



## **Eli Terry Elementary School**

**&**

## **Philip R. Smith Elementary School**

## **South Windsor Public Schools**

### ***Request for Proposal for Independent Third Party Code Reviewer***

**RFP No. 1819-022 Issue Date: November 15, 2018**

**Proposals are Due no later than November 26, 2018 at 2:00 p.m.**

#### **I. Project Description**

The Town of South Windsor, acting through its Public Building Commission (“PBC”), welcomes qualified firms to submit proposals for Independent Third Party Code Reviewer (“Reviewer”) for the new Eli Terry and Philip R. Smith Elementary School projects. These projects are phase 2 of a three-phase elementary school master plan adopted by the South Windsor Board of Education.

The Eli Terry Elementary School will be a new single story, 63,750 square feet structure. The project will also include an add alternate to add two additional classrooms and associated corridor space estimated to be approximately 2,400 square feet (see highlighted area on Exhibit E.) The structure will be constructed of structural steel framing system supported by concrete spread footings and wall strip footings. The exterior wall system consist of an exterior masonry façade backed by a sheathed cold-form metal framing system and aluminum framed windows, curtainwalls and storefront systems. The roof will consist of both PVC sloped roofs and EPDM flat roofing systems.

The Philip R. Smith Elementary School will be a partial single-story and partial two-story, 55,660 square foot structure. The project will also include an add alternate to add three additional classrooms and associated corridor space estimated to be approximately 4,200 square feet (see highlighted area on Exhibit H.) The structure is similar to that described above for the Eli Terry Elementary School.

The architect is Moser Pilon Nelson Architects; the mechanical/electrical/plumbing engineer is RZ Design Associates, LLC; the civil engineer is LRC Group, the Structural Engineer is Girard and Company, LLP. These firms are collectively referred to as the “Design Professionals”. The construction manager is Gilbane Building Company. The owner’s project manager is Colliers International – Project Management Northeast.

#### **II. Scope of Work**

Under Connecticut General Statute 10-292(c), this proposal is being solicited on behalf of the South Windsor Building Official and South Windsor Fire Marshal as the Authorities Having Jurisdiction (AHJ). The chosen consultant shall perform a code review on behalf of the AHJ. However, the AHJ is the final authority on all interpretations and determinations regarding the code and will provide final sign off of the

project plans pending their full review of the third party code reviewer comments and subsequent response and resolution by the design professionals.

The chosen Reviewer shall have experience with and shall perform a code compliance plan review using the Connecticut Department of Administrative Services Office of School Construction Grants and Review (OSCG&R) Plan Review Checklist(s).

The chosen Reviewer shall prepare and date a Plan Review Record ("PRR") of the citations and comments on his/her/its own letterhead or by using the ICC and/or NFPA Plan Review forms. All review findings must then be promptly conveyed to the PBC, the Superintendent of South Windsor Schools and the Design Professionals for their required revisions/corrections to the project documents. All citations and comments shall be numbered and include the appropriate code section(s).

The Design Professionals shall revise and correct the project documents in accordance with the PRR and prepare a written response specific to each item of the PRR describing the corrective action completed. The Design Professionals shall attend, with the chosen Reviewer, a sign-off meeting to review the required revisions with the PRR. The original set of drawing sheets and specifications reviewed must remain intact and the Reviewer must bring them to the sign-off meeting along with the signed/sealed corrected documents.

The PRR author(s) shall review the revised project documents and, when satisfied with the corrective action, then sign-off on each individual item of the PRR. The PRR author(s) will be required to identify how the problem was resolved, by noting either Documents Revised, or State Modification Received. The Reviewer shall initial or provide a stamp on each revised drawing sheet, and each revised section of the project manual.

### **III. Playground Equipment Review**

This Request for Proposal is also requesting a separate fee proposal to review the proposed playground equipment for each school. This review is anticipated to be performed in late 2019 or early 2020. The fee proposal forms provide a separate line item to provide such review.

### **IV. Deadlines for Review**

The Reviewer will have **21 calendars days** from receipt of the complete set of plans and project manual to complete their initial review. All reviews must be provided in Word or Excel form and provide a location for the design team to respond. A copy of the review shall also be provided to the owner's project manager, Colliers International|Project Management Northeast, Attn: Charles E. Warrington, Jr., P.E., Email: Charles.warrington@colliers.com .

Upon receipt of modified plans and project manual, as well as written responses to the initial review, the Reviewer will have a maximum of 7 calendar days to complete a re-review to ensure the comments have been adequately addressed by the design team. Any subsequent reviews will require a maximum 7 day review time also. It is assumed for purposes of this proposal that a maximum of two subsequent reviews is included in this scope of work.

The Reviewer may be required to attend an initial kick-off meeting with the AHJ prior to starting their review. They may be required to attend a second meeting with the AHJ to review the original comments, responses, and revisions. The Design Professionals and owner representative will attend both meetings as well.

### **V. Qualifications**

Companies, firms, individuals and other respondents to this RFP shall have a minimum of 10 years of code consulting experience and have reviewed a minimum of 10 projects administered by OSCG&R. Additional consideration may be given to those respondents who are also registered architects, licensed

building officials and/or licensed professional engineers in the state of Connecticut.

Price will not be the only criterion used to select the lowest responsible bidder. The Town will consider other factors, such as experience with code review and the type and number of similar projects completed, references and other considerations deemed to be in the best interests of the Town. Final selection by the Public Building Commission is subject to approval by the South Windsor Building Official and Fire Marshal.

## **VI. References**

Each respondent shall provide a minimum of three references for projects similar in size and scope to this project. Reference listing shall include the name, title, valid telephone number and email address for each reference. Failure to provide a minimum of three references may result in rejection of the proposal.

## **VII. Submission of Proposals**

In your proposal, include the credentials of the staff that will be performing the review, a list of recent projects in which your firm has undertaken similar code reviews, along with your proposed fee. The fee shall be provided as a lump sum and shall exclude federal, state, and local taxes.

Respondents are required to submit **(two) hard copies of your sealed proposal no later than November 26, 2018 at 2:00 p.m.** 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

The sealed proposal envelope shall be labeled as such:

**“RFP No. 1819-022 FOR INDEPENDENT THIRD PARTY CODE REVIEW FOR THE SOUTH WINDSOR ELI TERRY and PHILIP R. SMITH ELEMENTARY SCHOOLS”**

Sealed Proposals received after the above specified date and time will be rejected.

Postmarks prior to the submission deadline do NOT satisfy this condition. The Town will not accept responses by e-mail or fax. Respondents are solely responsible for ensuring timely delivery. The Town will NOT accept late responses.

The Town may decline to accept responses received in unmarked envelopes that the Town opens in its normal course of business. The Town may, but shall not be required to, return such responses and inform the respondent that the documents may be resubmitted in a sealed envelope properly marked as described above.

An authorized person representing the legal entity of the respondent must sign the response and all forms included in this RFP.

## **VIII. Termination or Amendment**

The Town reserves the rights to amend or terminate this RFP, to reject any or all respondents, to request additional information, to waive any informalities or non-material deficiencies in a response, and to take any and all other action that, in the Town's sole judgment, will be in its best interests. The Town reserves the right to ask any respondent to clarify its response or to submit additional information that the Town in its sole discretion deems desirable.

In addition, the Town may, before or after statement opening and in its sole discretion, clarify, modify, amend or terminate this RFP if the Town determines it is in the Town's best interest. Any addenda will be posted to the CT DAS contracting portal. **Each proposer is responsible for checking the DAS website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

## **IX. Questions and Amendments**

Questions concerning the process and procedures applicable to this RFP or the other requirements of this RFP are to be submitted **in writing** (including by e-mail) and directed **only to:**

Name: Charles E. Warrington, Jr., P.E.

Colliers International|Project Management Northeast

E-mail: [Charles.warrington@colliers.com](mailto:Charles.warrington@colliers.com)

**Respondents are prohibited from contacting any other Town employee, officer or official concerning this RFP. A respondent's failure to comply with this requirement may result in disqualification.**

The appropriate Town representative listed above must receive any questions from respondents no later than 12:00 p.m. on Wednesday, November 21, 2018. That representative will confirm receipt of a respondent's questions by e-mail. The Town will answer all written questions by issuing one or more addenda, which shall be a part of this RFP, containing all questions received as provided for above and decisions regarding same.

At least four (4) calendar days prior to response deadline, the Town will post any addenda on the State of Connecticut DAS website, town website, <https://www.southwindsor.org/bids-requests-proposalsqualifications> and the South Windsor Public School website [http://www.southwindsorschools.org/departments/business\\_services/rfps\\_and\\_bids](http://www.southwindsorschools.org/departments/business_services/rfps_and_bids) . **Each respondent is responsible for checking the website to determine if the Town has issued any addenda and, if so, to complete its response in accordance with the RFP as modified by the addenda.**

## **X. Exhibits**

- A. Fee Proposal Form for Eli Terry Elementary School**
- B. Fee Proposal Form for Philip R. Smith Elementary School**
- C. Eli Terry Overall Site Plan**
- D. Eli Terry Renderings**
- E. Eli Terry Overall Floor Plan**
- F. Philip R. Smith Overall Site Plan**
- G. Philip R. Smith Renderings**
- H. Philip R. Smith Overall Floor Plans**