

**INVITATION TO BID  
for  
ARCHITECTURAL SERVICES**

Roof Replacement Project

Salem School District  
200 Hartford Road  
Salem, Connecticut

August 2, 2019

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## **INTRODUCTION**

The Salem School District requests professional services from an architectural firm for a partial roof replacement project at Salem School. The selected Firm will be working with the school to determine the most practical type of roof replacement for the existing facility. Salem School District currently provides education for approximately 400 students in Grades Prek-8. Construction of the facility where the roof is to be replaced was completed in 1994. The facility contains general classrooms with additional spaces for art, music, cafeteria, science labs, library media center, technology education, and office/administration.

The Salem School District and its Agencies and Commissions are Affirmative Action – Equal Opportunity employers. Respondents to the bid agree and warrant that in the performance of the work on these projects, they will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, creed, national origin, ancestry, sex, sexual orientation, marital status, age, physical or mental disability (including, but not limited to, intellectual disability, present or past history of mental disability, learning disability or physical disability, including, but not limited to blindness), gender identity or expression, genetic predisposition or carrier status, veteran status, or any other basis prohibited by local, state and federal laws, and provides equal access to the Boy Scouts and other designated youth groups. Respondents agree to provide the State of Connecticut Commission on Human Rights and Opportunities with such information requested by the Commission concerning employment practices and procedures.

Joseph Onofrio II  
Superintendent of Schools

## **1.0 General**

- 1.1 The Salem School District is soliciting bids from architectural firms (hereinafter referred to as the "Firm") to develop plans and specifications for the replacement of approximately 31,250 square feet of roof at Salem School and the replacement of seven (7) roof top units.
- 1.2 The Firm must attend a pre-bid meeting to be held at Salem School, 200 Hartford Road, Salem, CT on Thursday, August 22, 2019 at 11:00 a.m.
- 1.3 The Firm will provide all evaluation, specification development and drawings required to replace approximately 31,250 square feet of roof and seven (7) roof top units accounting for all electrical, mechanical, plumbing, HVAC systems and utilities in the affected area. Approximately 31,250 square feet consists of a single ply membrane roofing system. The Scope of Work will include services through the bidding process as well as the entire construction phase.
- 1.4 The Firm will have demonstrated experience in compliance with the State of Connecticut statutory and regulatory school construction procedures for Roof Replacement Projects that are grant funded.
- 1.5 The Scope of Work presented in the bid is general in nature. The Firm shall provide a detailed Scope of Work in its bid which outlines various services it will provide for this project.
- 1.6 The Firm shall obtain and maintain, at the Firm's expense, Professional Liability Insurance in a minimum amount of \$1,000,000. The Firm shall, within five (5) days of the bid award, provide proof of this insurance.
- 1.7 The Firm shall obtain and maintain, at the Firm's expense, such insurance as will protect the Firm from claims under Workers' Compensation and Comprehensive General Liability Insurance that will protect the Salem School District and the Town of Salem from all claims of bodily injury, death or property damage which may arise from the performance by the Firm or the Firm's employees in their functions and services to the Salem School District. Limits of insurance shall be \$1,000,000 per occurrence, \$2,000,000 aggregate. Workers' Compensation shall be in accordance with Connecticut Statutes. The Firm shall, within five (5) days of the bid award, provide proof of this insurance.
- 1.7 The Salem School District reserves the right to reject any bid if deemed to be in the best interest of Salem School District.

## **2.0 Scope of Work**

- 2.1 The Firm shall present in their bid a detailed Scope of Work relative to how the Firm would approach the project identified in paragraphs 1.1, 1.2 and 1.3.
- 2.2 The Firm will provide recommendations/solutions to replace the roof area providing conceptual budget cost estimates and proposed construction schedules with defined timetables.
- 2.3 The bid shall include a listing of all services and related costs for design/engineering services for the development of the bid specification documents and drawings, as well as services through the bidding and construction process. All bids will include a listing of any anticipated services which the Firm will not provide.

## **3.0 Method of Payment**

- 3.1 Services will be paid for as the contract progresses. The bid submitted should include an outline of the payment schedule with percentage of contract amount due at each timeline. The Firm will then be required to submit an invoice, and upon acceptance of the Building Committee, payment will be made. Such payments shall be subject to all technical and procedural requirements of the Town of Salem and the State of Connecticut School Construction Grant Process.
- 3.2 The successful bidder will be expected to execute a standard AIA contract or other contract as approved by the Salem Board of Education and the State of Connecticut School Construction Grant Process.

## **4.0 Documentation**

### **4.1 Submittal Letter**

The Firm shall submit a cover letter addressed to Kim Gadaree, Business Manager for Salem School District, signed by an authorized principal or agent of the Firm, which provides an overview of the Firm's bid, as well as the name, title, phone and fax numbers, and email address of the person to whom the Building Committee may direct questions concerning the request for qualifications.

### **4.2 History of the Firm and Resumes**

The Firm must include a brief history of the company including:

- a) Firm size and organization
- b) Length of time the Firm has been in business
- c) Products and services offered
- d) Resumes of key individuals that will be assigned to this project

4.3 Key Issues and Experience

The Firm must demonstrate:

- a) Relevant Connecticut public school experience
- b) Previous work consistent with roof replacement projects
- c) Strength and experience of the consultant team assigned to the project

4.4 Qualifications

The Firm must demonstrate knowledge of the following:

- a) Experience and expertise in the construction, design, and renovation of school facilities as well as the ability to evaluate the physical condition of roofs
- b) Knowledge of state and federal laws pertaining to school buildings such as state and federal requirements, life safety requirements including the abatement of all hazardous materials and air quality issues, and other laws, regulations, and rules that provide for a healthy school environment
- c) Ability to provide full services to the project including engineers, architects, and consultants that will focus on delivering a comprehensive report on the replacement of the roof
- d) Experience in engaging the Building Committee in the roof replacement process, including educating them and seeking their input during the entire process.

4.5 References

A list of at least five (5) current schools for which the Firm has completed such projects.

**5.0 Responses to Bid**

5.1 The Firm shall provide six (6) copies of their bid and may be required to meet with the Building Committee to discuss their bid.

5.2 The Firm is required to submit a bid that contains all costs associated with the roof replacement project. The bid is to include the development of drawings as well as the development of bid specifications for the project. The Firm shall include in its bid the fees and total cost relative to the services they propose to provide as identified in the bid. A complete list of those items that will be considered reimbursable expenses must be included with the bid.

5.3 The Firm shall send their bids in a sealed envelope to the following address:

Salem School District  
Attn: Bid for Architectural Services  
200 Hartford Road  
Salem, Connecticut 06420

5.4 The School District will receive bids until **11:00 AM on September 26, 2019**, at the Salem School Administrative Offices. Interested parties are invited to attend. Bids will be opened publicly and read aloud immediately after the specified bid closing time.

5.5 No bid may be withdrawn within sixty (60) days of the bid opening.

5.6 If you have any questions, contact the Business Manager:

Kim Gadaree  
Business Manager  
Salem School District  
200 Hartford Road  
Salem, CT 06420  
Phone: 860-892-1223  
Fax: 860-859-2130  
Email: [kgadaree@salem.cen.ct.gov](mailto:kgadaree@salem.cen.ct.gov)

**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.

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  
Salem School District**

Roof Design Fee: \_\_\_\_\_

Reimbursable Expenses Fixed Fee: **\$3,000.00**

**Exclusions: Hazardous materials investigations or testing**

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

Name: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_