

**GREENWICH PUBLIC SCHOOLS
GREENWICH, CONNECTICUT**

**REQUEST FOR PROPOSALS
FOR
ARCHITECTURAL SERVICES
AT
NEW LEBANON ELEMENTARY SCHOOL
RFP # 1097-15**

The New Lebanon School Building Committee will be receiving sealed requests for proposals from Architectural firms who will provide architectural service for:

**NEW CONSTRUCTION OF THE NEW LEBANON ELEMENTARY SCHOOL
25 Mead Avenue, Greenwich, CT 06830**

Proposals must be received by **10:00 AM Thursday, June 11, 2015**

Proposals should be clearly marked:

**NEW LEBANON SCHOOL ARCHITECTURAL PROPOSAL
ATTENTION: EUGENE WATTS**

A *mandatory* pre-proposal meeting will be held on Tuesday, May 26, 2015, 3:30 PM at the site. Meet in the parking lot at the far (North) end of the Byram-Schubert Library.

The New Lebanon School Building Committee (hereinafter referred to as the “Building Committee”) will review all proposals submitted and schedule selected firms for an interview/presentation.

The Town of Greenwich, the New Lebanon School Building Committee and the District/School Administration reserves the right to reject any and all responses not deemed to be in the best interest of the Town of Greenwich. Each also reserves the right to waive any informalities in or reject any or all proposals or any part of any proposal.

REQUEST FOR PROPOSAL

The Project consists of new construction near the existing New Lebanon Elementary School, to comply with the standards of Connecticut Department of Education, the Connecticut Codes Governing School Construction, the specifications and requirements of the Board of Education of the Town of Greenwich and of the Building Committee, all requirements for accessibility to the handicapped, and any other applicable laws and regulations (hereinafter referred to as the "Project").

1. INTENT

- A. The New Lebanon School Building Committee is soliciting proposals from architectural firms to undertake the design and engineering of the Project which includes the Schematic Design, Design Development, Construction Documents, and Bidding and Award portions of the Project.

Any questions concerning this RFP will be received by email only and directed to: bid_department@greenwich.k12.ct.us. Please reference the RFP number and title in the email subject line. All questions must be received no later than June 1, 2015. All answers to bidder's questions will be provided by written Addendum by noon on June 3, 2015.

The Board of Education has approved Educational Specification, which is enclosed as Exhibit A. All firms are requested to submit a conceptual design, or designs, as part of their proposal.

2. SUBMISSION AND DEADLINE

- A. All submissions must be received in the Greenwich Board of Education office by 10:00 AM on June 11, 2015. Fourteen (14) copies/set and one (1) electronic copy (via flash USB drive or other similar media) of the technical proposal are to be submitted to the attention of:

Eugene Watts
New Lebanon School Building Committee
Greenwich Public Schools
290 Greenwich Avenue
Greenwich, CT 06830

- B. Packages containing submittals shall be sealed with the submitting firm name and address and plainly marked on the outside of the package:

NEW LEBANON SCHOOL ARCHITECTURAL PROPOSAL
RFP # 1097-15
ATTENTION: EUGENE WATTS

3. SPECIAL INSTRUCTIONS

- A.** Respondents are hereby notified that all proposals submitted and information contained therein and attached thereto shall become public information upon selection of the Project architect.
- B.** The work to be performed under this contract is publicly funded and subject to the prevailing wage laws of the State of Connecticut.
- C.** The existing school will be occupied during the construction phase of this Project, which may require different design solutions in order to maintain continuous operations for the existing school.
- D.** The construction phase of this Project is contingent on the approved funding by the Town being appropriated in the 2017 Budget. Funding for the initial design services is included in the 2016 Budget.
- E.** Site plan, land use and variances (if applicable) for this Project will be sought as an initial total design. A scheme that minimizes the scope of any variances is preferred.
- F.** The gross square footage of the proposed building is approximately 58,000 sf.
- G.** The current target for hard cost of construction is \$21.2 million (includes 10% design and pricing contingency).
- H.** State of Connecticut review, funding and waivers will be sought for this Project.

4. PROJECT DESCRIPTION, SCOPE AND SCHEDULE

The Project consists of the construction of new approximately 58,000 sf elementary school building and demolition of the existing building, including all site related improvements and program issues identified in the Educational Specification dated January 8, 2015 (Exhibit A.) The goal of this Project is to provide a new school, which is technologically advanced, energy efficient, addresses traffic issues and maintains the fabric of the community.

Design teams are to provide complete design and construction phase services, including geotechnical and cost estimating. The specific scope of services is described in the enclosed draft agreement, as are insurance requirements – See Exhibit B.

The Architect will prepare and maintain a timeline showing milestones durations and critical activities for review and submission on a monthly basis during the design.

All firms should consider the following when developing their concept drawings:

- A. The District Administration would like to keep the school community in tact.
- B. The Project will need to comply with all applicable standards and codes, in addition, but not limited to, Connecticut Department of Administrative Services, Division of Construction Services, Office of School Facilities School Construction Grant requirements to maximize the reimbursement rate. In addition, the District intends to avail itself to the Diversity School Grant – C.G.S. 10-286h.
- C. Designs should employ environmentally responsible design (and construction) practices, with emphasis on energy conservation.
- D. Bring natural light to all the regular classrooms. Make the number, size, and type of spaces generally consistent with District standards.
- E. Address the existing traffic issues. Provide separation of parking and drop-off areas.
- F. The proposed Project schedule is attached in Exhibit C.

5. SUBMITTAL REQUIREMENTS:

Firms shall submit separate technical and fee proposals. Fourteen (14) copies of the technical proposal shall be submitted at the location and time outlined in paragraph 2.

A. **Technical proposals shall include the following:**

- Cover letter
- Team Experience
- Organization Chart
- Resumes for Key Team Members
- Approach
- Concept Drawings

1. **Cover letter**

Present a brief understanding of the Project, the prominent features of the proposal, the Project team and its qualifications.

2. **Team Experience**

Provide a brief description of your firm and a description of the firm's capability profile; a list and brief description of similar projects your firm has completed in the past five years, with emphasis on public schools of similar scope and/or challenges.

For each project listed, provide project location, cost, and size (sf). Also provide Owner and Contractor/CM references (contact names and phone numbers) and identify any members of the proposed team that worked on the referenced project.

3. Organization Chart

Provide an organization chart including all team members, their title for the Project and the firm they represent.

4. Resumes for Key Team Members

Provide resumes for each key team member. For this purpose, a key team member is any principal, partner/officer, project executive, project manager, project architect, job captain, discipline manager, or anyone with a responsible role in the successful completion of services required.

5. Approach

Describe the firms approach to the engagement, identifying and discussing the design and construction issues associated with the Project, and in particular:

- How each of the concerns in the Education Specifications were addressed
- How the firm plans to control the Projects cost and schedule
- An estimate of the construction cost of the firms concept.
- Comments on the proposed design schedule, in particular, as it relates to the approvals process in Greenwich.
- Outline your firm's approach to project management, assessment of existing conditions, quality control, value engineering, budget and schedule control, communication with stakeholders, state and local approvals, post occupancy services.

6. Concept Drawings

At a minimum, a floor plan illustrating the building layout, and representative building elevations. Proposers are encouraged to submit a site plan or other additional drawings that may help illustrate their concepts and solutions.

B. Fee Proposals

Firms responding to the RFP shall complete and return a Fee Proposal using the enclosed form – Exhibit D.

One copy of the above documents must be submitted to the Building Committee in a separately sealed envelope at the same time and location as the firm's technical proposal.

6. SELECTION CRITERIA

The Building Committee will award this Project based on the creativity and appropriateness of the design solution and the apparent best value for the Town (in the Building Committee's sole discretion).

The evaluation will be based upon the written submittals and selected presentations and

interviews. The factors which will be evaluated include evidence of the following:

- A.** The specialized experience of the firm and its assigned personnel on similar projects.
- B.** The firm's understanding of and technical approach to the Project.
- C.** The firm's knowledge of requirement involving State funding. Including level of support to the Board of Education with the application process for School Construction Grant.
- D.** The content of the firm and its consultants, support staff, etc. and their ability to work effectively together with the Town, Building Committee and others.
- E.** The firm's schedule, including milestones in the process.
- F.** The firm's ability to perform the work in a timely manner.
- G.** Clarity, organization, and effective presentation of submittal.
- H.** Review of references listed.
- I.** Proposed fee schedule or fee schedule methodology. Please note that evaluation and subsequent award of resultant contract is primarily based on qualifications and not based on fee schedule; however, the cost of your firm's services is one of the criteria.

The Building Committee plans to invite a short list of responding firms for an interview based on its review of the written submissions.

The Building Committee will use a two-step process to select the Architect. The initial evaluation will be based on a review of qualifications based on documentation submitted and follow-up interviews with selected firms. Then, and only then, will the Building Committee review the fee schedule which must be submitted in a separately sealed envelope.

Exhibits Attached:

- A.** Approved Educational Specifications dated January 8, 2015
- B.** Form of Draft Agreement
- C.** Proposed Project Schedule
- D.** Fee Proposal Form

Exhibit A

Approved Educational Specifications dated January 8, 2015

Click [here](#) for electronic copy

EDUCATIONAL SPECIFICATIONS
for the
NEW LEBANON ELEMENTARY SCHOOL
25 Mead Avenue
Greenwich, CT



GREENWICH PUBLIC SCHOOLS
Greenwich, CT

Presented to the Greenwich Board of Education
October 23, 2014

Revised Draft to Board of Education
December 18, 2014

Adopted by the Greenwich Board of Education January 8, 2015

Prepared by
PETER GISOLFI ASSOCIATES
Architects • Landscape Architects, LLP

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INTRODUCTION

SUMMARY

The Greenwich Public Schools is proposing a long-term, multifaceted solution to the achievement gap, racial imbalance, and facility utilization difficulties as presented in the 2014 Revised Racial Balance Plan. Many pilot programs and improvements are under way. Key components of the plan are the enhancement of the magnet programs at Hamilton Avenue and New Lebanon Schools. The district is planning to heavily market the International Baccalaureate (IB) magnet programs at New Lebanon Elementary and Dundee Elementary schools, and a new IB program at the Western Middle School. The district is proposing to add public transportation to the Hamilton Avenue and New Lebanon magnet schools.

The New Lebanon school facility will be built to attract students and families from the entire Town of Greenwich who are interested in an IB education. The facility needs to be sized to accept the larger enrollment from the catchment area, add space for magnet students from other areas in town, and add classrooms to restore the universal Pre-Kindergarten program.

To attract magnet students, this plan proposes to build a 21st century Learning Campus for a high performing educational system. Early education will begin with a Pre-K program, enhanced by the IB program and the Digital Learning Environment education initiative. The school facility will be built to foster “international, holistic, inquiry-based and collaborative learning” provided by the IB program.

The project will require a substantial investment, and the 80% reimbursement that New Lebanon would be eligible for under C.G.S. 10-286h is critical to affording this approach. Approval of this plan by the Commissioner of Education is part of the requirement in 10-286h.

Process Overview

The Board of Education of the Greenwich Public School district engaged the services of Peter Gisolfi Associates Architects • Landscape Architects (PGA) to assist in the preparation of Education Specifications for the New Lebanon School. The architects and landscape architects visited the New Lebanon School on several occasions to evaluate the school’s current limitations and overcrowded conditions. They met with the school’s administration and staff to review space needs and the educational program. The team had bi-weekly meetings with an advisory committee during the summer of 2014. The committee established the project objectives, adopted the program for the school, discussed various alternative solutions, and approved the final plan.

Meeting Dates

The committee met every 2 weeks on the following dates:
June 24th, July 10th, July 29th, August 14th, August 27th, September 3rd, September 19th and December 2nd.

Committee Members

Greenwich Board of Education	Barbara O’Neil, Chairman (ex-officio) Peter von Braun, Member
Greenwich Public Schools	William McKersie, Superintendent Ben Branyan, Managing Director of Operations Ronald Matten, Director of Facilities
New Lebanon School	Barbara Riccio, Principal Carolyn Spence, Teacher Erin John, Teacher Clare Kilgallen, PTA Mike Bocchino, PTA
Board of Estimate and Taxation	William Drake Jeff Ramer
Representative Town Meeting	J. Robert Tuthill
Peter Gisolfi Associates	Peter Gisolfi, AIA, ASLA, LEED AP, Senior Partner Michael Tribe, AIA, LEED AP, Partner Diane Abate, RA, Associate

EDUCATIONAL CHALLENGES AND INITIATIVES

Educational Objectives

The 2014 Revised Racial Balance Plan was developed within the context of the Greenwich Public School’s mission, the “vision of the graduate,” and the “strategic educational vision of the future.”

- The mission defines the objectives of the educational system;
- The “vision of the graduate” covers the academic, personal and interpersonal goals for each student; and
- The “strategic vision of the future” prioritizes the implementation of educational standards, learning strategies and innovative educational models that move the school district towards a coherent, interactive, educational system.

Enrollment Data

The State Board of Education identified the continued racial imbalance at Hamilton Avenue and New Lebanon schools in May of 2012. The District concluded that the magnet programs at both schools needs to be modified in order to solve this issue. Further analysis also showed potential future overcrowding in some elementary schools.

The consulting firm of Milone and McBroome (M&M) was hired to complete a demographic study (October 2013) and an existing conditions analysis, revised November 29, 2014 (see Supplemental Material). Their analysis included the following:

- Enrollment projections show stability at all levels, with an increase in the number of students at Cos Cob, Glenville, Hamilton Avenue, and New Lebanon, and a decrease in the number of students at North Street, Parkway and Riverside.
- Facility utilization remains between 90% and 95% for all elementary schools.
- Due to the increase in student population, the 95% target utilization rate will not be met by some of the schools unless the current class size of 19.5 students per classroom is increased, and the dedicated use of special classrooms is modified.

The findings of the M&M study show that the K-5 program cannot consistently operate within the current guidelines.

- Five schools will be operating at 10% above the target capacity; New Lebanon and Cos Cob will be operating at 20% above capacity.
- Four schools will be operating at 20% below capacity, with Parkway at 50% below the 95% utilization target.
- Hamilton Avenue and New Lebanon, where the minority enrollment is projected to increase, will continue to be identified by the State as racially imbalanced. The magnet programs, as designed at the time of the study, at both of these schools will not change the racial imbalance or the facility utilization problems.
- The district should keep all elementary schools open based on the overall 90% to 95% utilization rate predicted.

Racial Imbalance at New Lebanon

According to the report titled, *Racial Imbalance in the Hamilton Avenue and New Lebanon Attendance Areas*, dated 7/3/2012, by Milone & McBroome, the percentage variance of minority students attending the New Lebanon School, as compared to the district average, will increase in the next four years from 36.9% to 40%. A school must be below the 25% variance within the district's average minority population to be considered racially balanced.

New Lebanon School Crowding

The district's average Elementary School space allocation per student is 154 sf per student and at peak enrollment will be 148 sf per student. New Lebanon is currently at 138 sf per student. Both of these are below the district average. (*see Enrollment and Space Allocation Comparison on page 11*).

- The Kindergarten program at the New Lebanon school has temporarily been relocated out of the school for the 2014/15 school year in order to relieve some of the overcrowding. The Kindergarten children are bused back to school for the lunch period and specials (Art, Music and P.E.). This relocation only exacerbates the difficulties in providing services to these students.
- The pre-Kindergarten program was moved out of the school for the 2012-13 school year in order to relieve overcrowding.
- The New Lebanon magnet school has a moratorium in accepting students from other parts of town due to overcrowded conditions.
- The reading specialist, advanced learning programs, OT/PT, and psychologist meet with students in very small rooms or repurposed closets.
- The school has no conference room; private offices are used as conference spaces.
- The cafeteria is undersized which severely impacts lunch and overall school schedule. The kitchen is very small.
- The gym/auditorium is undersized.
- The media center is undersized, limiting its use and resources.
- The music room and art room are undersized.

Achievement Gap

The Board of Education commissioned an in-depth study involving all stakeholders to develop a plan to improve the racial balance, reduce the achievement gap, and the address overcrowded or underutilized school facilities in the district.

The study, completed by the Connecticut Center for School Change, addressed the district needs defined by the BOE (see Supplemental Material). Their findings suggest several strategies to close the achievement gap and improve the racial balance between schools. Their recommendations to “improve and sustain high performance for all students include a sense of urgency and willingness to do whatever it takes...” are listed below:

- “Create affordable, high-quality preschool to reduce the preparation gap.”
- “Expand learning time beyond the normal school day and in summer to accelerate learning.”
- “Increase intellectual rigor demanded of students within classrooms.”
- “Strengthen data systems and data usage to track critical questions relative to accelerating learning.”
- “Create comprehensive parent and community engagement strategies.”
- “Consider strategies that can reduce concentration effects.”

The Revised Racial Balance Plan (see Supplemental Materials) includes these recommended strategies, and defines a blueprint to implement improvements in the district.

