

## REQUEST FOR ARCHITECTURAL SERVICE

### TOWN OF HADDAM, CT

#### REQUEST FOR PROPOSALS: SPACE UTILIZATION STUDY

##### Summary

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The Town of Haddam, CT seeks a qualified architectural consultant to develop a building condition and utilization study and recommendations (“Study”) for current municipal buildings and uses and various other scattered municipal uses. Then an analysis of possible consolidation into a currently vacant and municipally owned former elementary school.

The buildings are as follows:

- Town Office Building – 30 Field Park Drive
- Senior Center - 923 Saybrook Road
- Municipal Annex - 945 Saybrook Road
- Community Center - 7 Candlewood Hill Road
- State Trooper – 57 Little City Road
- Register of Voter Offices - 439 Saybrook Road
- Former Haddam Elementary School – 270 Saybrook Road
- Haddam/Killingworth Youth and Family and Park and Recreation – 57 Little City Road

Approximate square footage per use are as follows:

- Senior Center - 2,112 sq.ft
- Social Services - 1,400 sq.ft.
- Community Center - 2,056 sq.ft.
- Town Offices – 8,890 sq.ft
- HK Rec HK Youth & Families – 4,000 sq.ft
- State Trooper – 500 sq.ft
- Register of Voters – 1,000 sq.ft
- Former Haddam Elementary School – 44,000 sq.ft.

The purpose of the Study is to provide an analysis of and recommendation for the possible relocation of one or more of the municipal functions in the above referenced buildings to the former elementary school to maximize effective usage of the school by the community and potential spin off benefits leading to Village Center revitalization.

The Study should include a formal report, conceptual designs, timeline, and cost estimates that address both limitations and opportunities for relocating the uses to better meet current and future community needs. The Study should identify changes that could improve public service, staff effectiveness and bring increased activity to the Village Center.

## Background

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The Town of Haddam acquired the Haddam Elementary School from Regional School District 17 in 2019 after the District declared the school surplus. The school sits on nine (9) acres of land and is approximately 44,000 sq.ft. The school is serviced with on-site well and septic and three phase power and two (2) oil fired boilers. It is currently vacant, with sporadic community uses throughout the year. The Town is developing a community septic system on a portion of the site but this is not expected to impact it building re-use.

The other municipal buildings are of various age and condition and the Town is interested in determining if consolidation to one location is prudent and economically feasible.

## Scope of Work & Requested Deliverables

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The respondent will work with staff in:

- Reviewing existing building uses and establishing a needs assessment for current government functions;
- Identifying architectural and engineering obstacles or limitations that may affect consolidation to the former school;
- Determining space needs and layouts of government offices and public areas based on current use and trends;
- Analyzing staff work areas, departmental usage, and square footage;
- Analyzing the space adequacy of equipment and storage.
- Analyzing the space adequacy and delivery of public restroom services.
- Determining optimal locations for electrical outlets and wiring, along with recommending the reconfiguration or new delivery of IT services, wireless services, furniture with built-in technology, public access computers, etc.
- Determining space needs and layouts of public areas based on current use and trends that address community meetings and activities;
- Recommending specific interior design elements at the former school, including the consideration of furniture and shelving and what can be reused and what should be replaced or added, along with conceptual designs, cost information, and square footage broken down by use or service.
- Developing a phased approach to relocations that minimize disruption to public service and allows for the completion of the project as time and budget permit.
- Presenting the plan to various boards and committees and the general and public.

## Proposed Organization and Submission Requirements

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- A cover letter describing the firm and project interest, including name, address, phone, email, and title of contact person.
  - A summary of the consultant's experience and qualifications. Recent experience (within five years) facility planning is preferred.
  - Project personnel.
  - Proposed methodology, project plan, and deliverables.
  - Proposed timeline.
  - References for at least three previous clients.
  - Examples of past projects that came in under budget.
  - An itemized quote for providing the service.
  - Any additional information (not to exceed two pages) that you might deem helpful in the selection process.
  - Insurance Certificate

The Town of Haddam reserves the right to waive irregularities in and/or reject any and all responses to this Request for Proposal.

**Complete and deliver your response in person or via email in PDF format by 3:00 pm, July 27th, 2023 to:**

**William Warner, AICP  
Town Planner  
30 Field Park Drive  
Haddam, CT 06438  
[Townplanner@haddam.org](mailto:Townplanner@haddam.org)**

**Please direct any questions via email to William Warner  
before July 20<sup>th</sup>, 2023.**

**Respondents will be notified within 10 days of the proposal deadline.**