entrances, one intended as the primary public use entry serving auditorium, swimming pool and field house as well as the main office, guidance, and health suites, and a second entrance, primarily for student arrivals/exiting, with direct access to the cafeteria and the agriscience building
- Cafeteria designed as two separate spaces for daily student use, able to be opened into a single space for large public meetings, similar to flexible conferencing spaces in a hotel
- Physical Education/athletics spaces designed to invite the community:
  - A field house with three basketball courts and indoor track, in lieu of separate gymnasiums with no track, to allow Westhill to be the competitive venue for

- other Stamford Public Schools events, and a flexible space for community use, including walking for community members on weekends
- Auxiliary activity spaces including fitness, dance/yoga, and weight rooms located for easy community access from the public lobby
- Visual and performing arts teaching and learning spaces designed for community use after school, achieved through clustering these specialty learning spaces as a small learning community with direct access from the public lobby, and secured the rest of the academic areas by control doors and direct outside exits
- Swimming pool as a self-contained suite of spaces with direct access from the public entry
- Guidance suite strategically placed off the student entry to graciously receive parents coming to the school for conferences
- Special Education IEP conferencing room located in main office suite to facilitate secure access separate from the rest of the building

**Proposed Program - 5000 Compilation of Space**

State Project No.:  
 LEA: Stamford  
 School Name: Westhill High School  
 Date: June 2021

Connecticut School  
 Construction  
 Standards and Guidelines  
 5000 Compilation of Space

Academic Core Spaces (AC) - Net Square Feet		Academic Core Spaces - Net SF		
Diagram Number	Space Description	Proposed SF		
		Qty	SF	Area
<b>Instructional Areas</b>				
E-AC-2	ES Classrooms - Grades 1-5	0	900	0
M-AC-1	MS Classrooms - Grades 6-8	0	900	0
H-AC-1	HS Core Classrooms - Grades 9-12-incl WL	57	870	49,590
	Reduce General Classrooms by 4 to correlate with 4 STEM/ Maker Spaces counted as core w/ furniture for general project Classroom use on opening day			
	EL Classroom	5	870	4,350
H-AC-2	Science Classroom - General/Physics	17	1,165	19,805
H-AC-2	Science Classroom - Chemistry	5	1,165	5,825
H-AC-2	Science Classroom - Biology	0	1,165	0
	Small Auditorium	0	1,165	0
E/M/H-AC-3	Applications Lab/Large Classroom 1 per SLC	8	970	7,760
E/M/H-AC-3	Applications Lab/STEM/Maker	4	1,165	4,660
	Open schools w/ infrastructure in 4 Labs, but furniture for general classroom use. These spaces counted as general core Classrooms; reduce General Classrooms in Academic Core by 9 X 900sf			
<b>Total Instructional Areas</b>		<b>96.0</b>		<b>91,990</b>
<b>Support Areas</b>				
	Extended Learning Areas	8	1,200	9,600
	Teacher Prep Workrm/Planng Ctr	8	500	4,000
	Phone Booth	8	35	280
	Private Offices	16	120	1,920
	Staff Restroom	16	60	960
	Instructional Material Storage	8	200	1,600

	Small Group Room	8	150	1,200
H-AC-4	Science Prep	11	300	3,300
<b>Academic Core Total</b>				<b>114,850</b>

Special Education Spaces (SE) - Net Square Feet		Special Education Spaces - Net SF		
Diagram Number	Space Description	Proposed SF		
		Qty	SF	Area
<b>Instructional Areas - Not Counted in Total Instructional Space Count</b>				
E/M/H-AC-1	Self-contained Classroom	0	870	0
	CORE, autism (was LEP)	3	870	2,610
	ASD, developmental	2	870	1,740
	Life Skills	0	870	0
	TEAM, medically fragile	1	870	870
E/M/H-SE-1	Spl Ed/Resource, 15 students, push in	13	450	5,850
E/M/H-AC-1	Small Self-contained Classroom	0	600	0
	OT/PT Room	1	450	450
	Nurse Office for medically fragile	1	450	450
	Storage	1	450	450
	Kitchen/Laundry Room	1	150	150
	TEAM Bathroom/Shower/Changing	1	150	150
	Extended Learning Area	1	500	500
	Sensory Room	1	200	200
	Testing Room	2	150	300
	Teacher Planning Center	1	200	200
	Private Office	1	120	120
	Confidential Phone Booth	2	35	70
	Secretary/ Reception	1	200	200
	IEP Conference Room See Admin below			
	Workroom/Conference	1	150	150
	Instructional Material Storage	2	200	400
	Secure Files	1	80	80
<b>Special Education Total</b>				<b>14,940</b>

<b>Administration Spaces (AD) - Net Square Feet</b>	<b>Administration Spaces - Net SF</b>
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Diagram Number	Space Description	Proposed SF		
		Qty	SF	Area
	<b>ADMINISTRATION</b>			
	Reception Area	1	300	300
	Secretarial Area open office area	1	300	300
	Freshman House Secretary/ Assistant	1	150	150
	Freshman House Asst Principal's Off	1	120	120
	Conference Room Small	1	200	200
	Principal's Office	1	195	195
	Accounts Clerk closed office	1	120	120
	Data Processing closed office	1	120	120
	Dean of Students	1	120	120
	Asst Principal's Off	3	120	360
	Registrar open office area, locate at Frosh House	1	120	120
	Raynor Reception	0	200	0
	Raynor Offices	0	120	0
	Raynor Guidance	0	120	0
	Raynor Storage	0	120	0
E/M/H-AC-1	In-school Suspension/Student Support Center	1	900	900
	Conference Room IEPs, 15-20 seats	1	400	400
	Conference Room Small	2	200	400
	Mail/Work/Copy Room	1	300	300
	Kitchen	1	80	80
	Administration Storage	1	150	150
	Vault/Records Storage	1	80	80
	Restroom	4	60	240
	Visitor/Family Restroom	1	80	80
-	<b>Parent/Volunteer Room</b>	-	-	-
	School Store	1	200	200
	School Resource Officer	2	80	160
	Security Head Office	1	120	120
	Security Staff Room	1	300	300
	<b>GUIDANCE</b>			
	Guidance Secretary/Reception	1	200	200
	Guidance Counselor's Office	12	120	1,440
	Career Center/ Computer Room	1	900	900
	Psychologist	3	120	360
	Social Worker	3	120	360
	Speech/ Language Pathologist	2	120	240
	Itinerant Personnel Office	2	120	240
	Guidance Storage	1	150	150
	Conference Room Small	1	200	200
	Back Pack Program Pantry	1	120	120
	Restroom	2	60	120

	Visitor Restroom	1	60	60
	<b>NURSE/CLINIC</b>			
	Health Clinic (incl. RR) w/ 2 lie down cots	1	550	550
	Team Nurse w/Toilet	0	500	0
	Community Health Clinic (incl. RR)	1	550	550
	Community Dental	1	200	200
	<b>Administration Total</b>			<b>11,205</b>

Media Center Spaces (MC) - Net Square Feet		Media Center Spaces - Net SF		
Diagram Number	Space Description	Proposed SF		
		Qty	SF	Area
E/M/H-MC-1	Reading Room/Circulation - Note 1	1	8,729	8,729
	Multimedia Production Room	0	200	0
	Conference Room	0	200	0
	Media Specialist Office	1	120	120
	Workroom/Storage	1	400	400
	Staff Copy/Kitchette	0	150	0
	Staff Restroom	0	60	0
	Main Server Room [MS]	1	250	250
	IT Staff Office & Repair Center	1	200	200
	<b>Media Center Total</b>			<b>9,699</b>

Visual Arts Spaces (VA) - Net Square Feet		Visual Arts Spaces - Net SF		
Diagram Number	Space Description	Proposed SF		
		Qty	SF	Area
<b>Instructional Areas</b>				
E-VA-1	ES Art Room	0	1,200	0
M-VA-1	MS Art Room	0	1,400	0
H-VA-1	HS Art Room			
	005, Flex	1	1,200	1,200
	006, Flex 2d, 3D	1	1,000	1,000
	007, Flex	1	1,000	1,000
	008, Computer	1	1,200	1,200
	009, Computer	1	1,300	1,300
	010, Pottery & Ceramics	1	1,300	1,300
	011, Flex Jewelry & Metalsmith	1	1,300	1,300
	Darkroom Suite 1	1	750	750
-	Darkroom Suite 2	-	-	-
	<b>Total Instructional Areas</b>	<b>8</b>		<b>9,050</b>
<b>Support Areas</b>				
	Kiln/Ceramic Storage	1	400	400

	Art Material Storage	5	150	750
	Secure Teacher Storage	0	200	0
	Extended Learning Area	1	500	500
	Teacher Prep Workrm/Planng Ctr	1	500	500
	Phone Booth	1	35	35
	Private Offices	1	120	120
	Staff Restroom	2	60	120
	<b>Visual Arts Total</b>			<b>11,475</b>

Music Spaces (MU) - Net Square Feet		Music Spaces - Net SF		
Diagram Number	Space Description	Proposed SF		
		Qty	SF	Area
<b>Instructional Areas</b>				
H-MU-1	HS Instrumental/Band Room	1	1,500	1,500
	Observation Deck	0	400	0
M/H-MU-2	Vocal Room	1	1,200	1,200
	Stage area as part of Vocal room	1	400	400
	Digital Music Classroom			
<b>Total Instructional Areas</b>		<b>3</b>		<b>3,100</b>
<b>Support Areas</b>				
	Music Library/Storage	1	200	200
	Music Office	1	120	120
	Instrument Storage	1	350	350
	Storage Closets	3	150	450
	Uniform Storage	1	200	200
	Ensemble Room	1	200	200
	Practice Room	8	60	480
	Community Storage	2	150	300
	Extended Learning Area (see Art)			
<b>Music Total</b>				<b>5,400</b>

Performing Arts Spaces (PA)/ Auditorium - Net Square Feet		Performing Arts Spaces - Auditorium - Net SF		
Diag. No.	Space Description	Proposed SF		
		Qty	SF	Area
<b>Instructional Areas</b>				
H-PA-1	Auditorium - Note 1	1	8,305	8,305
H-PA-2	Orchestra "Pit"	1	600	600
	Drama Classroom	-	-	-
H-PA-3	Stage Area (includes Wings)	1	2,400	2,400
<b>Total Instructional Areas</b>		<b>1</b>		<b>11,305</b>
<b>Support Areas</b>				
	Scene Shop Storage	1	1,200	1,200

	Make-up/Dressing Room	0	200	0
	Green Room	0	200	0
	Costume Storage	1	200	200
	Storage	1	400	400
	Community Storage	1	400	400
	Control Room	1	100	100
	Lobby/Concessions/Gallery	0	100	0
	Ticket Booth	0	80	0
	Theater/Drama Office	1	120	120
<b>Performing Arts Total</b>				<b>13,725</b>

Career Technical Education Spaces (AC) - Net Square Feet		Career Technical Education Spaces - Net SF		
Diagram Number	Space Description	Proposed SF		
		Qty	SF	Area
<b>Instructional Areas</b>				
E/M/H-AC-4	Located in Core Academic. See above			
	Applications Lab/Trades	2	2,500	5,000
	1 Culinary Arts			
	1 Metal/Wood			
	Business in SLCs	10	870	8,700
<b>Total Instructional Areas</b>		<b>12</b>		<b>13,700</b>
<b>Support Areas</b>				
	Storage Culinary	1	300	300
	Storage Metal/Wood	1	240	240
	Finishing Room	1	120	120
<b>Career Technical Total</b>				<b>14,360</b>

