



**South Windsor Public Schools**

**1737 Main Street, South Windsor CT 06074**

***Request for Proposal for Professional Services to Provide  
Educational Specification Development***

**RFP Issue Date: Friday June 12, 2026**

**Questions must be submitted by Friday June 19, 2026, 2026 @ 4:00 p.m.**

**Electronic proposals are due no later than Friday June 26, 2026, @ 12:00 p.m.**

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**I. Project Overview**

The South Windsor Public Schools (District) is exploring the creation of a new High School in a location to be determined. The District is planning to submit a grant application prior to June 30, 2027, and will require the development of an Educational Specification (Ed Spec) that meets all Office of Grants Administration (OGA) standards for inclusion in a grant application. The District is experiencing significant growth with an anticipated maximum high school enrollment of 1,874 students.

**II. Project Scope**

**Educational Specification development 9-12 grade configuration**

The A/E firm will collaborate with the Superintendent, Board of Education (BOE), and district and school administrators to develop comprehensive educational specifications for a grade 9-12 high school that will meet all OGA requirements and is suitable for submission as part of a future grant application.

The A/E team shall include all required meetings with the Superintendent, district and school administrators, BOE and will document all working sessions required to develop the Ed Spec. The Design team should also plan on meeting with selected staff and coordinate public input through visioning and focus group sessions as directed by the district.

In addition to all required meetings to develop the educational specification the design team should include attendance at up to three (3) additional BOE meetings including travel time to present, solicit feedback and obtain final approval of the educational specifications prior to January 20, 2027.

The first phase of the Ed Spec development will include programing and the development of a draft space program summary including all required educational and support spaces, circulation, and core factors to develop a total project area to be used for the creation of a conceptual budget by the Owners Project Manager. This phase must be completed no later than September 1, 2026.

The second phase of the Ed Spec development will include additional meetings to develop and refine the project specific program requirements, project rationale, building systems, building interiors, site program, sustainability requirements, community use and any pathways or specialized programs not included in the original space program. The Design team will also present the Ed Spec to the BOE at this time and modify the draft Ed Spec to include the input received. The Design team will continue to refine the space program summary up to the point where the final Ed Spec is approved by the Board of Education, anticipated by January 20, 2027.

**III. Project Schedule**

The consultant's scope of work will commence immediately upon contract execution. The District anticipates the following dates for this work.

- RFP Issuance June 12, 2026
- Questions due: June 19, 2026, 4:00 pm
- Addenda Issued if required: June 23, 2026
- Proposals Due Electronically via email: June 26, 2026, 12:00 pm
- Review responses and shortlist Week of June 29, 2026
- Interview and Selection from 10:00am to 12:30pm July 7, 2026
- Start of Ed Spec Development – kick off July 13, 2026
- Phase 1 Ed Spec complete (for budgeting) September 1, 2026
- Phase 2 Ed Spec complete (including BOE approval) January 20, 2027

Note: These dates are subject to change.

**IV. Selection Process**

**A. Review Process**

The District plans to select the Consultant through a "Quality Based Selection Process" which includes experience, references, capabilities, past performance, fees, and other relevant criteria. The District will shortlist up to 3 firms to interview based on these criteria as well as calls to references during the review process.

The consultant teams submitting for this scope of work shall demonstrate experience with school design as well as considerable experience developing educational specifications that resulted in completed projects. Specific consideration will be paid to firms that have completed high school Ed Specs.

The Design team shall be led by a licensed architect in the state of Connecticut.

**B. Formal Presentation and Interview**

The District will interview selected firms. Key members of the proposed team are expected to participate in the interview/presentation including the Principal of the firm and lead members for the team that will be developing the Educational Specification. All firms submitting proposals in response to this RFP must be prepared to make in-person presentations and participate in interviews.

Anticipated dates for the interviews are provided herein; interview times will be finalized during the shortlist process. It is assumed that the interviews will be 40 minutes in length and the shortlisted firms should focus on their specific experience, process and approach, aligning stakeholder visions, unique challenges balancing

technology changes with building longevity, educational trends, and specialized needs.

### **C. Evaluation Criteria of Proposals**

The following criteria will be used in evaluating the firm's proposals:

1. Clarity of proposal
2. Technical competence
3. CT School experience
4. Experience creating educational specifications.
5. References
6. Team member experience, organization & team structure
7. Fees
8. Interview chemistry
9. Coherence with their approach to developing Ed Specs

### **D. Form of Agreement**

The District will provide a simple form of agreement after selection.

