



**New Elementary School
Mansfield Public Schools**
*Request for Proposal for
Professional Cost Estimating Services*

RFP Issue Date: January 13, 2020

Proposal Due: January 27, 2020 no later than 2:00pm

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- I. **INVITATION TO SUBMIT QUALIFICATIONS AND PROPOSAL**

The Town of Mansfield and the Mansfield School Building Committee are seeking to engage a Professional Cost Estimator to provide cost estimating services for the new Mansfield Elementary School. Qualifications and proposal packages should be addressed to:

Mr. Randy Walikonis, Chairperson
c/o Tasha N. Smith, Executive Assistant to the Town MGR.
Town of Mansfield
4 South Eagleville Road
Mansfield CT 06268

All qualifications must be received by the date and time on the cover.

This RFQ/RFP consists of the following documents:

1. Request for Proposal – this document
2. Exhibit 1a – Proposal Form
3. Exhibit 1b – Pricing Table
4. Exhibit 2 – Cost Estimating Firms Experience
5. Exhibit 3 – Required Disclosures
6. Exhibit 4 – Legal Status Disclosures
7. Exhibit 5 – Proposers Non-Collusion Affidavit Form
8. Exhibit 6 – Proposers Statement of References Form

II. PROJECT OVERVIEW

The new Elementary School will be located at 134 Warrenville Rd, Mansfield CT, adjacent to the existing Southeast Elementary School which will be razed at the completion of the new school. The enrollment of the new school is projected to be approximately 600 students. The proposed grade configuration is Pre-K thru Fourth Grade. The total building area will be approximately 78,000s.f. The construction budget is 40.6 Million Dollars.

The new building will include features that minimize EUI (Energy Use Intensity). The goal is to achieve a Net Zero Energy Building through innovative design and best practices. It is a priority of the Mansfield community that all facilities are planned and developed with consideration of sustainable practices including school placement, building design, building materials and components, long term energy use, sustainability, and maintenance. Per State of Connecticut requirements for public school construction, the project will be designed to exceed CT High Performance Building standards.

III. SCOPE OF SERVICES

To provide cost estimating services on behalf of the Town of Mansfield (the "Town") for the New Elementary School (the "Project"). Successful applicant is to act in the best interests of the Town of Mansfield in dealing with the project architect and architect's cost estimator.

1. The Cost Estimator will provide three (3) full construction cost estimates, during schematic design, design development and construction documents, for the project in CSI Division 41 format. Cost Estimator must also have the ability to convert CSI estimates into Unifomat for OSCGR submission at Design Development Review and Plan Completion Review.
2. Cost Estimator will attend and participate in person three (3) Cost Estimate Reconciliations for each phase of Design Development. In person attendance for both reconciliation meetings is mandatory, phone participation will not be considered acceptable representation.
3. Cost Estimator will provide revised estimate and VE recommendation pricing based on the cost estimate reconciliation meetings. All estimates, revisions, and other required documents will be provided based on the schedule provided by the Owner's Project Manager. Cost estimator shall provide one (1) hard copy and one (1) electronic copy, in excel format, of each estimate to the Owner's Project Manager, Colliers Project Leaders, Attn: Scott Pellman Scott.Pellman@colliers.com.
4. The cost estimator will coordinate with the Architects cost estimator to align cost estimate formats to assists in the reconciliation process.

- The cost estimator will assist the Owners Project manager and Architect in compiling all required estimates in the formats required for State approval for the Office of school Construction Grants and Review.