Physical Education Spaces (PE) - Net Square Feet		Physical Education Spaces - Net SF		
Diagram Number	Space Description	Proposed SF		
		Qty	SF	Area
<b>Instructional Areas</b>				
H-PE-1	HS Gymnasium	1	12,000	12,000
H-PE-2	Auxiliary Gymnasium	0	7,000	0
	<b>Add for Field House w/ Track</b>	<b>1</b>	<b>2,600</b>	<b>2,600</b>
	Freshman Gym	1	7,000	7,000
	Training Room/ Fitness Center	1	1,000	1,000
	Weight Room	1	1,000	1,000
	Physical Health Classroom	6	930	5,580
	Health Lab	1	450	450
	JROTC	2	930	1,860
	Health/ Dance/ Yoga	1	1,000	1,000
	Multi-use P.E. Room/ Wrestling	1	2,000	2,000
<b>Total Instructional Areas</b>		<b>16</b>		<b>34,490</b>

Support Areas				
	Student PE Locker Room			
	Girls & Boys			
	Flex PE+Ath 100 students each	2	1,856	3,712
	Student PE Restroom/Shower	2	352	704
	Student Athletics Locker Room			
	Girls & Boys			
	Flex Athletics 100 students each	2	1,608	3,216
	Student Athletics Restroom/Shower	4	352	1,408
	Physical Education Storage			
	Football Storage	1	800	800
	Main Gym Storage	1	200	200
	Auxiliary Gym Storage	-	-	-
	Freshman Gym Storage	1	400	400
	Athletics Storage	1	900	900
	Outside Access Athletics Storage	1	900	900
	Uniform Storage	1	300	300
	Storage	4	100	400
	Team Storage	1	200	200
	Training Room	1	350	350
	Teacher Planning Center	1	300	300
	Extended Learning Area	1	500	500
	JROTC Offices	2	120	240
	JROTC Uniform Storage	1	30	30
	JROTC Supplies	1	300	300
	P.E./Athletic Offices			
	PE Office, all gender	1	300	300
	Athletics Office, all gender	1	300	300
	Staff Toilet/ Shower/ Locker	8	100	800
	Athletic Director's Office	1	120	120
	Conference Room	1	150	150
	Shower	1	80	80
	Lobby Services	0	200	0
	<b>Physical Education Total</b>			<b>51,100</b>

Student Dining Spaces (SD) - Net Square Feet		Student Dining Spaces - Net SF		
Diagram Number	Space Description	Proposed SF		
		Qty	SF	Area
E/M/H-SD-1	Student Dining - Note 2	2	7,274	14,548
	Finch			
	Raynor			
E/M/H-SD-2	Stage	-	-	-
	Staff Dining	1	600	600
	Combined Dining/Performance			
	Scene Shop and Storage	0	450	0

	Make-up/Dressing Room	0	100	0
	Theatrical Control Room	0	100	0
	Drama Storage	0	200	0
	Table Storage	0	200	0
	Family Restroom	0	80	0
<b>Student Dining Total</b>				<b>15,148</b>

Food Service Spaces (FS) - Net Square Feet		Food Service Spaces - Net SF		
Diagram Number	Space Description	Proposed SF		
		Qty	SF	Area
	Warming Kitchen	0	0	0
E/M/H-FS-1	Kitchen			
E/M/H-FS-1	Preparation Area	1	3,142	3,142
E/M/H-FS-1	Serving Area	1	2,968	2,968
	Finch			
	Raynor			
E/M/H-FS-1	Dry Food Storage	1	960	960
E/M/H-FS-1	Cooler/Freezer	1	873	873
E/M/H-FS-1	Ware Washing	1	786	786
	Dietician Office	1	75	75
	Restroom/Locker Rm	1	140	140
<b>Food Service Total</b>				<b>8,944</b>

Custodial Spaces (CU) - Net Square Feet		Custodial Spaces - Net SF		
Diagram Number	Space Description	Proposed SF		
		Qty	SF	Area
	Workroom	1	1,000	1,000
	Break Room	1	200	200
	Custodial Office	1	100	100
<b>Custodial Total</b>				<b>1,300</b>

Building Services Spaces (BS) - Net Square Feet		Building Services Spaces - Net SF		
Diagram Number	Space Description	Proposed SF		
		Qty	SF	Area
E/M/H-BS-1	Large Group Restrooms	1	9,808	9,808
	Custodial Closet	16	50	800
	Electrical Closet	10	50	500
	Telecommunications Room (TR)	21	65	1,365
E/M/H-BS-2	Corridors	1	55,645	55,645
	Vertical Circulation	1	0	0
	Mechanical/Electrical Space/Decks	1	19,335	19,335
	Storage Area	1	200	200

	Equipment	1	750	750
	Supplies	1	1,000	1,000
	Central Storage Area	1	250	250
	Loading/Receiving Area	1	360	360
	Restroom/ Shower	1	100	100
	Recycling Room	1	100	100
	Garage	1	2,200	2,200
		0	100	0
<b>Building Services Total</b>				<b>92,413</b>

<b>Total - Net Square Feet</b>				<b>364,559</b>
<b>Construction Factor</b>			<b>0.11</b>	<b>40,101</b>
<b>Total NGSF Programmed</b>				<b>404,660</b>

Natatorium Spaces - Net Square Feet		Natatorium Spaces - Net SF		
Diag. No.	Space Description	Proposed SF		
		Qty	SF	Area
<b>Instructional Areas</b>				
	Main Pool - 25 yds x 50 meters	1	12,304	12,304
	Deck - 10 ft. side + 15 ft. ends	1	6,422	6,422
	Bleachers - 1/4 student enrollment	1	6,422	6,422
	Fitness Room	1	2,500	2,500
	Training Room	1	300	300
	Classroom	1	900	900
	Multi-use Room	1	1,500	1,500
<b>Total Instructional Areas</b>		<b>3</b>		<b>30,347</b>
<b>Support Areas</b>				
	Locker Rooms	2	400	800
	Restroom/Shower	2	200	400
	Storage	1	200	200
	Office	1	120	120
	Pool Equipment Room	1	500	500
	Chemical Storage Room	1	500	500
	Staff Shower	1	80	80
	Concessions	1	120	120
	Lobby Services	0	200	0
<b>Natatorium Sub-Total</b>				<b>33,067</b>

Building Services Spaces (BS) - Net Square Feet		Building Services Spaces - Net SF		
Diagram Number	Space Description	New SF		
		Qty	SF	Area
E/M/H-BS-1	Large Group Restrooms	0	1,157	0
	Custodial Closet	0	50	0
	Electrical Closet	0	50	0
	Telecommunications Room (TR)	0	64	0
E/M/H-BS-2	Corridors	0	6,613	0
	Vertical Circulation	0	0	0
	Mechanical/Electrical Space/Decks	0	2,282	0
	Storage Area	0	200	0
	Central Storage Area	0	250	0
	Loading/Receiving Area	0	120	0
	Restroom	0	60	0
	Recycling Room	0	100	0
<b>Building Services Total</b>				<b>0</b>

<b>Natatorium Total NGSF Programmed</b>				<b>33,067</b>
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Note 1: Natatorium funding is based on a portion of the student enrollment. For more information contact Office of School Construction Grants and Review.

<b>Subtotal - Net Square Feet</b>				<b>364,559</b>
<b>Construction Factor</b>			<b>0.11</b>	<b>40,101</b>
<b>Total Gross SF Programmed (inside face of exterior walls)</b>				<b>404,660</b>
<b>Natatorium Gross SF Programmed (inside face of exterior wall)</b>				<b>33,067</b>
<b>Total Gross SF of Facility with Natatorium (inside face of exterior walls)</b>				<b>437,727</b>

**APPENDIX F – Conceptual Design Plans**  
**Developed by JCJ Architects**



PLANNING AND ESTIMATING  
**WESTHILL HIGH SCHOOL**  
STAMFORD, CONNECTICUT

**JCJ** ARCHITECTURE  
MAY 24<sup>TH</sup> 2021



# **WHHS WORKING GROUP**

**DR. TAMU LUCERO – STAMFORD PUBLIC SCHOOLS SUPERINTENDENT**

**OLYMPIA DELLA FLORA – ASSOCIATE SUPERINTENDENT FOR SCHOOL DEVELOPMENT**

**FRANK LOCKER – BOE EDUCATIONAL CONSULTANT**

**MICHAEL RINALDI – WHHS PRINCIPAL**

**PETER RINALDI - WHHS ASSISTANT PRINCIPAL**

**ANDY GEORGE – STAMFORD BOARD OF EDUCATION MEMBER**

**CINDY GRAFSTEIN – SPECIAL ASSISTANT TO THE MAYOR**

**DAVID PATNAUDE – BOE FACILITY MANAGER**

**LOU CASOLO – CITY ENGINEER**

**DOMENICK TRAMONTOZZI – SENIOR CONSTRUCTION MANAGER**

**PROJECT ARCHITECT: JCJ ARCHITECTURE**

**PETER BACHMANN - PRINCIPAL**

**CHRISTINE O'HARE - SENIOR PROJECT MANAGER**

**JEFF ELLIOTT - SENIOR PROJECT DESIGNER**



# EXISTING SITE



TENNIS COURTS

UTILITY

BASEBALL

SOFTBALL

STADIUM

MAIN ENTRY

STAMFORD  
EMERGENCY  
MEDICAL  
SERVICES

MULTIPURPOSE

ROXBURY RD

LONG RIDGE RD



NORTH

# EXISTING BUILDINGS

**ORIGINAL HIGH SCHOOL  
(1971)  
317,056 SF**

**GYM ADDITION  
(2007)  
13,168 SF**

**CLASSROOM ADDITION  
(2007)  
43,170 SF**

**TOTAL HIGH SCHOOL AREA:  
373,394 SF**

**WESTHILL HIGH SCHOOL  
STAMFORD, CONNECTICUT**

**ORIGINAL VO-AG  
(1971 / 1994)  
5,610 SF**

**AGRI-SCIENCE CENTER  
(2001)  
42,307 SF**



**NORTH**

**JCJ ARCHITECTURE**

# AVAILABLE SITE AREAS

**NOT DESIRABLE**  
**NEW TENNIS COURTS**

**NOT DESIRABLE**  
**REQUIRES LARGE FLAT**  
**REPLACEMENT AREA**  
**ARTIFICIAL TURF NOT**  
**REIMBURSABLE**

**SITE FOR RENO/  
ADDITION OPTION**  
**SMALL AREA**  
**COMPLICATED PHASING**

**SITE FOR NEW OPTION**  
**LARGE AREA**  
**GRASS FIELDS IN NEED**  
**OF REPLACEMENT**

**NOT DESIRABLE**  
**SMALL AREA**  
**ARTIFICIAL TURF NOT**  
**REIMBURSABLE**



# RENOVATION OPTION

<b>BUILDING AREA GSF</b>	<b>451,508</b>
<b>BUILDING AREA NGSF</b>	<b>404,658 +25,350 POOL</b>
<b>ESTIMATED PROJECT COST</b>	<b>\$237.6 MILLION</b>
<b>ESTIMATED COST PER SF</b>	<b>\$525/sf</b>
<b>COST TO CITY</b>	<b>\$169.9 MILLION</b>
<b>CONSTRUCTION DURATION</b>	<b>72 MONTHS</b>



WESTHILL HIGH SCHOOL  
STAMFORD, CONNECTICUT

# NEW OPTION

<b>BUILDING AREA GSF</b>	<b>459,016</b>
<b>BUILDING AREA NGSF</b>	<b>404,658 +32,500 POOL</b>
<b>ESTIMATED PROJECT COST</b>	<b>\$261.0 MILLION</b>
<b>ESTIMATED COST PER SF</b>	<b>\$568/sf</b>
<b>COST TO CITY</b>	<b>\$214.7 MILLION</b>
<b>CONSTRUCTION DURATION</b>	<b>42 MONTHS</b>