Magnet School Revised Guidelines

The magnet program at the Dundee School improved the facility's utilization in the eastern section of Greenwich. The magnet program at the Julian Curtis School improved the racial balance issue. The magnet schools at Hamilton Avenue and New Lebanon were less successful for the following reasons:

- Growth in the attendance area enrollment reduced the number of magnet seats;
- Growth in the minority enrollment within the attendance area exacerbated the racial imbalance;
- The magnet theme at Hamilton Avenue was designed to reduce the achievement gap of the students from the attendance area rather than attracting students from outside the area.

International Baccalaureate Program

The Greenwich Public School district has two magnet elementary schools—Dundee (2000/01) and New Lebanon (2012)—and one middle school, Western Middle School (2013/14), offering the International Baccalaureate program. The IB program is a research- and evidence-based educational model that provides a unique framework for teaching and learning. The focus of the IB program is on “international, holistic, inquiry-based and collaborative learning.” A survey of the IB educational system in 2012 not only received very high ratings from students, teachers and parents, but also produced a high percentage of high-achieving students that outperformed non-IB students in the district.

Based on the success of the IB system on the western side of town, the IB magnet school program at New Lebanon was launched to (1) improve racial balance and (2) reduce the achievement gap. Changing demographics hampered the success of the program because of very limited seats, no transportation, and minimum marketing. The increased number of students in the catchment area has forced a moratorium on the IB program at New Lebanon for new magnet students from other areas of Greenwich until the facility can be expanded.

Digital Learning Environment

The district started a three-phase Digital Learning Environment (DLE) educational initiative to accelerate the achievement of all students, and transform teaching and learning. The goals of the DLE are:

1. Critical thinking;
2. Self-regulated learning;
3. Access to quality feedback;
4. Personalized learning and readiness for the Smarter Balanced Assessment (SBA).

RACIAL BALANCE PLAN

The 2014 Revised Greenwich Racial Balance Plan (see Supplemental Materials) builds on the plan submitted in 2007 with new demographic information. The revised plan seeks to narrow the achievement gap, minimize overcrowded and underutilized facilities in the district, and improve racial balance by implementing the following changes:

- Add educational program enhancements to accelerate achievement by:
 - Improving K-3 reading;
 - Adding personalized instruction with new technology;
 - Collecting data to drive instruction;
 - Proposing increased parent involvement strategies; and
 - Adopting high achievement goals.
- Target these enhancements at the three Title I magnet schools—Hamilton Avenue, New Lebanon and Julian Curtis—to make them more attractive to new magnet families.
- Renovate and expand the New Lebanon School or build a new school facility to replace the existing building. This would solve overcrowding, increase neighborhood enrollment, create additional magnet seats, and provide spaces for all of the programs offered in a 21st century learning environment.
- Offer the International Baccalaureate educational program at New Lebanon and Dundee. The newly created IB magnet program at Western Middle School will be heavily marketed to encourage families to embrace the IB system and choose the feeder elementary schools that implement the IB program.
- Encourage voluntary movement within the district by modifying the existing rules concerning magnet school programs.
- Add district-wide busing to provide easy access to the Hamilton Avenue and New Lebanon magnet schools.

NEW LEBANON SCHOOL PROJECT RATIONALE

The Board of Education listened closely to suggestions from the New Lebanon School community stakeholders, and decided that the critical priority was improving academic achievement. Accordingly, racial imbalance and school facility utilization issues would also improve. The following planning strategies were adopted:

- *Maintain the current neighborhood elementary school system.* The community strongly supports this model, and the district will continue to support it as well.
- *Improve the high-performing magnet schools.* This would attract families from outside the catchment areas of these schools and, thus, would improve racial balance.
- *Increase the capacity of the New Lebanon magnet school.* This would accommodate the growing student population in the attendance area, and provide additional capacity to attract magnet students from other areas in town.

NEW LEBANON ELEMENTARY SCHOOL

Educational Specifications

- *Update the Hamilton Avenue magnet program.* A new magnet theme will be selected for this year and implemented during the 2015/16 school year. In 2014/15, Hamilton Avenue will become the pilot school for the district's Digital Learning Environment. The new program aims at closing the achievement gap by accelerating learning through technology.
- *Open the Western Middle School as an International Baccalaureate magnet school.* This would be done for the 2014/15 school year.
- *Impose a moratorium at the New Lebanon School.* The magnet school guidelines have been temporarily modified by imposing a moratorium at New Lebanon school due to overcrowding.
- *Provide public transportation to magnet students attending New Lebanon and Hamilton Avenue.* This would start in the 2015/16 school year.
- *Restore the pre-Kindergarten program at the New Lebanon school.* A universal pre-Kindergarten program will greatly improve language skills for students coming into the system.
- *Market the IB program at New Lebanon and Western Middle School heavily.* It is important for the community to understand the benefits of the IB program.
- *Consider expanding learning beyond normal school hours and in the summer to accelerate learning.* This strategy is currently under review.

NEW LEBANON SCHOOL PROJECT DESCRIPTION

The Greenwich Board of Education established an Advisory Committee to prepare Educational Specifications for the New Lebanon School for submission to the State Board of Education. The Advisory Committee established clear project objectives, reviewed site and building analyses presented by the consultants, created a program of space requirements, and participated in lively discussions evaluating the many pros and cons of various site and building alternatives. The final decision compared renovating and expanding the existing school to building a new school.

Project Objectives

The following project objectives were adopted as guidelines for assessing alternative solutions, and as overall goals for the proposed plan.

- International Baccalaureate School / Inquiry and Project-based Learning
- Flow / Legibility / Inclusion
- Welcoming / Communal / Informal Gathering / Safe Environment
- Expressive / Design that Fits and Belongs to the Surrounding Community
- Transparency / Connection to the Natural Environment
- Secure Environment / Passive Observation of Students and Visitors
- Showcase Student Work

Project Objectives (continued)

- Child-scaled
- Media Center at the center of the school
- Community Green / Accessible Outdoor Play Spaces / Variety in Scale and Activities
- 21st Century Design / Digital Technologies for the Future
- Sustainable / Model of Sustainable Practice—Constant Teaching Tool

Community Learning Campus

The immediate New Lebanon school neighborhood includes the Byram Shubert Library and an undersized field that has limited use. The Byram Library is well used by the New Lebanon students after school and weekends; it offers many programs for elementary school children and for the entire Byram community. Byram Shubert and New Lebanon are exploring shared educational programs that would integrate the library and the school in to a “Community Learning Campus.”

Community Uses

The New Lebanon School will add needed spaces that will serve the community in various ways. The facility will be used by such groups as:

- Greenwich Parks and Recreation Department
- Scouting organizations
- Civic organizations
- Municipal Boards and groups
- Adult Education
- Parent Teacher Organization
- Registrar of Voters

Site Issues

During the site analysis phase several issues were identified:

- Steep slopes to the east of the existing school drop 27 feet in to a heavily wooded ravine. Further investigation identified wetlands approximately 75’ south of the school at the lowest level of the ravine, close to Interstate 95 (see Supplemental Material).
- Parking is limited and shared with the Byram library. Additional parking should be included in the final plan.
- The current playground located at the south end of the building is undersized.
- The field has no storage and is too far away for use during gym classes.
- The current driveway is small and crowded. If this current configuration is maintained, bus drop-off and pick-up will be challenging.

NEW LEBANON ELEMENTARY SCHOOL

Educational Specifications

Building Conditions

The New Lebanon School was built in 1956 with two subsequent classroom additions. Typical of the decade, the school was built in a 1950s modern style as a one-story building with masonry and glass facades, and a flat roof. Although the building is well maintained, there are inherent design and construction deficiencies that reduce its life expectancy and incur high operating and maintenance costs. One of the repeated complaints about the building is the lack of local temperature controls and rooms that are constantly too hot or too cold.

The school was designed for a different population and educational system. Any renovations will be limited by the original building design. Many of the classrooms are sized correctly but all the special classrooms, gym, administration and small group learning rooms are undersized. The small cafeteria and kitchen impact the school schedule.



PROGRAM OF SPACE REQUIREMENTS

The Greenwich Public School district adopted the Glenville School program as an informal “benchmark” for the space requirements at the New Lebanon School. The following program of space requirements for New Lebanon evolved from the informal benchmark, school specific requirements, and committee recommendations.

“BENCHMARK” ANALYSIS

	GLENVILLE	NEW LEBANON	
	(District Benchmark)	Existing	Proposed (Base + Pre K + Magnet)
OVERALL			
Gross Building Area (sf)	65,000	37,000	57,946
Current Student Population	426	264	n/a
Average sf/Student	153	138	n/a
8-yr High Student Population	467	271	374
Average sf/Student	139	136	155
INSTRUCTIONAL SPACES			
Pre-K	0	0	1,000 sf
Kindergarten	1,000 sf	1,040 sf	1,000 sf
First Grade	900 sf	775 sf	850 sf
Second Grade	850 sf	820 sf	850 sf
Third Grade	850 sf	855 sf	850 sf
Fourth Grade	850 sf	770 sf	850 sf
Fifth Grade	850 sf	850 sf	850 sf
CLASSROOM INVENTORY			
Instructional Classrooms	22	14	21
Average Class Size (K-5)	21.2	19.35	17.8
Average per Student	42 sf	44 sf	50 sf
CORE COMMON AREAS			
Cafeteria with Kitchen	3,605 sf	1,570 sf	3,500 sf
Current / 8-yr High: Av. per Student	8.4 sf / 7.7 sf	5.9 sf / 5.8 sf	9.3 sf
Gymnasium/Auditorium	6,480 sf	3,388 sf	6,500 sf
Current / 8-yr High: Av. per Student	15 sf / 13.8 sf	12.7 sf / 12.5 sf	17.4 sf
Media Center	4,250 sf	2,207 sf	4,150 sf
Current / 8-yr High: Av. per Student	10 sf / 9.1 sf	8.3 sf / 8.2 sf	11 sf

Revised enrollment numbers indicate that the New Lebanon School population will increase in the next five years to 279 students. The proposed Pre-Kindergarten program will add 45 students and the magnet program will add 50 seats, increasing the school population to 374 students.

NEW LEBANON ELEMENTARY SCHOOL

Educational Specifications

The following chart, with the latest enrollment data, compares the sizes of the elementary schools throughout the district based on square footage per student. Excluding the Parkway School, the average size of the other schools varies between 148 to 154 square feet per student as enrollment data varies from one year to the next.

*The average size of all elementary schools excluding New Lebanon and Parkway is 64,863 sf and the average enrollment for these schools is 410 sf providing a district size of 158 sf /student.

ENROLLMENT AND SPACE ALLOCATION COMPARISON (ALL ELEMENTARY SCHOOLS)

	SIZE (SF)	ENROLLMENT**		SPACE PER STUDENT (SF)		SCHOOL
		2014/15	MAX.	2014/15	Max.	
Cos Cob	83,270	438	480	190	173	
Dundee	52,126	370	370	141	141	
Glenville	65,000	426	467	153	139	
Hamilton Avenue	58,800	341	367	172	160	
Julian Curtiss	69,600	367	367	190	190	
New Lebanon	37,000	264	279	140	133	
North Mianus	59,122	487	487	121	121	
North Street	58,063	358	358	162	162	
Old Greenwich	75,187	400	410	143	139	
Parkway *	52,100	213	235	245	222	
Riverside	62,600	499	499	125	125	
AVERAGE (including NL)	62,076	395	409	154	148	
AVERAGE (excluding NL)	64,863	410	423	158	154	

*Not included in average calculation

**Milone & McBroome demographic study (see Supplemental Material: GPS Enrollement Projection Report)

***Max is based on highest enrollment from 2014/15 - 2022/23 (see Supplemental Material)

The proposed New Lebanon School at 58,000 sf and 374 students would provide approximately 155 square feet per student which is within the district average.

The capacity of the proposed New Lebanon School is substantially larger than the current school capacity. The school will need 21 regular classrooms including three Pre-K classrooms. All common areas and special classrooms need to be expanded. The program also requires the expansion of administration and special use areas. The proposed program of space requirements is outlined on the next two pages.

PROGRAM OF SPACE REQUIREMENTS

Projected 8 Year Enrollment	DRAFT PROGRAM REQUIREMENTS 279 Base + 45 PreK+ 50 Magnet = 374 PK-5			
Description	Req. # of Rooms	Square Feet Per Room		Total Area
Instructional Spaces				
Pre-Kindergarten Classrooms (w/ toilets)	3	1,000	sf	3,000 sf
Kindergarten Classrooms (w/ toilets)	3	1,000	sf	3,000 sf
1st Grade Classrooms (w/ toilets)	3	850	sf	2,550 sf
2nd Grade Classrooms	3	850	sf	2,550 sf
3rd Grade Classrooms	3	850	sf	2,550 sf
4th Grade Classrooms	3	850	sf	2,550 sf
5th Grade Classrooms	3	850	sf	2,550 sf
		Net Subtotal:		18,750 sf
Special Instructional				
Art Studio w/ Kiln & Storage	1	900	sf	900 sf
General Music Room	1	800	sf	800 sf
Instrumental Music Room	1	900	sf	900 sf
Earth Science & Physics Lab	1	900	sf	900 sf
Advanced Learning Program (ALP) Classroom	2	350	sf	700 sf
Reading Rooms	2	350	sf	700 sf
World Language Room	1	200	sf	200 sf
ESL Classroom	2	350	sf	700 sf
		Net Subtotal:		5,800 sf
Special Education				
Special Education Resource Room	2	350	sf	700 sf
Occupational Therapy & Physical Therapy (OT/PT) Room	1	400	sf	400 sf
		Net Subtotal:		1,100 sf
Administration and Support				
Principal's Office	1	200	sf	200 sf
Assistant Principal's Office	1	175	sf	175 sf
Secretarial Area	1	500	sf	500 sf
Main Conference Room	1	200	sf	200 sf
Health Services (w/ toilet)	1	300	sf	300 sf
Faculty Lounge (w/ toilet)	1	300	sf	300 sf
Social Work Office	1	150	sf	150 sf
Psychologist Office	1	150	sf	150 sf
Speech/Language Pathologist Office	1	150	sf	150 sf
Special Education Meeting Room	1	150	sf	150 sf
Teacher Workroom	1	200	sf	200 sf
Gym Office	1	100	sf	100 sf
		Net Subtotal:		2,575 sf

NEW LEBANON ELEMENTARY SCHOOL

Educational Specifications

Core Common Areas					
Library-Media Center (includes computer lab)	1	3,740	sf	3,740	sf
Cafeteria w/ Kitchen	1	3,000	sf	3,000	sf
Gymnasium/Auditorium	1	5,000	sf	5,000	sf
Gym / Auditorium Storage	1	550	sf	550	sf
Auditorium Stage	1	875	sf	875	sf
				Net Subtotal:	13,165 sf
Total Net Program Area				41,390	sf
Service					
Custodial Office	1	150	sf	150	sf
Custodial Locker Area (Women/Men)	2	75	sf	150	sf
Toilet Rooms (Girls/Boys)	4	200	sf	800	sf
Toilet Rooms (Women/Men)	4	90	sf	360	sf
IT Work Room	1	125	st	125	sf
IT Closets	2	50	sf	100	sf
General Storage	1	400	sf	400	sf
Receiving / Storage	1	200	sf	200	sf
Mechanical Room	1	745	sf	745	sf
				Net Subtotal:	3,030 sf
Circulation				22.68%	9,387 sf
Walls & Shafts				10.00%	4,139 sf
Gross Building Factor (GBF)				40.0%	16,556 sf
Total Building Gross = Total Net Program Area + GBF				57,946	sf
Deduct Exterior Wall Area for Grant Calculation Purposes				7.74%	3,187 sf
Total Building Gross for use in State Grant Reimbursement Chart (pg. 49)				54,759	sf

SPACE REQUIREMENT SPECIFICATIONS: INSTRUCTIONAL SPACES

Unless otherwise noted, the standard furnishings for every classroom noted below are expected to include:

- ADA Compliant building standards
- Wireless Internet access to support at least 30 mobile devices
- Windows for natural light
- Room darkening shades
- Acoustical insulation for soundproofing
- Multiple electrical and data outlets
- Sound Field System
- Air conditioning
- Telephone

EARLY CHILDHOOD: PRE-KINDERGARTEN (Full Day)	
Space: 1,000 square feet (each) Number: Three (3) classrooms	
Toilet	<ul style="list-style-type: none"> • ADA accessible toilet room with sink within classroom at a level appropriate for children ages 3 to 5.
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate countertops, ADA accessible • In-room drinking fountain, ADA accessible • Soap and towel dispense, ADA accessible
Access	<ul style="list-style-type: none"> • Must be located at ground level • Direct access to outdoor play area is desirable
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Storage areas • Counters under windows where appropriate
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet
Student Storage	<ul style="list-style-type: none"> • Coat and personal storage area (cubbies) for twenty (20) located within the classroom
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable, two-circuit lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and two (2) area rugs per room
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Two (2) kidney-shaped tables • Student chairs/tables to accommodate up to twenty (20) students
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • Water and sand table • Reading chair • Make believe play area
Special Needs/Equipment	<ul style="list-style-type: none"> • Gross motor sensory materials • OT equipment
Classroom Technology	<ul style="list-style-type: none"> • Interactive touch screen white board • LCD projector • AV switcher control system
Computers	<ul style="list-style-type: none"> • Two (2) teacher computers • One (1) Computer cart with twenty-two (20) devices per grade level

