

MASTER PLAN FACILITIES CONSULTANT RFP

OPENING DATE: 10/23/2024

OPENING TIME: 5:00 P.M.

RFP NUMBER: 1001-25

BRANFORD PUBLIC SCHOOLS, CONNECTICUT

BEST AND FINAL OFFER



PROPOSAL CONTACT:

Jeff Wyszynski, AIA, Principal, COO
Principal in Charge
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Tecton
ARCHITECTS



Branford Public Schools

Facility Master Plan Consultant
RFP Number: 1001-25
Best and Final Offer
Due Wednesday, October 23rd, 2024 at 5pm

Total Project Cost

The undersigned proposer hereby submits the following Cost Proposal in response to the Request for Proposal (RFP) for the Facility Master Plan project. All costs shall include all expenses such as labor, fees, materials, travel and overhead associated with completing project. Based on the conversation with the evaluation committee, please provide an updated timeline with this form.

Total Project Cost: \$ 94,500 (no change)

Meeting Assumptions

Does your fee include a cap in the number of meetings to achieve the deliverables? Y | N

If yes, please provide how the number of meetings relates to your timeline and hourly fee if applicable to achieve the deliverable of the RFP:

Please see the following pages for an anticipated breakdown of meetings for the project.

Subcontractor Costs

If you are subcontracting any work not previously disclosed, provide details about the subcontractors and the related costs.

Subcontractor Name	Description of Work	Cost
Consulting Engineering Services	MEP Engineering	\$9,250
Langan	Civil Engineering	\$6,750
Michael Horton Associates, Inc.	Structural Engineering	\$4,000

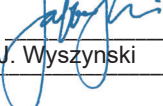
Alternate Cost Structure (Optional)

Interested vendors should feel empowered to also propose alternate project cost structures if they achieve the goals of the RFP, based on industry knowledge and experience.

Alternate Project Cost Structure: \$ N/A

Authorized Signature

By submitting this offer, the undersigned agrees that this is the best and final offer based on the requirements of the Facility Master Plan Consultant RFP.

Authorized Signature: 
Printed Name: Jeffrey J. Wyszynski
Title: Principal, COO
Date: 10.23.24

COST FOR SERVICES – ADDITIONAL INFORMATION – REVISED 10.23.24

Task Breakout:

SCOPE OF WORK	PROPOSED FEE
Task 1 - Data Collection & Facility Study	\$57,000
<i>Review Demographic and Enrollment Analysis</i>	<i>\$6,500 (incl. above)</i>
<i>Community Engagement & Input</i>	<i>\$8,000 (incl. above)</i>
<i>Educational Programming Needs</i>	<i>\$12,500 (incl. above)</i>
<i>Infrastructure Assessment</i>	<i>\$30,000 (incl. above)</i>
Task 2 - Facility Master Planning	\$14,500
Task 3 - The Master Plan	\$23,000
<i>Long-Range Major Renovation Plans</i>	<i>\$9,500 (incl. above)</i>
<i>Capital Maintenance Plan</i>	<i>\$13,500 (incl. above)</i>
TOTAL	\$94,500

Anticipated Meeting Participation:

- Our proposed fee includes participation in the following anticipated meetings:
 - BOE / Working Group Meetings – 6-8 meetings
 - Programming Workshops – 2 Think Tanks + 1 Follow-Up meeting (3 total)
 - Community Conversations – 3 events
 - Existing Building Tours & Presentation ("Meet them where they are at") Engagement Sessions – 3 events
 - State Office of Grants Administration – 2 to 3 meetings
 - Branford BOE/BOF/BOS – 3 to 4 meetings
- Additional meetings may be billed using the attached hourly rate schedule.

Clarifications:

- Cost Estimates: order of magnitude costs are included in this proposal and will be provided by each discipline of the design team, adjusted according to CPI and geographic rating factors. Cost estimates by an independent third party are not included in this proposal.
- Demographics study and enrollment projections are understood to be current and performed by others. Our work will include incorporating this data into any planning options. Updates to this report are not anticipated.
- Tecton will develop a statement of educational program needs for each grade configuration. This will provide the basis for any future educational specifications in support of a possible grant application.

Exclusions:

Professional services excluded from our proposed fee:

1. Field verification and measurement of existing buildings.
2. Destructive investigation or analysis (including roof test cuts or opening of concealed conditions).
3. Geotechnical investigation or soil borings.
4. Site survey.
5. Wetlands identification.
6. Environmental Engineering: Environmental soil testing (e.g. testing for contaminants, radon, etc.), site assessments, or similar Environmental Engineering services.
7. Traffic review and/or OSTA coordination.
8. Any and all costs associated with permits and or applications.
9. Population or submission of any proposed grant applications.
10. LEED or WELL Certification.

Hourly Rates:

The following rates will be applied to tasks that the client has agreed to pay on an hourly basis, or to tasks that have specifically been approved by the client as extra hourly services to a fixed fee contract. These rates are subject to periodic adjustment due to changes in labor rates and overhead costs. The hourly rates charged shall be those that prevail at the time services are rendered.

Architecture & Interiors	Hourly Rate
PRINCIPAL	\$230
SENIOR PROJECT MANAGER	\$210
PROJECT MANAGER	\$200
SENIOR PROJECT DESIGNER / ARCHITECT	\$190
DESIGNER / ARCHITECT	\$180
DESIGNER / EMERGING PROFESSIONAL I, II, III	\$125 - \$160
DESIGNER / EMERGING PROFESSIONAL	\$110
SENIOR DESIGN / TECHNICAL TEAM LEADER	\$180
DESIGN / TECHNICAL TEAM LEADER	\$150
DESIGN / TECHNICAL STAFF I, II, III	\$100 - \$145
SENIOR INTERIOR DESIGNER	\$170
INTERIOR DESIGNER I, II, III	\$120 - \$150
QA/QC PEER REVIEWER	\$210
LICENSED BUILDING OFFICIAL	\$175
PROFESSIONAL ASSISTANT	\$95
MARKETING AND COMMUNICATIONS MANAGER	\$135
MARKETING COORDINATOR	\$120
GRAPHIC DESIGNER	\$110

BRANFORD REVISED “DRAFT” MILESTONE SCHEDULE

