

TOWN OF GLASTONBURY

#RPGL-2011-17

GLASTONBURY PUBLIC SCHOOLS CENTRAL OFFICE/ ALTERNATE EDUCATION PROGRAM FACILITY STUDY GLASTONBURY, CT 06033

ADDENDUM #2

Dated: 1/18/2011

Please be advised that the following addendum has been posted on the Town of Glastonbury website:

This Addendum forms a part of the Contract Documents and modifies the original RFQ/P of December 14, 2010. Proposers are advised they should acknowledge receipt of this Addendum in the space provided on the Bid/Proposal Form (Attachment #2 to the RFQ/P).

QUESTIONS AND ANSWERS

Q1: What would be the latest you would post an addendum?

A1: The latest we would post an addendum without revising the date for submission of proposals is Tuesday, January 18, 2011 at 1PM. Any addenda issued after that date will result in a revision of the submission date. Note that the submission date is hereby revised to January 20, 2011 at 11 AM.

Q2: Is the criterion that a firm shall have designed a minimum of three projects meeting the described characteristics considered a minimum criterion?

A2: We did not make it a minimum criterion although it will likely be weighted heavily. That will be evaluated as part of the overall evaluation.

Q3: The RFQ/P does not ask for naming of proposed consultants. Is that something the Town wants to see and, if so, how/where should it be presented?

A3: Section 3, paragraph B. "Submission Requirements" asks proposers to indicate any consultants to be used as part of the "Synopsis of the Respondent" section.

Q4: When you refer to "D" wing do you mean the part of the building that runs parallel to Town Hall?

A4: Yes. The "D" wing refers to the portion of the former Academy School complex parallel to and west of the existing Town Hall building.

Q5: Can you describe the Alternate Education program?

A5: The Alternate Education program is offered by the Glastonbury Public Schools. The intent is to have the program conducted in close proximity to the central office. The educational goals and scope are as follows:

Goals: The primary goal of the program is to give students the opportunity to develop appropriate behaviors, social skills, anger management skills, conflict resolution skills, and study skills requisite to be successful in the middle or high school environments. Additionally, the program would offer small teacher/student ratio; increased structure using behavioral systems and motivational contracts for attendance and grades; individual and group counseling; communication with family; option to participate in work experience in the community; and option to take classes, when appropriate, at the middle school or high school. The academic component will follow the curriculum at the middle and high school with modifications as determined by the student's needs at the PPT.

Scope of Program: Academic instruction in English, math, history, and science; individual and group counseling; parent training/counseling; and work experience/community service. Depending on the student's level of functioning, he/she may also take courses at the middle or high school as part of a gradual transition back to the general education program.

A copy of a central office/alternate education program developed several years ago is attached to this addendum. This program is offered for general information, only. The selected consultant shall update/revise the program to meet the current requirements as part of the work.

THE DATE AND TIME FOR SUBMISSION OF PROPOSALS IS REVISED

TO:

JANUARY 20, 2011

11:00 AM

END OF ADDENDUM NO. 2

**BOE CENTRAL OFFICE / ALTERNATE ED
PROGRAM**

SPACE	QUANTITY	SIZE	TOTALS	COMMENTS
SUPERINTENDENT				
Superintendent	1	225	225	
Asst. Superintendent	1	200	200	
Asst. Superintendent	1	200	200	
Secretary	3	125	375	
Files / Work Area	1	240	240	
Sm. Conference Room	1	200	200	
BUSINESS SERVICES				
Business Manager	1	200	200	
Asst. to Business Manager	2	125	250	Private Offices
Secretary	1	125	125	Open space with modular furniture
Payroll Coordinator	1	125	125	Open space with modular furniture
Personnel / Benefits Coordinator	1	125	125	Open space with modular furniture
Accounts Payable Coordinator	1	125	125	Open space with modular furniture
Student Activities Coordinator	1	125	125	Open space with modular furniture
Files / Work Area	1	100	100	Business office work area requirement addressed in main mail room
Meeting Room	1	200	200	
INTERN SUPPORT				
Interns / Support Staff	5	125	625	
Work Area	1	200	200	
ALTERNATE EDUCATION				
Classroom	2	750	1,500	Need dedicated entry & bathrooms
Secretary	1	100	100	
Office	1	140	140	
Tutorial Rooms	3	300	900	
CURRICULUM AREAS				
English	1	150	150	
Social Science	1	150	150	
Mathematics	1	150	150	
Music	1	150	150	
Art	1	150	150	
Foreign Language	1	150	150	
Career / Vocational	1	150	150	
Secretary	4	125	500	
Files / Work Area	1	100	100	
GENERAL AREAS				
Mail / Copy Room	1	240	240	
Lunch Room	2	200	400	(1) Each floor
Rest Rooms	4	160	640	
Large Conference Room	1	420	420	Included in Academy "C" @ 564 SF
Medium Conference Room	1	320	320	Included in Academy "C" @ 328 SF
Small Kitchen Area near Superintendent	1	50	50	

**BOE CENTRAL OFFICE / ALTERNATE ED
PROGRAM**

SPACE	QUANTITY	SIZE	TOTALS	COMMENTS
STORAGE				
General Storage	1	3,000	3,000	3,000 SF of which 200 SF to be secure room with fire rated file cabinets plus safe
Mechanical / Electrical / Janitorial	1	200	200	
Circulation	Allow 30%		3,069	
TOTAL GROSS SQUARE FEET			16,269	