NEW LEBANON ELEMENTARY SCHOOL

Educational Specifications

EARLY CHILDHOOD: KINDERGARTEN (Full Day)	
Space: 1,000 square feet (each) Number: Three (3) classrooms	
Toilet	<ul style="list-style-type: none"> • ADA accessible toilet room with sink within classroom at a level appropriate for children ages 4 to 6
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate countertops, ADA accessible • In-room drinking fountain, ADA accessible • Soap and towel dispenser, ADA accessible
Access	<ul style="list-style-type: none"> • Must be located at ground level • Direct access to outdoor play areas is desirable
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Storage areas • Counters under windows where appropriate
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet
Student Storage	<ul style="list-style-type: none"> • Coat and personal storage area for twenty-four (24) located within the classroom
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable, two-circuit lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and two (2) area rugs per room
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Two (2) kidney-shaped tables • Student chairs/tables to accommodate up to twenty-four (24) students
Teacher Furniture	<ul style="list-style-type: none"> • (2) Teacher work stations
Other Furniture	<ul style="list-style-type: none"> • Water and sand table • Reading chair • Make believe play area • Block storage
Special Needs/Equipment	<ul style="list-style-type: none"> • Gross motor sensory materials • OT equipment
Classroom Technology	<ul style="list-style-type: none"> • Interactive touch screen white board • LCD projector • AV switcher control system
Computers	<ul style="list-style-type: none"> • Two (2) teacher computers • Four (4) student computers • One (1) Computer cart with twenty-two (24) devices per grade level

SPACE REQUIREMENT SPECIFICATIONS (continued)

EARLY ELEMENTARY: GRADES ONE AND TWO	
Space: 850 square feet (each)	
Number: Six (6) classrooms, three (3) for each grade	
Toilet	<ul style="list-style-type: none"> • ADA accessible toilet room with sink within Grade One classrooms only at a level appropriate for age. Second Grade classrooms shall be located in close proximity to toilet facilities.
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate countertops, ADA accessible • In-room drinking fountain, ADA accessible • Soap and towel dispenser, ADA accessible
Access	<ul style="list-style-type: none"> • Grade One must be at ground level • Direct access to outdoor play area is desirable
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Storage areas • Counters under windows where appropriate
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet
Student Storage	<ul style="list-style-type: none"> • Coat and personal storage area for twenty-six (26) located within the classroom
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable, two-circuit lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and two (2) area rugs per room
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Two (2) kidney-shaped tables • Student chairs/tables to accommodate up to twenty-six (26) students
Teacher Furniture	<ul style="list-style-type: none"> • Teacher workstation
Other Furniture	<ul style="list-style-type: none"> • Reading chair • Flexible mobile storage units
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive touch screen white board • LCD projector • AV switcher control system
Computers	<ul style="list-style-type: none"> • Two (2) teacher computers • Four (4) student computers • One (1) Computer cart with twenty-six (26) devices per grade level

NEW LEBANON ELEMENTARY SCHOOL

Educational Specifications

INTERMEDIATE: GRADES THREE, FOUR, AND FIVE	
Space: 850 square feet (each)	
Number: Nine (9) classrooms, three (3) for each grade	
Toilet	<ul style="list-style-type: none"> Toilet facilities, with ADA accommodations located in close proximity to classrooms
Sinks	<ul style="list-style-type: none"> Stainless steel ADA accessible sink with laminate countertops Water fountain in close proximity, ADA accessible ADA accessible soap and towel dispenser
Classroom Storage	<ul style="list-style-type: none"> Built-in bookcases Storage areas Counters under windows where appropriate
Teacher Storage	<ul style="list-style-type: none"> Lockable teacher storage wardrobe One (1) lockable four-drawer filing cabinet
Student Storage	<ul style="list-style-type: none"> Coat and personal storage area for twenty-eight (28) located within the classroom
Lighting	<ul style="list-style-type: none"> Soft color, dimmable, two-circuit lighting
Flooring	<ul style="list-style-type: none"> Vinyl enhanced tile and two (2) area rugs per room
Display	<ul style="list-style-type: none"> Whiteboard Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> Two (2) kidney-shaped tables Student chairs/tables to accommodate up to twenty-eight (28) students
Teacher Furniture	<ul style="list-style-type: none"> Two (2) Teacher workstations
Special Needs/Equipment	<ul style="list-style-type: none"> Digital interactive tables
Classroom Technology	<ul style="list-style-type: none"> Interactive touch screen white board LCD projector AV switcher control system
Computers	<ul style="list-style-type: none"> One (1) teacher computers Six (6) student computers One (1) Computer cart with twenty-eight (28) devices per grade level

SPACE REQUIREMENT SPECIFICATIONS (continued)

ART STUDIO	
Space: <u>900 square feet</u> Includes: 800 sf Art Studio 50 sf Kiln Room 50 sf Storage Room	
Toilet	<ul style="list-style-type: none"> • N/A
Sinks	<ul style="list-style-type: none"> • Minimum two (2) deep sinks with clay traps in addition to one (1) ADA accessible sink all in the same location; stepped configuration to accommodate age levels and to meet ADA requirements.
Classroom Storage	<ul style="list-style-type: none"> • Lockable closets • Easily accessible cabinets and shelves in a range of sizes. • Vertical file tube storage cabinets with locks • Two (2) kitchen-type mobile carts with shelves • Large flat (14) draw file
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet
Lighting	<ul style="list-style-type: none"> • Adjustable studio lights above carpet & demo table
Flooring	<ul style="list-style-type: none"> • Sheet linoleum and one (1) area rug
Display	<ul style="list-style-type: none"> • Two-sided fully locked showcase on room's corridor wall • Whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Twenty-eight (28) stools
Teacher Furniture	<ul style="list-style-type: none"> • Teacher work station
Other Furniture	<ul style="list-style-type: none"> • (6) Six Rectangular butcher block work tables to seat 4 students each • (1) Large demo table
Special Needs/Equipment	<ul style="list-style-type: none"> • One (1) small kiln to be appropriately located and sized • Drying racks • Book racks and magazine shelves (fine art area) • Four (4) sturdy wooden adjustable painting easels • Two (2) large rolling barrels • Eyewash station • Cutting board station • (6) Floor convenience outlets • Spray Booth
Classroom Technology	<ul style="list-style-type: none"> • Interactive touch screen white board • LCD projector • AV switcher control system
Computers	<ul style="list-style-type: none"> • One (1) teacher computer • Four (4) student computers networked to 3D printer • Color Printer

NEW LEBANON ELEMENTARY SCHOOL

Educational Specifications

GENERAL MUSIC ROOM AND INSTRUMENTAL MUSIC ROOM	
Spaces: 800 square feet General Music Room 900 square feet Instrumental Music Room	
Toilet	<ul style="list-style-type: none"> N/A
Sinks	<ul style="list-style-type: none"> Large ADA accessible sink in Instrumental Music room to submerge brass instruments for cleaning
Classroom Storage (each room)	<ul style="list-style-type: none"> Built-in storage for instruments (low built-in cubbies at room entrance) Music cabinets for sheet music storage (each room) Built-in bookcase (16" x 15') Storage for conductor and music stands
Teacher Storage	<ul style="list-style-type: none"> Lockable teacher storage wardrobe One (1) lockable four-drawer filing cabinet
Lighting	<ul style="list-style-type: none"> Soft color, two-circuit lighting
Flooring	<ul style="list-style-type: none"> Carpet tiles
Display	<ul style="list-style-type: none"> Two 8 ft. whiteboards, one with permanent musical staff lines (each room) Display boards
Student Furniture	<ul style="list-style-type: none"> Seventy(70) stackable chairs Ten (10) Instrumental chairs
Teacher Furniture	<ul style="list-style-type: none"> Teacher work station
Other Furniture	<ul style="list-style-type: none"> Seventy (70) music stands for instrumental room Two (2) Conductor's stands Chorus Riser
Special Needs/Equipment	<ul style="list-style-type: none"> Piano (General Music Room) Sound deadening/sound proof walls Acoustical divider built across the instrumental music room to divide the space into two separate practice rooms Acoustical treatment of ceilings and walls
Classroom Technology	<ul style="list-style-type: none"> Document Camera Interactive touch screen white board LCD projector AV Switcher Control System Audio Recording System
Computers	<ul style="list-style-type: none"> One (1) teacher computer Two (2) student computers (SMART Music)

SPACE REQUIREMENT SPECIFICATIONS (continued)

EARTH SCIENCE & PHYSICS LAB*	
Space: 900 square feet	
Toilet	<ul style="list-style-type: none"> N/A
Sinks	<ul style="list-style-type: none"> Three (3) sinks with acid neutralization tank & plumbing and chemical resistant counter tops. (at min. provide one ADA accessible sink with countertop) ADA accessible in-room drinking fountain ADA accessible soap and towel dispensers
Access	<ul style="list-style-type: none"> In close proximity to general education classrooms
Classroom Storage	<ul style="list-style-type: none"> Built-in bookcases Locked closet for audio-visual equipment and science equipment Cabinets to be deep, with adjustable / removable shelving, and space for large bin storage.
Teacher Storage	<ul style="list-style-type: none"> Lockable teacher storage wardrobe One (1) lockable four-drawer filing cabinet
Lighting	<ul style="list-style-type: none"> Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> Sheet linoleum
Display	<ul style="list-style-type: none"> Two-sided fully locked showcases on room's corridor wall Whiteboard Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> Age-appropriate student furniture (26 students)
Teacher Furniture	<ul style="list-style-type: none"> Teacher station with ADA accessible demonstration table
Other Furniture	<ul style="list-style-type: none"> Thirteen (13) movable laboratory tables with grommets and integral wire management tray
Special Needs/Equipment	<ul style="list-style-type: none"> Mobile, flexible, work top areas with water for science activities.
Classroom Technology	<ul style="list-style-type: none"> Document Camera Interactive Touch Screen White Board LCD Projector AV Switcher Control System Electrical outlets at perimeters & counter heights
Computers	<ul style="list-style-type: none"> Thirteen (13) student tablets One (1) teacher computer

*** Meet Elementary School Safety Standards**

NEW LEBANON ELEMENTARY SCHOOL

Educational Specifications

ADVANCED LEARNING PROGRAM (ALP) CLASSROOM	
Space: <u>700 square feet</u> Number: Two (2) classrooms @ 350 square feet each	
Toilet	<ul style="list-style-type: none"> • N/A
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with soap and towel dispenser, ADA accessible
Access	<ul style="list-style-type: none"> • Close proximity to intermediate grades
Classroom Storage	<ul style="list-style-type: none"> • Storage for built-in bookcases, storage areas, large-drawer storage • Open shelving and counter area • Counters under windows where appropriate
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • Two (2) lockable built-in four-drawer filing cabinet
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Small tables with student chairs for each office
Teacher Furniture	<ul style="list-style-type: none"> • Teacher Desk/Chair (each room)
Other Furniture	<ul style="list-style-type: none"> • Adult visitor chairs
Classroom Technology	<ul style="list-style-type: none"> • Interactive touch screen white board
Computers	<ul style="list-style-type: none"> • Two (2) teacher computer (each room)

SPACE REQUIREMENT SPECIFICATIONS (continued)

READING ROOMS	
Space: 700 square feet Number: Two (2) classrooms @ 350 sf each	
Toilet	<ul style="list-style-type: none"> N/A
Sinks	<ul style="list-style-type: none"> Stainless steel sink with soap and towel dispenser, ADA accessible
Access	<ul style="list-style-type: none"> (1) near primary , (1) near intermediate
Classroom Storage	<ul style="list-style-type: none"> Built-in bookcases Storage areas Counters under windows where appropriate Closet with built in book shelving
Lighting	<ul style="list-style-type: none"> Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> Whiteboard Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> Pupil tables and chairs (adjustable and movable)
Teacher Furniture	<ul style="list-style-type: none"> (2) Teacher workstations (each room) (1) lockable file cabinet (each room)
Other Furniture	<ul style="list-style-type: none"> One (1) adult visitor chair (each room) One (1) rectangle or kidney shaped table, with 6 student chairs (each room)
Classroom Technology	<ul style="list-style-type: none"> Interactive touch screen white board
Computers	<ul style="list-style-type: none"> One (1) teacher computer (each room)

WORLD LANGUAGE ROOM	
Space: 200 square feet	
Toilet	<ul style="list-style-type: none"> N/A
Sinks	<ul style="list-style-type: none"> N/A
Access	<ul style="list-style-type: none"> In close proximity to general education classrooms
Classroom Storage	<ul style="list-style-type: none"> Built-in bookcases Storage areas Counters under windows where appropriate
Teacher Storage	<ul style="list-style-type: none"> Lockable teacher storage wardrobe One (1) lockable four-drawer filing cabinet
Lighting	<ul style="list-style-type: none"> Soft color, two-circuit lighting
Flooring	<ul style="list-style-type: none"> Carpet
Display	<ul style="list-style-type: none"> Whiteboard Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> Student chairs/tables to accommodate four (4) students
Teacher Furniture	<ul style="list-style-type: none"> (3) Teacher workstations
Classroom Technology	<ul style="list-style-type: none"> Document Camera Interactive touch screen white board LCD projector AV switcher control system
Computers	<ul style="list-style-type: none"> Three (3) teacher computers

NEW LEBANON ELEMENTARY SCHOOL

Educational Specifications

ENGLISH AS A SECOND LANGUAGE (ESL) CLASSROOM	
Space: <u>700 square feet</u> Number: Two (2) classrooms @ 350 sf each	
Toilet	<ul style="list-style-type: none"> • N/A
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with soap and towel dispenser, ADA accessible
Access	<ul style="list-style-type: none"> • Locate one reading room in close proximity to primary grades • Locate second reading room in close proximity to intermediate grades
Storage	<ul style="list-style-type: none"> • One (1) lockable built-in four-drawer filing cabinet (each office) • Bookcase and shelving • Walk-in supply closet • Laminate counters and shelving (common area)
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile & area rug
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Small tables with student chairs for each office
Teacher Furniture	<ul style="list-style-type: none"> • (2) Teacher workstations each room
Other Furniture	<ul style="list-style-type: none"> • Two (2) adult chairs (each room) • One (1) rectangle or kidney shaped table, with 6 student chairs (each room)
Classroom Technology	<ul style="list-style-type: none"> • Interactive touch screen white board
Computers	<ul style="list-style-type: none"> • One (1) teacher computer (each room)

SPACE REQUIREMENT SPECIFICATIONS (continued)

SPACE REQUIREMENT SPECIFICATIONS: SPECIAL EDUCATION PROGRAMS

SPECIAL EDUCATION RESOURCE ROOM	
Space: <u>700 square feet</u> Number: Two (2) rooms @ 350 sf each; One (1) Special Education Resource Room - Early Elementary One (1) Special Education Resource Room - Intermediate Elementary	
Toilet	<ul style="list-style-type: none"> • (1) toilet in primary area
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate countertop, ADA accessible • Soap and towel dispenser, ADA accessible
Access	<ul style="list-style-type: none"> • One in close proximity to primary grades, one in close proximity to intermediate grades
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Storage areas • Counters under windows where appropriate
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet
Student Storage	<ul style="list-style-type: none"> • Open accessible shelves with bins
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs per room
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Pupil tables/chairs (adjustable/movable)
Teacher Furniture	<ul style="list-style-type: none"> • (2) Teacher workstations
Other Furniture	<ul style="list-style-type: none"> • Adult visitor's chair • Activity Groups: Two (2) kidney-shaped table with six (6) chairs (each)
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive touch screen white board • LCD projector • AV switcher control system
Computers	<ul style="list-style-type: none"> • Two (2) teacher computers • Four (4) student computers

OCCUPATIONAL THERAPY & PHYSICAL THERAPY (OT/PT) RESOURCE ROOM	
Space: 400 square feet	
Toilet	<ul style="list-style-type: none"> • N/A
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with soap and towel dispenser, ADA accessible
Access	<ul style="list-style-type: none"> • Near primary grades & primary Special Education (share storage for large equipment with Special Education)
Classroom Storage	<ul style="list-style-type: none"> • Storage for large equipment (large adaptive chairs, prone standers, supine standers, large walkers, gait trainers, large therapy balls, etc.) • Built-in bookcases • Storage areas • Counters under windows where appropriate
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Small tables with student chairs
Teacher Furniture	<ul style="list-style-type: none"> • (2) Teacher workstations
Other Furniture	<ul style="list-style-type: none"> • Adult visitor's chair
Special Needs/Equipment	<ul style="list-style-type: none"> • Trampoline, Balance Beam, Swing, Stairs, Floor Mats • Area for gross motor activities
Computers	<ul style="list-style-type: none"> • Two (2) teacher computers

SPACE REQUIREMENT SPECIFICATIONS (continued)

ADMINISTRATION AND SUPPORT

Unless otherwise noted, the standard furnishings for every admin area noted below are expected to include:

- Room darkening shades
- Acoustical insulation for soundproofing
- Year-round air conditioning
- ADA compliant building standards
- Wireless/internet access
- Multiple electrical and data outlets
- Telephone

