



**Pleasant Valley Elementary School
South Windsor Public Schools**

Request for Qualifications for Architectural and Engineering Services

RFQ Issue Date: April 9, 2020

Statement of Qualification Due: April 29, 2020 by the end of business

Table of Contents

I. Project Overview

- A. Project Background
- B. Project Descriptions

II. Project Schedule

III. Project Budget

IV. Special Requirements

V. Statement of Qualification Minimum Requirements

VI. Evaluation Criteria

Appendices

Appendix A – Elementary Education Specifications

Appendix B – Statement of Qualification Checklist

I. Project Overview

A. Project Background

On September 12, 2011 the South Windsor Board of Education (SWBOE) adopted the *South Windsor Public Schools 2011-2014 Strategic Plan*. Part of the strategic plan is to upgrade the elementary school facilities to improve the safety, learning environments, and accessibility. On October 29, 2013 the Board of Education adopted the *South Windsor Public Schools Elementary Schools Master Plan*. The plan consists of three-phases for which Phase 1 (Orchard Hill Elementary School) is complete and Phase 2 (Eli Terry and Philip R. Smith Elementary Schools) is currently under construction and on schedule to open for the fall 2020 academic year.

On March 10, 2020 the town passed referendum to proceed with Phase 3 of the master plan. Under Phase 3 the Pleasant Valley (PV) Elementary School will be replaced with a new facility. It will be designed and constructed with a scheduled opening date for the 2023/2024 academic year.

B. Project Descriptions

Pleasant Valley Elementary School is located at 591 Ellington Road in South Windsor, Connecticut. The school fronts on Ellington Road to the west of the property but the parcel also contains approximately 90 linear feet of frontage on Long Hill Road to the east. Ellington Road is also known as Route 30 which is a state road. Residential properties and open space abut the southerly edge of the school proper.

In 2019 the town purchased four parcels to the north of the school proper parcel. They were formerly owned by the Saint Francis of Assisi Church Corporation of South Windsor, Connecticut and formerly by Paul J. Burnham. The collective total acreage of the school proper parcel and four additional parcels is approximately 24-acres.

The existing building was originally constructed in 1958 with additions in 1964, 1988, and 2000. The existing building is 43, 304 square feet with approximately 4,000 square feet of portable classrooms. The building is served by a 600-amp, 120/208 volt 3-phase electrical service, city water and city sewer. The building is heated with oil fired boilers. Preliminary hazardous materials investigations, geotechnical borings, and a Phase 1 Environmental Site Assessment have been completed and will be provided to shortlisted firms with the Request for Proposal.

The existing building will be replaced with a new structure on the existing site while it remains in operation. The new school will house 693 kindergarten through grade five students as well as 110 part-time pre-school students. The building areas will be approximately 101,300 gross square feet and is within the

**South Windsor Public Building Commission
Pleasant Valley Elementary School
Request for Qualifications**

space standard requirement or the proposed enrollments as prescribed by the Office of School Construction Grants and Review. The selected architect will not be responsible for assisting with the grant application to the state.

The existing school will be vacated, abated and demolished after the new school is completed and contents have been relocated. The new building will be accompanied by new parent and bus drop offs, building parking, play areas, pedestrian circulation and all associated utilities to complete the project.

Coordination with Town Consultants

The selected design firm will be required to coordinate the design with specialty consultants hired by the town. Such consultants may include, but are not limited to, the following.

- Owner's Project Manager
- Construction Manager
- Hazardous Materials Consultant
- Third Party Building Envelope Consultant
- Commissioning Agent
- Third Party Structural Peer Review
- Third Party Code Review
- Storm Water Assessment
- CT High Performance

II. Project Schedule

The overall project schedule consists of a standard design, bid, and construct process ultimately resulting with owner occupancy for the start of the 2023-24 academic year. The project is expected to utilize a Construction Manager at Risk delivery method. The design phase is scheduled to start in June 2020 and be completed by September 2021. Construction is scheduled to start in December 2021 with substantial completion in May 2023. These dates are subject to change.

The designer selection schedule is as follows:

1. RFQ Advertised: April 9, 2020
2. Qualifications Due: April 29, 2020
3. Short-list Designers and Issue RFP: May 6, 2020
4. Proposals Due: May 29, 2020
5. Interview Designers: June 3, 2020 (subject to change)
6. Designer Selection: June 3, 2020 or shortly thereafter

III. Project Budget

The Total Project Budget is \$58.5 million. The Total Construction Budget is \$45,818,300 which includes escalation costs. The FF&E budget is \$3,226,600 which includes furniture, fixtures, network equipment, servers, library books, computers, printers, playground equipment and surfacing, maintenance equipment and other associated equipment as selected by the owner. The selected designer will be responsible for designing the buildings and furnishings within these budgets.

The plans and estimates will be subject to review by the State of Connecticut Office of School Construction Grants and Review.

IV. Special Requirements

The project will be subject to the State of Connecticut Department of Construction Services Office of School Construction Grants and Review (OSCGR) requirements as well as all applicable local, state and federal laws. Candidates shall demonstrate project experience and knowledge of these requirements. Experience must contain at least two Connecticut elementary schools similar in size and scope of this project, and a minimum of five K-12 Connecticut public schools within the last ten years.

V. Statement of Qualification Minimum Requirements

Appendix B contains a checklist of requirements for use by the submitting firm. Inclusion of the checklist with the Statement of Qualification is not required.

1. Letter of Interest
2. Copy of architectural/engineering licensure by Connecticut Department of Consumer Protection. A copy of the lead firm and all proposed sub-consultants shall be provided.
3. Profile of the lead design firm. Profile shall include:
 - Resume of principals
 - Resumes of lead architect/engineer, and staff designated to the project. Include a brief description of the role of each key staff member.
 - Geographic location of the design team.
 - Description of equipment, facilities and other resources assigned to this project.
 - Statement of financial condition of the firm and the ability to appropriately finance the required efforts for a project of this size and scope.
4. List of sub-consultants and roles. Provide the names and addresses of each sub-consultant, or "in-house" if self-performed by the lead design firm. At a minimum, provide the following sub-consultants:

**South Windsor Public Building Commission
Pleasant Valley Elementary School
Request for Qualifications**

- Land surveyor
 - Landscape Architect
 - Estimator
 - Geotechnical Engineer
 - Civil Engineer
 - Structural Engineer
 - MEP Engineer(s)
 - Interior design
 - Information Technology Consultant (Please note that the district will request sole source permission to utilize Front Row audio visual systems for the classroom AV system including public address system)
 - List of projects completed with the proposed design team.
5. List a minimum of five completed school projects that are similar in size and scope to this project with at least two of the five being elementary schools in Connecticut. Information for each project shall include the following:
- Project name, location and owner.
 - Owner's representative including contact information. Note: Owner's representative may be contacted for a referral during the review process.
 - Superintendent of the school district under which the project was designed or constructed including contact information. Note: The superintendent may be contacted for a referral during the review process.
 - Original Construction Budget
 - 100% design estimate with base bid and alternates (if applicable)
 - Contract base bid award amount with accepted alternates (if applicable)
 - Final construction amount.
 - Original design fee including services during construction.
 - List of additional services approved by the owner/building committee and percentage of the services compared to the base contract
 - Total amount of construction change orders and amount of errors and/or omissions.
6. Include statement of experience with CT OSCGR as described in Paragraph IV above.

**South Windsor Public Building Commission
Pleasant Valley Elementary School
Request for Qualifications**

VI. Evaluation Criteria

The South Windsor Public Building Commission will utilize the following criteria to evaluate each firm's Statement of Qualification. Failure to provide the requested information under Section V may result in a lower rating.

Criteria Number	Selection Criteria Category	Rating Points
1	Experience with Projects of Similar Size and Scope	35
2	Organization/Team Structure for this Project	20
3	Past Performance on Projects of Similar Size and Scope	20
4	Experience with CT OSCGR Requirements/Permitting	15
5	Proximity of Lead Design Firm to Project	10
	Available Rating Points per Rating Member	100

VII. Submissions

Two (2) original copies and **one digital copy** (thumb drive or CD) of the Statement of Qualifications shall be submitted to:

Mr. Matthew Montana, Chairperson
c/o Ann Walsh, Clerk of the Public Building Commission
South Windsor Public Schools
1737 Main Street, Room 205
South Windsor, CT, 06074

Note: All qualification packages must be received via mail by the end of business on April 29, 2020. Due to the COVID-19 pandemic, delivery in person will not be permitted. Firms submitting qualification packages must take this into account. Submissions late resulting from postage delays will not be accepted and will be returned via mail.

All inquiries may be submitted to Charles Warrington of Colliers Project Leaders at Charles.warrington@colliers.com or you may call at 860-235-5313.