IV. TIMELINE OF THE PROCESS (SUBJECT TO CHANGE)

The following timeline will be followed but is subject to change:

Schematic Design Documents Available	April 15, 2020
Initial SD Cost Estimate Due	May 6, 2020
SD Reconciliation Meeting	May 12, 2020
Design Development Documents Available	July 14, 2020
Initial DD Cost Estimate Due	August 3, 2020
DD Reconciliation Meeting	August 10, 2020
Revised Cost Estimate Due	August 13, 2020
VE Meeting	August 25, 2020
90% Construction Documents Available	November 3, 2020
Initial CD Cost Estimate Due	November 20, 2020
CD Reconciliation Meeting	December 1, 2020
Revised Final Cost Estimate Due	December 4, 2020

Questions and Amendments

Questions concerning the process and procedures applicable to this RFP or the other requirements of this RFP are to be submitted **by email to:**

- Scott.Pellman@colliers.com
- Felicia.Smith@colliers.com

The noted representatives listed above must receive any questions from respondents no later than three (3) business days before the response deadline.

V. QUALIFICATION STATEMENT

Qualifications package

The statement of qualifications and proposal is due by January 27, 2020 by 2 p. m. Firms are required to submit two (2) copies and one (1) electronic copy of their qualifications.

Hard Copies and the electronic copy on thumb drive should be sent to:

Mr. Randy Walikonis, Chairperson
c/o Tasha N. Smith, Executive Assistant to the Town MGR.
Town of Mansfield
4 South Eagleville Road
Mansfield CT 06268

In addition, submit one electronic copy via email to:

Scott Pellman - Senior Project Manager
Colliers Project leaders
Scott.pellman@colliers.com

Proposals shall be submitted by 2:00 p.m. on January 27, 2020. 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 proposal. Any firm selected as cost estimator for the project will be ineligible for participation as a Construction Manager, should it be bid in that scenario.

Fee Proposal

In addition to the two (2) copies and electronic copy of the qualification packages noted above submit One (1) hard copy of the Fee Proposal Form Exhibit 1a and pricing Table Exhibit 1b in a separate sealed envelope with the firm name referencing Town of Mansfield request for qualifications / proposal for Cost Estimating Services.

The organization of the qualification statement is strictly enforced. Any deviation from the directions given may disqualify the respondent's qualification statement. All information must be clear, concise and to the point.

Also submit one complete qualifications package and Fee proposal package electronically to the Owners Project Manager Scott Pellman at the following address – scott.pellman@Colliers.com

Letter of Commitment - Provide a letter of interest addressed to: Mr. Randy Walikonis Building committee chair

- Indicate your firm's commitment to the project and how your firm will meet all expectations.
1. **Firm History** - Firms must have a minimum of ten (5) years under the same name.
 - Submit a brief history of the firm and explain the firm's ownership.
 - The person or firm responsible for preparing the cost estimates shall be a professional cost estimator.
 2. **Firm's Capacity** - Provide information indicating the capacity of the office that will provide the Cost Estimating service (If your firm has offices outside of Connecticut, include separate statistics for both your Connecticut office and your other offices).
 - Provide the number of professional staff members your office employs.
 - Provide the work in place in dollars that has been estimated *each year* for the past five (5) years.
 3. **Project Team** - Resumes for key staff. The resumes shall include specific information about expertise in cost estimating tasks.
 - Including the name(s) of the individual(s) who will serve as the lead Cost Estimator for the project.
 4. **Required Experience and performance** - A description of "relevant" experience of the proposer's team in the following areas. List involvement of key team members.
 - projects similar to this one
 - OSCGR experience
 - Provide past performance data for CT school construction projects Final estimate to bid.
 5. **Provide a fixed, lump sum total cost** to accomplish the work described in the RFP scope of services for the following phases: estimating (SD, DD and CD Phases).

All task amounts must include associated meetings, revised estimates and direct costs (travel, mileage, per diem, communications, etc.). Use the attached proposal form Exhibit 1a and Pricing table Exhibit 1b to provide the Fee breakdown.

6. Provide an hourly rate for each team member for any work that may exceed the scope. For each phase, provide the percentage level of effort for each primary team member.

VI. METHOD OF SELECTION

The selection committee will review the qualifications and fee proposal packages and will notify the awarded firm in writing.