PRINCIPAL'S OFFICE	
Space: 200 square feet	
Access/Location	<ul style="list-style-type: none"> • Two entrances: one to main office/secretarial area and one to conference room
Storage	<ul style="list-style-type: none"> • One (1) large wall unit bookcase • Lockable lateral files • Closet
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Office Furniture	<ul style="list-style-type: none"> • Desk/Chair • Visitor's seating for six (6) • Small meeting table
Other Accommodations	<ul style="list-style-type: none"> • Bulletin board
Technology	<ul style="list-style-type: none"> • Polycom telephone • Building security system monitor • Security "panic button with dedicated phone line
Computers	<ul style="list-style-type: none"> • One (1) computer • Printer

ASSISTANT PRINCIPAL'S OFFICE	
Space: 175 square feet	
Access/Location	<ul style="list-style-type: none"> • Two entrances: one to main office/secretarial area and one to conference room
Storage	<ul style="list-style-type: none"> • One (1) large wall unit bookcase • Lockable lateral files
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Office Furniture	<ul style="list-style-type: none"> • Desk/Chair • Visitor's seating for six (6)
Other Accommodations	<ul style="list-style-type: none"> • Bulletin board
Technology	<ul style="list-style-type: none"> • Polycom telephone • Building security system monitor • Security "panic button with dedicated phone line
Computers	<ul style="list-style-type: none"> • One (1) computer • Printer

NEW LEBANON ELEMENTARY SCHOOL

Educational Specifications

SECRETARIAL AREA	
Space: 500 square feet	
Access/Location	<ul style="list-style-type: none"> Two entrances: one to main office/secretarial area and one to conference room
Storage	<ul style="list-style-type: none"> Safe Staff mailboxes Base and wall cabinets with counter space Office Supply storage Lockable Closet
Lighting	<ul style="list-style-type: none"> Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> Wall to wall carpeting
Office Furniture	<ul style="list-style-type: none"> (2) Secretarial workstations (2) Secretarial chairs Additional work table with chair Visitor's seating Tables (4) lockable filing cabinets
Other Accommodations	<ul style="list-style-type: none"> Whiteboard Bulletin boards Closet for coats Chairs/benches for visitors
Technology	<ul style="list-style-type: none"> Network copier/fax machine Building security system monitor (secretary) Security "panic button with dedicated phone line (secretary) Parent access Kiosk
Computers	<ul style="list-style-type: none"> Two (2) computers Printer

MAIN CONFERENCE ROOM	
Space: 200 square feet	
Access/Location	<ul style="list-style-type: none"> Adjacent to Main Office/Principal's Office
Storage	<ul style="list-style-type: none"> One (1) credenza
Lighting	<ul style="list-style-type: none"> Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> Wall to wall carpeting
Office Furniture	<ul style="list-style-type: none"> Conference Table Seating for ten (10)
Other Accommodations	<ul style="list-style-type: none"> Whiteboard Bulletin boards
Technology	<ul style="list-style-type: none"> Polycom telephone Interactive Touch Screen White Board LCD Projector AV Switcher Control System
Computers	<ul style="list-style-type: none"> One (1) computer

SPACE REQUIREMENT SPECIFICATIONS (continued)

HEALTH SERVICES	
Space: 300 square feet	
Access/Location	<ul style="list-style-type: none"> • Access to main office for assistance during times of emergency • Access through main corridor
Toilet	<ul style="list-style-type: none"> • Oversized accessible toilet room with changing table, ADA accessible
Sink	<ul style="list-style-type: none"> • Sink with foot pedal controls (outside Toilet room), ADA accessible • Sink with eye wash, ADA accessible
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Storage	<ul style="list-style-type: none"> • Lockable cabinets for medication (if controlled meds are not stored in the same cabinet as non-controlled meds, it does not require to be double locked) • Two (2) four-drawer lockable filing cabinets • Closet and extra storage for materials
Office Furniture	<ul style="list-style-type: none"> • Bookcase • Table for testing/conferences • Four (4) student chairs for waiting area
Space Considerations	<ul style="list-style-type: none"> • Recovery area with 2 cots • Nurse's space where nurse can speak privately with students • Examination room • 25-ft space to conduct vision screenings • Waiting area for students
Medical Equipment	<ul style="list-style-type: none"> • Wheelchair/evac chair • Rolling cart (portable emergency cart) • Examination table
Other Accommodations	<ul style="list-style-type: none"> • AED with audible alarm box will be installed in the public access hallway. • Refrigerator with separate freezer compartment
Technology	<ul style="list-style-type: none"> • Telephone with direct access to an outside line
Computers	<ul style="list-style-type: none"> • One (1) computer

NEW LEBANON ELEMENTARY SCHOOL

Educational Specifications

FACULTY LOUNGE	
Space: 300 square feet	
Access/Location	<ul style="list-style-type: none"> • Close proximity to the major instructional section of the school
Toilet	<ul style="list-style-type: none"> • Faculty toilets adjacent to faculty lounge, ADA accessible
Sink	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter tops, ADA accessible • Soap and towel dispenser, ADA accessible
Storage	<ul style="list-style-type: none"> • Built-in upper and lower cabinets
Lighting	<ul style="list-style-type: none"> • Provide windows and maximize natural light
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards
Furniture	<ul style="list-style-type: none"> • Soft seating • Tables and seating for twenty (20) people
Other Accommodations	<ul style="list-style-type: none"> • (2) Microwave ovens • Refrigerator • Toaster Oven • Water Cooler • Vending Machines

RELATED SERVICES – SOCIAL WORKER / PSYCHOLOGIST / SPEECH LANGUAGE PATHOLOGIST	
Spaces: Three (3) offices @ 150 square feet each; One (1) Social Worker One (1) Psychologist One (1) Speech/Language Pathologist	
Toilet	<ul style="list-style-type: none"> • N/A
Sinks	<ul style="list-style-type: none"> • N/A
Access	<ul style="list-style-type: none"> • Close proximity to the main office
Storage	<ul style="list-style-type: none"> • One (1) lockable built-in four-drawer filing cabinet (each office) • Bookcase and shelving • Walk-in supply closet • Laminate counters and shelving (common area)
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl Tile
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards
Teacher Furniture	<ul style="list-style-type: none"> • Teacher Desk/Chair (each office)
Other Furniture	<ul style="list-style-type: none"> • Two (2) Adult visitor's chair (each office) • One (1) rectangle or kidney shaped table, with 6 student chairs (each office)
Special Needs/Equipment	<ul style="list-style-type: none"> • Built-in mirror (Speech only)
Computers	<ul style="list-style-type: none"> • One (1) computer (each office)

SPACE REQUIREMENT SPECIFICATIONS (continued)

SPECIAL EDUCATION MEETING ROOM	
Space: 150 square feet	
Access/Location	<ul style="list-style-type: none"> • Adjacent to Teacher's workroom
Storage	<ul style="list-style-type: none"> • One (1) credenza
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Office Furniture	<ul style="list-style-type: none"> • Conference Table • Seating for ten (10)
Other Accommodations	<ul style="list-style-type: none"> • Whiteboard • Bulletin boards
Technology	<ul style="list-style-type: none"> • Polycom telephone • Interactive Touch Screen White Board • LCD Projector • AV Switcher Control System
Computers	<ul style="list-style-type: none"> • One (1) computer

TEACHER WORKROOM	
Space: 200 square feet	
Access/Location	<ul style="list-style-type: none"> • Within Media center
Toilet	<ul style="list-style-type: none"> • N/A
Sink	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter tops, ADA accessible • Soap and towel dispenser, ADA accessible
Storage	<ul style="list-style-type: none"> • Shelving • Locked cabinet • Storage for office supplies
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Office Furniture	<ul style="list-style-type: none"> • Table and six (6) chairs
Other Accommodations	<ul style="list-style-type: none"> • Dye press (letter cutting machine) • Laminating machine • General office supplies
Technology	<ul style="list-style-type: none"> • Network copier/fax machine/scanner • Printer
Computers	<ul style="list-style-type: none"> • One (1) computer

NEW LEBANON ELEMENTARY SCHOOL

Educational Specifications

CORE COMMON AREAS

LIBRARY MEDIA CENTER	
Space: <u>3,740 square feet</u> Includes: 2,390 sf Collection and reading area 200 sf Media work room 150 sf Staff office 800 sf Computer lab (listed separately below)	
Sinks	<ul style="list-style-type: none"> Sink in media center workroom, ADA accessible
Access	<ul style="list-style-type: none"> Centrally located in school
Classroom Storage	<ul style="list-style-type: none"> Built-in bookcases Storage areas Counters under windows where appropriate
Special Storage	<ul style="list-style-type: none"> Secure storage for up to (3) digital device carts
Teacher Storage	<ul style="list-style-type: none"> One (1) lockable four-drawer filing cabinet
Lighting	<ul style="list-style-type: none"> Remote control room darkening blinds
Flooring	<ul style="list-style-type: none"> Wall to wall carpeting
Media Center Display	<ul style="list-style-type: none"> Whiteboard Bulletin Boards Well-placed and secure space for displays and promotional materials Double sided display cases
Student Furniture	<ul style="list-style-type: none"> Tables and chairs with sleigh legs Computer furniture/workstations for six (6) student computers
Teacher Furniture	<ul style="list-style-type: none"> (2) Computer workstations @ media center Circulation Desk
Other Furniture	<ul style="list-style-type: none"> 48-inch free standing, double-faced shelving for student print materials Two (2) adult visitor's chairs Comfortable lounge style seating – adult and student
Special Considerations	<ul style="list-style-type: none"> Small tiered 'read aloud' story corner Area for independent study (for large and small groups of students) Informal seating or an informal area with comfortable chairs A stack area to accommodate approximately 20,000 volumes of student print materials Security system to enable tracking of electronic equipment housed in the media center. Area for student 3D printers 'maker space' Workroom to include – die-cut, laminator and photocopy machines
Media Center Technology	<ul style="list-style-type: none"> Document Camera Interactive touch screen white board LCD projector AV switcher control system (2) Color Printers Photocopy machine
Media Center Computers	<ul style="list-style-type: none"> Six (6) student computers Two (2) media staff computers Three (3) computer mobile device carts with thirty (30) devices per cart

SPACE REQUIREMENT SPECIFICATIONS (continued)

COMPUTER LAB (Included in Library Media Center)	
Space: 800 sf (included in Library Media Center sf)	
Sinks	<ul style="list-style-type: none"> • NA
Access	<ul style="list-style-type: none"> • Centrally located in Media Center
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Storage areas • Counters under windows where appropriate
Teacher Storage	<ul style="list-style-type: none"> • One (1) lockable four-drawer filing cabinet
Lighting	<ul style="list-style-type: none"> • Remote control room darkening blinds
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Computer Lab Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Computer furniture/workstations for thirty (30) student computers
Teacher Furniture	<ul style="list-style-type: none"> • (1) Teacher work station
Computer Lab Technology	<ul style="list-style-type: none"> • Document Camera • Interactive touch screen white board • LCD projector • AV switcher control system • (2) Color Printers
Computer Lab Computers	<ul style="list-style-type: none"> • Thirty (30) student computers • (1) Teacher computer

NEW LEBANON ELEMENTARY SCHOOL

Educational Specifications

CAFETERIA	
Space: 2,100 square feet	
Toilets	<ul style="list-style-type: none"> • Close proximity
Sinks	<ul style="list-style-type: none"> • Bay sink (near entrance) with foot pedal for hand washing and hand sanitizer stations for students, ADA accessible
Access/Location	<ul style="list-style-type: none"> • Adjacent to full kitchen and serving area • Exits to outdoors
Storage	<ul style="list-style-type: none"> • Storage room to accommodate tables/benches and chairs
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Porcelain Tile
Furniture	<ul style="list-style-type: none"> • Folding roll-away tables/benches, long type with built-in seating, to accommodate 150 students • Chair and desk for paraprofessional/Cafeteria supervisor
Other Accommodations	<ul style="list-style-type: none"> • Recessed drinking fountains • Sound reducing measures • Sound proof divider between kitchen and cafeteria • Bulletin boards
Technology	<ul style="list-style-type: none"> • Localized public address system • LCD Projector
Computers	<ul style="list-style-type: none"> • N/A

CAFETERIA KITCHEN	
Space: 900 square feet	
Includes: One (1) 150 sf Food Manager's Office	
Toilet	<ul style="list-style-type: none"> • Lockers for five (5) with adjacent unisex toilet room
Sinks	<ul style="list-style-type: none"> • Bay sink with foot pedal for hand washing and hand sanitizer stations for students, ADA accessible
Access/Location	<ul style="list-style-type: none"> • In close proximity to Main Office and Gymnasium • Adjacent to cafeteria and serving area • Adjacent to receiving area
Storage	<ul style="list-style-type: none"> • Large walk-in storeroom with heavy-duty wire mesh chrome-mate shelving on casters
Teacher Storage	<ul style="list-style-type: none"> • Lockable storage wardrobe • One (1) lockable four-drawer filing cabinet
Lighting	<ul style="list-style-type: none"> • Task lighting over preparation areas
Flooring	<ul style="list-style-type: none"> • Quarry tile
Furniture	<ul style="list-style-type: none"> • Desk/Chair • Visitor's Chair
Special Considerations	<ul style="list-style-type: none"> • Dishwasher room with necessary utilities (racks and tray carts) • Separate area for the cashier to count money with a safe • Two (2) serving lines with built-in hot and cold units • Can washing area (outside, near dock – custodial)
Food Services Equipment	<ul style="list-style-type: none"> • TBD with Food Service Consultant
Technology	<ul style="list-style-type: none"> • One (1) cash register and stand (point of sale system) • One (1) computer (Food Services Office)

SPACE REQUIREMENT SPECIFICATIONS (continued)

PHYSICAL EDUCATION	
Space: <u>6,600 square feet</u> Includes: 5,000 sf Gymnasium/Auditorium 875 sf Stage 100 sf PE office 550 sf Storage	
Toilet	<ul style="list-style-type: none"> Two (2) accessible multi-stall lavatories (one for boys and one for girls) in close proximity, ADA accessible.
Sinks	<ul style="list-style-type: none"> Recessed drinking fountains located in close proximity of gymnasium, ADA accessible
Access	<ul style="list-style-type: none"> Capacity to hold entire student body, staff and faculty Convenient access to ball fields
Storage	<ul style="list-style-type: none"> Folding seating/carts/storage for entire student body, staff and faculty Storage area will have access from both the interior of the gymnasium, as well as the exterior of the building (for outdoor sports and playground activities). Six (6) shelving units (48"x18"x72") inside storage facility
Lighting	<ul style="list-style-type: none"> Lighting with safety cages or equivalent Stage lighting & lighting controls
Flooring	<ul style="list-style-type: none"> All purpose athletic wood floor system with essential markings Removable protective matting
Special Accommodations	<ul style="list-style-type: none"> Sound deadening/sound proof walls Clerestory windows with remote room darkening shade system High ceiling, the lowest features should be a minimum of 22 ft. from the floor Wall matting around entire perimeter, from height of wall base to 6'-0" minimum above finish floor Removable wall matting along front of stage platform as well. Two (2) main and four (4) side baskets for basketball (all electrically operated) Volleyball post recessed floor sleeves Chinning bars Horizontal bar Divider curtain One wall to be designated for future climbing, wall mounted equipment, and the masonry cores filled with concrete Scoreboard (optional) Movable cart for storage/equipment Stage Curtains, Drapes & Rigging ADA accessible stage
Classroom Technology	<ul style="list-style-type: none"> Portable whiteboard Cart with projector/screen for classroom instruction One (1) teacher computer Audio/Visual Sound System & Equipment

NEW LEBANON ELEMENTARY SCHOOL

Educational Specifications

SERVICES

CUSTODIAL OFFICE	
Space: 150 square feet	
Access/Location	<ul style="list-style-type: none"> • Close proximity to Cafeteria
Storage	<ul style="list-style-type: none"> • Locked cabinet
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Furniture	<ul style="list-style-type: none"> • Desk/Chair • Three (3) adult chairs
Other Accommodations	<ul style="list-style-type: none"> • Microwave oven • Refrigerator • Fire extinguisher
Computers	<ul style="list-style-type: none"> • One (1) computer

CUSTODIAL LOCKER AREA	
Space: 75 square feet (each) Includes: (1) Men and (1) Women	
Access/Location	<ul style="list-style-type: none"> • Close proximity to Cafeteria
Toilet	<ul style="list-style-type: none"> • unisex toilet room adjacent to lockers, ADA accessible
Other Accommodations	<ul style="list-style-type: none"> • Separate locker areas for m/f staff
Furniture	<ul style="list-style-type: none"> • (4) full length lockers (each)

TOILET ROOMS	
Space: Girls/Boys 800 sf, Men/Women 360 sf Includes: (2) each @ 90 sf Men & Women (2) each @ 200 sf Boys & Girls	
Access/Location	<ul style="list-style-type: none"> • Located throughout the facility and located to support community uses.
Toilet	<ul style="list-style-type: none"> • Water conserving low flush models
Other Accommodations	<ul style="list-style-type: none"> • Meet all ADA requirements • Sinks, ADA accessible • Mirrors, ADA compliant • Hand dryers, ADA accessible

SPACE REQUIREMENT SPECIFICATIONS (continued)

IT WORK ROOM	
Space: 125 square feet	
Access/Location	<ul style="list-style-type: none"> Centrally located
Storage	<ul style="list-style-type: none"> Locked cabinet
Flooring	<ul style="list-style-type: none"> Vinyl enhanced tile
Furniture	<ul style="list-style-type: none"> Desk/Chair Work table
Other Accommodations	<ul style="list-style-type: none"> Climate controlled Minimum of eight feet of linear wall space for telecommunications service Room for distribution and servers – to house equipment racks and wiring systems.
Computers	<ul style="list-style-type: none"> One (1) computer

IT CLOSETS	
Space: Two (2) at 50 square feet (each) or as determined by required infrastructure	
Access/Location	<ul style="list-style-type: none"> Strategically located to provide data runs in compliance with recommended cable lengths
Other Accommodations	<ul style="list-style-type: none"> Lockable Doors Data and cable equipment racks

NEW LEBANON ELEMENTARY SCHOOL

Educational Specifications

GENERAL STORAGE	
Space: 400 square feet	
Storage	<ul style="list-style-type: none"> Lockable area with shelving and provisions for safe storage of teaching supplies and books.