Appendix "A": Elementary Education Specifications

for

Pleasant Valley Elementary School



South Windsor Public Schools
South Windsor, Connecticut

ELEMENTARY EDUCATIONAL SPECIFICATIONS

for Pleasant Valley Elementary School

Approved by South Windsor Board of Education on October 22, 2019

Educational Specifications Committee:

Dr. Kate Carter, Superintendent of Schools

Chris M. Chemerka, Director of Finance and Operations

Douglas Couture, Director of Technology Systems and Programs

Tiffany Caouette, Principal, Pleasant Valley Elementary School

Patrick Hankard, Director of Facility Operations

Daniel S. Hansen, Educational Consultant

Jessica Kuckel, Director of Special Education and Pupil Services

Kim Sokale, Supervisor of Elementary Special Education

TABLE OF CONTENTS

I.	INTRODUCTION	1
II.	LONG RANGE PLAN/PROJECT RATIONALE	2
III.	THE PROJECT	2
IV.	CAPACITY DATA	3
V.	OVERVIEW OF PROGRAMS	3
VI.	CLASSROOM SPECIFICATIONS	5
VII.	ADMINISTRATION AND SUPPORT FACILITIES	19
VIII.	COMMUNITY USE.....	24
IX.	ENVIRONMENT - SYSTEMS - EQUIPMENT	25
X.	SITE DEVELOPMENT.....	27
	SPACE SUMMARY	28
	INDEX	29

I. INTRODUCTION

On September 12, 2011 the South Windsor Board of Education adopted the *South Windsor Public Schools 2011-2014 Strategic Plan*. Among other initiatives, the plan called for the development of a “long-range elementary facilities plan that promotes a safe, engaging learning environment that is accessible to all students and community members.” Further, it specifically called for a “staggered” construction and referenda approach. In response to the Board of Education’s directive, the superintendent brought forth a formal recommendation regarding such a plan on October 15, 2013. After several sessions of deliberation, the Board of Education unanimously and enthusiastically adopted the “South Windsor Public Schools Elementary Schools Master Plan” on October 29, 2013.

To initiate planning for Phase III of the Elementary Schools Master Plan, South Windsor Board of Education engaged the services of Colliers Project Leaders, Moser Pilon Nelson Architects, and Daniel Hansen, educational consultant and former assistant superintendent, to assist with the creation of these educational specifications. Daniel Hansen met with the following individuals during the development process:

Steven Albrecht, K-12 Educational Technology	Gregory King, Director of Dining Services, Chartwells
Erica Augustyn, Grade 4, Pleasant Valley	Jessica Kuckel, Director of Special Services
Tori Basso, Grade 1, Orchard Hill	Julie Leech, Administrative Secretary, Orchard Hill
Katie Belden, Reading Consultant, Pleasant Valley/Eli Terry	Marisa Lewis, Elementary World Language
Pamela Brennan, STEM, Pleasant Valley	Scott Matchett, Director of Technology Operations and Services
Kelly Burke, Reading Consultant, Philip R. Smith/Orchard Hill	Bill Myers, Vocal Music, Pleasant Valley
Tiffany Caouette, Principal, Pleasant Valley	Katie Nemer, Grade 3, Pleasant Valley
Kate Carter, Superintendent	Karriann Noble, Math Coach/Interventionist, Pleasant Valley
Charlene Callahan, EL Teacher, Pleasant Valley	Natalie O’Brien, Visual Arts, Pleasant Valley
Dawn Campbell, Math Coach/Interventionist, Orchard Hill	Danielle O’Connell, Physical Therapist, Pre-School
Nick Canova, K-12 Art Curriculum Coordinator	Robyn Ongley, K-12 Math Curriculum Specialist
Sara Chamberlain, Administrative Secretary	Nicole Papa, EL Teacher/Coordinator
Elise Clayton, Grade 4, Orchard Hill	Vicki Parent, Kindergarten, Pleasant Valley
Leslie Cohen, Instrumental Music, Pleasant Valley	Nancy Peck, Special Education, Pleasant Valley
Bryan Cosham, Grade 1, Pleasant Valley	Leslie Pendergast, Speech Pathologist, Pre-School
Douglas Couture, Director of Technology Systems and Programs	Nicole Plunske, Special Education, Pre-School
Eileen Crawford, Instr. Music, Philip R. Smith/Pleasant Valley	Bob Smith, Head Custodian, Orchard Hill
Paula Crivello, Speech Pathologist, Pleasant Valley	Kimberly Sokale, PK-5 Special Education Supervisor
Jill Darby, Kindergarten, Pleasant Valley	Karen Stoj, K-12 EL/World Language Curriculum Specialist
Cathy DePorte, Social Worker, Pleasant Valley	Eileen Strom, Administrative Secretary, Pleasant Valley
Tom Dillon, Director of School Safety & Security	Arnica Sullivan, K-12 Science Curriculum Specialist
Lisa Duclos, School Nurse, Pleasant Valley	Elizabeth To, Grade 5, Pleasant Valley
Alicia Farris, Associate Principal, Pleasant Valley	Jennifer Vechinsky, Special Education, Pre-School
Ray Favreau, Director of Parks and Recreation	Jennifer Wilson, Library Media Specialist, Orchard Hill
Lisa Federowicz, Grade 2, Pleasant Valley	Christine Zerella, Kindergarten, Orchard Hill
Jonathan Giordano, Physical Education, Pleasant Valley	
Patrick Hankard, Director of Facility Operations	
Candice Irwin, K-12 Literacy Curriculum Specialist	
Mike Kenyon, Associate Principal, Orchard Hill	

II. LONG RANGE PLAN / PROJECT RATIONALE

South Windsor Public Schools currently has four elementary buildings. These buildings ranged in age from 51 to 63 years old at the time the Master Plan was developed. The Elementary Schools Master Plan provides for school buildings that:

- Create learning environments designed for current instructional strategies;
- Benefit from needed technology upgrades;
- Comply with current building and fire codes;
- Incorporate contemporary design for school safety;
- Utilize modern, efficient heating and cooling systems; and
- Provide accessibility to all by meeting the requirements of the Americans with Disabilities Act.

At its inception, the plan outlined a three-phase approach that would use multiple referenda and staggered construction schedules to address the needs of our aging elementary facilities over ten years. Specifically, the plan included the following overarching components:

- Three-phase approach/staggered referenda
- Operate one fewer elementary school, moving from five (5) schools to four (4)
- 1-2-1 Referenda Schedule
 - Phase One: Address one school in first referendum
 - Phase Two: Address two schools in second referendum
 - Phase Three: Address final school in third referendum

Phase One called for the construction of a new PK-5 school adjacent to the existing Orchard Hill site. Students remained in their existing school during construction. The referendum for Phase One passed in March 2014, construction began in February 2016, and the new school opened in August 2017. The original Orchard Hill Elementary School was repurposed to serve as “swing space” for future phases of the Master Plan. This swing space is currently providing flexibility during Phase Two while the new Philip R. Smith school building is under construction.

At the close of Phase One, Wapping Elementary School closed and its students were redistricted to one of the other four elementary schools. The Wapping School building currently houses the town’s Parks and Recreation Department, Town Building Maintenance and South Windsor High School programs for the foreseeable future.

Phase Two called for the construction of two new K-5 schools, one at the Eli Terry site and one at the Philip R. Smith site. Ultimately, the original Eli Terry school building will be razed to allow for the construction of playgrounds and replacement ball fields. Eli Terry students will remain in the original Eli Terry building while their new school is being built. Philip R. Smith students were relocated to the original Orchard Hill Elementary School building while their school is under construction.

Phase Three calls for the construction of a new PK-5 school at the Pleasant Valley site. Due to the town’s recent purchase of property adjacent to Pleasant Valley, Pleasant Valley students will remain in the original Pleasant Valley building while their new school is under construction. The Preschool program originally located at the new Orchard Hill School (as part of Phase One) was moved to temporary space at the middle school due to an unexpected surge in K-5 enrollment at Orchard Hill. The Preschool program has been added to the design for Phase Three at Pleasant Valley to align with early education programming.

III. THE PROJECT

Objective: To ensure all South Windsor children are able to attend a school that is safe, modern, compliant with current building codes and able to support their educational program; to facilitate completion of the Elementary School Facilities Master Plan by exploring the feasibility of consolidating populations and improving school buildings to support programs that meet the needs of South Windsor students, their families, and the community.

The following project specifications for the new Pleasant Valley Elementary School were developed using data from the population study conducted in November 2018, and updated in August 2019, by Milone & MacBroom (MMI).

MMI has been developing projections that account for recent trends in housing, economics and neighborhood level demographics.

