



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## Simsbury High School Partial Roof Replacement

### REQUEST FOR QUALIFICATIONS PREPARATION OF ARCHITECTURAL PLANS SPECIFICATIONS & BID DOCUMENTS

October 2019

#### Project Overview

Simsbury High School, located at 34 Farms Village Road, Simsbury, CT, requires partial roof replacement for approximately 105,645 square feet of existing 2 ply modified roofing on portions of the building. Analysis of roof type/color alternatives and final recommendations shall be prepared, along with the final design. Typical construction administration services will also be provided by the selected consultant. Design of the roof should include roof top unit modifications, flashing, ventilation, drainage, structural reinforcement as may be needed, solar energy equipment considerations, trim replacements, trim painting and related work. Consideration must be given to minimizing the heat gain on the 3<sup>rd</sup> floor in warm weather.

#### Project Team

Management: Simsbury Public Building Committee  
Simsbury Public Schools

Owner: Town of Simsbury

Client: Simsbury Public Schools  
Facilities Division

#### Scope of Services

1. Review existing plans, prepare scaled plan of roof and associated items, and meet with project team to review project scope. Prepare analysis of roof type/color alternatives and recommendations. Verify roof area square footage (Roof areas A, B, C, E, F, H, I, J, K, N, O, Q, and R) using existing sketches as a guide (**Attachment #1**). Create complete roofing drawings to include adjacent 2005 addition. Assist in preparing Connecticut Office of School Construction and Grants Management grant forms. [A current roof inspection report with photographs is linked here.](#)
2. Develop schematic plans (3 sets) and present to project team. Revise to reflect team comments. **Simsbury Public Schools intends to arrange for its own consultant to obtain roof samples to test for the presence of asbestos, lead, and PBC containing materials. Architect shall identify detailed areas where sampling should occur, including other areas to be disturbed or impacted by the project.**

Telephone (860) 658-3260  
Facsimile (860) 658-3205

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8:30 – 4:30 Tuesday through Friday

3. Develop design development plans (3 sets) and cost estimate. Meet with project team to review plans and incorporate their comments. Revise plans to meet budget constraints.
4. Prepare construction plans, specifications, code compliance data, required Connecticut Office of School Construction and Grants Management program documents, and bid documents. (3 sets of all documents). Prepare AIA agreement with general contractor, including general conditions for review by the Town attorney. Along with prints, electronic format plans shall be submitted.

Comprehensive design shall include state-of-the-art roof system, design adjustments for resetting any electrical and mechanical roof top units, drainage, structural reinforcement as needed flashing, ventilation, trim replacements, trim painting, and all related roof work. **Special consideration must be given to minimizing the heat gain on the 3<sup>rd</sup> floor in warm weather and allowing for potential future solar array installation.** Architect shall investigate and recommend potential cleaning of the lead copper fascia adjacent to the roof. Additionally, architect will design a roof structure over the exterior stairway leading to the boiler room and confirm potential for grant reimbursement.

5. Detailed demolition and staging plan shall be prepared such that the school can maintain essential functions.
6. Meet with Fire Marshal and Building Official to review all code issues. Revise plans to meet with their approval. It is expected that complete calculations will be required for any required roof design issues.
7. Submit required sets of plans and specifications to Project Team and Fire Marshal and Building Official for required reviews.
8. Present plans and attend meetings of Public Building Committee and staff as required.
9. Prepare schedule for work and final budget.
10. Prepare documents for Connecticut Office of School Construction and Grants Management funding program.
11. Prepare and/or review Change Orders, and make detailed recommendations for approval, denial or modification to the project team.
12. Prepare Connecticut Office of School Construction and Grants Management Change Order Documents; and, eligible/ineligible participation items. Prepare support documentation to maximize eligible items.
13. Establish project schedule for design, bid and construction phases, so that construction can be completed by start of 2020-21 school year. Services to be provided include attendance at job meetings and preparation of minutes of meetings, reviewing schedules, review and approval of invoices, RFI records and responses, submittal approvals and related administrative work.
14. Provide construction administration services including: preparing design modifications and sketches, periodic site visits/inspection reports, preparation and review of change orders, and preparation of punchlists and contract closeout.

#### Qualifications and Proposal Submittal Requirements

1. Submit current GSA Form SF330. (Include a minimum of 7 relevant projects in section F.)

2. Submit description of approach and methodology to undertaking the project design.
3. Outline design program tasks and time schedule in order to minimize impact on school.
4. 15 copies of the Qualifications Package along with an electronic copy of the Qualifications in PDF format.
5. **The proposed method of computing professional fees, along with the actual fee proposal shall be submitted in a separate sealed envelope.**
6. Both the qualifications package and fee proposal are **due on Friday, October 25, 2019 by 2:00 p.m. addressed to Burke LaClair, Business Manager, Board of Education, 933 Hopmeadow Street, Simsbury, CT 06070.**

### Selection

1. Final selection will be by the Public Building Committee, which shall consider the following criteria:
  - a) due consideration of the proposer's pricing for the project,
  - b) experience with work of similar size and scope as required for the order or contract,
  - c) organizational and team structure for the order or contract,
  - d) past performance data, including, but not limited to, adherence to project schedules and project budgets and the number of change orders for projects,
  - e) the approach to the work required for the contract, and
  - f) documented contract oversight capabilities
2. Not more than four (4) firms will be invited to finalist interviews with the Public Building Committee as part of the selection process. Fees from the selected firm will be negotiated by the Committee as required.
3. A Professional Services Agreement (AIA Document B101-2007) will be prepared by the selected Architect for review and approval by the Committee and Town Counsel. [Click here for a sample.](#)
4. Appropriate evidence of necessary insurance will be required after selection.

### Questions

Please contact Business Manager Burke LaClair with questions at [blaclair@simsbury.k12.ct.us](mailto:blaclair@simsbury.k12.ct.us), and (860) 651-3365.