# RENOVATION OPTION SUMMARY

<b>BUILDING AREA GSF</b>	<b>451,508</b>
<b>BUILDING AREA NGSF</b>	<b>404,658 +25,350 POOL</b>
<b>ESTIMATED PROJECT COST</b>	<b>\$237.6 MILLION</b>
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<b>COST TO CITY</b>	<b>\$169.9 MILLION</b>
<b>CONSTRUCTION DURATION</b>	<b>72 MONTHS</b>

## CONSIDERATIONS - SITE

SITE CIRCULATION ON FOUR SIDES OF BUILDING CONTINUES

LIMITED OPPORTUNITIES TO INCREASE PARKING CAPACITY

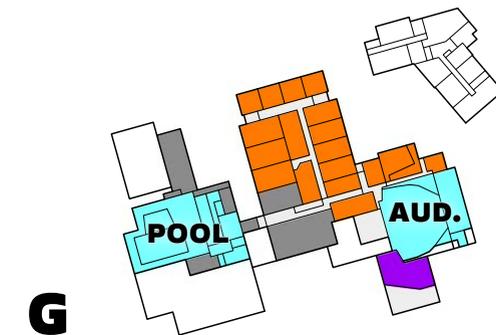
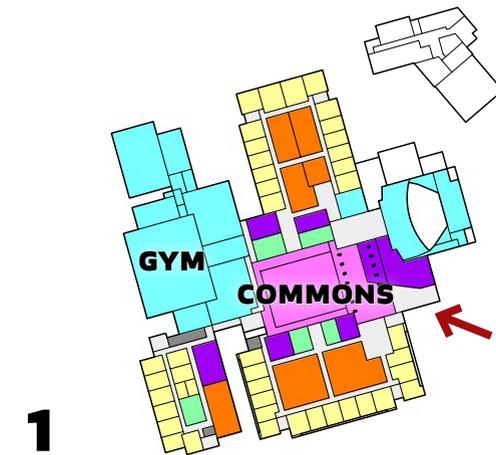
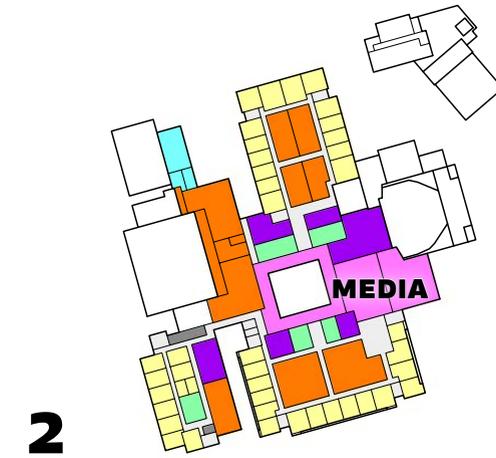
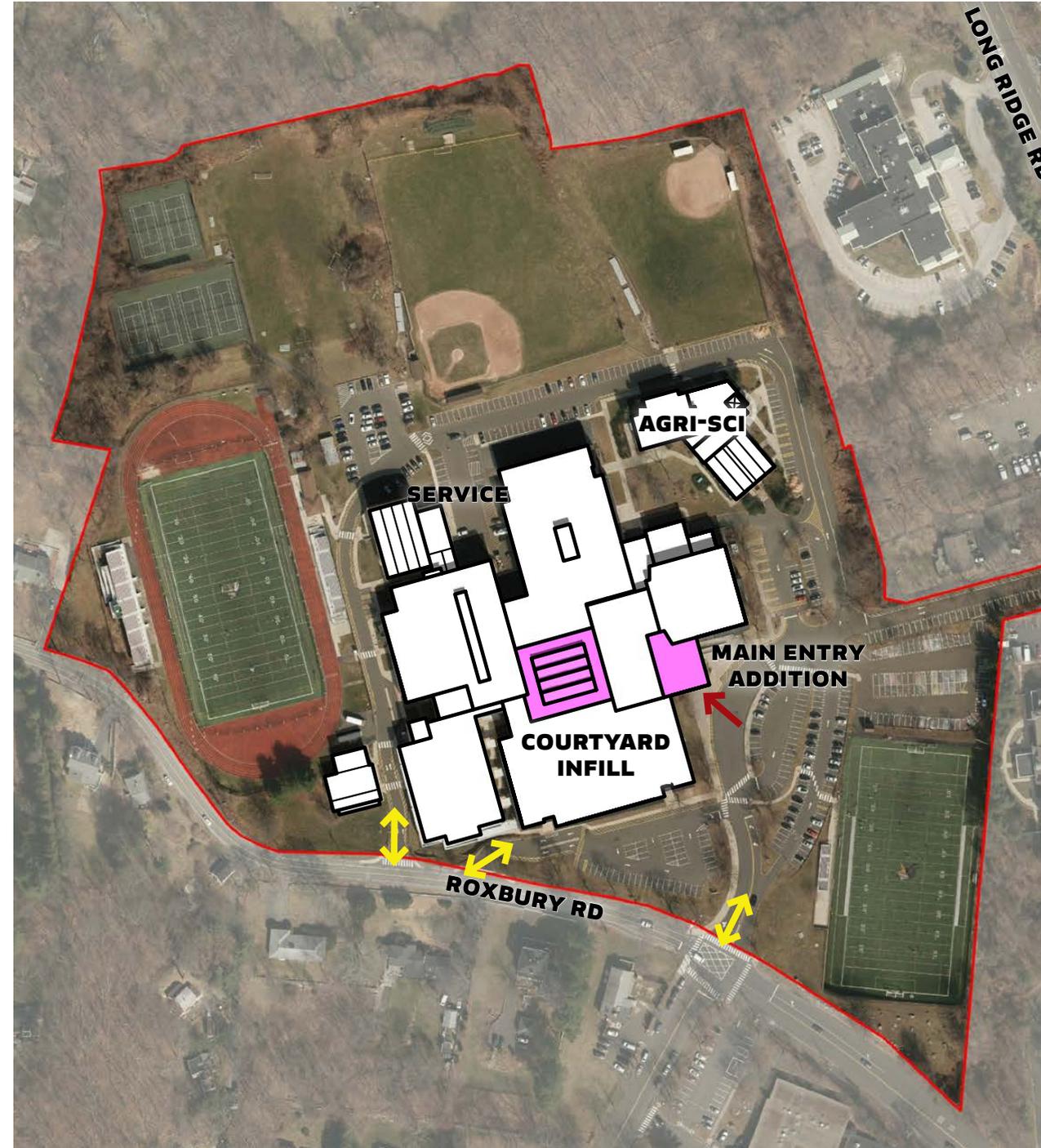
BASEBALL/SOFTBALL FIELD LAYOUT SHORTCOMINGS REMAIN

## CONSIDERATIONS - BUILDING

COURTYARD INFILL ADDITION CREATES STUDENT HUB AND DINING COMMONS

MAIN ENTRY ADDITION FOR ADMINISTRATION AND VESTIBULE IMPROVES BUILDING SECURITY

EXISTING POOL LOCATION AND SIZE LIMITS OPTIONS FOR RENOVATION



# NEW OPTION SUMMARY

<b>BUILDING AREA GSF</b>	<b>459,016</b>
<b>BUILDING AREA NGSF</b>	<b>404,658 +32,500 POOL</b>
<b>ESTIMATED PROJECT COST</b>	<b>\$261.0 MILLION</b>
<b>ESTIMATED COST PER SF</b>	<b>\$568/sf</b>
<b>COST TO CITY</b>	<b>\$214.7 MILLION</b>
<b>CONSTRUCTION DURATION</b>	<b>42 MONTHS</b>

## CONSIDERATIONS - SITE

ALL SITE CIRCULATION IN FRONT OF NEW BUILDING FOR VISUAL SUPERVISION

MULTIPLE DROP OFF AREAS INCLUDE VO-AG ACCESS

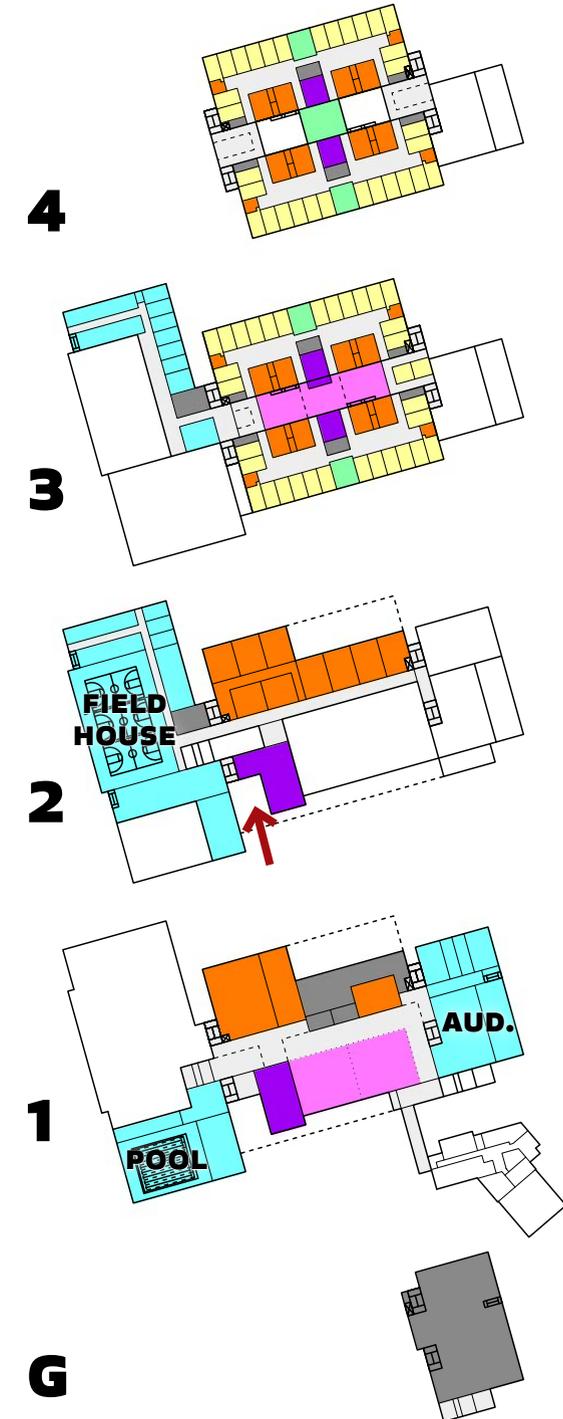
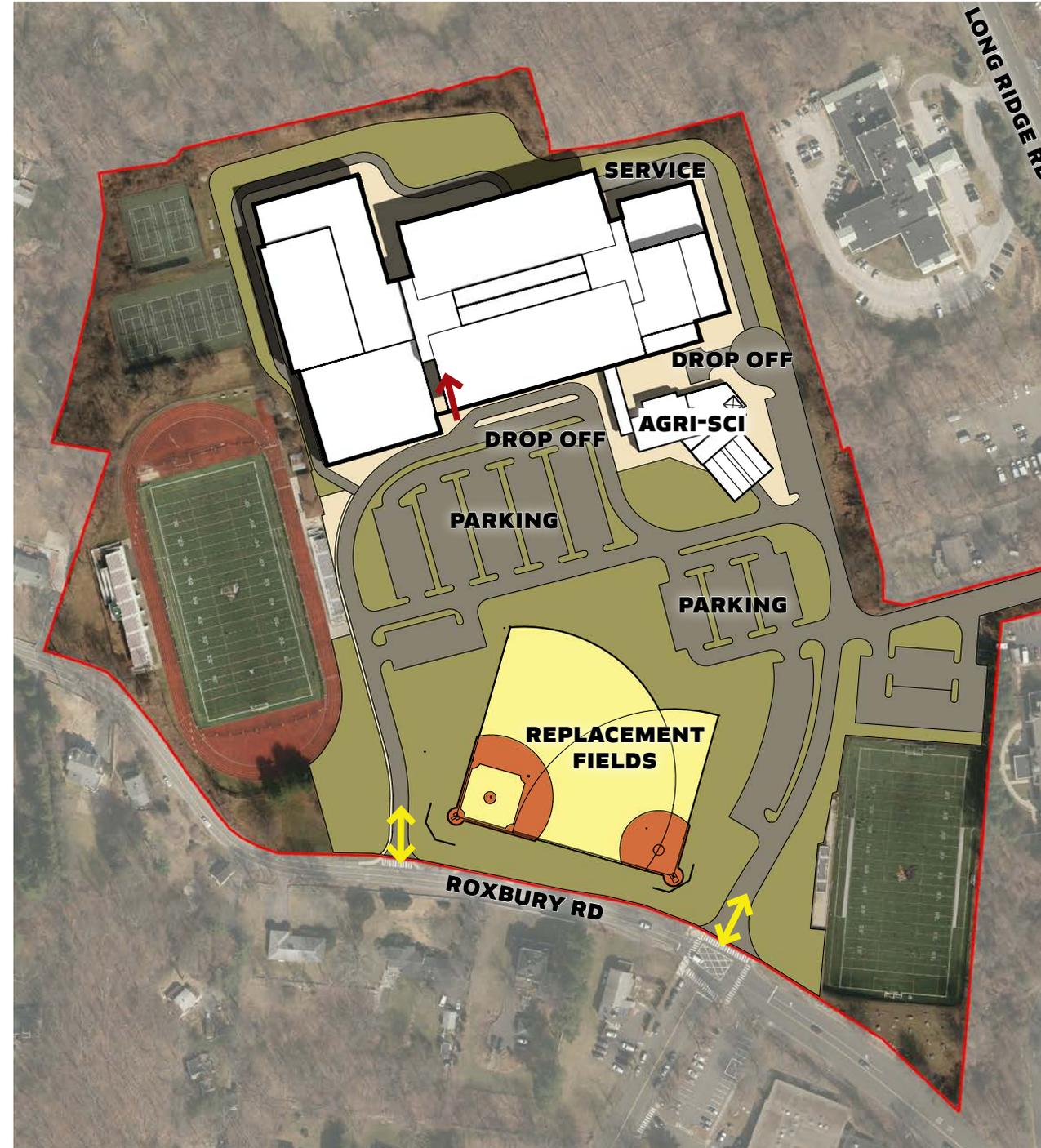
REPLACE BASEBALL/SOFTBALL FIELDS WITH ADEQUATELY SIZED LAYOUTS