Phase Three

- **School:** **Pleasant Valley Elementary School**
- **Project Type:** State Space Standards for New Construction
 - Total Program Area: 67,525 maximum square feet
 - Total Building Area (*inside face of walls*): 96,464 maximum square feet
 - Total Gross Square Feet (*outside face of walls*): 101,288 maximum square feet
- **Construction Timeline:** Spring 2022 – Summer 2023
 - Pleasant Valley students will remain in their original building during the construction period
- **Design Enrollment:** 806 students* based on updated enrollment projections provided by Milone & MacBroom on September 9, 2019
- **Upon Completion:**
 - Pleasant Valley students and staff will move into the new building in Summer 2023

* Includes 696 K-5 students and 110 PreK students (POP and IPOP)

IV. CAPACITY DATA

As of September 13, 2019, Pleasant Valley Elementary School houses 588 students in grades K - 5. Phase Three calls for the construction of a new PreK - 5 facility that is projected to serve 806 students in grades PK-5. The projected enrollment increase includes the relocation of the Pre-School Outreach Program from Timothy Edwards Middle School (where it is currently housed) to the new Pleasant Valley Elementary School.

V. OVERVIEW OF PROGRAMS

GENERAL EDUCATION

The features of elementary classrooms that have to be considered when housing groups of school children for instructional purposes can be divided into three (3) classifications: (1) Early Childhood - PreK and Full-Day Kindergarten (maximum class size = 24); (2) Early Elementary - grades one and two (maximum class size = 24); and (3) Intermediate - grades three (maximum class size = 24), four and five (maximum class size = 26). The classroom needs of all elementary children will require flexibility of space, portability of furniture and acoustical treatment of environment. This will be accommodated while still providing low height furnishings and more space for group instruction that will range from total class involvement to three or four separate groups doing different activities at the same time. Space should also be provided for students to read, write, research, and study for either individual or small group projects. The learning environment must also accommodate space for multiple adults (specialists) who work with students within the general classroom environment. All instructional classrooms require storage space for items such as classroom libraries, textbooks, reference materials, supplemental books, supplies, science equipment, charts, globes, computers, calculators and audio-visual equipment.

The outside play area for the early elementary and intermediate levels must be extensive and varied to accommodate activities that range from the minimal space demands to larger areas needed to play soccer, kickball, softball, etc. The play area for grades 1-5 should be away from instructional spaces, if possible. Ideally, this play area should be in close proximity to the gymnasium and cafeteria for easy access. The PreK and kindergarten play area should be near early childhood classrooms, depending on the design of the school and proximity to other classrooms.

Our General Education program includes curriculum focused on Art, Music, and Physical Education, STEM and World Languages. Support Services include a Media Center and Technology Support integrated throughout the learning environments. Facilities for these areas need to be specific to each program's purpose yet allow for flexibility of space as with the K-5 classrooms. As the K-5 program requires that students travel to these various program areas periodically during the day, consideration should be given to the student traffic that will result from this academic

arrangement. Student proximity to the library/media center, STEM lab, gymnasium/auditorium, instrumental/general music and art rooms should also be considered.

A platform off of the gymnasium will serve as a stage area for school assemblies, performances and other events. It will be adjacent to the gymnasium and accessible from the main corridor. The platform will be accessible and code compliant with ramp access. Included in the design will be stage draperies and main curtains, as well as adjustable stage and general lighting. An electronically controlled acoustical wall will be installed at the proscenium to allow the space to be used for a variety of small group activities, book fairs, and/or rehearsals on the platform while the gymnasium is in use.

Additional instructional space is necessary to provide support for students, as prescribed in the Scientific Researched Based Intervention (SRBI) requirements of the Connecticut State Department of Education. General Education Support Services is comprised of Reading, Mathematics and English Learner support (EL). Each of these rooms will be centrally located within the classroom area of the building. The reading, math and EL areas will be staffed by the reading consultant, early literacy and math interventionists, EL teachers and supported by various paraprofessionals and tutors. These rooms will be utilized for individual testing, as well as individual and small group instruction.

SPECIAL EDUCATION AND PUPIL SERVICES

Special Education and Pupil Services programs include:

- Early Childhood: Pre-School Outreach Program (POP), Intensive Pre-School Outreach Program (IPOP), PreK O.T./P.T. Resource and PreK Speech/Language
- Early Elementary and Intermediate: Special Education Resource, Occupational/Physical Therapy (OT/PT) Services, and Related Services (Social Work, Psychologist, and Speech/Language).

Classrooms for special education/related service teachers should be able to accommodate small group instruction and assessment. They will need to be of sufficient size to accommodate children who require specialized equipment. Rooms will be used for individual testing, confidential meetings with parents and/or students, individual and small group instruction and counseling, and staff conferences.

SUPPORT SERVICES

MEDIA CENTER

The Library Media Center of an elementary school is a multi-purpose room. It should be bright, colorful, attractive, warm and inviting. It is important that the media center be designed with the student's safety in mind. There should be freestanding 4 ft. high, double-faced shelving allowing one (1) adult to see the entire area. The area must be spacious enough to house an appropriate print and media collection. There should be room for multiple classrooms to use this resource on an independent basis. The room is divided so that most space is used as the public area. A small story corner, a production area for students and teachers, provision for three (3) computer workstations for research and access to online card catalogue as well as a circulation area located near an exit door is also required. The Library Media Center is often used for staff meetings, professional development workshops and PTO meetings.

TECHNOLOGY

A contemporary elementary school must be able to support varied uses of technology. In particular, the school's infrastructure should reflect the latest in wiring and cabling, which would support current technology applications as well as future requirements. Internet access must be readily available throughout the school. Computers should support the full range of educational and operational functions in the school. To that end, it is recommended to invest in sufficient number of iPads (K-1) and Chromebooks (grades 2-5) for all students in lieu of investing in a separate computer lab.

A small video production lab is also required as a multi-media technology studio. This should be within the media center.

Wiring for all classrooms will include network drops and multiple electrical outlets. The entire facility will have wireless connectivity to support the implementation of mobile devices such as laptops, netbooks, and other Internet-ready devices.

VI. CLASSROOM SPECIFICATIONS

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

- Room darkening shades
- Acoustical insulation for soundproofing
- Air conditioning
- ADA compliant building standards
- Wireless/internet access to support at least 30 mobile devices
- Multiple electric outlets
- Sound Field System
- Telephone
- Network-based IP Paging, Alerting & School Bell System

GENERAL EDUCATION PROGRAMS

EARLY CHILDHOOD: FULL-DAY KINDERGARTEN	
SPACE: 1,100 square feet (each) (includes 50 s.f. in-class toilet room)	
NUMBER: Five (5) classrooms (24 student max)	
Toilet	<ul style="list-style-type: none"> • Toilet room with sink within classroom at a level appropriate for children ages 4-6
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate countertops • In-room drinking fountain • Soap and towel dispenser
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Built-in storage for student devices • Storage areas • Counters under windows where possible
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet • Additional instructional storage closet in corridor to be shared by Grades K-1
Student Storage	<ul style="list-style-type: none"> • Coat and personal storage area for twenty-four (24) students located within the classroom
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and large area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Multiple 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 (flexible/adaptable work stations)
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair (possibly built in to counter area to save space)
Other Furniture	<ul style="list-style-type: none"> • n/a
Special Needs/Equipment	<ul style="list-style-type: none"> • n/a
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive Projector • AV Switcher Control System
Computers (each)	<ul style="list-style-type: none"> • Sufficient iPads for each student • One (1) teacher computer

EARLY ELEMENTARY – GRADES ONE AND TWO**SPACE:** 940 square feet (each classroom) (includes 50 s.f. in-class toilet room)**NUMBER:** Eleven (11) classrooms (24 student max)

Toilet	<ul style="list-style-type: none"> • Toilet room with sink within classroom at a level appropriate for children ages 6-8
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counters • In-room drinking fountain • Soap and towel dispenser
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Built-in storage for student devices • Storage areas • Counter space for display
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet • Additional instructional storage closet in corridor to be shared by Grades K-1 and Grades 2-3
Student Storage	<ul style="list-style-type: none"> • Coat and personal storage areas are located in the corridors for up to twenty-four (24) students per classroom (one non-locking locker to be shared by two students)
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"> • Two (2) kidney-shaped tables • Student chairs/desks/tables to accommodate up to twenty-four (24) students
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair, possibly built in to counter area to save space
Other Furniture	<ul style="list-style-type: none"> • n/a
Special Needs/Equipment	<ul style="list-style-type: none"> • n/a
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive Projector • AV Switcher Control System
Computers (each)	<ul style="list-style-type: none"> • Grade 1: Sufficient iPads for each student • Grade 2: Sufficient Chromebooks for each student • One (1) teacher computer

INTERMEDIATE – GRADES THREE, FOUR AND FIVE**SPACE:** 890 square feet (each)**NUMBER:** Seventeen (17) classrooms (Grade 3 = 24 student max; Grades 4 and 5 = 26 student max)

Toilet	<ul style="list-style-type: none"> • Toilet facilities located in close proximity to classrooms
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter • In-room water fountain • Soap and towel dispenser
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Built-in storage for student devices • Storage areas • Counter space for display
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet • Additional instructional storage closet in corridor to be shared by Grades 2-3 and 4-5

