

Somers Board of Education

Request for Qualifications

Professional Services - Somers High School Track Replacement Project

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Mandatory Walkthrough: November 28, 2018

Submission Deadline: December 12, 2018

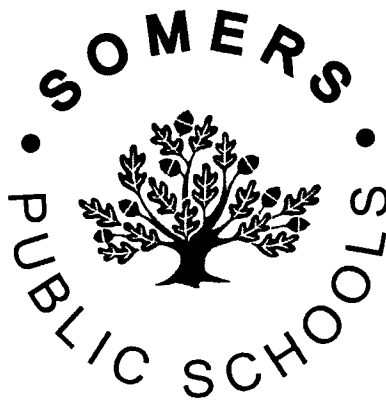
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SOMERS BOARD OF EDUCATION

REQUEST FOR QUALIFICATIONS

PROFESSIONAL SERVICES

SOMERS HIGH SCHOOL TRACK REPLACEMENT PROJECT

I. GENERAL INFORMATION

A. The Somers Board of Education is requesting proposals from experienced engineering and design firms for professional services related to replacement of the 26 year old Somers High School (SHS) running track and field event facility. The project will also include lighting, bleachers, a natural grass field inside of the track, fencing and site work (parking, etc.)

B. The SHS track replacement project will be carried out by the Somers Board of Education under the overall direction of the Supervisor of Buildings & Grounds and the Director of Business Services. If timelines and the bidding environment are favorable, the goal of the Board is to have the track and field event facility available for spring 2020.

C. The firm selected will be expected to assist Board staff through the completion of this project by providing continuous technical assistance.

D. The firm selected will be required to provide project supervision throughout the entire project. The firm selected will present periodic briefings on the progress of the project to the Board, Supervisor of Buildings & Grounds and Director of Business Services at such times as the Board shall determine necessary.

E. Construction costs for this project will be estimated by the firm selected or a professional estimator retained by the firm selected. Firms responding to this request should have adequate size and be sufficiently staffed to perform this assignment, as described above. In addition to those services specified below, the firm selected will provide any additional professional services that may arise and are deemed necessary by the Board.

II. QUALIFICATIONS STATEMENT

A. FORMAT AND CONTENTS

1. All responses to this request shall adhere to the requirements set forth herein.
2. In order to provide the requested service to the Board, the firm selected must be able to demonstrate it has the expertise, flexibility, and personnel available to immediately begin work on the project through successful completion.
3. The qualifications statement shall contain a detailed listing of the individuals who will be assigned to this project. The listing shall also reflect the method of internal management of the project necessary to insure efficient, cost effective use of staff. Resumes of all individuals to be associated with the project shall be provided. Resumes shall highlight similar experience and responsibility for activities to be performed under this project.

4. The qualifications statement shall demonstrate the ability of the firm to rapidly respond to the needs of the Board. If the respondent proposes a joint-venture approach, overall responsibility must be clearly identified, as well as a detailed plan of delineation of work assignments. The Board will only contract with one principal firm. Should the personnel of any firm not possess the requisite skills, the respondent may subcontract for the skills needed. The proposal shall indicate this intention and include the background on any such subcontractors. The Board reserves the right of approval of all subcontractors.
5. The qualification statement format should contain a letter of interest, together with general information on the firm and all proposed sub consultants, an organization chart showing the assignments for this project, the experience of the firm(s), and a resume of key personnel. The section containing the experience of the firm should address the firm's skills and experience in municipal school projects, specifically highlighting experience and expertise with track replacement/construction projects in the Northeast, and other experiences previously mentioned in this document, as well as a description of work currently under contract with the firm. Each respondent shall identify what it feels are the five most similar projects that it has successfully completed. For each project provide the following: client/customer contact information, construction start date, substantial completion date, final completion date, dollar amount of the pre-bid estimate, actual bid amount, final construction cost, number of change orders, and combined dollar value of all change orders.
6. The section of the qualification statement related to project management should list the personnel that will be in charge of the project, what their specific roles will be, provide their resumes and a summary of similar experiences as it relates to that individual's assignment on this project. A description of how the respondent will deal with each element of the work described in this request and the firm's ability to meet time schedules should also be included.
7. A description of how the project will be scheduled should be provided, with the time required for each item on the schedule identified. This section should include a timeline for completion of each stage/step of the process and an indication of the delivery dates for each deliverable. The Board will ultimately determine the actual timing and sequence of events. Assumptions with respect to the support that will be expected from the Board shall be clearly identified.
8. The qualification statement shall provide sufficient information to specifically address the areas that the Board will rate each firm on. Please refer to Section IV. B.

III. SCOPE OF SERVICES

A. PROGRAM DEVELOPMENT / FEASIBILITY STUDY PHASE

1. Gather all pertinent information relative to the project with the intent of developing a clear understanding of the needs. Additional information will be gathered from interviews with Board personnel as well as from a detailed walk through and thorough review of the current location of the track as well as suitable alternate locations.
2. Subsequent to the information gathering, the firm selected will develop and present alternative configuration and location scenarios to satisfy the needs within any financial constraints identified. These scenarios will include scope identification, cost estimates, schedule information, simple plans, and back up information as needed. Preliminary plans and construction cost estimates will then be presented and

revised as requested.