Although the Owner plans to select the cost estimating firm through a “Quality Based Selection Process” not solely based on proposed fee, the selected firm’s proposed fee will be examined to ensure its consistency with that of competing firms. If agreement upon a fee for services from the firm of first choice cannot be reached, the Owner may choose to engage an alternate firm. However, the owner reserves the right to reject any and all proposals if it finds, in its sole judgment that it would be in the best interests of the owner to do so.

VII. GENERAL TERMS AND CONDITIONS

A prospective respondent must be willing to adhere to and accept the terms and conditions of this RFP, including the following, and must positively state its acceptance and compliance with them in its response to this Request for Proposal.

1. **Acceptance or Rejection by the Mansfield School Building Committee** – The Mansfield School Building Committee reserves the right to accept and/or reject any or all proposals submitted for consideration to serve the best interests of the Mansfield School Building Committee *and* the Town of Mansfield (Town). Respondents whose qualifications are not accepted will be notified in writing.
2. **Ownership of Documents** – All proposals statements submitted in response to this RFP are to be the sole property of the Mansfield School Building Committee and the Town of Mansfield 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 Mansfield School Building Committee and the Town of Mansfield 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 Mansfield School Building Committee, Town, and/or the Owner’s Representative.
5. **Oral Agreements** – Any alleged oral agreement or arrangements made by a respondent with any board, commission, agency, employee, or representative of Mansfield School Building Committee or Town will be void and of no force and effect.
6. **Amending or Canceling Requests** – The Mansfield School Building Committee 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 Mansfield School Building Committee and the Town to do so.
7. **Rejection for Default or Misrepresentation** – The Mansfield School Building Committee reserves the right to reject the qualifications of the respondent that is in default of any prior contract or for misrepresentation.

- 8. Owner's Clerical Errors in Awards** – The Mansfield School Building Committee reserves the right to correct inaccurate awards resulting from its clerical errors.
- 9. Rejection of Qualification Statements** – Proposals are subject to rejection 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 Qualification Statements** - *No additions or changes to the original qualification statements will be allowed after the deadline for 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 and may be amended/revised by the Mansfield School Building Committee or the Town at their discretion. A draft contract will not be provided as part of the RFP; A contract will be provided to the selected firm at notification.
- 12. Rights Reserved to the Mansfield School Building Committee**– The Mansfield School Building Committee reserves the right to award in part, to reject any and all qualification statements and/or proposals in whole or in part, to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the Mansfield School Building Committee and the Town of Mansfield will be served.
- 13. Withdrawal of Qualification Statements** – Negligence on the part of the respondent in preparing the qualifications confers no right of withdrawal after the time fixed for the acceptance of the qualification statement.
- 14. Assigning, Transferring of Agreement** – The successful respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the agreement or 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 the Mansfield School Building Committee.
- 15. Cost of Preparing Qualification Statements** – The Mansfield School Building Committee and the Town shall not be responsible for any expenses incurred by the organization in preparing and submitting a qualification statement. All qualification statements 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.

END OF REQUEST FOR PROPOSAL (RFP)

**New Elementary School
Mansfield Public Schools**
Request for Proposal for Cost Estimating Services

Exhibit 1a - PROPOSAL FORM

PROPOSER'S FULL LEGAL NAME: _____

PRICE PROPOSAL

Pursuant to and in full compliance with the RFP, the undersigned proposer, having visited the site or property if applicable, and having thoroughly examined each and every document comprising the RFP, including any addenda, hereby offers and agrees as follows:

To provide the products and/or services specified in, and upon the terms and conditions of, the RFP for the total sum of:

_____ Dollars (write out in words)

(\$ _____).

ACKNOWLEDGEMENT

In submitting this Proposal Form, the undersigned proposer acknowledges that the price(s) include all labor, materials, transportation, hauling, overhead, fees and insurances, bonds or letters of credit, profit, security, permits and licenses, and all other costs to cover the completed products and/or services called for in the RFP. Except as otherwise expressly stated in the RFP, no additional payment of any kind will be made for the products and/or services called for in the RFP.