## CONSIDERATIONS - BUILDING

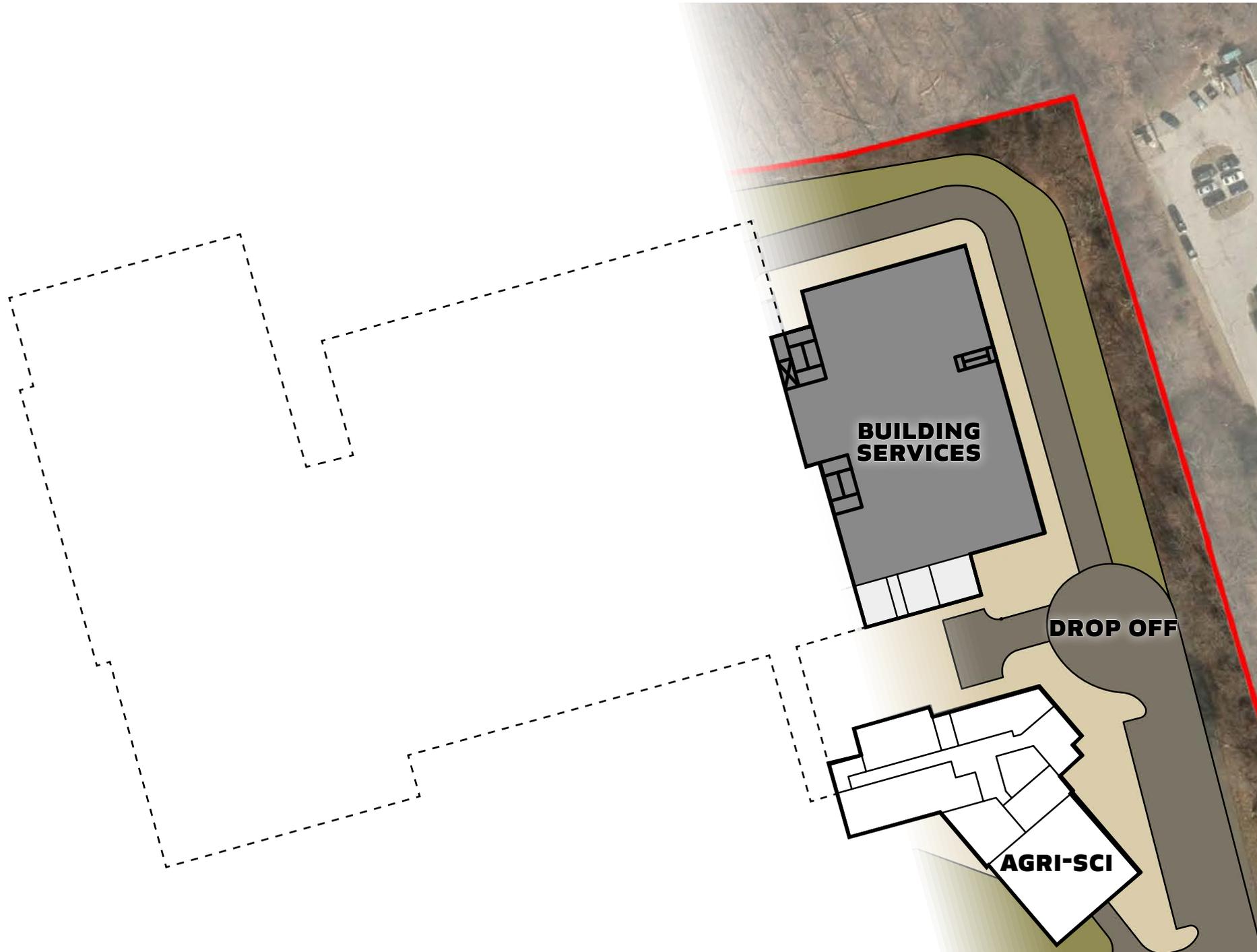
COMPACT FOUR STORY FOOTPRINT REDUCES TRAVEL DISTANCES

CLEAR SEPARATIONS BETWEEN COMMUNITY AND STUDENT SPACES

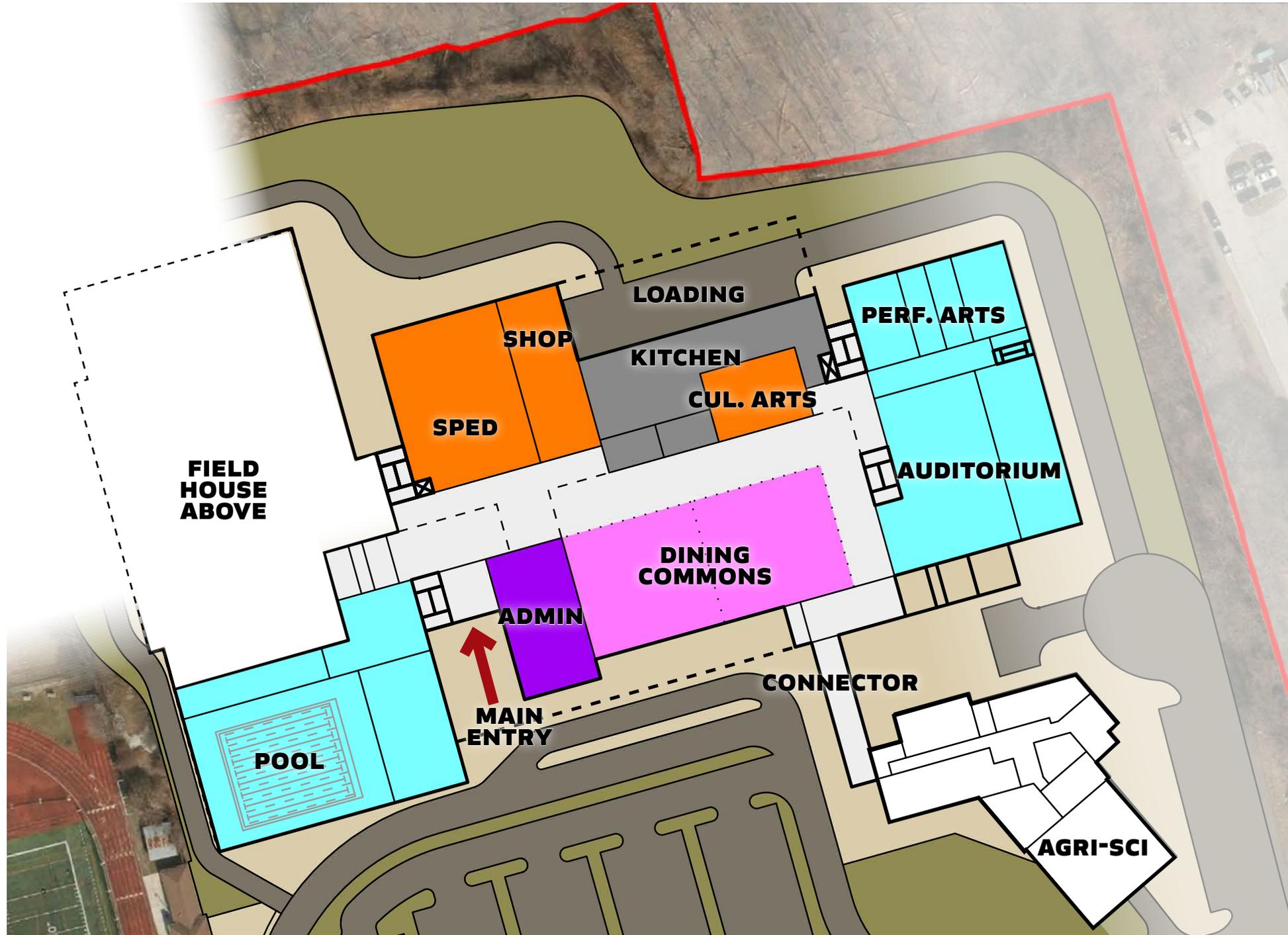
POOL AND FIELD HOUSE ADJACENT TO MAIN ENTRY