RECEIVING / STORAGE	
Space: 200 square feet	
Access/Location	<ul style="list-style-type: none"> Close proximity to Kitchen Direct access to building loading dock
Toilet	<ul style="list-style-type: none"> Mop sink
Storage	<ul style="list-style-type: none"> Lockable area with shelving and provisions for safe storage of chemicals and cleaning equipment Provisions for safe storage of school facility supplies
Other Accommodations	<ul style="list-style-type: none"> Equipment storage for floor polishers, carpet shampooers, vacuums, brooms, mops and other miscellaneous cleaning equipment. Loading dock

MECHANICAL ROOM	
Space: 745 square feet	
Access/Location	<ul style="list-style-type: none"> Near custodial area
Other Accommodations	<ul style="list-style-type: none"> Separate and lockable mechanical room(s) shall be provided for the individual building systems and services.

SPACE REQUIREMENT SPECIFICATIONS: COMMUNITY USE

Some of the groups that regularly use the facilities include:

- Greenwich Parks and Recreation Department
- Scouting organizations
- Civic organizations
- Municipal Boards and groups
- Adult Education
- Parent Teacher Organization
- Registrar of Voters

SITE AND BUILDING PLANS

Site Improvements

The site improvements include a safe and rational circulation scheme for pedestrians and vehicular traffic with bus priority drop off and pick up, parent parking, visitor parking and staff parking areas. Two playground areas with age appropriate equipment and playing field with direct and convenient access to the school are also included.

The site improvements will link the school, library, playing fields, and natural features into a cohesive, nurturing campus environment. The site will be developed in an environmentally sensitive manner. Sustainable practices will be employed in the treatment of storm water discharge quality and quantity, the selection of site materials, and the use of native vegetation for landscaping.

Options Considered

The Advisory Committee and the consultants reviewed various options for rebuilding the New Lebanon Elementary School during the summer of 2014. These options were refined, and three final alternatives were selected:

1. Scheme A - renovating and adding to the existing 1956 facility; or
2. Scheme B - building a new elementary school.
3. Scheme C - building a new elementary school.

The three options presented different site solutions for parking, playground locations, field access, vehicle and pedestrian traffic and access to the Byram Library.

The three schemes were thoroughly compared as assets to the community, places of instruction, fostering a school community, helping improve the achievement gap, safety, impact on the normal operation of the school, capital expenditures and long term operating and maintenance costs.

The Advisory Committee recommended to the Board of Education that Scheme C — the new building option—was the best solution for the New Lebanon School, meeting the project objectives and educational objectives defined in the 2014 Revised Racial Balance Plan.

The final decision on site layout, number of parking spaces, on-site vehicular circulation and off-site traffic studies including other site constraints will be analyzed in more detail, during the land-use approval process. Final site approval is based on approvals from various land-use agencies of the Town of Greenwich.

Building Plan

The Board of Education chose to build a new building for the New Lebanon Elementary School. Other solutions considered fell short of the Greenwich Public School's mission, and the vision of a 21st century Learning Campus for a high performing educational system.

Education will begin with a Universal Pre-Kindergarten program, aided by the IB program and the Digital Learning Environment education initiative. The school facility will be built to foster the international, holistic, inquiry-based and collaborative learning provided by the IB program. A new facility, designed and sized to meet the improved educational program, will make New Lebanon Elementary attractive to magnet students throughout the district and improve the racial imbalance.

One of the guiding objectives was to keep the current school in operation and minimize disruption during the school year. The current program already suffers from a crowded facility where both the pre-Kindergarten and Kindergarten programs have been relocated to temporarily resolve space needs. The construction of the new school will minimally impact the current school site and the education of the children attending the New Lebanon School.

The new school is a three-story building, organized around a south facing courtyard. The classroom wings have a single loaded corridor with small gathering spaces facing the courtyard, fostering a sense of community. The community wing next to the lobby has been designed with the cafeteria on the first floor with doors out to the courtyard, and a "gym-atorium" above.

The new school, designed for 374 students, will offer three Universal Pre-Kindergarten, three Kindergarten classrooms, three classrooms per grade from 1st to 5th grade, two music rooms, a science room and an art room. The building has been sized to accommodate all of the special education and administration requirements. The media center is centrally located on the second floor.



EXISTING FIGUREGROUND

NEW LEBANON ELEMENTARY SCHOOL

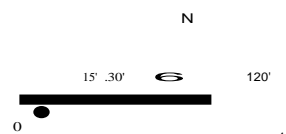
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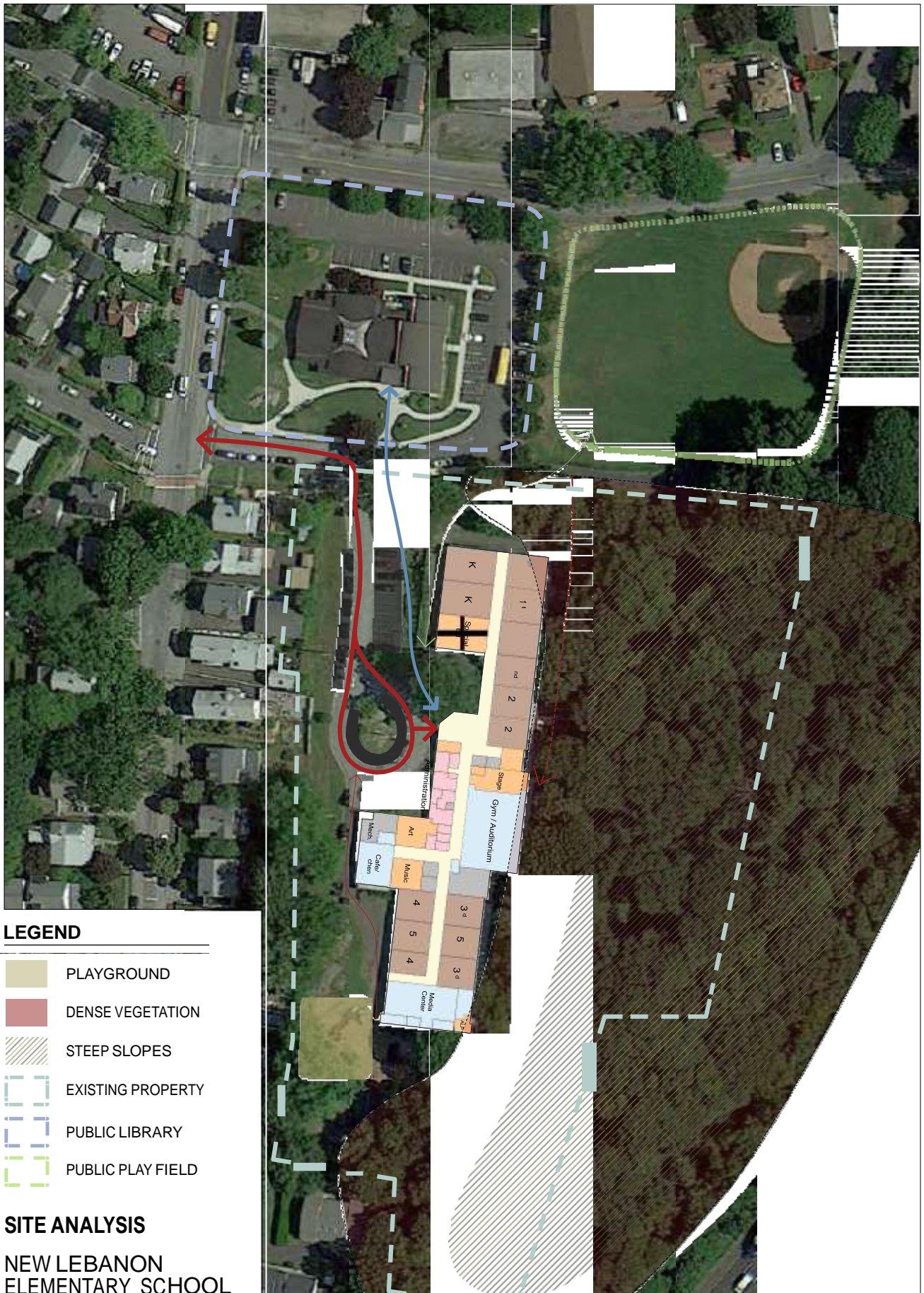




EXISTING RELIEF MAP

NEW LEBANON ELEMENTARY SCHOOL





LEGEND

- PLAYGROUND
- DENSE VEGETATION
- STEEP SLOPES
- EXISTING PROPERTY
- PUBLIC LIBRARY
- PUBLIC PLAY FIELD

SITE ANALYSIS

NEW LEBANON
ELEMENTARY SCHOOL

Energy and Environmental Plan

The sustainable initiatives for the re-built New Lebanon School would include passive design strategies including the best solar orientation, building thermal mass, providing a well insulated envelope, maximizing daylight and views, including operable windows and natural ventilation, connecting to the outdoors, minimizing the layering of finish materials, designing for ease of maintenance, durability and legibility.

Renewable energy sources to be considered include geothermal systems and high-performance systems such as condensing boilers. Other green options include, among others: photo-voltaic solar collectors, local control of heating and cooling systems, natural and renewable materials, energy efficient lighting, access to daylight in occupied spaces, and water conserving systems.

Building Systems

Building systems in the new school shall meet the Connecticut High Performance Building Standards which is similar to a LEED Silver rating or better. These systems shall also meet the requirements of Connecticut's State Department of Education School Construction Program, the Connecticut State Building Code and national standards.

Mechanical Systems: The high performance heating and cooling system will include a high efficiency gas fired boiler supplementing a geothermal well system. Radiant hot water slab construction should be included at the Pre-Kindergarten and Kindergarten classrooms. Other classrooms shall have exterior perimeter hot water radiation. The school shall be fully air conditioned with a separate zone for areas of the building open during the summer.

Energy recovery systems will be installed in portions of the building. A building management system will control heating and air conditioning for each room independently. Carbon dioxide sensors will be installed in rooms where occupancy varies in order to minimize energy consumption. All heating, air conditioning and ventilation will be designed to meet code requirements.

Electrical and Lighting Systems: Natural day lighting will be maximized in the design of the school. Motion sensors and dual switching will be installed in the classrooms. LED and other highly efficient light fixtures shall be included in all of the school's spaces. The exterior of the building and parking areas will include appropriate security lighting. Substantial distribution of power outlets in all instructional spaces will be necessary for the re-charging electronic devices. An emergency generator shall be considered to power a portion of the building. All electrical systems will meet State and National code requirements.

Elevator: A single elevator meeting ADA size requirements and Connecticut State Building Code requirements shall be included in the building close to the entry lobby.

Building Systems (continued)

Technology: A robust wireless fidelity (wifi) network system will support the Digital Learning Environment's educational initiative. The system will include a voice over internet protocol (VOIP) communication system. A fiber optic backbone with category 6e cabling is recommended. All classrooms will have interactive smart boards.

Public address, clocks and security systems: The public address, clock and security systems will be integrated into the technology design of the project. The PA system will cover all areas of the building. The building shall be designed to meet the State of Connecticut School Safety Infrastructure Standards (2014).

Appropriate security systems will address all local, state and federal security requirements for elementary schools. A lock down of all exterior doors from a centralized switch should be considered.

Fire Protection: The building will be protected with a code compliant sprinkler system.

Fire Alarm: The new school will include an automatic fire alarm system that meets the current Connecticut Fire and Safety Code.

Plumbing: Plumbing systems shall meet or exceed all code requirements including the Americans with Disability Act (ADA) and water saving standards.

Acoustics: The building will comply with Acoustical Performance Criteria, Design Requirements and Guidelines for Schools.

Windows and Doors: Operable, high efficiency, low E glass windows shall be included in all the classrooms. Emergency egress windows and rated doors shall be included as required by State Code and State Department of Education requirements.

Exterior Building finishes – The exterior façade shall be brick with cast stone lintels. The pitched and barrel roofs shall be standing seam painted metal.

Exhibit B

Form of Draft Agreement

TOWN OF GREENWICH, CONNECTICUT
ARCHITECT'S AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 20__, by and between the Town of Greenwich ("Town"), a municipal corporation within the State of Connecticut having its offices at Town Hall, 101 Field Point Road, Greenwich, CT 06830, acting herein by _____, Chairman of the undersigned New Lebanon Elementary School Building Committee ("Building Committee"), duly authorized, and _____, a professional architectural firm with architects properly licensed pursuant to the requirements of Chapter 390 of the Connecticut General Statutes; ("Architect"), having offices at _____ acting through its duly authorized officer, _____.

WITNESSETH

WHEREAS, the Town has requested design proposals for new construction at the New Lebanon Elementary School site, to comply with the standards of the Connecticut Department of Education, the Connecticut Codes Governing School Construction, the specifications and requirements of the Board of Education of the Town of Greenwich ("Board") and of the Building Committee, all requirements for accessibility to the handicapped, and any other applicable laws and regulations (hereinafter referred to as the "Project"); and

WHEREAS, the Town desires and the Architect is willing to undertake the design and engineering of the Project which includes the Schematic Design, Design Development, Construction Documents, and Bidding and Award portions of the Project; and

WHEREAS, this Agreement contains a provision that the Town may subsequently agree to contract with Architect for construction administration of the Project by executing an appropriate amendment or rider to this Agreement to implement this potential add alternate;

WHEREAS, the Town has, pursuant to Charter requirements, appointed a School

Building Committee (“Building Committee”) to act on behalf of the Town during the design and construction of the Project; and

WHEREAS, the Building Committee has selected the Architect to perform the required professional services based on the Architect’s representations that it is well qualified, capable and willing to perform such services as set forth herein, in a timely and professional manner, in the best interests of the Project;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties do hereby agree as follows:

I. Parties

The Building Committee, or a designated representative, will direct the performance of the services under this Agreement on behalf of the Town.

The Architect shall perform the services set forth under this Agreement in a timely, professional and skillful manner, in accordance with generally prevailing standards of care and due diligence within its profession. The Town may engage the services of a Construction Manager for the Project.

II. Architect's Services

The Architect shall provide the professional services more specifically described herein in connection with the Schematic Design, Design Development, Construction Documents, and Bidding and Award portions of the Project in accordance with, but not limited to, the Educational Specifications dated January 8, 2015 attached hereto as Appendix A (“Educational Specifications”) as provided by the Greenwich Board of Education (“Board”) and in accordance with State standards. Such services shall include, but are not limited to, the following:

A. General

1. The Architect shall prepare, for approval by the Building Committee, progress

time schedules, including completion dates, for the Schematic Design, Design Development, Construction Documents, and Bidding and Award portions of the Project. The Architect shall be responsible for adherence to such approved time schedules, the duration targets and goals included in the Request for Proposals dated _____, attached hereto as Appendix B.

2. The Architect shall advise the Building Committee of the progress of the portions of the Project and any anticipated delay in the same and such reports shall be on a monthly basis as required by the Building Committee.
3. The Architect shall attend all meetings and conferences required by the Town for land use approvals, up to two Building Committee meetings per month, and State meetings for the PREP and PCT review and shall take, prepare and timely distribute Minutes of all such meetings and conferences for the Project.
4. The Architect shall develop plans and specifications for the work of the Project as one complete set of schematic and design development documents. If required by the Owner during Design Development, the Architect will provide separate Construction Documents for separately bidding and constructing Project phases.
5. The Architect is responsible for all on-site pedestrian, parking, roadway and traffic studies and reports along with all engineering, design and document preparation work needed to secure all local, state and other related permits and approvals. The Architect is responsible for all off-site pedestrian, parking, roadway and traffic studies and reports along with all preliminary design and document preparation work needed to secure all local, state and other related approvals. All engineering, design and document preparation, after the receipt of permits and approvals, for the on-site portions of the work is part of Basic Services.