**New Elementary School
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Request for Proposal for Cost Estimating Services**

Exhibit 1b: Pricing Table

	Cost (\$)
Schematic Design Phase	
1. Reviews of Design	
2. Initial Cost Estimate	
3. SD Estimate Reconciliation Meeting	
4. Estimate Revision	
5. VE Meeting and estimating	
6. Final estimate and State estimate coordination	
Subtotal	

	Cost (\$)
Design Development Phase	
1. Reviews of Design	
2. Initial Cost Estimate	
3. DD Estimate Reconciliation Meeting	
4. Estimate Revision	
5. VE Meeting and estimating	
6. Final estimate and State estimate coordination	
Subtotal	

	Cost (\$)
Construction Documents Phase	
1. Reviews of Design	
2. Initial Cost Estimate	
3. CD Estimate Reconciliation Meeting	
4. Estimate Revision	
5. VE Meeting and estimating	
6. Final estimate and State estimate coordination	
Subtotal	

Total _____

**New Elementary School
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Request for Proposal for Cost Estimating Services
Exhibit 2: Cost Estimator Firm Experience**

FILL OUT A SEPARATE FORM FOR EACH FIRM ON THE TEAM
INCLUDING SUB-CONSULTANTS

Company Name	Contact Person	Title
Address	City	State
		Zip/Postal Code
Telephone	Fax	E-Mail

Description of Business

Cost Estimate Activities

Percentage of overall business devoted to cost estimating _____%

How long has the firm offered cost estimating services _____years

Average number of cost estimates performed each year: _____ Projects

Number of cost estimators on staff who have directed commissioning projects: _____.

The firm has provided cost estimating services in the following: (check all that apply)

<u>Building Sector</u>	<u>New Construction Major Renovation</u>	<u>Existing Building Retro/Re</u>	<u>Equipment Replacement</u>
Public Schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office or retail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospitals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assisted Living	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laboratories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multi Family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industrial / Manufacturing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special purpose—prisons, museums, libraries, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other; Describe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

END OF EXPERIENCE FORM

**New Elementary School
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Exhibit 3 - REQUIRED DISCLOSURES

1. Exceptions to/Clarifications of/Modifications of the RFP

_____ This proposal does not take exception to or seek to clarify or modify any requirement of the RFP, including but not only any of the Contract Terms set forth in the Standard Instructions to Proposers. **The proposer agrees to each and every requirement, term, provision and condition of this RFP.**

OR

_____ This proposal takes exception(s) to and/or seeks to clarify or modify certain of the RFP requirements, including but not only the following Contract Terms set forth in the Standard Instructions to Proposers. **Attached is a sheet fully describing each such exception.**

2. State Debarment List

Is the proposer on the State of Connecticut's Debarment List?

_____ Yes
_____ No

3. Occupational Safety and Health Law Violations

Has the proposer or any firm, corporation, partnership or association in which it has an interest (1) been cited for three (3) or more willful or serious violations of any occupational safety and health act or of any standard, order or regulation promulgated pursuant to such act, during the three-year period preceding the proposal (provided such violations were cited in accordance with the provisions of any state occupational safety and health act or the Occupational Safety and Health Act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency or court having jurisdiction) or (2) received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the proposal?

_____ Yes
_____ No

If "yes," attach a sheet fully describing each such matter.

4. Arbitration/Litigation

Has either the proposer or any of its principals (current or former, regardless of place of employment) been involved for the most recent ten (10) years in any pending or resolved arbitration or litigation?

Yes
 No

If "yes," attach a sheet fully describing each such matter.

5. Criminal Proceedings

Has the proposer or any of its principals (current or former, regardless of place of employment) ever been the subject of any criminal proceedings?

Yes
 No

If "yes," attach a sheet fully describing each such matter.

6. Ethics and Offenses in Public Projects or Contracts

Has either the proposer or any of its principals (current or former, regardless of place of employment) ever been found to have violated any state or local ethics law, regulation, ordinance, code, policy or standard, or to have committed any other offense arising out of the submission of proposals or bids or the performance of work on public works projects or contracts?