## **V. Instructions for Submission**

### **A. Submission Logistics – Proposal Package**

An electronic submission via email is required no later than Friday June 26, 2026, by 12:00 p.m. or as modified by addendum. Responses received after this date and time will not be accepted, and the firm will not be considered for the project. Please address and email your response to the following:

- **Ms. Chris M. Chemerka**  
Chief Financial & Operations Officer  
South Windsor Public Schools  
1737 Main Street  
South Windsor, CT 06074  
[proposals@southwindsorschools.org](mailto:proposals@southwindsorschools.org)

**In addition, please email an electronic copy on June 26, 2026, by 12:00 pm to:**

- Scott Pellman, Associate Director,  
Colliers Project Leaders,  
[scott.pellman@collierseng.com](mailto:scott.pellman@collierseng.com)

Questions regarding this request shall ONLY be directed via electronic mail to Scott Pellman listed above.

Questions must be submitted by Friday June 19, 2026, by 4:00 p.m. A final addendum if required will be posted on the Board of Education website by

Tuesday June 23, 2026, by 4:00 p.m. It is the respondent's responsibility to check for all addenda and to acknowledge any issued addenda on the Fee Proposal Form Appendix B.

## **B. Contents of Written Proposals**

The proposing firms should take care to present a succinct but informative proposal. The following is a list of minimum information to be included in the written proposals to be submitted:

1. **Letter of interest and project approach**
2. **Experience developing Educational Specifications:** Provide a list of educational specifications produced by your firm and accepted by the board of education and Office of Grants Administration for use in a completed school building project.
3. **Team Capacity:** Demonstrate that the proposed team has the capacity to conduct the scope of services within the proposed timeline.
4. **Team Resumes:** Provide resumes for all team members who are proposed for the project highlighting their experience with CT School Construction, and the development of Educational Specifications.
5. **List of 3 references** Include three references for school systems where the design team has completed educational specifications. Include the grade configuration of the Ed Specs, if the project was submitted to OGA and if it was constructed.
6. **Insurance:** Proof of Insurance shall be carried as outlined in Section VII below.
7. **Any additional information that the consultant deems appropriate to demonstrate their full team's experience.**

## **C. Submission Logistics - Fee Proposals**

Firms shall submit their Fee Proposal utilizing the Fee Proposal Form, Appendix B, and shall include a list of their current hourly rates for each team member and for each of their consultants' team members. Fee proposals shall be submitted as a separate document with cover letter in the same submission as their written proposal.

In the event of a formula error, the individual costs for each scope of work will be used to determine the total cost. The District reserves the right to clarify costs with all proposers where a discrepancy may occur.

## **VI. Termination or Amendment**

The District reserves the right to amend or terminate this RFP, to reject any or all respondents, to request additional information, to waive any informalities or non-material deficiencies in a response, and to take any and all other action that, in the District's sole judgment, will be in its best interests. The District reserves the right to ask any respondent to clarify its response or to submit additional information that the District in its sole discretion deems desirable.

In addition, the District may, before or after statement opening and in its sole discretion, clarify, modify, amend, or terminate this RFP if the District determines it is in the District's best interest. Any addenda will be transmitted to all shortlisted firms via email from Colliers Project Leaders.

Proposals must be held firmly and cannot be withdrawn for sixty (60) calendar days after the opening date. The District reserves the right to amend or terminate this Request for Proposals, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal.

## **VII. Proposer's Full Knowledge and Contract Terms**

### **A. Presumption of Proposers Full Knowledge**

Each proposer is responsible for having read and understood the entirety of this RFP, all appendices, and any addenda issued by the District. A proposer's failure to have reviewed all information that is part of or applicable to this RFP, including but not only any addenda issued, shall in no way relieve it from any aspect of its submission or the obligations related thereto.

Each proposer is deemed to be familiar with and is required to comply with all federal, state, and local laws, regulations, ordinances, codes, and orders that in any manner relate to this RFP or the provision or goods or performance of the work described herein.

By submitting a package, each proposer represents that it has thoroughly examined and become familiar with the scope of work outlined/the goods described in this RFP, and it can perform the work to achieve the District's objectives. If applicable, each proposer shall visit the site, examine the areas, and thoroughly familiarize itself with all conditions of the property before preparing its submission.

### **B. Insurance Requirements**

See Appendix A for the BOE's standard insurance thresholds.

## Appendix - A

BOE OF SOUTH WINDSOR, CONNECTICUT  
INSURANCE REQUIREMENTS FOR  
Educational Specification Development

### **Insurance Requirements/Standard Service Contract**

The Contract/Consultant shall secure and maintain the following minimum insurances at their own expense:

1. Commercial General Liability Insurance: \$1MM per occurrence, \$2MM general aggregate.
2. Automobile Insurance: \$2MM combined single accident for bodily injury, death of any person, and property damage arising out ownership, maintenance and use of owned, hired or non-owned autos, along with any other statutorily required automobile coverage.
3. Workers' Compensation: As required by the State of Connecticut, with Statutory limits, and Employer's Liability coverage with a limit of no less than \$500,000 each accident, \$500,000 by disease/each employee, and \$500,000 bodily injury, disease aggregate.
4. Professional Liability Insurance: \$1MM per claim, \$1MM in aggregate. If the architect maintains broader coverage and/or higher limits than the minimums shown, South Windsor Public Schools requires and shall be entitled to the broader coverage and/or the higher limits maintained.
5. The South Windsor Public Schools and the Town of South Windsor shall be named as additional insureds on the Commercial General Liability and Automobile Insurance policies.