6. The Architect shall develop plans and specifications for FF&E, technology and security systems based on the budget established in the fee proposal and the Educational Specifications.
7. The Architect shall develop plans and specifications for the demolition as required at the existing New Lebanon Elementary School. Additionally the architect will provide base building plans to bid and select a HAZMAT consultant retained by the Building Committee for the testing, abatement plans and specification package including the State review and approval documents. The HAZMAT consultant will prepare the necessary forms and attend the Office of School Facilities PCT meeting. Phase I and II Environmental work is an Additional Service which may be contracted through the Architect or contracted directly by the Building Committee.
8. The Architect shall be responsible for the timely and accurate information required for State funding submissions and approvals. The Building Committee is responsible for providing the Architect with documents that are to be included in all submittal packages. The Architect is not responsible for errors in documents provided by the Owner concerning financial data, prior grant applications or other educational data.
9. At any time during the term of this Agreement, the Architect shall, if so requested by the Building Committee, revise and correct any and all drawings, studies and estimates for material errors or omissions, or the Architect's improper use, interpretation or application of federal, state, or local building codes or requirements, without additional compensation, until the same shall be approved and accepted by the Building Committee. No such request or requests shall be deemed to constitute a breach of this Agreement by the Town.
10. Any and all designs or other documents submitted by the Architect hereunder shall conform to all applicable provisions of Federal, State and local laws and

regulations affecting methods of construction and materials, applicable zoning, and other land use regulations, fire safety regulations, State and Town Building Code requirements, and the requirements of both the Occupational Safety and Health Act of 1970 (OSHA) and the Americans With Disabilities Act of 1991 (ADA), as amended. Failure of the plans and documents to conform to such laws and regulations shall be considered to be a failure on the part of the Architect to properly and adequately perform under the terms of this Agreement.

11. Unless otherwise specified in the Agreement, all final approved documents and bidding materials required to be submitted under this Agreement shall be submitted in electronic format/ media to the Building Committee, Construction Manager, printing company and other parties as may be designated by the Building Committee. With respect to final plans and specifications, the Architect shall provide all documents in electronic media (latest version of AutoCad and Microsoft Word).

12. The Building Committee may, from time to time, request changes in the scope of services of the Architect to be performed hereunder. Such changes may include Additional Services and other special services necessary to complete and implement the Project. Additional Services shall be performed only at the specific written request of the Building Committee. Any increase or decrease in the amount of the Architect's compensation resulting from a change in the Scope of Services will be determined by the Building Committee and shall be incorporated in written amendments signed by both parties to this Agreement.

B. Schematic Design

1. The Architect shall obtain all reasonably available documents relating to the existing building and site and visually inspect the site.

2. The Architect shall provide documentation identifying the scope of work for the

Building Committee to bid and award the required survey and wetlands mapping.

3. The Architect will utilize existing documentation and shall conduct a Site Survey in order to verify the accuracy of all data and information provided by the Town, to assess existing conditions that would potentially impact the Project and to identify all Project requirements. Changes from existing documents provided will be incorporated into the documents. The Architect shall be responsible for developing plans for the Project in order to accomplish the goals of the Town as set forth in the Educational Specifications and other materials included in the Request for Proposals. Based on the agreed-upon Schedule and Construction Budget, the Architect shall prepare and submit the Schematic Design documents for approval by the Building Committee.
4. The Architect shall prepare all drawings and specifications required for the Building Committee to bid and award any required Geotechnical Services (i.e. test pits, borings, etc.). Architect will review and incorporate the geotechnical borings and report and coordinate the implementation of the recommendation with all consultants.
5. The Architect shall review the Board's Educational Specifications with the Building Committee and develop and discuss various options before obtaining approval from the Building Committee for the use of the Educational Specifications for planning purposes. If the Building Committee decides to recommend proposed changes to the Educational Specifications after the Schematic Design phase, this may involve Additional Services by the Architect.
6. The Architect shall meet with the Connecticut State Department of Education in order to comply with the review process and approvals needed from the Department of Education.

7. The Architect shall prepare preliminary design studies leading to a recommended solution in accordance with the Board's Educational Specifications and the building space program, for approval by the Building Committee.
8. During Schematic Design, the Architect shall meet with the administration, faculty and staff of the Board to understand the Board's Educational Specifications and the building space program.
9. Based on the Schematic Design and the information provided by the Board, the Architect shall define required systems, including but not limited to the architectural, civil, structural, mechanical, electrical, plumbing, theatrical, acoustical, technology and security systems and equipment, and the space required for such systems.
10. The Architect shall participate in preliminary and final approval meetings with the Town's Planning and Zoning Commission, Zoning Board of Appeals, Architectural Review Committee, Inland Wetlands and Watercourse Agency, and other regulatory boards or commissions, if necessary.
11. This Project is near an operating elementary school. The Architect will assist the Construction Manager and Building Committee in developing a plan for maintaining air quality, managing noise and implementing a safety plan that accomplishes the requirements set forth in this Agreement and the Project Budget. The implementation of the plan will be the responsibility of the Construction Manager.
12. Based on the Schematic Design, the Architect shall submit to the Building Committee, for its approval, an estimate of the construction cost of the Project based on current area, volume or other unit costs (hereinafter referred to as the "Schematic Cost Estimate"). The Schematic Cost Estimate shall be reviewed

and approved by the Building Committee. The Architect will attend value engineering and cost reconciliation meetings with the Construction Manager and the Building Committee.

C. Design Development

1. Based on the approved Schematic Design and Schematic Cost Estimate, the Architect shall prepare for approval by the Building Committee, the Design Development Documents consisting of site plan, building plans, elevations, sections, and wall sections, to fix and illustrate the size and character of the entire Project in its essentials, including but not limited to the architectural, theatrical, acoustical, structural, mechanical, electrical, plumbing, technology and security systems, materials and such other elements as may be appropriate and plans to be submitted to the boards and commissions identified in Subsection II.B.10. The Architect shall provide layouts to demonstrate functional accommodation of items that occupy space. The scope of the work includes Owner selecting up to two designs for the Architect's consultants to provide 3D computer simulation modeling software that will allow the Building Committee to review sightlines from all locations in and outside the building.
2. During Design Development, the Architect shall develop drawings and shall provide such drawings and other documents which depict the progress of the Design Development to the Building Committee for review at mutually agreeable intervals.
3. Upon completion of Design Development, the Architect shall provide drawings, outline specifications, and other documents for Building Committee approval.
4. The Architect shall submit to the Building Committee, for its approval, an updated and more detailed Design Development Cost Estimate of the total construction cost of the Project. In the event the Design Development Cost Estimate exceeds the Schematic Design Cost Estimate for the Project, the

Architect shall, as part of the Basic Services required hereunder, conduct value engineering and cost reconciliation meetings with the Construction Manager and the Building Committee to revise the Design Development Plans to reduce the Design Development Cost Estimate. At the request of the Building Committee, the Architect shall prepare the Design Development documents with add alternates and deduct items as a Basic Service at a maximum construction value of One Million Dollars (\$1,000,000). The add alternates and deduct items will be approved by the Building Committee prior to the revision of the Design Development Documents.

5. The Architect shall perform the services during Design Development pursuant to an estimated time schedule agreed upon by the Architect and the Building Committee.

D. Construction Documents

1. From the approved Design Development documents the Architect shall prepare, for approval by the Building Committee, complete working drawings and specifications, setting forth in detail all the Work required for the architectural, civil, structural, mechanical, electrical, plumbing, theatrical, acoustical, technology and security systems and equipment. The Architect shall compile the general and supplementary General Conditions for the construction contract for approval by the Building Committee. The Architect will meet and confer with the Construction Manager with regard to packaging of trade packages and general conditions. The Construction Manager will prepare the specifics of each trade package, including scope and phasing from the Construction Documents prepared by the Architect. If required by the Owner during Design Development pursuant to II.A.4, the Architect will provide separate Construction Documents for each Project phase to be separately bid and constructed.
2. Upon completion of the Construction Documents the Architect, conferring with the Construction Manager, shall prepare a Construction Documents Cost

Estimate (“CDCE”) of the total construction cost of the Project and inform the Building Committee immediately of any differences from the Design Development Cost Estimate for the total construction cost of the Project. The CDCE shall include a CDCE estimate contingency equal to 6% of the total CDCE. In the event the CDCE exceeds the Design Development Cost Estimate, and if the Building Committee so requires, the Architect shall, as part of the Basic Services required hereunder, conduct value engineering and cost reconciliation meetings with the Construction Manager and the Building Committee and revise the Construction Documents to reduce the CDCE to a level approved by the Building Committee. (This adjusted estimate is hereinafter referred to as the “Final Cost Estimate”.) If requested by the Building Committee, the Architect shall revise the Construction Documents with add alternate and deduct items. The add alternate and deduct items will be approved by the Building Committee prior to the revision of the Construction Documents.

3. The Architect shall assist the Building Committee and the Board in filing all Town, State and Department of Education documents, attend all meetings related to the approvals and permits, such that upon completion of the Construction Documents, permits for construction can be issued, and the Board can apply for State reimbursement.
4. The Architect shall make final revisions and adjustments to the Construction Contract Documents based upon input by the Construction Manager and Building Committee on the final construction document draft submitted for review. The architect will provide assistance to the Building Committee during bidding process and contract negotiations.
5. The Architect shall prepare and submit any and all documents in such form and quantity required to secure all necessary approvals of Federal, State, local officials and all other governmental authorities having jurisdiction over the

Project, including, any local building permits as necessary, as provided in subsection II.A.11.

6. Upon approval by the Building Committee of the Construction Documents and materials submitted, as revised if necessary, the Architect shall furnish the Building Committee and Construction Manager with a complete set of documents in electronic format, as a part of Basic Services, in accordance with subsection II.A.11. At a minimum those complete sets shall include:
 - i. Working drawings which include all essential construction documents;
 - ii. Special conditions and specifications;
 - iii. Complete technical specifications
 - iv. Bidding forms, and other forms provided by the Town's Purchasing Department, which may include, at the discretion of the Town, requests for bids with alternates, deducts and/ or unit prices of various construction elements.

7. Prior to completion of Construction Documents the Architect shall consult and assist the Construction Manager to determine any changes and refinements in the Project. Based upon such additional value engineering information from the Construction Manager, the Architect shall prepare and submit for approval by the Building Committee sealed construction drawings, complete technical specifications, and all documents required for bidding and completing construction of the Project.

E. Bidding and Award

1. The Town's Procurement Officer shall provide the Architect and Construction Manager with the Town's standardized Bid Documents, Bidding Forms, Instructions to Bidders, and Standard Specifications, and the Construction Manager shall be responsible for incorporating all such documents and any and

all relevant test data, surveys and other information related to the Project with the technical specifications prepared under this section (the “Construction Contract Documents”). The Architect shall conform his documents to the Town’s documents listed above.

2. Architect will be responsible for preparing responses to Requests for Information (“RFI”), which may include sketches or document revisions approved by the Building Committee. Architect shall forward responses to RFIs to the Construction Manager within ten business days.
3. Following approval by the Building Committee of the Construction Documents and materials submitted, as revised if necessary, the Architect shall assist the Construction Manager and Building Committee in obtaining bids or negotiated proposals and making recommendations as to the award and preparation of construction contracts for construction of the Project. The Town’s Procurement Officer shall be responsible for dissemination, receipt and review of all bidding materials and bids received.
4. In the event the total bids of all qualified, responsible and reliable contractors for the complete construction of the Project are in excess of the amount of the Final Cost Estimate, the Architect, to the extent necessary in the Building Committee's determination to bring the total construction cost of the Project within the Final Cost Estimate, shall, subject to the approval and acceptance of the Building Committee, revise all or any part of Project that the Building Committee may deem advisable. Upon the request of the Building Committee and within fifteen (15) days of such request, the Architect shall work with the Construction Manager to recommend methods and alternatives to bring the Construction Costs within the Final Cost Estimate for such Construction Costs or such other amount as the Building Committee may direct and shall consult with the Building Committee, and the Construction Manager, as required, to be within the Final Cost Estimate. All such services, consultations, and revisions to

contract documents shall be performed as part of the Basic Services required under this Agreement, except to the extent that such difference between Construction Costs and Final Cost Estimate is caused by escalation in construction prices due to delayed construction.

F. Add Alternate: Construction Administration

1. The Building Committee may agree to amend this Agreement for the Architect to provide Construction Administration. Such as an add alternate addendum to this Agreement would establish the Architect's responsibility to provide Construction Administration Services for this Project. The Construction Administration Phase under this Agreement commences after the award of the Construction Contracts for the Project and terminates upon the approval by the Building Committee of final payment to the Construction Manager and the issuance by the Town of a Final Certificate of Occupancy for both phases of the Project.

2. Architectural Services shall include appropriate General Services provided for in Section A of this Agreement. The Architect shall be a representative of and shall advise the Building Committee and the Construction Manager during construction of the Project until final completion and acceptance by the Building Committee, and at the Building Committee's direction, during any correction and warranty period provided in subsections II.F.16 and II.F.19g and as described in the contracts between the Town and the Contractors and/ or Subcontractors on the Project.

3. The Architect shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work. The Architect shall not be responsible for the Construction Manager's schedules or failure to carry out the Work in accordance with the Contract Documents.

4. The Architect shall at all times have access to the Work wherever it is in preparation or progress.
5. Based on the Architect's observations and evaluations of the Work in terms of its conformity with the requirements of the Construction Manager's Agreement, trade contracts and applicable codes, regulations, requirements and standards of practice, the Architect shall review Applications for Payment and certify the amounts due for work satisfactorily and properly completed.
6. The Architect's certification of any Application for Payment shall constitute a representation, based on the Architect's observations at the Site and on the data comprising the Construction Manager's Application for Payment, that the work has progressed to the point indicated and that, to the best of the Architect's knowledge, information and belief, the work is in all respects in conformity with the Contract Documents. The issuance of a Certificate for Payment shall represent that the Architect has: (1) made a reasonable effort for on-site review consistent with common professional practices to check the quality and quantity of the Work; (2) reviewed construction means, methods, techniques, sequences and procedures; and (3) ascertained how or for what purpose the Construction Manager has used money previously paid on account of the Contract Sum.
7. The Architect shall have authority to: (1) reject work which does not conform to the Contract Documents; (2) require additional inspection or testing of the work whenever, in the Architect's reasonable opinion, it is necessary or advisable for the implementation of the intent and observance of the standards and requirements of the Contract Documents. In the event the Architect disapproves the work or any portion thereof, the Architect shall advise the Building Committee and the Construction Manager immediately of the disapproval and shall inform the Construction Manager of corrective work necessary, in accordance with the provisions of the construction contracts. The Architect shall not be responsible for the Contractors' failure to comply with the Construction

Documents.

8. The Architect shall, within ten business days from date of receipt in the Architect's office, review and approve or take other appropriate action upon the Construction Manager's submittals such as Shop Drawings, Product Data and Samples, for the purpose of checking for compliance with the Construction Documents. In the event any shop drawing or sample fails to comply with the Construction Documents, the Architect shall indicate any modifications or corrections necessary in order to conform such drawings or samples to the Construction Documents. The Architect is not authorized to approve of any shop drawing that does not conform to the Construction Documents or which, in any way, modifies the applicable requirements. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component. If submittals and/ or shop drawing require more than two reviews, and if the reason for more than two reviews does not in any way relate to the Architect's documents or previous reviews that were insufficient, then in that event the architect will be entitled to additional services for the review time after the second review until the submittal is approved.
9. The Architect shall review and recommend action on Change Orders submitted by the Construction Manager and prepare Change Orders and construction Change Directives, with supporting documentation and data for the Building Committee's written approval and execution in accordance with the Contract Documents, the Building Committee's change order procedure and the procedure of the Connecticut Department of Education.
10. The Architect shall conduct inspections to determine and document the dates of Substantial Completion and Final Completion of the Project and shall issue a final Certificate for Payment certifying to the Town that, based upon such on-site reviews and to the best of the Architect's knowledge and belief, the work is in material and substantial compliance with the Contract Documents.

11. The Architect shall interpret and decide matters concerning performance of the Contractors under the requirements of the Contract Documents. The Architect's response to such requests shall be made within ten business days from date of receipt. When making such interpretations and initial decisions, the Architect shall endeavor to secure faithful performance by both the Town and the Contractors, and shall not be liable for results of interpretations or decisions so rendered in good faith.
12. With regard to Contractors, the Architect shall assume responsibility for the interpretation of the meaning and intent of the drawings and specifications.
13. The Architect shall keep records setting forth the field progress and shall submit progress reports to the Building Committee.
14. The Architect shall assemble and transmit to the Building Committee the warranties, guarantees, instruction manuals and all other data required by the construction contracts and the Construction Documents.
15. Prior to the Architect preparing a punch list, the Construction Manager will review the work and prepare a list of all incomplete work. Based on the Construction Manager's inspection the Construction Manager will determine if the work is complete and ready for a punch list. The Construction Manager will provide the Architect with the list of incomplete work. The Architect shall Punch List the Project thirty (30) days prior to the time the Town is to take over, use, occupy or operate any part or all of the Project and shall furnish a detailed report to the Building Committee and to the Contractors of observed discrepancies and deficiencies in the work performed by the Contractors.
16. The Architect shall include a visit to the Project sixty (60) days prior to the end of the statutory one year guarantee period and shall furnish detailed reports to

the Building Committee of observed discrepancies and deficiencies concerning the statutory guarantees provided by the contractors.