INTERMEDIATE – GRADES THREE, FOUR AND FIVE	
Student Storage	<ul style="list-style-type: none"> • Coat and personal storage areas are located in the corridors for up to twenty-six (26) students per classroom (one (non-locking) locker per student; double stacked)
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 • Multiple Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Kidney shaped table and appropriate student seating for twenty-six (26)
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair, possibly built in to counters to save space
Other Furniture	<ul style="list-style-type: none"> • n/a
Special Needs/Equipment	<ul style="list-style-type: none"> • n/a
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive Projector • AV Switcher Control System
Computers (each)	<ul style="list-style-type: none"> • Sufficient Chromebooks for each student • One (1) teacher computer

VISUAL ARTS	
SPACE: 1,450 square feet (includes 350 s.f. for kiln room and storage with window into classroom)	
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) student accessible sink all in same location (reachable height for primary students) • Paint-resistant countertops • In-room drinking fountain away from cleaning sinks
Access	<ul style="list-style-type: none"> • Within academic wing, if possible
Classroom Storage	<ul style="list-style-type: none"> • Lockable closets • Easily accessible cabinets and shelves • Draftsman paper drawers to store art prints • Vertical file tub-storage cabinets with locks • Two (2) kitchen-type mobile carts with shelves
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"> • Space to store student work in progress; one area per classroom
Lighting	<ul style="list-style-type: none"> • North facing classroom, preferable
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Display	<ul style="list-style-type: none"> • Fully locked, recessed showcase on room's corridor wall • Whiteboard • Multiple Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Twenty six (26) chairs
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair, possibly built in to counters to save space
Other Furniture	<ul style="list-style-type: none"> • Butcher block work tables (rectangular)
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 arts area) • Four (4) sturdy wooden adjustable painting easels • Two (2) large rolling waste barrels • Eyewash station
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive Projector • AV Switcher Control System

VISUAL ARTS	
Computers (each)	<ul style="list-style-type: none"> • One (1) teacher computer • Full color printer
GENERAL AND INSTRUMENTAL MUSIC	
SPACE:	<p>1,000 square feet for General Music</p> <p>1,000 square feet for Instrumental Music (including instrument storage)</p>
NUMBER:	One (1) room for General Music (K – 5), and one (1) room for gr. 4-5 Instrumental Music
Toilet	<ul style="list-style-type: none"> • n/a
Sinks	<ul style="list-style-type: none"> • Large sink in Instrumental Music room to submerge brass instruments for cleaning • Small sink/fountain area in General Music room • In-room drinking fountain
Access	<ul style="list-style-type: none"> • In proximity to gymnasium and platform (stage) • Instrumental room ideally located near bus entrance for easy drop off/pick up of instruments
Classroom Storage	<ul style="list-style-type: none"> • Music cabinets for sheet music storage (each room) • Built-in bookcase (16" x 15') • Storage for Orff instruments for general music classroom
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe in each space • One (1) lockable four-drawer filing cabinet
Student Storage	<ul style="list-style-type: none"> • Built-in lockable storage for instruments (low built-in cubbies at instrumental music room entrance)
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Carpet
Display	<ul style="list-style-type: none"> • Two 8 ft. whiteboards, one with permanent musical staff lines (each room)
Student Furniture	<ul style="list-style-type: none"> • Eighty (80) stackable chairs for instrumental room
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair, possibly built in to counters to save space
Other Furniture	<ul style="list-style-type: none"> • Eighty (80) music stands for instrumental room • Three (3) conductor's stands • Large Move and Store cart for music stands
Special Accommodations	<ul style="list-style-type: none"> • Sound deadening/sound proof walls • Acoustical divider built between platform and gymnasium • Small sound-proof practice room within instrumental classroom with large window • Full-length mirror (Mylar) in instrumental room • Instrumental lessons and large group ensembles require 48" of space per student
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive Projector • AV Switcher Control System
Computers (each)	<ul style="list-style-type: none"> • One (1) teacher computer • Two (2) student computers (SMART Music) in instrumental room

PHYSICAL EDUCATION	
SPACE:	Gymnasium: 6,000 square feet PE Office/Storage: 870 square feet (includes 140 s.f. office, 120 s.f. Whittle equipment storage, and 610 chair and equipment storage) Platform/Stage: 900 square feet
Toilet	<ul style="list-style-type: none"> • n/a
Sinks	<ul style="list-style-type: none"> • Recessed drinking fountains located inside gymnasium
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 (separate storage from PE equipment) • 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); a roll-up exterior access door is desired • Six (6) shelving units (48"x18"x72") inside storage facility
Lighting	<ul style="list-style-type: none"> • Lighting with safety cages or equivalent
Flooring	<ul style="list-style-type: none"> • Synthetic rubberized "poured in place" surface • 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 platform • Two (2) main and four (4) side baskets for basketball (all adjustable for height and electronically 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) • Two (2) sections of portable risers for use with the gymnasium platform (one on the gymnasium floor, and one on the platform) • Electric retractable bleacher seating, five (5) rows • Movable cart for storage/equipment • Two (2) AED with audible alarm box will be installed, one (1) in the public access hallway outside nurse's office, and one (1) outside the gymnasium
Classroom Technology	<ul style="list-style-type: none"> • Portable Smart Board • Cart with projector/retractable screen for classroom instruction • One (1) teacher computer

SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS (STEM) LAB	
SPACE:	1,200 square feet
Toilet	<ul style="list-style-type: none"> • n/a
Sinks	<ul style="list-style-type: none"> • Three (3) stainless steel sinks with laminate counter tops • In-room drinking fountain • Soap and towel dispensers
Access	<ul style="list-style-type: none"> • In close proximity to general education classrooms

SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS (STEM) LAB	
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases with both open and closed storage • Built-in storage for student devices • 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 • Two (2) lockable four-drawer filing cabinets
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"> • Fully locked recessed showcases on room's corridor wall • Multiple Bulletin Boards • Counter space for display
Student Furniture	<ul style="list-style-type: none"> • Age-appropriate student furniture (26 students)
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • Thirteen (13) movable laboratory tables with grommets and integral wire management tray
Special Accommodations	<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 Projector • AV Switcher Control System • Printer • Scanner
Computers	<ul style="list-style-type: none"> • One class set (26) of student iPads with charging station • One 3-D printer • One (1) teacher computer

LIBRARY MEDIA CENTER	
SPACE: 2,750 square feet (includes 200 s.f. office for media staff and 200 s.f. work room with copier)	
Sinks	<ul style="list-style-type: none"> • Sink in media center workroom
Access	<ul style="list-style-type: none"> • Centrally located in the school • Access to outdoor garden area is desirable • Close proximity to STEM is desirable
Storage	<ul style="list-style-type: none"> • Audio-visual storage cabinets • Over-size vertical filing cabinet • Storage for teacher resources and professional development materials
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
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards • Well-placed and secure space for displays and promotional materials
Student Furniture	<ul style="list-style-type: none"> • Tables and chairs with sleigh legs; easy to reconfigure • Computer furniture/workstations for three (3) student computers
Teacher Furniture	<ul style="list-style-type: none"> • Two (2) teacher desks/chairs
Other Furniture	<ul style="list-style-type: none"> • 48-inch movable free standing, double-faced shelving for student print materials • Two (2) adult visitors chairs • Comfortable lounge style seating – adult and student

LIBRARY MEDIA CENTER	
Space Considerations	<ul style="list-style-type: none"> • Circulation desk at appropriate height for primary students • Small tiered story corner • Student production space • Area for independent study (for approximately 50 students) • Informal seating or an informal area with comfortable chairs • A stack area to accommodate student print materials
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive Projector • AV Switcher Control System • Sufficient outlets to support all technology
Computers (each)	<ul style="list-style-type: none"> • Three (3) student computers • Two (2) teacher computers

MEDIA CENTER - VIDEO PRODUCTION LAB	
SPACE: 100 square feet (within Library Media Center)	
Sinks	<ul style="list-style-type: none"> • n/a
Access	<ul style="list-style-type: none"> • Within the Media Center
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Board
Student Furniture	<ul style="list-style-type: none"> • n/a
Teacher Furniture	<ul style="list-style-type: none"> • Teacher work station
Classroom Technology	<ul style="list-style-type: none"> • Interactive Projector • AV Switcher Control System • Video backdrop screen • Amplifier • Ceiling Mounted Speakers • Video Conferencing Unit - codec, camera, microphones • Camera for announcements
Computers (each)	<ul style="list-style-type: none"> • One (1) teacher computer

WORLD LANGUAGE	
SPACE: 150 square feet office	
Access	<ul style="list-style-type: none"> • In close proximity to general education classrooms
Teacher Storage	<ul style="list-style-type: none"> • One (1) lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet • Bookcases to store instructional materials • Space for one (1) travel cart
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 Board
Teacher Furniture	<ul style="list-style-type: none"> • One (1) teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • One (1) travel cart to transport instructional supplies to classrooms
Computers	<ul style="list-style-type: none"> • One (1) teacher computer