Yes
 No

If "yes," attach a sheet fully describing each such matter.

END OF DISCLOSURE FORM

**New Elementary School
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Request for Proposals for Cost Estimating**

**Exhibit 4 PROPOSER'S LEGAL STATUS
DISCLOSURE**

Please fully complete the applicable section below, attaching a separate sheet if you need additional space.

For purposes of this disclosure, "permanent place of business" means an office continuously maintained, occupied and used by the proposer's regular employees regularly in attendance to carry on the proposer's business in the proposer's own name. An office maintained, occupied and used by a proposer only for the duration of a contract will not be considered a permanent place of business. An office maintained, occupied and used by a person affiliated with a proposer will not be considered a permanent place of business of the proposer.

IF A SOLELY OWNED BUSINESS:

Proposer's Full Legal Name _____

Street Address _____

Mailing Address (if different from Street Address) _____

Owner's Full Legal Name _____

Number of years engaged in business under sole proprietor or trade name _____

Does the proposer have a "permanent place of business" in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that
"permanent place of business."

IF A CORPORATION:

Proposer's Full Legal Name _____

Street Address _____

Mailing Address (if different from Street Address) _____

Owner's Full Legal Name _____

Number of years engaged in business _____

Names of Current Officers

President

Secretary

Chief Financial Officer

Does the proposer have a "permanent place of business" in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

IF A LIMITED LIABILITY COMPANY:

Proposer's Full Legal Name _____

Street Address _____

Mailing Address (if different from Street Address) _____

Owner's Full Legal Name _____

Number of years engaged in business _____

Names of Current Manager(s) and Member(s)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Does the proposer have a "permanent place of business" in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

IF A PARTNERSHIP:

Proposer's Full Legal Name _____

Street Address _____

Mailing Address (if different from Street Address) _____

Owner's Full Legal Name _____

Number of years engaged in business _____

Names of Current Partners

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Does the proposer have a "permanent place of business" in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

Proposer's Full Legal Name

(print)
Name and Title of Proposer's Authorized Representative

(signature)
Proposer's Representative, Duly Authorized

Date

END OF LEGAL STATUS DISCLOSURE FORM

**New Elementary School
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Exhibit 5 PROPOSER'S NON-COLLUSION AFFIDAVIT FORM

PROPOSAL FOR:

The undersigned proposer, having fully informed himself/herself/itself regarding the accuracy of the statements made herein, certifies that:

- (1) the proposal is genuine; it is not a collusive or sham proposal;
- (2) the proposer developed the proposal independently and submitted it without collusion with, and without any agreement, understanding, communication or planned common course of action with, any other person or entity designed to limit independent competition;
- (3) the proposer, its employees and agents have not communicated the contents of the proposal to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal; and
- (4) no elected or appointed official or other officer or employee of the Mansfield School District is directly or indirectly interested in the proposer's proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

The undersigned proposer further certifies that this affidavit is executed for the purpose of inducing the Mansfield School District to consider its proposal and make an award in accordance therewith.

Legal Name of Proposer

(signature)
Proposer's Representative, Duly Authorized

Name of Proposer's Authorized Representative

Title of Proposer's Authorized Representative

Date

Subscribed and sworn to before me this _____ day of _____, 201 .

Notary Public
My Commission Expires:

END OF NON-COLLUSION AFFIDAVIT FORM

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Exhibit 6 PROPOSER'S STATEMENT OF REFERENCES FORM

Provide at least three (3) references:

BUSINESS NAME _____
ADDRESS _____
CITY, STATE _____
TELEPHONE: _____
INDIVIDUAL CONTACT NAME AND POSITION _____

BUSINESS NAME _____
ADDRESS _____
CITY, STATE _____
TELEPHONE: _____
INDIVIDUAL CONTACT NAME AND POSITION _____

BUSINESS NAME _____
ADDRESS _____
CITY, STATE _____
TELEPHONE: _____
INDIVIDUAL CONTACT NAME AND POSITION _____

END OF STATEMENT OF REFERENCES FORM