17. The Architect shall request the Construction Manager to cause the Contractors to prepare and submit to the Architect electronic and reproducible record drawings showing construction changes in the Project and final location of all service lines, outlets and connections. The record drawings shall be reproduced from the working drawings and revised in accordance with the marked-up drawings submitted by the Contractors. Annotated changes on transparent reproductions of original or shop drawings shall constitute satisfactory record drawings. The marked-up drawings shall be submitted by the Contractors upon completion of the Work to the Construction Manager who shall compile and forward the documents and electronic media to the Architect. The Architect shall retain the documents and shall turn them over to the Building Committee at the completion of each phase of the Project.

18. The Architect shall provide a representative at least every other week but more frequently if deemed necessary to the Project, at the Project Site throughout the construction phase of the Project and with the assistance of the representative the Architect shall:

- a. Observe the progress and quality of the work as is reasonably necessary at that state of construction to determine that it is proceeding in accordance with the Construction Documents. Such observations shall include the services of consultants employed by the Architect in the design of the work. The Architect shall immediately inform the Building Committee if, in the Architect's opinion, the work does not conform to the Construction Documents, requires special inspection or testing or does not conform to any other applicable regulations, codes, requirement and standards of practice. In acting as the Building Committee's representative during each phase of the Project, the Architect shall conform to the professional standard of care for engineers and architects acting in such a capacity in Connecticut,

consistent with the scope and complexity of the Project.

- b. Monitor the construction schedule; the Architect shall promptly report to the Building Committee conditions which may cause delay in completion.
- c. Review the Construction Documents with the Construction Manager's project manager or superintendent, render necessary interpretations, and transmit them to the Construction Manager.
- d. Consider the Construction Manager's suggestions and recommendations, evaluate them and make a final decision with respect to such recommendations.
- e. Attend job meetings, when requested and coordinated with the Architect's site visits.
- f. Maintain records in an orderly manner, including correspondence, construction documents, change authorizations, Architect's supplemental instructions, reports of site conferences, shop drawings, product data, samples, supplementary drawings, color schedules, requests for payment, and names and addresses of contractors, subcontractors and principal material suppliers.
- g. Record any occurrence or work that might result in a claim for a change in contract sum or contract time.
- h. Observe the Construction Manager's record drawings at intervals appropriate to the stage of construction and notify the Building Committee of any apparent failure by the Construction Manager to maintain up-to-date records.
- i. Review applications for payment submitted by the Contractors and forward them to the Building Committee with recommendations for disposition.

19. Project Completion

- a. The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of Final Completion. The Architect shall receive from the Construction Manager and forward to the Building Committee for its review and records, written warranties and related documents required by the Contract Documents, and shall issue a final Certificate for Payment indicating that the Work complies with the requirements of the Contract Documents.
- b. The Architect's inspection shall be conducted with the Construction Manager for the Project, in order to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Construction Manager of work to be completed or corrected.
- c. When the work is found to be substantially complete, the Architect shall inform the Building Committee about the balance of the Contract Sum remaining to be paid the Construction Manager, including any amounts needed to pay for final completion or correction of the work.
- d. The Architect shall review the list of items to be completed or corrected which is submitted by the Construction Manager with a request for issuance of a Certificate of Substantial Completion, inspect the work, and, if the list is accurate, make a final disposition; if not, return the list to the Contractor for correction.
- e. The Architect shall assist the Building Committee in obtaining from the Construction Manager: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens and/ or surety bond claims

indemnifying the Town against third party claims; and (3) maintenance bonds warranting the Work for one (1) year following completion.

- f. The Architect will include in specifications for appropriate trade contracts their role in developing a Commissioning Plan for the Building Committee, Construction Manager and District Facility Department staff and promptly meet either upon installation or after Substantial Completion to review and discuss the implementation of the Commissioning Plan. If the scope of the Commissioning Plan exceeds the scope of the work, the additional work shall be an additional service.
- g. Upon request of the Town and prior to the expiration of one (1) year from the date of Substantial Completion, the Architect shall conduct a walk through of the facility and meet with the Town to review the facility operations and performance and to make appropriate recommendations to the Town.
- h. Perform a final review of the work on the Project. Receive from the Construction Manager and prepare for transmittal to the Building Committee the documentation the Construction Manager is required to furnish at the completion of the work.

20. The Architect's representative for the Project shall not:

- a. Authorize deviations from the Construction Documents.
- b. Approve substitute materials or equipment except as authorized in writing by the Building Committee.
- c. Personally conduct or participate in tests or third party inspections.
- d. Assume any of the responsibilities of the Construction Manager's project manager or superintendent or of the Contractors or Subcontractors.

21. As the Building Committee's representative described above, the Architect shall provide contract administration services. Such services shall include but shall not be limited to document clarification, review and responses to questions on the coordination of the documents, specification interpretation, and expedited communications between the Building Committee, Construction Manager and the Architect.

G. Additional Obligations of the Architect Under this Agreement

1. The Architect is aware of the urgency of the Project and the Town's desire to complete the Project. Accordingly, the Architect shall use sound professional practices to complete Architect's Pre-Construction services by _____ with the target completion date for school use by _____. The closeout date for the Architectural services will be _____, except for the warranty work visit and report as provided for in subsections II.F.16 and II.F.19g. The Building Committee will be responsible for providing responses in a timely manner so as to maintain the project schedule.

2. The Architect contemplates that it will hire certain consultants. These consultants include:

The Architect agrees that it shall not employ, contract with or use the services of any other consultant or architect without obtaining the prior written approval of the Building Committee.

3. All personnel assigned to the Project by the Architect and its consultants shall be required to cooperate fully with personnel assigned to the Project by the Town. In the event the Architect's personnel fail so to cooperate, the Architect shall relieve them of their duties on the Project when so requested by the Building Committee.

4. The Architect has designated _____, as its Project Manager and Managing Principal, who, on its behalf, shall be responsible for coordinating all of the services to be rendered by the Architect hereunder. Such designee is an _____ of the firm. The Project Manager will be joined by _____ as Design Principal. These individuals shall not be reassigned or otherwise removed unless the individuals leave the employ of the Architect or unless the Building Committee shall request that they be removed. The Building Committee shall have the right to approve any individuals to replace any of such individuals.

5. Unless otherwise authorized in writing by the Building Committee the studies, drawings, plans, and Construction Documents prepared by the Architect shall be in conformity with all applicable laws, rules and regulations and with the approved Educational Specifications. Any changes to the studies, drawings, plans, or Construction Documents required by local or other state agencies to comply with applicable laws, rules and regulations shall be made at no additional cost by the Architect, unless the changes are due to changes in regulations, codes, and laws that are implemented after the specific work on the Construction Documents have been completed.

6. Unless otherwise authorized in writing by the Building Committee, the studies, drawings and plans prepared by the Architect shall avoid specifying or requiring any proprietary article, design or process or specifying single source supplies. Single source specifications may be approved by the Building Committee if necessary for compatibility with existing systems.

7. The Architect, at its own cost and expense, shall furnish reproductions of drawings, studies, and other data and documents pertaining to the Project for its own use and for that of its consultants. The Architect shall furnish the Building Committee with reproductions of any and all of the foregoing for local approval as provided in Subsection II.A.11.

8. Cost estimates are to be kept confidential and the Architect agrees to take all reasonable steps to ensure that no cost data will be disclosed to any party other than the Building Committee. Any disclosure of cost data is termed to be a breach of this Agreement. However, the Architect will not be responsible for the disclosure of this information as required by the Freedom of Information Act or in compliance with court order or applicable law. Any disclosure of this information as required by the foregoing will not be deemed a breach of this Agreement.

9. In the event any action is brought in any way relating to the design on the Project, due to alleged negligence of the Architect, the Architect, without additional compensation thereof, shall diligently render to the Town any and all architectural and engineering assistance which the Town may require of the Architect including, but not limited to, the making of analyses and reports.

III. Ownership and Use of Documents

A. Instruments of Service

In consideration of the fee due from the Town to Architect hereunder, the drawings, specifications and other documents, including those in electronic form, whether created by the Architect or its consultants (collectively, the "Instruments of Service"), are and shall remain the property of the Town. The Architect may retain copies of the Instruments of Service for its files. The Instruments of Service shall not be used by the Architect on other projects without the prior consent of the Town, but may be used for public relations purposes.

B. Town Use of Instruments of Service to Complete Project

In the event that the Town uses the Instruments of Service prepared by the Architect or its consultants to complete the Project after this Agreement has been terminated, the Town hereby agrees that the Architect shall have no liability to the Town arising out of any revision, modification, or alteration to, or deviation from the Instruments

of Service prepared by the Architect and its consultants pursuant to the Agreement, provided that such revision, modification, alteration, or deviation occurred subsequent to completion of the services called for hereunder.

C. Use of Instruments of Service for any Addition

In the event that the Town uses the Instruments of Service for any addition, extension, modification or remodeling of the Project and does not retain the Architect for such addition, extension, modification or remodeling, then the Town agrees that the Architect shall have no liability to the Town arising out of such use and shall delete any and all references to the Architect from all Instruments of Service used therein.

IV. Compensation

A. Scope of Services

Basic Services to be performed under this Agreement include Schematic Design, Design Development, Construction Documents, and Bidding and Award, as described in this Agreement and in the following documents which are incorporated herein by reference and attached as Appendices: a) Educational Specifications dated January 8, 2015 (Appendix A); b) Request for Proposal for Architectural Services at New Lebanon Elementary School dated _____ (Appendix B); c) Architect's Fee Proposal received _____ (Appendix C); and d) Architect's Services Proposal dated _____ (Appendix D). In addition, Basic Services shall be performed in a manner consistent with the provisions of Article 2 of AIA Document B141-1997. Basic Services include the Town of Greenwich land use approvals process, state traffic certification process, and Connecticut State Department of Education approval and reimbursement process.

B. Basic Services Fee

The compensation for the satisfactory performance of all services set forth in this Agreement, including the cost of all Consultants retained hereunder, shall not exceed _____, plus Reimbursables not to exceed

C. Reimbursables

The Town will reimburse the Architect for reasonable out of pocket costs, including a multiplier of 1.1 times the amount of the reimbursable costs incurred in the performance of this Agreement, but not to exceed the aggregate amount of _____ estimated in the Fee Proposal Form (Appendix C). The aggregate amount estimated in the Fee Proposal Form includes a multiplier of 1.1 times the amount of the reimbursable costs. The Town will not pay or reimburse the Architect or any Consultant retained by the Architect for travel costs from its office(s) to Greenwich, CT. Other travel expenses require pre-approval by the Building Committee. Travel expenses within the state of CT, normal postage, telephone and fax expenses, and printing and copying for in-house use are included in the Basic Services Fee.

D. Excluded Services

The cost of the services listed below is not included in the Architect's Basic Services Fee. However, as part of the Architect's Basic Services, the Architect is responsible to ensure that these services are coordinated, performed and accomplished:

- 1.
- 2.
- 3.

E. Potential Add Alternates

F. Billing and Payment

The Architect shall bill the Building Committee monthly for Basic Services, Additional Services and Reimbursable Expenses. Each bill shall include appropriate supporting documentation as to the progress of the Project Stage being billed, as such Stages are defined in the Fee Proposal Form (Appendix C). Each bill shall show the

previously approved amounts, the current amount billed and the total billed to date by Project Stage. In no event shall the Town be obligated to pay more than the total amount for any Project Stage shown on the Fee Proposal Form (Appendix C). Undisputed amounts of each bill will be paid within 60 days of approval of the Building Committee and shall accrue interest at the prevailing Prime Rate only after such 60 day period. Disputed amounts will be resolved on a timely basis by the Architect and Building Committee.

G. Subject to Appropriation

It is understood by the parties hereto that the Town is dependent upon receiving continued appropriations to continue this Agreement throughout its intended term. Notwithstanding provisions to the contrary, the Town may terminate this Agreement if appropriations or budgeted funds are not available, by giving fifteen (15) days written notice to the Architect that the necessary funding has been denied.

V. Additional Services

A. Services Not Contemplated by Scope of Work

The Town shall pay the Architect for the satisfactory performance of Additional Services requested by the Building Committee. Additional Services are those services not contemplated by the scope of the work and which are required because of a change in the scope of services or in the nature or extent of the Project. Payment for Additional Services shall be in addition to the total compensation set forth in this Agreement. As such, the parties understand that payment for Additional Services may be subject to proper authorization from the Town's Board of Estimate and Taxation, Representative Town Meeting and appropriation of additional funding. If Additional Services are to be compensated based on hourly rates, the rates set forth in the Fee Proposal Form (Appendix C) shall apply.

B. Fixed Fee Amount

The Architect may propose a fixed fee amount for specific Additional Services requested by the Building Committee. The Building Committee may accept such

fixed fee amount, subject to the maximum compensation for Additional Services set forth above, if applicable.

C. Mutual Agreement Required

For services performed by the Architect, if such services are requested by the Building Committee, compensation shall be based upon a proposal submitted by the Architect and mutually agreed to in writing by the parties, and the cost of such services shall be added to the maximum compensation amount payable for Additional Services hereunder.

D. Expert Witness

When authorized by the Building Committee, the Architect's preparation to serve as an expert witness in connection with any arbitration proceeding or legal proceeding shall be paid for by the Town on the basis of the Architect's rates on Appendix C.

VI. Record Retention

A. Maintenance of Records

The Architect shall preserve all of its records and all other documents concerning this Agreement for a period of not less than eight (8) years from the date of the final payment to it under this Agreement or such period of time as may be required by law pertaining to such records, whichever period is longer. If any litigation, claim, or audit is commenced before the expiration of the eight (8) year period, the records shall be retained until all litigations, claims, or audit findings involving the records have been finally resolved.

B. Audit of Records

The Architect shall permit authorized representatives of the Town to inspect and audit all data and records relating to its performance under the Agreement for a period of eight (8) years after final payment under this Agreement. The Architect further agrees to include in all its subcontracts hereunder, if any, a provision to the effect that the Contractor or Subcontractor shall provide the Town or any of its duly authorized

representatives, for a period of eight (8) years after final payment under the contract or subcontract, access to and the right to examine any pertinent books, documents, papers, and records of such subcontractor involving transactions related to the subject of this Agreement.

The periods of access and examination for records which relate to: 1) appeals for disputes; 2) litigation of the settlement of claims arising out of the performance of this Agreement; or 3) costs and expenses of this Agreement, as to which exception has been taken by the Town or any of its duly authorized representatives, shall continue until such appeals, litigation, claims, or exceptions have been concluded or finally resolved.

VII. General Provisions

A. Discontinuance of Work

The Town may at any time, and for any reason, direct the discontinuance of the services and work contemplated under this contract for a period of time. Such direction shall be in writing and shall specify the period during which the work shall be discontinued. The Architect shall be paid in full for all work up to the date of discontinuance, if the Town's discontinuance is based on any reason other than a failure of performance by the Architect or the consultants hired by the Architect. The work shall be resumed on the dates specified in such direction, or upon such other date as the Town may thereafter specify in writing. The Architect's fee will be renegotiated, based on actual salary and costs, if the discontinuance of service exceeds three months prior to bidding and award and twelve months thereafter. The period during which such services have been discontinued shall be deemed added to the time for performance. Suspension of services under this article shall not give rise to any claim against the Town.

B. Termination for Cause

This Agreement may be terminated by either party upon not less than seven days' written notice should the other party fail substantially to perform in accordance with

the terms of the Agreement through no fault of the party initiating the termination. The Town will have a thirty day period after receipt of proper notice from the Architect to remedy any such default without further cost or consequence to the Town.

C. Termination for Convenience

This Agreement may be terminated by the Town without cause and for its convenience upon not less than seven days' written notice. In the event of such termination, the Architect shall be compensated for services satisfactorily performed prior to the termination, together with Reimbursable Expenses then due. The Architect shall be entitled to no additional compensation and expressly waives any and all claims for damages and additional compensation arising out of a termination by the Town under this paragraph.

D. Extension of Time

If the Architect has been delayed by no fault of the Architect and as a result will be unable in the opinion of the Town, to complete performance fully and satisfactorily within the time allowed thereof, the Architect, upon submission of evidence of the cause of the delay, satisfactory to the Town, shall be granted an extension of time for performance equal to the period that the Architect was actually and necessarily delayed.

E. Transmit Documents

Upon receipt of written notification, the Architect shall immediately cease performance of its services under this Agreement and compile all material prepared, developed, furnished or obtained under the terms of this Agreement in its possession or custody and shall transmit the same to the Building Committee on or before the tenth day following the receipt of the above written notice of termination, together with its evaluation of the fees for its services performed by it. Said material shall include but not be limited to, documents, plans, computations, drawings, notes, records and correspondence.

F. Architect's Principals

It is the intent of this Agreement to secure the personal services of the Architect's

principals and employees or a duly authorized and competent representative or representatives of the Architect acceptable to the Town. Failure of the Architect for any reason to make the personal service of such a person or persons available to the Building Committee to the extent necessary to perform the services required skillfully and promptly shall be cause for termination of this Agreement. All persons engaged in the work required under this Agreement shall be authorized or permitted under State law to perform such services, as required by law.