ENGLISH LEARNER PROGRAM	
SPACE: 890 square feet with ability to divide into two distinct spaces	
NUMBER: One (1) room divided with partition	
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counters • In-room drinking fountain • Soap and towel dispenser
Access	<ul style="list-style-type: none"> • In close proximity to primary education classrooms
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • A supply closet with shelving installed in each room • Wall length counter top with wall storage cabinets and electrical strips • Counters under windows where possible
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 and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Board
Student Furniture	<ul style="list-style-type: none"> • Two (2) kidney-shaped tables • Ten (10) student chairs
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • Visitor's chair
Special Needs/Equipment	<ul style="list-style-type: none"> • n/a
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive Projector • AV Switcher Control System
Computers	<ul style="list-style-type: none"> • Five (5) student computers • One (1) teacher computer

MATH GENERAL EDUCATION INTERVENTION SERVICES	
SPACE: 400 square feet, space to accommodate 2-3 adults working with small groups	
NUMBER: One (1) room	
Sinks	<ul style="list-style-type: none"> • n/a
Access	<ul style="list-style-type: none"> • In close proximity to primary education classrooms
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • A supply closet with shelving installed in each room • Wall length counter top with wall storage cabinets and electrical strips • Counters under windows where possible
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 and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Board
Student Furniture	<ul style="list-style-type: none"> • Two (2) kidney-shaped tables • Ten (10) student chairs
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • Visitor's chair
Special Needs/Equipment	<ul style="list-style-type: none"> • n/a

MATH GENERAL EDUCATION INTERVENTION SERVICES	
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive Projector • AV Switcher Control System
Computers	<ul style="list-style-type: none"> • Five (5) student computers • One (1) teacher computer

READING GENERAL EDUCATION INTERVENTION SERVICES	
SPACE: 890 square feet for one (1) Reading Intervention classroom (including a small private office area) to accommodate 3-4 adults working with small groups	
NUMBER: One (1) room	
Sinks	<ul style="list-style-type: none"> • n/a
Access	<ul style="list-style-type: none"> • In close proximity to primary education classrooms
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • A supply closet with shelving installed in each room • Wall length counter top with wall storage cabinets and electrical strips • Counters under windows where possible • Separate K-2 and 3-5 book closet located in primary/intermediate hallways
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 and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Board
Student Furniture	<ul style="list-style-type: none"> • Two (2) kidney-shaped tables • Ten (10) student chairs
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • Visitor's chair
Special Needs/Equipment	<ul style="list-style-type: none"> • n/a
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive Projector • AV Switcher Control System
Computers	<ul style="list-style-type: none"> • Five (5) student computers • One (1) teacher computer

ASSESSMENT ROOMS	
SPACE: 100 square feet	
NUMBER: Two (2) rooms (one for K-2; one for 3-5)	
Sinks	<ul style="list-style-type: none"> • n/a
Access	<ul style="list-style-type: none"> • n/a
Classroom Storage	<ul style="list-style-type: none"> • n/a
Teacher Storage	<ul style="list-style-type: none"> • n/a
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Carpet
Display	<ul style="list-style-type: none"> • n/a
Student Furniture	<ul style="list-style-type: none"> • One (1) kidney-shaped table • One (1) student chair
Teacher Furniture	<ul style="list-style-type: none"> • Teacher chair
Other Furniture	<ul style="list-style-type: none"> • n/a

ASSESSMENT ROOMS	
Special Needs/Equipment	• n/a
Classroom Technology	• n/a
Computers	• n/a

SPECIAL EDUCATION AND PUPIL SERVICES PROGRAMS

SPECIAL EDUCATION RESOURCE	
SPACE 350 square feet (each)	
NUMBER: Three (3) classrooms	
Toilet	• n/a
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter • In-room drinking fountain • Soap and towel dispenser
Access	<ul style="list-style-type: none"> • Close proximity to general education classrooms • Close proximity to related services (SW/Psych/SLP) preferred
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Storage areas • Counters under windows where possible
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet
Student Storage	• n/a
Lighting	• Soft color, dimmable lighting
Flooring	• Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Board
Student Furniture	• Student tables/chairs (adjustable/movable)
Teacher Furniture	• Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • Adult visitor's chair • Activity Groups: Two (2) kidney-shaped tables with six (6) chairs (each)
Special Needs/Equipment	• n/a
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive Projector • AV Switcher Control System
Computers (each)	<ul style="list-style-type: none"> • One (1) teacher computer • Four (4) student computers

K-5 O.T./P.T. RESOURCE	
SPACE: 500 square feet	
NUMBER: One (1) room (shared by two (2) staff)	
Toilet	• n/a
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counters • In-room drinking fountain • Soap and towel dispenser
Access	• n/a

K-5 O.T./P.T. RESOURCE	
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, large-drawer storage • Open shelving and counter area • Counters under windows where possible
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • Two (2) lockable built-in four-drawer filing cabinets
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable 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"> • Small tables with student chairs
Teacher Furniture	<ul style="list-style-type: none"> • Two (2) Teacher Desk/Chair work stations
Other Furniture	<ul style="list-style-type: none"> • Adult visitor chairs
Special Needs/Equipment	<ul style="list-style-type: none"> • Trampoline, Balance Beam, Swing, Stairs, Floor Mats • Area for gross motor activities
Classroom Technology	<ul style="list-style-type: none"> • n/a
Computers (each)	<ul style="list-style-type: none"> • Two (2) teacher computers

K-5 RELATED SERVICES – SOCIAL WORKER/PSYCHOLOGIST/SPEECH	
SPACE: 700 square feet (total), divided into three (3) spaces	
NUMBER: Three (3) offices, one each for Social Worker, Psychologist and K-5 Speech/Language Pathologist	
Toilet	<ul style="list-style-type: none"> • n/a
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with soap and towel dispenser (common area)
Access	<ul style="list-style-type: none"> • Close proximity to the main office and/or special education resource rooms • Consider these offices as a suite with common area
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 (common area) • Laminate counters and shelving (common area)
Lighting	<ul style="list-style-type: none"> • n/a
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Board
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair (each office)
Other Furniture	<ul style="list-style-type: none"> • Two (2) adult chairs (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) • Two-way observation mirror (location to be determined based on office layout)
Classroom Technology	<ul style="list-style-type: none"> • n/a
Computers	<ul style="list-style-type: none"> • One (1) teacher computer (each office)

SPECIAL EDUCATION CLERK'S OFFICE	
SPACE: 100 square feet	
Access/Location	<ul style="list-style-type: none"> • Close proximity to Main Office and/or Related Services Suite
Storage	<ul style="list-style-type: none"> • Two (2) fire rated four-drawer lockable filing cabinets • Base and wall cabinets with counter space for storage
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting

SPECIAL EDUCATION CLERK'S OFFICE	
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Office Furniture	<ul style="list-style-type: none"> • Secretarial workstation • Secretarial chair • Visitor's seating
Other Accommodations	<ul style="list-style-type: none"> • n/a
Technology	<ul style="list-style-type: none"> • n/a
Computers	<ul style="list-style-type: none"> • One (1) computer

PRE-SCHOOL OUTREACH PROGRAMS – POP and IPOP

Based on current enrollment projections of 110 students, four classrooms of the Pre-school Outreach Program (POP) and two classrooms for the Intensive Pre-school Outreach Program (IPOP) will be required to meet the needs of special education students. By design, and to meet the legal requirements for inclusive education, the classes include eligible students with special needs and at least equal numbers of typical same age peers. Like kindergarten children, these children will spend a lot of time sitting on the floor for activities. All of the furnishings, toilet and sinks should be at a level appropriate for children aged three to five. Snacks are served as part of the daily routine. These classrooms should have space to accommodate gross and fine motor activities as well as lessons and an area for the children to sit together as a group. The classroom needs to have ample space to accommodate up to 20 children, 5 adults and students who use wheelchairs, standers or other adapted equipment.