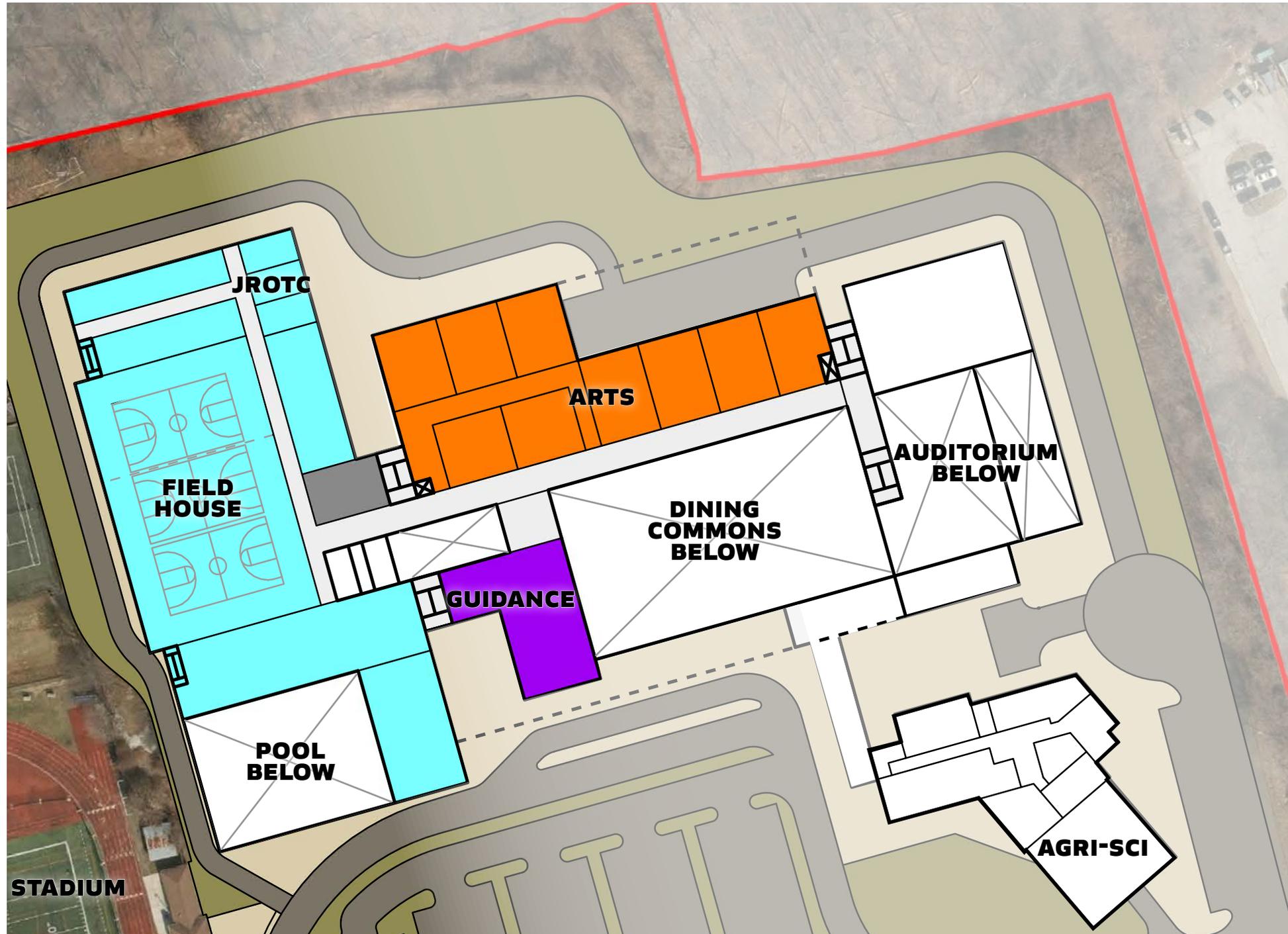
# NEW OPTION GROUND FLOOR



# NEW OPTION FLOOR 1



# NEW OPTION FLOOR 2

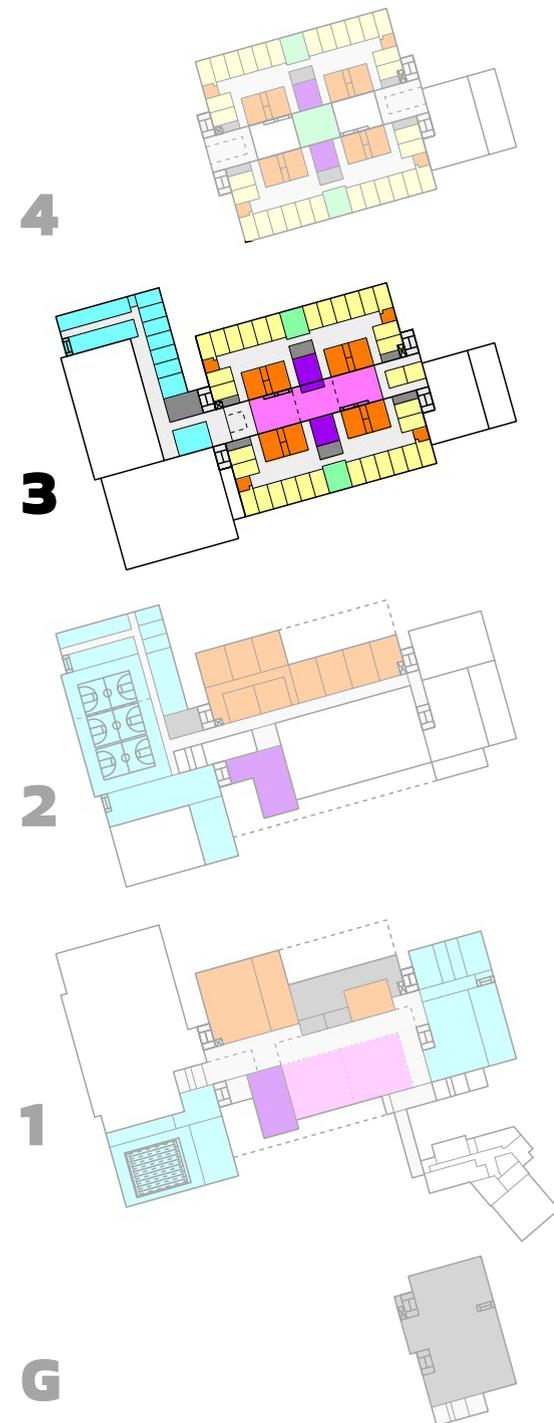
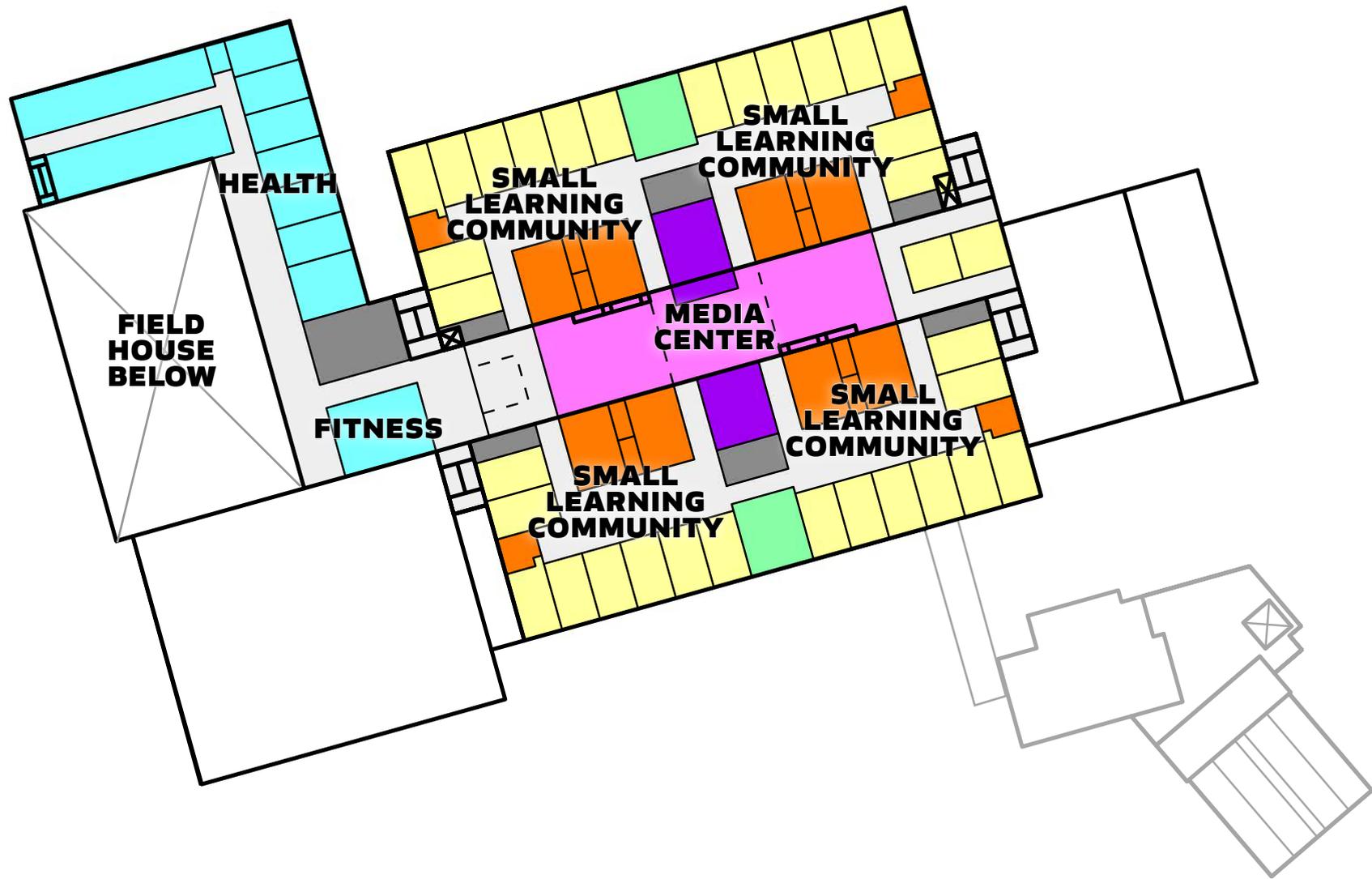