B. DESIGN AND ENGINEERING SPECIFICATION PHASE

1. Upon completion of the program selection process the firm selected will begin the development of project designs and specifications. As needed, interim updates and progress meetings will be held with the Board to communicate design progress, address any issues or questions, confirm financial and schedule compliance, etc.
2. Final specifications shall be included for all materials, equipment and requirements of the project. A professional architect who is licensed in the State of Connecticut shall prepare all plans. The plans will be submitted to Town officials, including but not limited to the Building Department and Fire Marshal's Office, for review and approval. Copies of the final approved plans and specifications, sealed by the professional architect, shall be provided to the Board for use in the bid process. Associated detailed cost estimates shall be prepared and submitted to the Board based on the final plans and specifications.

C. CONSTRUCTION DOCUMENTS AND BID PHASE

1. Following receipt of authorization to proceed from the Board, the firm selected will coordinate all bid activities on behalf of the Board.
2. The firm selected will attend and supervise any and all pre-bid conferences and answer any inquiries regarding the plans and specifications during the bid process. Any necessary addenda needed during the bid process will be prepared by the firm selected and provided to the Board and the printer of the plans and specifications for distribution.
3. Upon bid submittal, the firm selected will review all bids received as well as bidder qualifications and references. A recommendation regarding award of the bid based upon the ability to perform the work and to conform to the standards established in the bid documents will be made.
4. The firm selected will respond to and make recommendations concerning the suitability of any alternate equipment, material, or methods proposed.

D. CONSTRUCTION ADMINISTRATION PHASE

1. During the construction phase, the firm selected will provide project supervision. This will include preparation and submission of written inspection reports, if requested by the Board, for all phases of construction.
2. The firm selected will review and approve shop drawings, material samples, subcontractor's qualifications, and any other submission for compliance with the specifications. Also, draft any and all change orders for signature approval by the Board and the construction contractor, review and approve the construction contractor's applications for payment, attend, record and distribute minutes for regularly scheduled job meetings, and attend Board meetings (as may be necessary). The firm selected will determine contract completion, recommend project acceptance, and perform other standard architectural services related to this project.
3. The firm selected will be fully responsible to monitor and oversee proper adherence to all environmental regulations and requirements applicable to the project.

IV. SELECTION PROCESS

A. All firms wishing to be considered for this project shall submit six (8) hardcopy sets of proposals and one (1) electronic PDF version based on the format and requirements set forth in this request to the Director of Business Services, Somers Public Schools, 1 Vision Boulevard, Somers, CT 06066 before **Wednesday, December 12th, 2018 at 4:00 pm**. All submittals shall be clearly labeled "Professional Services for Somers High School Track Replacement Project." The Board reserves the right to reject any or all submittals. **No fee proposal should be submitted with the RFQ.**

B. Qualified firms will be evaluated based on the following criteria: experience with projects of similar size, scope, design and technical competence; organizational and team structure including senior management leadership dedicated to the client and project; capacity and capability to begin the project immediately; development of a detailed project schedule; past performance data, including adherence to project schedules and budgets, and the number and amount of change orders; approach to the work required for the contract and documented contract oversight capabilities; and any other criteria specific to the project.

C. Each respondent shall be prepared to present, upon request by the Board, further evidence of experience, ability, service facilities, and/or financial standing. No other additions or changes to the original proposal will be allowed after submittal of the proposal.

D. The Board will select one or more firms to be interviewed by the Board. The number of firms interviewed will be solely within the discretion of the Board.

E. Each firm selected for an interview will be required to submit on or before the interview a fee proposal including the following information. **No fee proposal should be submitted with the RFQ response.**

1. Program Development / Feasibility Study Fee
2. Design & Engineering Specification Fee
3. Construction Documents & Bid Fee
4. Construction Administration Fee
5. A listing of those items that will be considered reimbursable expenses.

F. The firm selected shall be the one determined by the Board to be the most responsible qualified proposer when considering price and the factors necessary for faithful performance of the work based on the criteria and scope of work included in this request. The Board, at its discretion, shall be the sole determinant of the most qualified proposer.

V. WALKTROUGH and QUESTIONS

There will be a mandatory walk through on Wednesday **November 28th, 2018 at 1:00 PM** at SHS, 5 Vision Boulevard. The Board will accept questions until December 5th, 2018 addressed to William Boutwell, Director of Business Services, b.boutwell@somers.k12.ct.us, 860-749-2270 x2035 or 860-763-0748 (fax).

VI. OTHER

- A. The Board reserves the right to waive any defects and informality in any proposal, to reject any and all proposals when it deems such action is in the best interests of the Board and to select a respondent that the Board determines best meets its needs.
- B. Costs and fees contained in the proposal will remain valid for a period of ninety (60) days after the closing date for submission of proposals and may be extended beyond that time by mutual agreement between the Board and the respondent.
- C. The firm selected will be expected to execute a standard AIA contract or other contract as approved by the Board.
- D. The Board is exempt from Federal and State excise, transportation and sales taxes.

VIII. INSURANCE

- A. Respondents shall provide a certificate of insurance with their proposal. Within ten (10) days of awarding the contract, the firm selected will provide a certificate of insurance containing the project description and name the Board and Town of Somers as additional insureds. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. Such certificate of insurance shall specify that the Board will receive thirty (30) days' notice of any cancellation, non-renewal or reduction in coverage and limits originally provided.
 - 1. General Liability with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate for bodily injury and property damage
 - 2. Automobile Liability with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate for owned, non-owned, and hired vehicles
 - 3. Workers Compensation with a minimum of \$500,000 as required by the State of Connecticut
 - 4. Professional Liability/Errors & Omissions with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate
 - 5. Umbrella Liability with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate for bodily injury and property damage