PRE-SCHOOL OUTREACH PROGRAM (POP)	
SPACE: 1,100 square feet (each) (includes 50 s.f. in-class toilet room)	
NUMBER: Four (4) classrooms	
Toilet	<ul style="list-style-type: none"> • Separate toilet room within classroom for ages 3-5 with shelves and extra storage space
Sinks	<ul style="list-style-type: none"> • Three (3) stainless steel sinks with laminate counters (one adult, two children) • In-room drinking fountain • Soap and towel dispenser
Access	<ul style="list-style-type: none"> • Close proximity to IPOP classrooms
Classroom Storage	<ul style="list-style-type: none"> • Storage area for large equipment (adaptive chairs, prone standers, supine standers, walkers, gait trainers, therapy balls, etc.). • Built-in bookcases • Storage areas • Counters under windows where appropriate • Large drawer storage (posters, large books, etc.)
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 cubby storage for eighteen (18) students
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Carpet with vinyl tile near sink and toilet area
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • PreK tables and chairs • Computer workstations
Teacher Furniture	<ul style="list-style-type: none"> • Teacher Desk/Chair
Other Furniture	<ul style="list-style-type: none"> • Center Instruction: three (3) small tables with four (4) chairs each • Activity Groups: one (1) kidney-shaped table with six (6) chairs • Whole Group Instruction: four (4) rectangular tables with twenty (20) chairs
Special Needs/Equipment	<ul style="list-style-type: none"> • Block carts • Easel • Play equipment for centers • Full-length mirror (Mylar)

PRE-SCHOOL OUTREACH PROGRAM (POP)	
Space Considerations	<ul style="list-style-type: none"> • n/a
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive Projector • AV Switcher Control System
Computers (each)	<ul style="list-style-type: none"> • One (1) teacher computer • One (1) stationary adult computer • Five (5) student iPads

INTENSIVE PRE-SCHOOL OUTREACH PROGRAM (IPOP)	
SPACE: 1,000 square feet (each) (includes 50 s.f. in-class toilet room)	
NUMBER: Two (2) rooms	
Toilet	<ul style="list-style-type: none"> • Toilet room within classroom at a level appropriate for children ages 3-5 with space for a changing table, storage and countertop
Sinks	<ul style="list-style-type: none"> • Two (2) stainless steel sinks with laminate countertops (one adult, one student) • In-room drinking fountain • Soap and towel dispenser
Access	<ul style="list-style-type: none"> • In the vicinity of PreK OT/PT classroom
Classroom Storage	<ul style="list-style-type: none"> • Storage area for large equipment (adaptive chairs, prone standers, supine standers, walkers, gait trainers, therapy balls, etc.). • Built-in bookcases • Storage areas • Cabinets with large drawers • Counters under windows where appropriate • Storage area for diapers, wipes, extra clothes
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobes for eight (8) staff • Two (2) lockable four-drawer filing cabinets
Student Storage	<ul style="list-style-type: none"> • Coat and cubby storage for fifteen (15) students
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Carpet with vinyl tile near sink and toilet area
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • PreK pupil tables/chairs
Teacher Furniture	<ul style="list-style-type: none"> • Teacher Desk/Chair
Other Furniture	<ul style="list-style-type: none"> • Center Instruction: Three (3) small tables with four (4) chairs • Activity Groups: Two (2) kidney-shaped tables with six (6) chairs • Adult visitor's chair
Special Needs/Equipment	<ul style="list-style-type: none"> • 60" flexible dividers, able to configure the room into six (6) separate areas • Staff work area (for teachers, aides, conferences) • Dishwashing and food preparation area with microwave, sink and small refrigerator and food storage • Easel for "Big Books" and large posters • Full-length mirror (Mylar) • Play equipment for centers
Space Considerations	<ul style="list-style-type: none"> • n/a
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive Projector • AV Switcher Control System
Computers (each)	<ul style="list-style-type: none"> • One (1) teacher computer • Six (6) student iPads per classroom

PRE-K O.T. / P.T. RESOURCE	
SPACE: 400 square feet	
NUMBER: One (1) room	
Toilet	• n/a
Sinks	• n/a
Access	• Adjacent to POP/IPOP areas and PreK parent drop-off area
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, large-drawer storage • 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	• n/a
Lighting	• Soft color, dimmable lighting
Flooring	• Carpeted
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Board
Student Furniture	• Pupil tables and chairs (adjustable - movable)
Teacher Furniture	• One (1) teacher desk/chair (each)
Other Furniture	<ul style="list-style-type: none"> • Activity Groups: One (1) small table with four (4) chairs (each office) • One (1) adult size visitor's chair (each office)
Special Needs/Equipment	<ul style="list-style-type: none"> • Full length mirror (Mylar) • Play equipment for centers
Classroom Technology	• n/a
Computers (each)	• One (1) teacher computer

PRE-K SPEECH LANGUAGE	
SPACE: 250 square feet (each)	
NUMBER: Two (2) rooms	
Toilet	• n/a
Sinks	• n/a
Access	• Adjacent to PreK OT/PT areas and PreK parent drop-off area
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 built-in four-drawer filing cabinet
Student Storage	• n/a
Lighting	• Soft color, dimmable lighting
Flooring	• Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Board
Student Furniture	• Pupil tables and chairs (adjustable and movable)
Teacher Furniture	• Teacher Desk/Chair
Other Furniture	<ul style="list-style-type: none"> • Activity Groups: One (1) kidney-shaped table with six (6) chairs • Adult size visitor's chair • Play equipment for centers • Full length mirror (Mylar)

PRE-K SPEECH LANGUAGE	
Special Needs/Equipment	• n/a
Classroom Technology	• n/a
Computers (each)	• One (1) teacher computer

VII. ADMINISTRATION AND SUPPORT FACILITIES

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

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

PRINCIPAL'S OFFICE	
SPACE: 225 square feet	
Access/Location	• Close proximity to secretary's work station and conference room
Storage	• One (1) large wall unit bookcase • Lockable lateral files
Lighting	• Soft color, dimmable lighting
Flooring	• Wall to wall carpeting
Office Furniture	• Desk/Chair • Small conference table • Visitor's seating for six (6)
Other Accommodations	• Bulletin board
Technology	• Polycom telephone • Building security system monitor • Wall mounted digital display • Security "panic" button with dedicated phone line
Computers	• One (1) computer

ASSOCIATE PRINCIPAL'S OFFICE	
SPACE: 190 square feet	
Access/Location	• Adjacent to Principal's office • In close proximity to Conference Room
Storage	• One (1) large wall unit bookcase • Lockable lateral files
Lighting	• Soft color, dimmable lighting
Flooring	• Wall to wall carpeting
Office Furniture	• Desk/Chair • Visitor's seating
Other Accommodations	• Whiteboard • Bulletin board
Technology	• Polycom telephone • Security "panic" button with dedicated phone line
Computers (each)	• One (1) computer

MAIN OFFICE (SECRETARIAL AREA)	
SPACE: 900 square feet	
Access/Location	<ul style="list-style-type: none"> • Adjacent to principal's office • Main hallway wall should have multiple windows, and the Main Office should be able to view main entranceway of school and bus traffic • Connecting door between office and health suite • Staff lavatories should be adjacent to office • Access to teacher/PTO workroom should be from hallway, not through main office
Storage	<ul style="list-style-type: none"> • Safe • Staff mailboxes • Base and wall cabinets with counter space • Storage for general supplies • Locked fireproof storage for confidential student 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"> • Secretarial workstations (2) • Secretarial chairs (2) • Additional work table/counter area • Visitor's seating
Other Accommodations	<ul style="list-style-type: none"> • Bulletin boards • Closet for coats • PTO storage closet
Technology	<ul style="list-style-type: none"> • Network copier/fax machine • Building security system monitor (secretary/clerk) • Security "panic" button with dedicated phone line (secretary/clerk) • Parent access Kiosk computer
Computers	<ul style="list-style-type: none"> • Two (2) computers

CONFERENCE ROOMS	
SPACE: 200 square feet	
NUMBER: Two (2) rooms	
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 board
Technology	<ul style="list-style-type: none"> • Polycom telephone • Interactive Projector • AV Switcher Control System
Computers (each)	<ul style="list-style-type: none"> • One (1) computer

HEALTH SERVICES	
SPACE: 750 square feet to be shared by two (2) nurses	
Toilet	<ul style="list-style-type: none"> • Oversized accessible toilet room with changing table
Sink	<ul style="list-style-type: none"> • Sink with foot pedal controls (outside the toilet room) • Sink with eye wash
Access/Location	<ul style="list-style-type: none"> • Access to main office for assistance during times of emergency • Access through main corridor • Access to windows for ventilation (fresh air)
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, is not required to be double locked) • Three (3) four-drawer lockable filing cabinets • Closet and extra storage for materials • Refrigerator
Office Furniture	<ul style="list-style-type: none"> • Bookcase • Table for testing/conferences (private) • Four (4) student chairs for waiting area within view of nurse work station
Space Considerations	<ul style="list-style-type: none"> • Recovery area with 3 cots with privacy curtains • One (1) nurse's space where nurse can speak privately with students/parents • Examination room • 25-ft space to conduct vision screenings • Waiting area for students
Medical Equipment	<ul style="list-style-type: none"> • Wheelchair/evacuation chair • Rolling cart (portable emergency cart) • Examination table
Other Accommodations	<ul style="list-style-type: none"> • Two (2) AED with audible alarm box will be installed, one (1) in the public access hallway outside nurse's office, and one (1) outside the gymnasium • Refrigerator with separate freezer compartment
Technology	<ul style="list-style-type: none"> • Two (2) telephones with direct access to an outside line • Fax machine
Computers (each)	<ul style="list-style-type: none"> • Two (2) computers (one for each nurse)