Consultant shall provide a Certificate of Insurance coverage to the Owner prior to the start of work on the Project. No policy shall be canceled or non-renewed without thirty (30) days prior notice to the Owner.

Vendor shall agree to maintain in force at all times during which services are to be performed the following coverages placed with company(ies) licensed by the State of Connecticut which have at least an "A-" VIII policyholders rating according to Best Publication's latest edition Key Rating Guide.

To the extent caused by Vendor's gross negligence or willful misconduct, \* "The BOE of South Windsor shall be named as "Additional Named Insured," and coverage is to be provided on a primary, noncontributory basis. Waiver of subrogation to be provided.

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If

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the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Original, completed Certificates of Insurance must be presented to the Acting Purchasing Agent prior to purchase order/contract issuance. Vendor endeavors to provide replacement/renewal certificates at least days prior to the expiration of the policy. Should any of the above-described policies be cancelled before the expiration date, written notice must be made to the City 30 days prior to cancellation.

**END OF INSURANCE REQUIREMENT BOE OF SOUTH WINDSOR, CONNECTICUT**

## Appendix - B

BOE OF SOUTH WINDSOR, CONNECTICUT  
Educational Specification Development

### Fee Proposal Form

**PROPOSER'S FULL LEGAL NAME:** \_\_\_\_\_

Pursuant to and in full compliance with the RFP, the undersigned proposer, having visited the site or property if applicable, having thoroughly examined every document comprising the RFP, including any addenda, hereby offers and agrees as follows:

**Fee for Ed Spec Development (completed in two phases including all meetings)**

Lump Sum Fee: \$ \_\_\_\_\_

Fee in Words: \_\_\_\_\_ Dollars

**Fee for three (3) specific BOE meetings in addition to all Ed Spec development meetings**

Lump Sum Fee: \$ \_\_\_\_\_

Fee in Words: \_\_\_\_\_ Dollars

In submitting this Proposal Form, the undersigned proposer acknowledges that the price(s) include all labor, materials, transportation, hauling, overhead, fees and insurances, bonds or letters of credit, profit, security, permits and licenses, and all other costs to cover the completed work called for in the RFP. Except as expressly stated otherwise in the RFP, no additional payment of any kind will be made for work accomplished under the price(s) as proposed.

**Proposed Staff: (Provide Experience and Credentials on Separate sheet for each person)**

Name	Title	Hourly Billing Rate

**The Sub-Consultant Company Name (if applicable):**

Name	Title	Hourly Billing Rate

**REQUIRED DISCLOSURES**

1. State Debarment List

Is the proposer on the State of Connecticut's Debarment List?

- Yes  
 No

2. Arbitration/Litigation

Has either the proposer or any of its principals (regardless of place of employment) been involved for the most recent ten (10) years in any resolved or pending arbitration or litigation?

- Yes  
 No

If "yes," attach a sheet fully describing each such matter.

3. Criminal Proceedings

Has the proposer or any of its principals (regardless of place of employment) ever been the subject of any criminal proceedings?

- Yes  
 No

If "yes," attach a sheet fully describing each such matter.

4. Ethics and Offenses in Public Projects or Contracts

Has either the proposer or any of its principals (regardless of place of employment) been found to have violated any state or local ethics law, regulation, ordinance, code, policy or standard, or to have committed any other offense arising out of the submission of proposals?

Yes

No

If "yes," attach a sheet fully describing each such matter.

**NOTE:**

THIS DOCUMENT, IN ORDER TO BE CONSIDERED A VALID PROPOSAL, MUST BE SIGNED BY A PRINCIPAL OFFICER OR OWNER OF THE BUSINESS ENTITY THAT IS SUBMITTING THE PROPOSAL. SUCH SIGNATURE CONSTITUTES THE PROPOSER'S REPRESENTATIONS THAT IT HAS READ, UNDERSTOOD AND FULLY ACCEPTED EACH AND EVERY PROVISION OF EACH DOCUMENT COMPROMISING THE RFP, UNLESS AN EXCEPTION IS DESCRIBED ABOVE.

BY: \_\_\_\_\_

(Print Name)

(Title)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

**END OF PROPOSAL FORM**