WESTHILL HIGH SCHOOL  
STAMFORD, CONNECTICUT



JCJ ARCHITECTURE

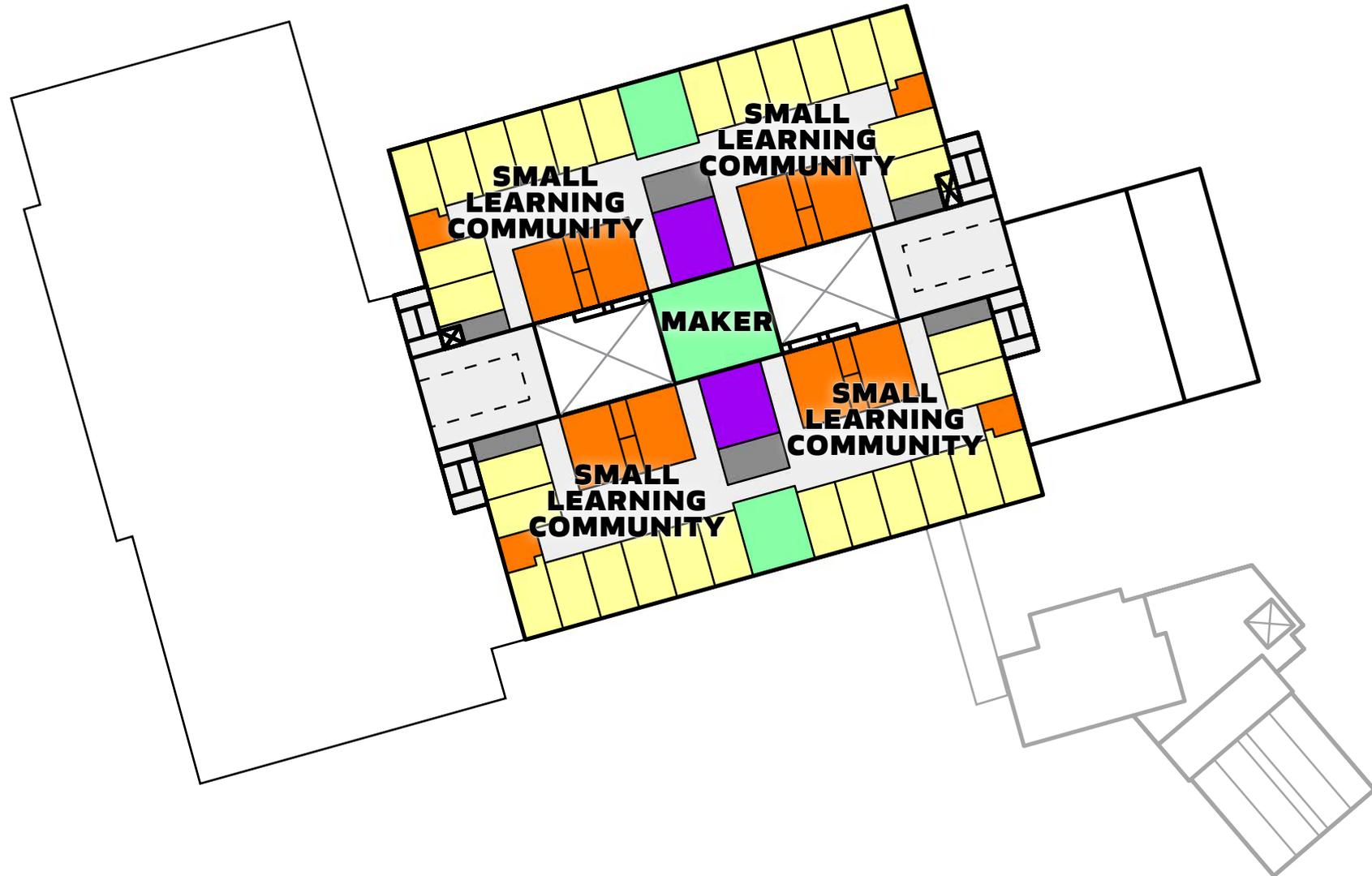
# NEW OPTION FLOOR 3



- ASSEMBLY
- COMMONS
- ADMIN
- CLASSROOM
- SPECIALTY
- STEM / MAKER



# NEW OPTION FLOOR 4



- ASSEMBLY
- COMMONS
- ADMIN
- CLASSROOM
- SPECIALTY
- STEM / MAKER



## **APPENDIX G – Purchasing Department General Specifications**

## **INTERNET USAGE ACKNOWLEDGEMENT**

Caution: The competitive bid/proposal process requires the City of Stamford provide all competitors with equal and timely access to information. To enhance our capabilities, the Purchasing Department is providing bid information over the Internet. You may use this application provided you agree with the following understandings:

1. The City cannot guarantee that the equipment involved in this technology will be available to provide information or receive transmittals. **IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOU HAVE CURRENT INFORMATION AND THAT QUOTATIONS ARE RECEIVED AT THE DESIGNATED LOCATION, COMPLETE AND ON TIME.**
2. The City is not responsible for the confidentiality of information transmitted over the Internet.
3. The City makes no guarantee as to the completeness or accuracy of downloaded "Request for Bid", "Request for Proposal" or "Request for Qualification."

## **RFQ/RFP SUBMISSION REQUIREMENTS**

The Purchasing Department requests that you identify clearly your fee proposal sheet(s), as well as your bid bond pages if applicable.

Bids/Proposals must be received by the due date and time in order to be considered. Please be advised that the Purchasing Department does not accept bids or proposals by email or fax. More Information: (203) 977-4108, (203) 977-4107 or (203) 977-4994.

The following documents should be returned with your RFQ/RFP:

- Contractor's Statement
- Non-Collusion Affidavit
- City of Stamford State of Connecticut Contractor Verification (in accordance with Public Act 16-67) Compliance Affidavit (**For all school projects**)
- A Certificate of Corporate Resolution signed by the Secretary of your firm, authorizing you to execute a contract.

Or

- A Certification as to Contract Signatory for Limited Liability Companies (LLCs) signed by the Secretary of your firm, authorizing you to execute a contract.
- Proposer's Information and Acknowledgement Form
- Department of the Treasury Internal Revenue Service Form W-9
- Commission on Human Rights and Opportunities Contract Compliance Regulations Notification to Bidders Form  
[http://www.ct.gov/chro/lib/chro/Notification\\_to\\_Bidders.pdf](http://www.ct.gov/chro/lib/chro/Notification_to_Bidders.pdf)

*The Purchasing Agent reserves the express right, on behalf of the City of Stamford, to waive any/all technical defects, irregularities and omissions if the best interest of the City is served.*

## **Issuing Office**

This RFP is being issued by the Purchasing Department of the City of Stamford on behalf of the department identified on the coversheet, hereinafter referred to as the "City." The issuing officer is the Purchasing Agent or designee.

## **Inquiries**

All technical inquiries regarding this RFP must be in writing and must be addressed to the Technical Contact identified on the coversheet. The deadline for submitting questions related to this RFP is 10 working days before the due date. Responses to all questions will be furnished through a formal addendum following the closing date listed herein.

## **Incurring Cost**

The City of Stamford will not be held responsible for any costs incurred by the proposer for work performed in preparation and production of a proposal or for any work performed prior to the issuance of a contract.

## **Rejection/Acceptance of Proposals**

The City of Stamford reserves the right to refuse for any reason deemed to be in the City's best interest any and/or all proposals submitted under this RFP.

This RFP is not an offer to contract. Acceptance of a proposal neither commits the City of Stamford to award a contract with any firm, even if all requirements in this RFP are met, nor limits its right to negotiate in the best interest of the City of Stamford. The City of Stamford reserves the right to contract with any firm for any reason.

## **Addenda to RFP**

Amendments to this RFP may be necessary prior to the closing date and will be furnished to all prospective proposers. Failure to acknowledge receipt of amendments in accordance with the instructions contained in the amendment may result in the proposal not being considered.

## **Submission of Proposals**

Each proposer must submit their proposal via ProcureWare by the date and time stated on the cover sheet. Proposals received after the date and time prescribed shall not be considered for contract award and shall be returned to the proposer. Neither mailed, faxed or emailed RFP responses will be accepted as qualified RFP submission.

## **Proprietary Information**

The City of Stamford will not disclose any portion of the proposals except to members of the proposal evaluation team prior to contract award. The City of Stamford retains the right to disclose the name of the successful proposer, the financial considerations and any other information in the proposal that is pertinent to the selection of the proposer.

## **Key Personnel**

The personnel and commitments identified on any proposer's proposal will be considered essential for the work to be performed under this RFP. Prior to diverting any of the specified individuals to other programs or changing the level of effort of the specified individuals, the

proposer must notify the City fourteen (14) days in advance and will be required to submit justification, including proposed substitutions, in sufficient detail, to permit evaluation of the impact on the project. The proposer will make no deviation without the prior written consent of the City. Replacement of personnel will be with personnel of equal ability and qualifications.

Any employee of the proposer, who in the sole opinion of the City is unacceptable, shall be removed from the project pursuant to the request of the City. The proposer will have fourteen (14) calendar days to fill the vacancy with another employee of acceptable technical experience and skills subject to the written approval of the City.

The City shall have the right to reject or terminate any of the staff provided by the proposer with 24-hour notice, and the proposer shall be able to provide immediate, temporary replacement and within 30 days, provide permanent replacement.

### **Independent Project Cost Determination and Gratuities**

By submission of a proposal, the proposer certifies that in connection with its procurement:

The financial data in this offer 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 proposer or competitor.

The financial data quoted in this offer will not change for a period of one hundred twenty (120) days after the receipt date at the City of Stamford of this offer.

Unless otherwise required by law, the financial data which has been quoted in this offer have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to award, directly or indirectly to any other proposer or to any competitor.

No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit an offer for the purpose of restricting competition.

No elected official or appointed official or employee of the City of Stamford shall benefit financially or materially from this contract.

### **Prime Contractor Responsibility**

Vendors submitting proposals to this RFP may not utilize the service of subcontractors without the prior written approval of the City of Stamford. If sub-contractors or partners are planned to be used, this should be clearly explained in the response. The prime contractor will be responsible for the entire contract performance whether or not a sub-contractor or partner is used to perform. All corporate information required in this RFP must be included for each proposed partner or sub-contractor. The proposal must also include copies of any agreements to be executed between the prime contractor and any partners or sub-contractors in the event of contract award. Under this RFP, the City of Stamford retains the right to approve all partners or sub-consultants.

### **Availability of Funds**

The contract award under this RFP is contingent upon the availability of funds to the department identified on the coversheet. **In the event that funds are not available, any contract resulting from this RFP will become void and of no force and effect.**

## **Termination for Default or for the Convenience of the Contracting Agency**

Performance under any contract resulting from this RFP may be terminated by the City of Stamford whenever:

The contractor shall default in the performance of his/her contract and shall default within the period specified by the contracting officer in a notice specifying default; or

The contracting officer shall determine that termination is in the best interest of the Office of Administration/Operations, the Purchasing Department or the City of Stamford.

Termination will be effected by delivery to the contractor of a notice to terminate, stating the date upon which the termination becomes effective.

In the event of termination of this agreement as a result of a breach by the Consultant hereunder, the City shall not be liable for any fees and may, at its sole discretion, award an agreement of the same services to another qualified firm with the best proposal or call for new proposals and award the agreement thereunder.

## **Ambiguity in the Request for Proposal (RFP)**

Prior to submitting the proposal, the contractor is responsible to bring to the City's attention any ambiguity in this RFP. Failure to do so shall result in the contractor forfeiting any claim for adjustment based on such ambiguity as should have been noted by a prudent contractor.

In the event of any ambiguity between the City's RFP and the proposer's proposal, then whatever shall be more favorable to the City of Stamford as determined in the sole discretion of the City shall prevail and take precedence.

## **Ownership Information**

The City of Stamford shall have unlimited rights to use, disclose or duplicate, for any purpose whatsoever, all information developed, derived, documented or furnished by the proposer under any contract resulting from this RFP.

In the event of contract award, all data collected and other documentation produced as part of the contract will become the exclusive property of the City of Stamford and may not be copied or removed by any employee of the proposer without written permission of the City of Stamford.

## **Negotiated Changes**

In the event negotiated changes occur after the awarding of the contract, any policies called for in the original contract will remain in effect.

## **Contract Agreement**

The selected proposer will be required to agree to and sign a formal written contract agreement in a form approved by the City of Stamford's Office of Legal Affairs.

## **Insurance Requirements**

The selected proposer, upon the signing of the formal contract, will be required to deliver an insurance certificate in amounts, companies and terms acceptable to the Risk Manager of the City of Stamford. See attached insurance requirements.

### **Competition Intended**

It is the City's intent that this RFP permit competition. It shall be the proposer's responsibility to advise the City in writing if any language, requirement, scope, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the City not later than seven (7) days prior to the date set for acceptance of proposals.

### **Tax Exempt**

The City of Stamford is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in the bid price.

### **Sample Agreement**

A sample agreement follows and is made a part of these conditions. It is an example only. The actual contract submitted for your firm's signature will vary based upon the particulars of the specific bid package. The sample is for illustrative purposes only and the terms of the final contract may differ substantially.

## **Notification to Bidders (Rev. 9-1-17)**

The contract awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes.

The City of Stamford is an Affirmative Action/Equal Opportunity Employer/purchaser. Small, Minority, Women and Disadvantaged Business Enterprises are encouraged to respond.