TEACHER WORKROOM	
SPACE: 440 square feet	
Toilet	<ul style="list-style-type: none"> • n/a
Sink	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter tops • Soap and towel dispenser
Access/Location	<ul style="list-style-type: none"> • Close proximity to Main Office area yet with separate entrance from hallway
Lighting	<ul style="list-style-type: none"> • n/a
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Storage	<ul style="list-style-type: none"> • Shelving • Locked cabinet • Separate PTO storage
Furniture	<ul style="list-style-type: none"> • Table and six (6) chairs
Other Accommodations	<ul style="list-style-type: none"> • Die press (letter cutting machine) • Laminating machine • General office supplies
Technology	<ul style="list-style-type: none"> • Network copier/fax machine/scanner
Computers	<ul style="list-style-type: none"> • One (1) teacher computer

FOOD SERVICES – CAFETERIA	
SPACE: 2,750 square feet	
Toilet	<ul style="list-style-type: none"> • n/a
Sink	<ul style="list-style-type: none"> • Bay sink with foot pedal for hand washing and Purell stations for students
Access/Location	<ul style="list-style-type: none"> • Adjacent to full kitchen and serving area • Exits to outdoors • Close proximity to playground and fields
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Resilient smooth rubber flooring
Storage	<ul style="list-style-type: none"> • Storage room to accommodate tables/benches and chairs
Furniture	<ul style="list-style-type: none"> • Folding roll-away tables/benches, long type with built-in seating, to accommodate approximately 130 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
Computers	<ul style="list-style-type: none"> • n/a

FOOD SERVICES – KITCHEN	
SPACE: 1,350 square feet – Kitchen 150 square feet – Food Manager’s Office	
Toilet	<ul style="list-style-type: none"> • Locker room for five (5) with adjacent unisex toilet room
Sink	<ul style="list-style-type: none"> • One (1) three bay sink with drain board and garbage disposal • One (1) double well stainless steel produce sink • One (1) triple well stainless steel pot wash sink • Three (3) hand sinks with soap and towel dispensers
Access/Location	<ul style="list-style-type: none"> • In close proximity to Gymnasium
Lighting	<ul style="list-style-type: none"> • Task lighting over preparation areas
Flooring	<ul style="list-style-type: none"> • Epoxy flooring
Storage	<ul style="list-style-type: none"> • Safe • Two (2) stainless steel utility carts, three shelves, #300/400 capacity • Two (2) bun/sheet pan racks • One (1) stainless steel cart for tray storage, ADA accessible • Adequate space for annual supplies
Furniture	<ul style="list-style-type: none"> • Teacher desk/chair • Visitor’s chair
Space Considerations	<ul style="list-style-type: none"> • Large walk-in storeroom with heavy-duty wire mesh chrome-mate shelving on casters • Dishwasher room with necessary utilities (racks and tray carts) • Two (2) serving lines with built-in hot and cold units • Can washing area (outside, near dock – custodial)

FOOD SERVICES – KITCHEN	
Food Services Equipment	<ul style="list-style-type: none"> • One (1) double steamer, pressure-less • One (1) commercial microwave oven • Two (2) double convection ovens with stand: single one-over-one unit • One (1) food processor (Robo Coupe) • Walk-in freezer, minimum 100 square ft. with shelving • Walk-in refrigerator, minimum 100 square ft. with shelving • One (1) pass-thru refrigerator near serving line • One (1) pass-thru freezer near serving line • Steam table with five (5) wells • Cold well in serving line for fruits, vegetables and salads • Two (2) preparation tables (stainless steel) • One (1) baking center with table, baking rack with refrigerator underneath • Milk cooler • Ice cream freezer • Exhaust fans (ventilation) for ovens, skillet, stove, etc. • Exhaust fans (ventilation) in washroom and pantry areas
Technology	<ul style="list-style-type: none"> • Two (2) cash registers and stands (point of sale system) [Note: located behind drop-down wall/security gate] • One (1) computer (Food Services Office)

FACULTY LOUNGE	
SPACE: 600 square feet	
Toilet	<ul style="list-style-type: none"> • Faculty toilets adjacent to faculty lounge
Sink	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter • Soap and towel dispenser
Access/Location	<ul style="list-style-type: none"> • Close proximity to the major instructional section of the school
Lighting	<ul style="list-style-type: none"> • Provide windows and maximize natural light
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and carpeting
Storage	<ul style="list-style-type: none"> • Built-in upper and lower cabinets
Furniture	<ul style="list-style-type: none"> • Soft seating • Tables and seating for fifteen (15) people
Equipment	<ul style="list-style-type: none"> • Microwave oven • Refrigerator • Coffee maker
Technology	<ul style="list-style-type: none"> • n/a
Computers	<ul style="list-style-type: none"> • n/a

CUSTODIAL OFFICE	
SPACE: 150 square feet	
Toilet	<ul style="list-style-type: none"> • Locker room for four (4) with adjacent unisex toilet room
Access/Location	<ul style="list-style-type: none"> • In close proximity to Cafeteria
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Storage	<ul style="list-style-type: none"> • Locked cabinet
Furniture	<ul style="list-style-type: none"> • Desk/Chair • Three (3) adult chairs
Equipment	<ul style="list-style-type: none"> • n/a
Computers	<ul style="list-style-type: none"> • One (1) computer

STORAGE
SPACE: 500 square feet – Instructional Storage 700 square feet – General Storage

VIII. COMMUNITY USE

All of our schools are used by the community. Some of the groups that regularly use the facilities include:

- South Windsor Parks and Recreation Department
- Scouting organizations
- Civic organizations
- Municipal boards and groups
- Adult Education
- PTO
- Registrar of Voters
- Religious education classes

IX. ENVIRONMENT – SYSTEMS – EQUIPMENT

SYSTEM	SPECIFICATIONS
Building Systems	<ul style="list-style-type: none"> • The building systems incorporated into the new construction will be designed in accordance with Connecticut High Performance Building standards, equivalent in performance to a LEED Silver rating.
Heating/Cooling (HVAC) System	<ul style="list-style-type: none"> • Heating and cooling should be produced with natural gas with a boiler for heating and roof top DX cooling. • All spaces are to receive air conditioning, but only those areas with summertime use will have the systems running year-round; all other areas will have systems set to dehumidification only during summer months. • In-line water heaters for domestic hot water shall be provided during non-heating season usage. • Use in-slab hydronic heat delivery at the lower levels for PreK and Kindergarten classrooms. • Energy recovery units, VFD fan systems and pumps to be utilized in the design. • Perimeter heating will be provided by fin tube radiation and the possible use of ceiling mounted radiant panels, cooled by a VAV system with each room served by a dedicated VAV box and hydronic reheat coil. • The use of “chill beams” will be considered for general heating and cooling. Designer to provide additional information on chill beam systems to Owner. • The gymnasium/auditorium and cafeteria will be served by separate variable speed air handlers. Air handlers shall include a hot water heating coil and DX cooling coils.
Climate Controls/Ventilation System	<ul style="list-style-type: none"> • The building will be designed with Direct Digital Control (DDC) systems (Invensys), centrally tied into the School Facilities Department via Graphical User Interface. • Spaces should have independent, on demand heating, cooling and ventilation control for operational efficiency. • Each classroom will be provided with a temperature sensor and carbon dioxide sensor. The carbon dioxide sensor is an energy saving device. By sensing the carbon dioxide within the room, the outside air intake is adjusted, reducing the amount of outside air being heated or cooled, resulting in less energy used. • Climate controls/ventilation systems need to meet current codes and standards.
Lighting System	<ul style="list-style-type: none"> • Efficient and appropriate natural lighting will be maximized within the facility as appropriate for the programmatic use of the spaces. • Motion sensors and dual switching will be installed in classrooms. • The use of L.E.D. lights throughout, with exceptions in specialty areas. • Attention should be given to security lighting for both interior and exterior of the building. • The use of light shelves and light sensors for natural light to reduce electrical load shall be considered in locations where possible.
Electrical (Power) System	<ul style="list-style-type: none"> • Power to be provided by local utility company. • Distribution will include customer metering. • Emergency (whole building) generator to accommodate Life Safety needs. • Future solar roof mounted infrastructure should be provided