G. Claims

The Architect shall not assert any claim arising out of any act or omission by any agent, officer, or employee of the Town in the execution or performance of this Agreement against any such agent, officer, or employee.

H. No Claims by Consultants and Vendors

The Architect shall require each of his consultants and vendors to agree in their contract not to make any claim against the Town, its officers, agents, or employees by reason of such contract, or by reason of any acts or omissions of the Architect.

I. Connecticut Law and Courts

This Agreement shall be construed in accordance with the laws of the State of Connecticut, and any action or suit at law in connection herewith shall be brought in the Superior Court of the State of Connecticut, Judicial District Stamford/ Norwalk.

J. Compliance with Laws

The Architect shall comply with all applicable laws, ordinances and codes of the State of Connecticut and the Town of Greenwich, and shall commit no trespass on any private property in performing any of the work embraced by this Agreement. This Agreement shall be construed and enforced in accordance with the laws of the State of Connecticut.

K. No Discrimination

During the performance of this Agreement, the Architect agrees not to discriminate

nor to permit any discrimination against any employee or applicant for employment because of race, color, religion, age, sex, marital status, national origin, sexual orientation, physical or mental disability unless it is proven that the disability prevents performance of the work involved.

Both parties further agree to provide the Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of each party as relate to the relevant provisions of the General Statutes of Connecticut, as revised. The Architect will take affirmative action to ensure that employees are treated during employment, without regard to their race, religion, age, sex, marital status, sexual orientation, physical or mental disability, color or national origin.

The Architect will cause the foregoing provisions to be inserted in all contracts and subcontracts for any work covered by this Agreement so that such provisions will be binding upon each contractor and subcontractor.

VIII. Insurance

A. Evidence of Coverage

Before commencing work, the Architect shall furnish the Town evidence of insurance of the types and in the amounts shown in Section VIII.B, such evidence to include: (i) agent's certificate of insurance from companies qualified to do business in Connecticut having at least a B+ Best Rating; (ii) showing that each policy names the Town as an additional insured, (iii) that each policy provides for at least thirty (30) days advance written notice to the Town by registered or certified mail of impending cancellation, lapse or non-renewal. If any such insurance is written on a "claims made" basis, then such insurance shall be kept in full force and effect for one (1) year after final payment to the Architect.

B. Minimum Coverages

At a minimum, the coverage shall include each of the following:

1. Professional liability errors and omissions coverage in the amount of \$5,000,000 per claim/ aggregate.
2. Commercial general liability insurance, with minimum coverages for combined bodily injury and property damage liability of \$2,000,000 general aggregate, \$1,000,000 per occurrence;
3. Commercial automobile liability, with minimum coverages of \$1,000,000 combined single limit for bodily injury and property damage, \$1,000,000 bodily injury per person;
4. Excess liability insurance minimum coverage of \$5,000,000 per occurrence aggregate in umbrella form as approved by the Town's Risk Management Director.
5. Workers' compensation and employer's liability, with minimum coverages as provided by the Connecticut General Statutes.

IX. Indemnification

The provisions of this section shall survive the expiration or early termination of this agreement, shall be separate and independent of any term or requirement hereof, and shall not be limited by reason of any insurance coverage.

Indemnity – General Liability

The Architect shall indemnify and save harmless the Town and its officers, agents, servants, employees, and members of the Building Committee from and against any and all general liability claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorneys' fees, on account of bodily injury, sickness, disease, death or other damages sustained by any person or persons or injury or damage to or destruction of any property, directly or indirectly, to the extent arising out of, relating to, or in connection with the work called for in the Agreement, claimed to be due in whole or in part to the active, passive, sole or concurrent negligent acts, errors or omissions, or contractual default of the Architect, its officers, agents, servants or employees, any of its Sub-Consultants, the Town, any of its respective officers, agents, servants, or employees and/or any other person or

persons, and whether or not such claims, demands, suits or proceedings are just, unjust, groundless, false, or fraudulent the Architect shall and does hereby assume and agree to pay for the defense of all such claims, demands, suits, and proceedings, provided, however, that the Architect shall not be required to indemnify the Town, its officers, agents, servants, or employees, against any such damages found by a judgment entered against the Town, its officers, agents, servants or employees or a settlement consented to by the Town, its officers, agents, servants or employees to have been occasioned by acts or omissions of the Town, its officers, agents, servants or employees (other than supervisory acts or omissions of the Town, its officers, agents, servants, or employees in the administration of the Agreement) and/or other person or persons (but not including Consultant, its officers, agents, servants, employees or Sub-Consultants).

Indemnity – Professional Liability

To the fullest extent permitted by law, Architect agrees to indemnify and hold harmless the Town and its officers, agents, servants, employees, and members of the Building Committee from any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including reasonable attorneys' fees, to the extent such are caused by or alleged to be caused by the negligence of Architect, its agents, servants, employees or sub consultants in the performance of the services required by this agreement.

X. Qualifications of Architect

The Architect specifically represents and agrees that its members, officers, employees, agents, servants, consultants, and subcontractors have and shall possess all professional licenses necessary to qualify them individually for the particular duties they perform hereunder as required by law.

XI. Third Parties

Nothing contained in this Agreement shall create or give to third parties any claim or right of action against the Architect or the Town beyond such as may legally exist

without regard to this Agreement.

XII. Release of the Town

The acceptance by the Architect, or any person claiming under him, of the final payment made by the Town under this Agreement, shall constitute an acknowledgment by the Architect that he has received payment in full under this Agreement and shall further constitute a release to the Town by the Architect, his successors, legal representatives and assigns, for all claims by and liability to the Architect for payment for anything done or furnished by him pursuant to this Agreement.

XIII. Notice

All notices of any nature referred to in this Agreement shall be in writing and sent by registered or certified mail, postage prepaid, to the respective addresses set forth below or to such other addresses as the respective parties hereto may designate in writing:

To _____, Chairman of New Lebanon Elementary Building Committee, Town of Greenwich, 101 Field Point Road, Greenwich, Connecticut 06830, with simultaneous email to _____.

With copies to: Wayne Fox Esq., Town Attorney, Law Department, 101 Field Point Road, Greenwich, Connecticut 06830, with simultaneous email to JohnWayne.Fox@greenwichct.org.

To the Registered Architect: _____

XIV. Architect Representations

The Architect represents to the Town as follows:

1. That it has, and has exercised, the required corporate power and authority and has complied with all applicable legal requirements necessary to adopt, execute and deliver this Agreement and to assume the responsibilities and obligations created

hereunder; and

2. That this Agreement is duly executed and delivered by an authorized corporate officer, in accordance with such officer's powers to bind the Architect hereunder, and constitutes a valid and binding obligation enforceable in accordance with its terms, conditions and provisions.

XV. Entire Agreement

This Agreement except as otherwise specifically provided herein constitutes the entire agreement between the parties hereto and no statement, promise, condition, understanding, inducement or representation, oral or written, express or implied, which is not contained herein shall be binding or valid, and this Agreement shall not be changed, modified, or altered in any manner except by an instrument in writing executed by the parties hereto and approved in the same manner as this Agreement.

XVI. Captions

The captions contained in this Agreement are intended for convenience and reference purposes only and shall in no way be deemed to define, limit or describe the scope or intent of this Agreement, or any provision thereof, nor in any other way affect this Agreement.

XVII. Prohibition Against Assignment

This agreement is intended to secure the personal services of the Architect because of its ability or reputation, and this Agreement shall not be assigned, sublet or transferred by the Architect without the prior written consent of the Town.

XVIII. Approval of Agreement

This Agreement shall not be deemed executed, valid or binding until the necessary approvals have been obtained.

_____ shall submit a schedule of work to be completed with specific target dates. This schedule will be mutually agreed upon and used to monitor progress of the project. The nature of the project requires that the Architect spend some time becoming familiar with the details and the information available before this schedule can be prepared.

Dated at Greenwich, Connecticut, this _____ day of _____.

Signed, sealed and delivered in the presence of:

BY _____

TOWN OF GREENWICH

BY _____

Chairman, New Lebanon Building Committee

XIX. Appendices

- A. [Educational Specifications dated January 8, 2015](#)
- B. Request for Proposal for Architectural Services at New Lebanon Elementary School dated _____
- C. Architect's Fee Proposal received _____
- D. Architect's Services Proposal dated _____

Exhibit C Proposed

Project Schedule

**NEW LEBANON ELEMENTARY SCHOOL
PROPOSED PROJECT SCHEDULED**

Mandatory Pre-Proposal Meeting	May 26, 2015
RFP Due	June 11, 2015
Interviews Completed	June 30, 2015
Town Submits ED-049 application to cover design fees	June 30, 2015
Recommendation for Award to BOE & BOE Approval	July, 2015
Contract Finalized	August 1, 2015
Schematic Design Documents	August 1, 2015 - September 30, 2015
Schematic Design, Budget, Review & Approval	October 1, 2015 - October 31, 2015
Project Budget to be included in BOE CIP	October, 2015
Design Development Documents	November 1, 2015 - January 31, 2016
Design Development Documents, Review & Approval	February 1, 2016 - February 29, 2016
Town Land Use Approvals	May, 2016
RTM Votes on Operating and Capital Budgets	May, 2016
Town Submits ED-049 application for construction expenses	June 30, 2016
Construction Documents	June 1, 2016 - September 30, 2016
Construction Documents, Budget, Review & Approval	October 1, 2016 - October 31, 2016
Town Building Department Approvals	October 1, 2016 - November 30, 2016
Committee Acceptance of Construction Documents	December, 2016
State Approval	February, 2017
Bid & Award	March 1, 2017 - May 31, 2017
Construction	July 1, 2017 - June 30, 2018
Construction Complete for building	August, 2018
Construction Complete for site	December 31, 2018
Project Close Out	January 1, 2019 - February 28, 2019

NEW LEBANON SCHOOL ARCHITECTURAL PROPOSAL

Architectural Fee Proposal From

Including, but not limited to, the following scope of services: Civil Engineering, Geotechnical Survey and Borings, Demolition and Abatement Design, Structural Design, Architectural Design, MEP Design, Acoustical Design, FF&E Design, Technology Design, Security Design, Traffic Study, Parking Analysis, 3D computer simulation modeling, and Cost Estimating Services; this firm requests the following Lump Sum Fee for the design of the New Lebanon School Project.

\$ _____

The fee will be billed in accordance with the following Progress Payment Schedule:

Service	Fee
Land Use Approvals (Municipal Improvement)	\$ _____
Demolition & Abatement	\$ _____
Schematic Design	\$ _____
Design Development	\$ _____
Construction Documents	\$ _____
Bidding & Award	\$ _____
FF&E	\$ _____
Technology Design	\$ _____
Construction Administration	\$ _____
Close Out	\$ _____
TOTAL LUMP SUM FEE	\$ _____

List any services that are specifically excluded from your scope of services:

Exhibit D
Fee Proposal Form

Hourly Billing Rates

Title	Hourly Rate
Principal	\$ _____
Department Manager / Senior Project Manager	\$ _____
Senior Project Architect / Engineer	\$ _____
Project Manager / Architect	\$ _____
Designer / CAD Operator	\$ _____

Reimbursable Costs

Expense with transportation in connection with the Project; living expenses in connection with out-of-town travel, long distance communications; postage and handling of drawings (other than in-house); specifications and fees paid for securing approval of authorities having jurisdiction over the Project, will be charged at _____ times the cost incurred.

Estimate of Anticipated reimbursable Costs \$ _____

The Fee Proposal Form is to be submitted in a separately sealed envelope with your submission.

FIRM NAME

AUTHORIZED SIGNATURE

PRINT NAME & TITLE

Insurance Requirement Sheet

Insurance Requirements: Before starting and until final completion and acceptance of the work called for in the Contract and expiration of the guarantee period provided for in the Contract, the Contractor and its subcontractors, if any, shall procure and maintain insurance of the types and amounts checked in paragraphs A through F below for all Contract operations.

A. General Liability, with minimum coverages for combined bodily injury and property damage liability of \$2,000,000 general aggregate, \$1,000,000 per occurrence including:

- 1. Commercial General Liability.
- 2. Town as additional insured.
- 3. Owners and Contractors Protective Liability (separate policy in the name of the Town).

B. Comprehensive Automobile Liability, with minimum coverages of \$1,000,000 combined single limit for bodily injury and property damage, including, where applicable, coverage for any vehicle, all owned vehicles, scheduled vehicles, hired vehicles, non-owned vehicles and garage liability.

C. Excess Liability, with minimum coverage of \$5,000,000 in umbrella form, or such other form as approved by Town Department Head and Risk Management Director.

D. Workers' Compensation and Employer's Liability, with minimum coverages as provided by Connecticut State Statutes.

E. Professional Liability (for design and other professionals for Errors and Omissions), with minimum coverage of \$5,000,000. If the policy is on a claims-made basis, coverage shall be continually renewed or extended for three (3) years after work is completed under the Contract.

F. Other (Builder's Risk, etc.): _____.

G. CERTIFICATE HOLDER: TOWN OF GREENWICH
ATTN: BOARD OF EDUCATION. (Also fill in on ACORD Certificate of Insurance)
290 Greenwich Avenue, Greenwich, CT 06830.

The **Acord certificate of insurance form** must be executed by your insurance agent/broker and returned to this office. Company name and address must conform on all documents including insurance documentation. It is required that the agent/broker note the individual insurance companies providing coverage, rather than the insurance group, on the Acord form. The Contract number (provided to the awarded Contractor), project name and a brief description must be inserted in the "Description of Operations" field. It must be confirmed on the Acord Form that the Town of Greenwich is endorsed as an additional insured by having the appropriate box checked off and stating such in the "Description of Operations" field. **A letter from the awarded vendor's agent/broker certifying that the Town of Greenwich has been endorsed onto the general liability policy as an additional insured is also mandatory.** This letter **must follow exactly the format provided by the Purchasing Department and must be signed by the same individual authorized representative who signed the Acord form.** If the insurance coverage required is provided on more than one Acord certificate of insurance, then additional endorsement letters are also required. Contract development will begin upon receipt of complete, correct insurance documentation.

The Contractor shall be responsible for maintaining the above insurance coverages in force to secure all of the Contractor's obligations under the Contract with an insurance company or companies with an AM Best Rating of B+:VII or better, licensed to write such insurance in Connecticut and acceptable to the Risk Manager, Town of Greenwich. For excess liability only, non-admitted insurers are acceptable, provided they are permitted to do business through Connecticut excess line brokers per listing on the current list of Licensed Insurance Companies, Approved Reinsurers, Surplus Lines Insurers and Risk Retention Groups issued by the State of Connecticut Insurance Department.

(SAMPLE ENDORSEMENT LETTER)

**AGENT/BROKER
(LETTERHEAD)**

(Date)

Eugene H. Watts, Senior Buyer
Purchasing Department
Town of Greenwich/Board of Education
290 Greenwich Avenue – Havemeyer Building
Greenwich, CT 06830

Re:

Town of Greenwich/Board of Education / **Contract #**

Dear Mr. Watts:

The undersigned hereby certifies as follows:

- (1) I am a duly licensed insurance agent under the laws of the State of **[insert State]** and an authorized representative of all companies affording coverage under the Acord form submitted herewith;
- (2) The Town of Greenwich has been endorsed as an additional insured under the general liability policy no. [insert policy number], issued by **[insert company affording coverage] to [name of insured];**
- (3) The general liability policy referenced in paragraph (2) above meets or exceeds the coverage in Commercial General Liability ISO form CG 00 01 10 01, including contractual liability;
- (4) The policies listed in the Acord form submitted to the Town of Greenwich in connection with the above-referenced contract have been issued to the insured in the amounts stated and for the periods indicated in the Acord form; and
- (5) The Town of Greenwich shall be given thirty (30) days prior written notice of cancellation, lapse or restrictive amendment (except ten days notice of nonpayment) of the policies listed in the Acord form.

Sincerely,

Authorized Representative for all companies listed in the Acord form

ACORD

CERTIFICATE OF LIABILITY INSURANCE

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
	INSUREERS AFFORDING COVERAGE

INSURED	INSURER A:
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF 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.

INS P	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE	POLICY EXPIRATION	LIMITS
	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GENERAL AGGREGATE LIMIT APPLIES <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				EACH OCCURENCE FIRE DAMAGE (Any one fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGRREGATE PRODUCTS-COMP/OP AGG
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS <input type="checkbox"/> <input type="checkbox"/>				COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>				AUTO ONLY-EA ACCIDENT OTHER THAN EA ACC AUTO ONLY: AGG
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND				WC STATU OTH- E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
	Professional Liability				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

The Town of Greenwich/Board of Education, and Peter Gisolfi and Associates are listed as additional insured for contract no.

CERTIFICATE HOLDER	<input checked="" type="checkbox"/> ADDITIONAL INSURED; INSURER LETTER: __	CANCELLATION
Certificate Holder: Town of Greenwich Board of Education 290 Greenwich Avenue Greenwich, CT 06830		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE