REQUEST FOR QUALIFICATIONS/PROPOSALS

for

Architectural Design Services

for

Tolland Middle School Roof Project

Issue date: December 29, 2018

QUESTIONS: Contact Facilities Director, Peter Sztaba, in writing by email at psztaba@tolland.k12.ct.us

No questions will be accepted after Friday, January 11, 2019**TABLE OF CONTENTS**

1. INVITATION TO SUBMIT…………………………………………………………………………..……3
2. PROJECT DESCRIPTION -SCOPE OF SERVICE…………………………………………………..3
3. TIMELINE OF RFP PROCESS……………………………………………………………………………5
4. INSURANCE REQUIREMENTS…………………………………………………………………………5
5. MINIMUM QUALIFICATIONS……………………………………………………………………..….7
6. WRITTEN PROPOSAL……………………………………………………………………………………..7
7. GENERAL TERMS & CONDITIONS………..…………………………………………………………7
8. FEE PROPOSAL & BID FORM…………………..…………………………………………………9-10

**INVITATION TO SUBMIT**

The Town of Tolland, is seeking an Architectural firm to provide design services for the preparation of plans and construction documents for the partial roof replacement of the Tolland Middle School located at 1 Falcon Way, Tolland, CT 06084. The Board of Education will be submitting a grant application to the Department of Administrative Services with the intention of securing a partial grant from the Office of School Construction and Grants Review (OSCG&R).

Proposals should be addressed and delivered to:

**Attn:** **Tolland Board of Education**

**Peter Sztaba-Director of Facilities**

**51 Tolland Green**

**Tolland, CT 06084**

**All Proposals shall be delivered by: 2:00 p.m. Wednesday, January 16, 2019**

**PROJECT DESCRIPTION - SCOPE OF SERVICE**

* **Tolland Middle** **School**

On approximately 90,606 sq. ft. design a new roofing system(s): Proposed System: A two-ply modified bitumen roof system with stone gravel set in hot-applied asphalt at a minimum slope of ¼” inch per ft. including related flashings and all other necessary components. Design new internal roof drains where necessary to accommodate ¼” per ft. slope requirement including all existing roof drain bowls and design new drains (secondary) as needed.

**Services to be included are as follows;**

1. Assess the structural condition of the roof and verify that it is structurally sound under current code requirements
2. The development of complete plans and specifications for a new roof for each building.
3. Full representation through the Office of School Construction & Grants Review process for the two school roofs.
4. Participation in the roofing contractor scope review and selection process.
5. The hiring of any consultants required to complete the job and review of all submittals.
6. The on-going inspection of the roof as the installation progresses to ensure compliance with the specifications;
7. The review of all invoices for accuracy prior to submission to the client;
8. The development of the punch list and
9. Final inspection and acceptance of the project as complete.

**Project Deliverables**

* Drawings, specifications, and any associated technical data (calculations, suggested manufacturers’ products, photographs, etc.) complete and ready for bidding.
* A proposed schedule for achieving the design goals within the master schedule proposed by the Town.

The architect is expected to be present for some or all of the meetings which may need to be conducted with user groups, either at the Architect’s office, Town of Tolland, on site, or elsewhere (unlimited).

**TIMELINE OF THE RFP PROCESS**

The following timeline will be followed:

* + Issue RFP                                           Saturday, December 29, 2018
  + Mandatory Site Visit                         Friday, January 4, 2019, 2:00 p.m.

Meet at Tolland Middle School-1 Falcon Way

* + Final Questions Friday, January 11, 2019
  + RFP bid date from qualified firms Wednesday, January 16, 2019, 2:00 p.m.
  + Scope Review                          Thursday, January 17, 2019
  + Firm selection                                    Monday, January 21st or soon thereafter

**INSURANCE REQUIREMENTS**

All contractors and vendors are required to provide proof of the required insurance coverage before entering the premises or commencing any work at the Tolland Public Schools. Contractors and vendors must obtain, at their own expense, all the insurance required here from an insurance company A.M. Best rated as “A-VII” or better, and acceptable evidence of such insurance must be properly furnished to, and approved by, the Town of Tolland.

All subcontractors are subject to the same requirements. It is the responsibility of the primary contractor or vendor to obtain acceptable evidence of insurance from subcontractors.

The Town of Tolland also requires that they be named as an additional insured on your general liability policy(ies). Your general liability policy must be specifically endorsed with ISO Endorsement CG 20 10 (or equivalent) *or* ISO Endorsement CG 20 26 (or equivalent), *and* ISO Endorsement CG 20 37 (or equivalent). Where these forms require a description of locations or projects, enter "Tolland locations or projects." These form numbers must be specifically referenced on the certificate of insurance, and copies of these endorsements naming the Town of Tolland as additional insured must be furnished with the required certificate of insurance. If your insurance company uses a different form to provide the Town of Tolland with additional insured status on your policies, copies must be provided in advance with the insurance certificate for review and approval by the Town.

The amounts of insurance available to the Town as additional insured must be equal to the full policy limits carried by the contractor or vendor, including primary and excess (umbrella) liability policies or the amounts specified below, whichever is greater. Coverage provided under excess or umbrella policies must be at least as broad as that found in required underlying policies. All coverage must be primary and noncontributory as to the Town of Tolland.

The proper name for the entity to be named as additional insured is: “The Town of Tolland, and/or related or affiliated entities.”

Evidence of compliance with these requirements is with the ACCORD form 25, “Certificate of Liability Insurance”, plus copies of any required additional insured endorsements. Certificates should be sent to: **Tolland Board of Education, Attn: Peter Sztaba-Director of Facilities, 51 Tolland Green, Tolland, CT 06084**

Current insurance certificates must be furnished to the Town at all times. Replacement certificates must be furnished ten (10) days *prior to the expiration or replacement* of referenced policies.

The Town of Tolland reserves the right to make commercially reasonable changes in these requirements during the term of any work or project.

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| **Commercial**  **General**  **Liability** | $1,000,000 per occurrence/  $2,000,000 aggregate bodily injury/property damage  $1,000,000 Personal and Advertising Injury  $2,000,000 Products-Completed operations aggregate  The CGL policy must include coverage for:   * liability from premises and operations. * liability from products or completed operations. * liability from actions of independent contractors. * liability assumed by contract. |
| **Conditions** | All coverage provided to the Town of Tolland under this section must be primary and non-contributory with any other insurance available to the Town of Tolland. the Town of Tolland must be specifically named as “additional insured” on your CGL policy with ISO form CG 20 10 or CG 20 26 or equivalent acceptable to the Town of Tolland. the Town of Tolland must *also* be named as “additional insured” for Products/Completed Operations on your CGL policy with form CG 20 37 or equivalent acceptable to the Town of Tolland.  Any Aggregate limit must apply per job/project.  Products/completed operations must be carried for 2 years after completion of job/acceptance by owner. |
| **Automobile**  **Liability** | $1,000,000 each accident  $2,000,000 aggregate  for bodily injury/property damage, including hired owned &non-owned vehicles.  Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below). |
| **Umbrella**  **Liability** | $1,000,000 per occurrence/$1,000,000 general aggregate  Limits must be excess over underlying limits described above. All coverage provided to the Town of Tolland under this section must be at least as broad as that found in the underlying policies, and must be primary and non-contributory with any other insurance available to the Town of Tolland. |
| **Workers'**  **Compensation** | Liability meeting statutory limits mandated by the state and Federal laws with minimum limits of:  $100,000 each accident for bodily injury by accident  $500,000 each employee for bodily injury by disease  $500,000 policy limit for bodily injury by disease  Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below). |
| **Employers**  **Liability** | $100,000  each accident  Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below). |
| **Professional**  **Liability** | $1,000,000 per occurrence  Extended reporting period for (6) years following termination of this agreement. |

**MINIMUM QUALIFICATIONS**

The minimum requirements for qualification are as follows:

* A minimum of 2 school roof project managed through the Dept. of Construction Services, Office of School Construction and Grants Review within the last 3 years.
* Attendance at the Friday, January 4th, Tolland Middle School-1 Falcon Way- 2:00 p.m. mandatory site visit

**WRITTEN PROPOSAL**

The written proposal is due Wednesday, January 16, 2019, at 2:00 p.m. Firms are required to submit three (3) hardcopies and one (1) electronic copy of their proposal to:

**Attn: Tolland Board of Education, Attn: Peter Sztaba-Facilities Director, 51 Tolland Green, Tolland, CT 06084**

**Proposal should include the following:**

1. Firm Profile
2. Roofing Experience/Qualifications
3. References
4. Fee
5. Schedule

Submissions are to be clearly identified with the title; ***the Town of Tolland Middle School Roof Design Proposal.* Attention: Tolland School Building Committee**

**GENERAL TERMS AND CONDITIONS**

A prospective respondent must be willing to adhere to the following terms and conditions and by submitting a proposal hereby accepts and will comply with them in their response to this Request for Proposal.

1. **Acceptance or Rejection by The Town of Tolland**– Tolland reserves the right to accept and/or reject any or all proposals submitted for consideration to serve the best interests of the Town of Tolland. Respondents whose proposals are not accepted will be notified in writing.
2. **Ownership of Documents** – All proposals submitted in response to this RFP are to be the sole property of the Town of Tolland and subject to the provisions of Section 1-19 of the Connecticut General Statutes (re: Freedom of Information).
3. **Ownership of Subsequent Products** – Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP is to be the sole property of the Town of Tolland unless stated otherwise in the RFP or contract.
4. **Timing and Sequence** – Timing and sequence of events resulting from this RFP will ultimately be determined by the Town of Tolland.
5. **Oral Agreements** – Any alleged oral agreement or arrangement made by a respondent with any agency or employee will be superseded by the written agreement.
6. **Amending or Canceling Requests** – The Town of Tolland reserves the right to amend or cancel this RFP prior to the due date and time, if it is in the best interest of the Town of Tolland to do so.
7. **Rejection for Default or Misrepresentation** – The Town of Tolland reserves the right to reject the proposal of the consultant that is in default of any prior contract or for misrepresentation.
8. **Clerical Errors in Awards** – The Town of Tolland reserves the right to correct inaccurate awards resulting from its clerical errors
9. **Rejection of Submission** – Submissions will be rejected in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFP.
10. **Changes to Submissions**– No additions or changes to the original RFP will be allowed after submittal.
11. **Contract Requirements** – A formal agreement will be entered into with the firm selected. The contents of the proposal submitted by the successful respondent and the RFP will become part of any contract award.
12. **Rights Reserved to Tolland**– the Town of Tolland reserves the right to award in part, to reject any and all proposals, in whole or in part, and to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the Town will be served.
13. **Withdrawal of Submission** – Negligence on the part of the respondent in preparing the RFP confers no right of withdrawal after the time fixed for the acceptance of the submission.
14. **Assigning, Transferring of Agreement** – The successful respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the agreement, its rights, title or interest therein or its power to execute such agreement to any other person, company, or corporation without the prior consent and approval in writing by Tolland.
15. **Cost of Preparing RFP** – The Town of Tolland shall not be responsible for any expenses incurred by the organization in preparing and submitting an RFP. An RFP shall provide a straightforward, concise delineation of the firm’s capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.
16. **Definition of Terms** – For the purpose of this RFP, whenever the word “respondent” appears, it shall refer to “Architect” and whenever the word “Architect” appears, it shall refer to “respondent.

**FEE PROPOSAL & BID FORM**

Firms must acknowledge that the costs of items listed below are included in their base fee by the **proposed principle** initialing the service in the column provided. If an item is not initialed it will be considered not included in the base fee therefore the committee will consider the fee proposal non-responsive and the firm may not be considered for the project.

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| **SERVICES** | **Breakout costs** | **COSTS INCLUDED**  **Initial** |
| Mechanical and Electrical engineering | Incl. |  |
| Structural engineering | Incl. |  |
| As-designed record drawings | Incl. |  |
| As-constructed record drawings | Incl. |  |
| Coordination of Owner’s consultants, as necessary | Incl. |  |
| Insurance limits as described in the RFP. | Incl. |  |

**BID FORM**

**Tolland Middle School $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reimbursable Expenses Fixed Fee: $2,000.00**

**Exclusions: Hazardous materials investigations or testing**

Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please Print)

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**