The City of Stamford aggressively solicits the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials. "Minority business enterprise" is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: (1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n." "Minority" groups are defined in Section 32-9n of the Connecticut General Statutes as "(1) Black Americans; (2) Hispanic Americans; (3) persons who have origins in the Iberian Peninsula; (4) Women; (5) Asian Pacific Americans and Pacific Islanders; and (6) American Indians. An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The City will consider the following factors when reviewing the Bidder's/Proposer's qualifications:

- (a) success in implementing an affirmative action plan;
- (b) where applicable, success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) a promise to develop and implement a successful affirmative action plan;
- (d) submission of employment statistics contained in the Connecticut Commission on Human Rights and Opportunities ("CCHRO") "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) a promise to set aside a portion of the contract for legitimate minority business enterprises.

### 2. Non-Discrimination

- (a) The contractor agrees and warrants that in the performance of the contract, it will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. If the contract is for a public works project, the contractor agrees and warrants that it will make good faith efforts to employ minority business enterprises as subcontractors and supplies of materials on such project. The contractor further agrees to take affirmative action to ensure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved;
- (b) the contractor agrees, in all solicitations or advertisements for employees placed by or on

behalf of the contractor, to state that it is an "Affirmative Action-Equal Opportunity Employer" in accordance with regulations adopted by the CCHRO;

(c) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a copy of these provisions, advising the labor union or worker's representative of the contractor's commitments under these provisions and to post copies of the notice in conspicuous places available to employees and applicants for employment;

(d) the contractor agrees to comply with each provision of this section and Conn. Gen. Stat. Sections 4a-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive, and with each regulation or relevant order issued by said CCHRO;

(e) the contractor agrees to provide the City with such information requested by the City, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor.

### 3. Subcontractors

The contractor shall include the provisions of subsection (2) in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the City and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the CCHRO. The contractor shall take such action with respect to any such subcontract or purchase order as the City may direct as a means of enforcing such provisions.

The contractor agrees to comply with the CCHRO's requirements as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

### GIFTS:

During the term of this contract, including any extensions, the Contractor shall refrain from making gifts of money, goods, real or personal property or services to any appointed or elected official or employee of the City of Stamford or the Stamford Board of Education or any appointed or elected official or employee of their Boards, Commissions, Departments, Agencies or Authorities. All references to the Contractor shall include its officers, directors, employees, and owners of more than 5% equity in the contractor. Violation of this provision shall constitute a material breach of this Agreement, for which this Agreement may be summarily terminated.

**Contractor's Statement**

Pursuant to Section 103.1 of the Stamford Code of Ordinances, I hereby provide the following:

If a joint venture, trustee, partnership, limited liability company or partnership, the names and addresses of all joint ventures, beneficiaries, partners or members:

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If a corporation, the names and addresses of all officers, and the names and addresses of all parties owning over 10% of its common stock or over 10% of its preferred stocks. If any of said stockholders is a holding corporation, the names and addresses of all persons owning a beneficial interest in over 10% of the common or preferred stock of said holding company.

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The names and positions of all persons listed hereinabove who are elected or appointed officers or employees of the City of Stamford.

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Name of Bidder/Proposer: \_\_\_\_\_

Signature of Bidder/Proposer: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Indicate if company submitting this proposal is: \_\_\_\_\_ MBE \_\_\_\_\_ WBE \_\_\_\_\_ DBE

**Non-Collusion Affidavit**

The undersigned, having been duly sworn, affirms and says that to the best of his/her knowledge and belief:

1. The prices in this Proposal have been arrived at independently without collusion, consultation, communication, or agreement with any other Proposer or with any competitor for the purpose of restricting competition.
  
2. Unless otherwise required by law, the prices, which have been quoted in this Proposal, have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly, to any other Proposer or to any competitor.
  
3. No attempt has been made or will be made by the Proposer to induce any other person, partnership or corporation to submit or not to submit a Proposal for the purpose of restricting competition.

Name of Proposer: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**ACKNOWLEDGMENT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_ ss. \_\_\_\_\_

Date: \_\_\_\_\_

Personally appeared \_\_\_\_\_, as \_\_\_\_\_ of the above named firm, and attested that the foregoing statements are true and accurate to the best of his/her knowledge and belief.

\_\_\_\_\_  
Signature of Notary Public  
My Commission Expires: \_\_\_\_\_

EFFECTIVE: 2/24/09

**City of Stamford**  
**State of Connecticut Contractor Verification (in accordance with Public Act 16-67)**

**Compliance Affidavit**

I, the undersigned, personally and on behalf of \_\_\_\_\_, having  
(Contractor)

been duly sworn, affirm and say that I have read, understand and am in compliance with Public Act 16-67 Concerning the Disclosure of Certain Education Personnel Records, Criminal Penalties for Threatening in Educational Settings and the Exclusion of a Minor's Name from Summary Process Complaints, and that neither I nor said Contractor, to the best of my knowledge, is in possession of any information indicating a finding of abuse or neglect or sexual misconduct, or otherwise have knowledge of such a condition(s) for any employees working on the project identified in RFQ/RFP or Bid S-\_\_\_\_\_. Further, if I or said Contractor  
(RFQ/RFP or Bid Number)

become aware of any information indicating such a finding, or otherwise gain knowledge of such a condition, I and/or said Contractor will immediately forward such information to the City of Stamford.

Contractor Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Title of person completing this form: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

ACKNOWLEDGMENT

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_ ss. \_\_\_\_\_

Date: \_\_\_\_\_

Personally appeared \_\_\_\_\_, as \_\_\_\_\_  
of the above named Contractor, and attested that the foregoing statements are true and accurate to the best of his/her knowledge and belief on behalf of himself and said Contractor.

\_\_\_\_\_  
Signature of Notary Public

My Commission Expires: \_\_\_\_\_

CERTIFICATE OF CORPORATE RESOLUTION  
RFQ/RFP

I, \_\_\_\_\_, SECRETARY OF \_\_\_\_\_  
A CORPORATION EXISTING UNDER THE LAWS OF THE STATE OF \_\_\_\_\_, DO  
HEREBY CERTIFY THAT THE FOLLOWING IS A TRUE COPY OF CERTAIN RESOLUTIONS  
ADOPTED BY THE BOARD OF DIRECTORS OF SAID COMPANY, AT A MEETING THEREOF  
DULY CALLED AND HELD ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

“RESOLVED, THAT THE \_\_\_\_\_  
OF THE CORPORATION BE AND IS HEREBY AUTHORIZED TO SIGN  
A CONTRACT WITH THE CITY OF STAMFORD, CONNECTICUT FOR  
\_\_\_\_\_, RFP/RFQ No. \_\_\_\_\_”.

I, FURTHER CERTIFY THAT, \_\_\_\_\_ IS THE DULY  
ELECTED \_\_\_\_\_ OF \_\_\_\_\_  
AND THE FOREGOING RESOLUTION HAS NOT BEEN MODIFIED OR REPEALED AND IS  
IN FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, I HAVE, HEREUNTO, SUBSCRIBED BY NAME AND AFFIXED  
THE SEAL OF SAID CORPORATION THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
SECRETARY

**CERTIFICATION AS TO CONTRACT SIGNATORY**  
*For Limited Liability Companies (LLCs)*  
**(Effective 9/1/2011)**

I, \_\_\_\_\_ a \_\_\_\_\_ of \_\_\_\_\_,  
(name of member or manager) (Member or Manager) (name of LLC)

LLC, a limited liability company organized and existing under the laws of the State of Connecticut (hereinafter the "Company"), hereby certify that:

1. that \_\_\_\_\_ is run by \_\_\_\_\_  
(name of LLC) (Members or Managers)

2. that \_\_\_\_\_ is a \_\_\_\_\_ of \_\_\_\_\_  
(name of contact signatory) (Member/Manager) (name of LLC)

and

3. that as such \_\_\_\_\_ is not prohibited from or  
(name of Member/Manager who is contract signatory)  
limited by the articles of organization from binding the LLC.

**IN WITNESS HEREOF**, the undersigned has affixed his/her signature this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_\_.

(LLC Seal)

(Circle this L.S. if there is no seal)

\_\_\_\_\_  
Secretary (name of Secretary)

**PROPOSER’S INFORMATION AND ACKNOWLEDGEMENT FORM**

RFP No: \_\_\_\_\_

Date: \_\_\_\_\_

Proposer’s Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip

Business Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Unique Entity ID: \_\_\_\_\_ Tax Id. No.: \_\_\_\_\_

Indicate (Yes/No) if company submitting this proposal is:

\_\_\_\_\_ MBE \_\_\_\_\_ WBE \_\_\_\_\_ DBE  
(If yes, attach relevant certification)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Addenda Acknowledgement – check and note date of addendum**

<input type="checkbox"/> Addenda No. 1	<input type="checkbox"/> Addenda No. 2
<input type="checkbox"/> Addenda No. 3	<input type="checkbox"/> Addenda No. 4
<input type="checkbox"/> Addenda No. 5	<input type="checkbox"/> Addenda No. 6
<input type="checkbox"/> Addenda No. 7	<input type="checkbox"/> Addenda No. 8
<input type="checkbox"/> Addenda No. 9	<input type="checkbox"/> Addenda No. 10
<input type="checkbox"/> Addenda No. 11	<input type="checkbox"/> Addenda No. 12



**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES**  
**CONTRACT COMPLIANCE REGULATIONS**  
**NOTIFICATION TO BIDDERS**

(Revised 09/3/15)

The contract to be awarded is subject to contract compliance requirements mandated by [Sections 4a-60](#) and [4a-60a](#) of the Connecticut General Statutes; and, when the awarding agency is the State, [Sections 46a-71\(d\)](#) and [46a-81i\(d\)](#) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at [Section 46a-68j-21 through 43](#) of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by [Sections 4a-60](#) and [46a-71\(d\)](#) of the Connecticut General Statutes.

According to [Section 46a-68j-30\(9\)](#) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in [Section 4a-60](#) of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of [Section 32-9n.](#)” “Minority” groups are defined in [Section 32-9n](#) of the Connecticut General Statutes as “(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by [Section 4a-60g](#) of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of [Section 46a-68j-21\(11\)](#) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

- (a) the bidder’s success in implementing an affirmative action plan;
- (b) the bidder’s success in developing an apprenticeship program complying with [Sections 46a-68-1 to 46a-68-17](#) of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder’s promise to develop and implement a successful affirmative action plan;
- (d) the bidder’s submission of employment statistics contained in the “Employment Information Form”, indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. [See Section 46a-68j-30\(10\)\(E\)](#) of the Contract Compliance Regulations.

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INSTRUCTIONS AND OTHER INFORMATION

The following [BIDDER CONTRACT COMPLIANCE MONITORING REPORT](#) must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to [Sections 4a-60](#) and [4a-60a](#) CONN. GEN. STAT., and [Sections 46a-68j-23](#) of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidder’s good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

1) **Definition of Small Contractor**

[Section 4a-60g](#) CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding fifteen million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision [4a-60g](#) CONN. GEN. STAT.

2) Description of Job Categories (as used in Part IV Bidder Employment Information) (Page 2)

**MANAGEMENT:** Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.

**BUSINESS AND FINANCIAL OPERATIONS:** These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.

**MARKETING AND SALES:** Occupations related to the act or process of buying and selling products and/or services such as sales engineer, retail sales workers and sales representatives including wholesale.

**LEGAL OCCUPATIONS:** In-House Counsel who is charged with providing legal advice and services in regards to legal issues that may arise during the course of standard business practices. This category also includes assistive legal occupations such as paralegals, legal assistants.

**COMPUTER SPECIALISTS:** Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists

**ARCHITECTURE AND ENGINEERING:** Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.

**OFFICE AND ADMINISTRATIVE SUPPORT:** All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, bill and account collectors, customer service representatives, dispatchers, secretaries and administrative assistants, computer operators and clerks (such as payroll, shipping, stock, mail and file).