SYSTEM	SPECIFICATIONS
Technology	<ul style="list-style-type: none"> • There shall be a combined voice/data system with “VOIP” (Voice Over Internet Protocol) design. • The school shall have interactive projectors with media controlled both locally from the teacher’s station and with a centralized media system at the head end. • Head equipment to be housed in an MDF with 24 hour environmental control. • Horizontal cabling shall be Category 6e or contemporary equivalent. • Cable shall be run in corridors to support horizontal cable structure. • Fiber back bone between the MDF and IDF rooms shall be multi-mode type (10GB minimum). • Fiber optical cable from street to MDF • Make new Data center • Digital Signage in Main Lobby and Cafeteria • Basis for design is Front Row for AV systems
Security	<ul style="list-style-type: none"> • Digital video surveillance of exterior/interior areas of the building • Electronic security system with keypad access control installed into the school. • Design the plan to prevent access to instructional areas of the school when community events take place in assembly areas during non-school hours. • Motion sensors shall be mounted in corridors. • Respond to future state and/or federal mandates related to security requirements for elementary facilities. • Door locks shall be Schlage and integrated with existing SWPS system.
Phone System	<ul style="list-style-type: none"> • A comprehensive, district-integrated phone system (dial-out) will be integrated into technology scope of the project, including hands-free and handle options. • Install phones in every room of the facility occupied by teachers or students at any given time, including all support and instructional spaces. • Provide Voice Over “IP” options.
Public Address	<ul style="list-style-type: none"> • The building’s public address system is comprehensive and will be addressed as part of the technology component of the project to incorporate internal building communications as well as external communications. • The PA system should be developed in conjunction with the phone, clock, data, voice and video distribution system of the school. • Secondary access to security and public address systems will be located in the MDF/Head End Room.
Clocks	<ul style="list-style-type: none"> • Clocks, similar to the phone system will be integrated into the technology component of the project. • All support and instructional spaces will be included. • System to have manual override capability in the event that Daylight Saving Times are adjusted by the Federal Government.
Plumbing System	<ul style="list-style-type: none"> • Plumbing fixtures/system will be designed per current and applicable codes. • Fixtures will be self-operating • Plastic piping to be considered for domestic water and heating where possible. • Floor drains in gang toilet areas • Plumbed for full whole building sprinkler system
Fire Protection	<ul style="list-style-type: none"> • Building will be fully protected by a sprinkler system installed per NFPA 13.
Fire Alarm	<ul style="list-style-type: none"> • The building will be protected by a fully addressable analog, manual and automatic fire alarm system.
Acoustics	<ul style="list-style-type: none"> • The building will comply with Connecticut High Performance Standards. • In specialized areas, such as media centers, appropriate acoustical treatments will be installed. • Sound field system will be provided in each classroom.
Windows/Doors	<ul style="list-style-type: none"> • Windows should be high efficiency, operational type with low e-glazing. • Emergency egress windows and rated doors will be installed in accordance with applicable codes. • Key fobs, thumb latches, vision panels – review with District and integrate with security section. • Door locks shall be Schlage and integrated with existing SWPS system.

X. SITE DEVELOPMENT

There will be three primary entrance areas to the building: (1) the Main Entrance for visitors and parent drop off/pick up, (2) the K-5 student entrance for bus drop-off/pick up, and (3) the PreK parent drop-off entrance. Passive security measures, such as visual control of the entrances from the adjacent office area, must be planned for. Active security measures and systems will be developed with the building design. Adequate lighting for monitoring activities and ensuring safety are of paramount importance at the building entrances. Each entrance area should accommodate a separate bus loading and parent drop-off area. Entry overhangs or covered walkways will be provided for inclement weather to the extent practicable.

Bus loading areas should be configured as a one-way drive in a direction to assure that loading and unloading of students occurs from the right-hand side of the vehicle adjacent to the building. The drive will have two lanes: one for travel, and one for stopping and unloading. The bus loading driveway should be located such that buses exit upstream of automobiles, thereby reducing delays.

Parent drop-off areas will also be configured as a one-way drive in a direction to ensure that loading and unloading of students occurs from the right-hand side of the vehicle adjacent to the building. Student drop-off and pick-up areas are to be separated from the bus loading area, and preferably should be separate from other parking lots.

Parking for staff and visitors will be developed to take the multiple uses of the building into account. In determining the size and location of the parking lots, consideration will be given to the use of the building for community access as well as student safety. ADA and other code requirements will be addressed in the design of parking.

Sidewalks will be featured around the perimeter of the school, and shall be concrete with monolithic concrete curbing. Access to the parking lots, playfields, bus and parent pickup/drop-off areas, and access for student walkers will be addressed. Sidewalks should be designed to accommodate students who walk or ride bicycles to school. The number of driveways that are crossed by sidewalks should be eliminated/minimized as much as practicable.

Playgrounds will include paved (dry) play areas, replacement multi-purpose fields, and new playscape equipment surrounded by rubberized protective surfaces. Pre-kindergarten and kindergarten play areas should be located in close proximity to their classrooms. Intermediate play areas should be located away from classroom areas, and in close proximity to the gymnasium. Playfields should be located in close proximity to the Gymnasium.

Playfields, parking, service drives, drop-off zones and bus zones should be located to reduce the cost of connecting elements without requiring pedestrians to cross vehicular traffic lanes. The location of driveways, walkways and landscaping must permit adequate sight distances for both vehicles and pedestrians.

Site utilities and physical plant components, including drives and access roads, will be located to avoid conflict with student and vehicular traffic, as well as the planned future growth of building components.

Landscaping will be designed to allow the school to blend with the environment as well as to provide passive cooling and windbreaks when possible. Trees and other greenery will be of a hearty variety and require little maintenance and which complement the building and site. Trees will be planted a sufficient distance from the building to avoid future maintenance problems. Consideration will be given to safety and security when placing foliage around walkways and areas of building access.

PLEASANT VALLEY ED SPECS SPACE SUMMARY				
Room Description	# of Students Per Room	Required # of Rooms	Square Feet Per Room	Total Area (Sq. Feet)
GENERAL EDUCATION PROGRAMS				
Early Childhood: Full-Day Kindergarten	24	5	1,100	5,500
Early Elementary: Grades 1 – 2 (including toilets)	24	11	940	10,340
Intermediate: Grades 3 – 5	24 / 26	17	890	15,130
Visual Arts – Classroom (includes Kiln and Storage)	24-26	1	1,450	1,450
Music - Choral Room/General Music	24-26	1	1,000	1,000
Music – Instrumental	24-26	1	1,000	1,000
Physical Education – Gymnasium		1	6,000	6,000
Physical Education – Office and Storage (including Chair/Whittle storage)		1	870	870
Platform (Stage)		1	900	900
STEM Lab Classroom	24-26	1	1,200	1,200
Media Center (including Video Production Lab)		1	2,850	2,850
World Language Office		1	150	150
Math Intervention Services		1	400	400
English Learner		1	890	890
Reading Intervention Services		1	890	890
Assessment Rooms		2	100	200
Total				48,770
K-5 SPECIAL EDUCATION AND PUPIL SERVICES PROGRAMS				
Special Education Resource Room		3	350	1,050
Related Services Suite (Social Worker/Psychologist/ Speech)		1	700	700
Special Education Clerk’s Office		1	100	100
K-5 OT/PT Resource Room		1	500	500
Total				2,350
PRE-SCHOOL PROGRAM				
Preschool Outreach Program (POP)		4	1,100	4,400
Intensive Preschool Outreach Program (IPOP)		2	1,000	2,000
PreK OT/PT Resource Room		1	400	400
PreK Speech/Language		2	250	500
Total		13		7,300
ADMINISTRATION AND SUPPORT FACILITIES				
Principal’s Office		1	225	225
Associate Principal’s Office		1	190	190
Main Office		1	900	900
Conference Rooms		2	200	400
Health Services		1	750	750
Teacher Workroom		1	440	440
Food Services – Cafeteria		1	2,750	2,750
Food Services – Kitchen and Manager’s Office		1	1,500	1,500
Faculty Lounge		1	600	600
Custodial Office Area		1	150	150
Instructional Storage		1	500	500
General Storage		1	700	700
Total		12		9,105
			Total Above:	67,525

	Total Program Area:	67,525
Space Specs (page 3)	Total Building Area:	96,464
	Total Gross Square Feet:	101,288

INDEX

Assessment Rooms	13
Associate Principal’s Office	19
Community Use	24
Conference Rooms	20
Custodial Office	23
Early Elementary (Grades 1-2).....	6
English Learner Program.....	12
Environment Systems/Equipment	24
Faculty Lounge.....	23
Food Services - Cafeteria	22
Food Services – Kitchen.....	22
Gymnasium	9
Health Services	21
Intermediate (3-5) Classrooms	6
IPOP	17
Kindergarten.....	5
Library Media Center	10
Main Office (Secretarial Area)	20
Math Intervention Services.....	12
Music	8
OT/PT (K-5).....	14
OT/PT (PreK)	17
Physical Education	8
POP.....	16
PreK Speech/Language	18
Principal’s Office	19
Psychologist.....	15
Reading Intervention Services.....	13
Site Development	27
Social Worker.....	15
Space Summary	28
SPED Clerk	15
SPED Resource	14
Speech Language.....	15
STEM	9
Storage.....	24
Teacher Workroom.....	21
Video Production Lab.....	11
Visual Arts.....	7
World Languages	11

Appendix "B": Statement of Qualification Checklist

1. Letter of Interest
2. Copy of license from CT Department of Consumer Protection
3. Profile of Lead Firm
4. List of sub-consultants
5. List of projects completed, 5 minimum.
6. Statement of experience with CT OSCGR