**BUILDING AND GROUNDS CLEANING AND MAINTENANCE:** This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.

**CONSTRUCTION AND EXTRACTION:** This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category.

**INSTALLATION, MAINTENANCE AND REPAIR:** Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.

**MATERIAL MOVING WORKERS:** The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.

**PRODUCTION WORKERS:** The job titles included in this category are chemical production machine setters, operators and tenders; crushing/grinding workers; cutting workers; inspectors, testers sorters, samplers, weighers; precious stone/metal workers; painting workers; cementing/gluing machine operators and tenders; etchers/engravers; molders, shapers and casters except for metal and plastic; and production workers.

3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information) (Page 3)

<p><u>White</u> (not of Hispanic Origin)-All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><u>Black</u> (not of Hispanic Origin)-All persons having origins in any of the Black racial groups of Africa.</p> <p><u>Hispanic</u>- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p>	<p><u>Asian or Pacific Islander</u>- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p><u>American Indian or Alaskan Native</u>- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p>
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**BIDDER CONTRACT COMPLIANCE MONITORING REPORT**

**PART 1 – Bidder Information**

<p>Company Name: Street Address: City &amp; State: Chief Executive:</p>	<p>Bidder Federal Employer Identification Number: Or Social Security Number:</p>
<p>Major Business Activity: (brief description)</p>	<p>Bidder Identification (response optional/definitions on page 1)</p> <p>-Bidder is a small contractor? Yes No -Bidder is a minority business enterprise? Yes No (If yes, check ownership category) Black Hispanic Asian American American Indian/Alaskan Native Iberian Peninsula Individual(s) with a Physical Disability Female -Bidder is certified as above by State of CT? Yes No</p>
<p>Bidder Parent Company: (If any)</p>	
<p>Other Locations in CT: (If any)</p>	

**PART II - Bidder Nondiscrimination Policies and Procedures**

<p>1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes No</p>	<p>7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 &amp; 4a-60a Conn. Gen. Stat.? Yes No</p>
<p>2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes No</p>	<p>8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes No</p>
<p>3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes No</p>	<p>9. Does your company have a mandatory retirement age for all employees? Yes No</p>
<p>4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes No</p>	<p>10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes No N/A</p>
<p>5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes No</p>	<p>11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes No N/A</p>
<p>6. Does your company have a collective bargaining agreement with workers? Yes No</p> <p>6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes No</p> <p>6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of CT? Yes No</p>	<p>12. Does your company have a written affirmative action Plan? Yes No If no, please explain.</p> <p>13. Is there a person in your company who is responsible for equal employment opportunity? Yes No If yes, give name and phone number:</p>

1. Will the work of this contract include subcontractors or suppliers? Yes No

1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)

1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above? Yes No

**PART IV - Bidder Employment Information**

Date:

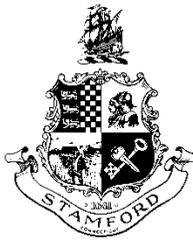
JOB CATEGORY*	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Management											
Business & Financial Ops											
Marketing & Sales											
Legal Occupations											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg/ Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation , Maintenance & Repair											
Material Moving Workers											
Production Occupations											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											

\*NOTE: JOB CATEGORIES CAN BE CHANGED OR ADDED TO (EX. SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification  (X)		3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination
SOURCE	YES	NO	% of applicants provided by source			
State Employment Service					Work Experience	
Private Employment Agencies					Ability to Speak or Write English	
Schools and Colleges					Written Tests	
Newspaper Advertisement					High School Diploma	
Walk Ins					College Degree	
Present Employees					Union Membership	
Labor Organizations					Personal Recommendation	
Minority/Community Organizations					Height or Weight	
Others (please identify)					Car Ownership	
					Arrest Record	
					Wage Garnishments	

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

(Signature)	(Title)	(Date Signed)	(Telephone)
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**CITY OF STAMFORD**  
**OFFICE OF ADMINISTRATION**  
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P.O. BOX 10152  
STAMFORD, CONNECTICUT 06904-2152

**ADDENDUM NO. 1**  
**(December 15, 2023)**

**Request for Proposals No. 2024.0194**  
**City RFP – Commissioning Agent Services for New Westhill High School**

Addendum No. 1 is being issued to all potential respondents to provide the items and attachments set forth herein which shall act to qualify, clarify, or otherwise modify the RFP Documents previously issued regarding the above referenced project. These items, whether of omission, addition, substitution, or clarification, shall be incorporated into the proposals submitted by all bidders, and receipt of this document and its attachments should be acknowledged in the space provided on the RESPONDENT'S INFORMATION AND ACKNOWLEDGEMENT FORM. Failure to do so may subject the Bidder to disqualification.

Attachments:

- Conceptual Design Space Verification Update

Responses to Submitted Inquiries:

- Q1 Reference 5.1.13: Do the grant incentives included here involve commissioning-related grants only or all design and product selection related grants too?
- A The "grant" referenced in this section is intended to be the New Construction/Major renovation incentives provided by the energy utility company. Currently, the Eversource Path 1/Path 2 program is the basis for this scope item (applicable incentives determined during design may alter the program). However, 5.1.13 shall be revised to reflect the following: Perform any and all Commissioning-related activities needed to secure verification and post-occupancy incentives (as applicable) for energy utility company incentive programs. Additionally, the Cx agent will attend meetings with the energy utility company and coordinate with the Owner, project team members, and utility. However, the Owner/Owner's Rep shall schedule, lead, and document utility grant incentive meetings and gather/submit required documentation from the Design Team/Cx. The intent is for the Cx agent to perform services to meet the Cx portions of grants and participate in the process as needed to secure the grants.  
Confirm the fee proposed in Appendix A aligns with the revised/clarified scope above.
- Q2 Reference 5.2.12: Define 'oversee' megger testing by the electrical contractor. Is intended to include witnessing of all testing or a sample of the testing? We assume this would include documentation of all megger testing regardless of tests witnessed.
- A The Cx shall witness a random sampling of testing 15-20% and review all documents to ensure the testing is completed and performed properly.
- Q3 Are there any schematic narratives available to review that describe the type, extent of systems and equipment and quantities, and the square feet by space type for program requirements, (e.g., 150,000 SF for classrooms, 20,000 SF for auditorium, etc.)

- A No schematic narratives have been developed (schematic design started within the past week). However, some updated, approximate information based on the conceptual design effort is available – a matrix of the proposed, updated space verification effort will be appended to this response.
- Q4 Scope item 10 on page 17 states “Coordinate and oversee up to 5 preliminary ‘smoke/fog’ envelope tests. Review all test results and provide recommendations and conclusions to owner.” Please elaborate on what testing standard will be followed and the extent of each smoke/fog envelope test. How large the specimen will be for each test? Will tests be conducted in the same day or spread out over multiple days?
- A Pressurized fog testing similar to ASTM E 1186 would be anticipated. The exact type of testing would be developed in coordination with the recommendations of the design team and the Cx Agent. The extent will be determined via collaboration between the Owner, Design Team, and the Cx Agent based on the CMs construction sequencing, and the types of envelope components being installed. Testing at each major type of installation interface (e.g., material transition points) and difficult-to-construct conditions are anticipated. The intent of the testing is to assess the installation of envelope components as they are installed to confirm the airtightness of the envelope. Rather than ‘prove’ air tightness, the main goal is to proactively address installation issues early in the construction process and prevent costly/invasive issues with envelope tightness after construction is almost complete. For the purposes of the proposal, firms should presume 5 separate days of testing, with penetrative fog being applied across targeted envelope details, interfaces, penetration points, etc. in a section of the building. Isolated chamber-type fog testing is not anticipated at this time.
- Q5 Page 3 of the RFP state to describe relevant experience with renewable energy including Photovoltaic, roof mount, ground mount, carport and electric vehicle charging stations. Will such systems be included in the project?
- A All of the listed systems are being considered for this project, and it is understood that vehicle charging stations are now a statutory requirement for a percentage of parking. The extent to which renewable energy systems are included will be a function of budget. It is anticipated the decision-making for these systems will begin in schematic design, and ultimately be confirmed in / after design development once the SD and/or DD phase cost estimates are finalized.
- Q6 Insurance requirements state the minimum limit of liability shall be \$3,000,000 per claim or per incident and in the aggregate. Will \$2,000,000 per claim and \$3,000,000 aggregate be acceptable?
- A This is acceptable.
- Q7 Please confirm what renewable energy systems are expected to be selected per this sentence in the RFP: Renewable energy sources to be considered include, but are not limited to, geothermal systems, earth ducts, ice storage, co-generation, wind generation, photo-voltaic solar collectors, greywater harvesting, solar hot water evacuated collectors, condensing boilers, energy efficient lighting, access to daylight in occupied spaces, enhanced stormwater strategies and water conserving systems.
- A All these systems are being considered for this project. The extent to which renewable energy systems are included will be a function of budget. It is anticipated the decision-making for these systems will begin in schematic design, and ultimately be confirmed in / after design development once the SD and/or DD phase cost estimates are finalized. It is more likely that more traditional systems (e.g., energy efficient lighting, condensing boilers, daylight in occupied spaces, PV panels) will be utilized than more novel systems (e.g., ice storage, wind generation).
- Q8 Are any more up to date system (mechanical, electrical, plumbing, etc.) narratives and/or documents available?
- A The project has just completed conceptual design, so no system narratives are yet available. For more information, see question/answer #3.

- Q9 How many site visits should be dedicated to building envelope in Section 5.2.2?  
A The proposing Cx firms should utilize their experience, judgement, and their firm's unique approach to the work to determine the appropriate breakdown of visits needed between MEP and Envelope. The intent is for the Cx firm to provide informed, useful updates and oversight to the Owner. Should the proposing Cx firm feel that additional/fewer visits are needed, it should indicate as such and provide explanation in the bottom portion of the Fee Proposal form in the space provided.
- Q10 For the envelope fan pressurization tests (Section 5.2.9), 5 additional smoke/fog tests (Section 5.2.10) and 5 additional wall/roof envelope tests (Section 5.2.11); are these to be considered site visits in addition to the observations visits in Section 5.2.2?  
A Yes, they should be considered separate site visits in addition to 5.2.2. Should the Owner elect not to conduct some of the testing, the Cx fees for these scope items will be deducted from the contract value (see note 10 on bid form).

All other terms and conditions of **RFP No. 2024.0194** remain the same.

Erik J. Larson  
Purchasing Agent

Cc: Domenic Tramontozzi, Sr. Construction Manager  
Purchasing Department File

## WESTHILL HS – Original Ed Spec Vs. Proposed

	Proposed Program	Original Ed Spec Program Net Square Feet	Proposed Updated Program Net Square Feet	Variance Net Square Feet
1.	Administration	16,735	19,737	3,002
2.	Special Education	14,940	14,159	(781)
3.	General Academics	107,690	103,830	(3,860)
4.	CTE Learning/ Pathways/ Specialty Learning	17,240	24,380	7,590
5.	IT/ Learning Commons/ Media Center	9,449	9,389	(60)
6.	Visual Arts	11,355	14,335	3,000
7.	Performing Arts	19,125	20,565	1,440
8.	Food Service	24,092	17,728	(6,364)
9.	Physical Education/ Athletics	48,220	49,625	1,405
10.	Natatorium	33,068	11,950	(21,118)
11.	Building Support	6,260	6,350	90
12.	<b>Sub-Total - Net Square Feet (NSF)</b>	<b>308,174</b>	<b>292,048</b>	<b>(16,126)</b>
13.	Building Infrastructure (SF)	151,719	167,845	16,126
14.	<b>Total - Gross Square Feet (GSF) Outside face of exterior wall</b>	<b>459,893</b>	<b>459,893</b>	<b>0</b>
15.	Net / Gross efficiency	67.0%	63.5%	