

WILLINGTON PUBLIC SCHOOLS
REQUEST FOR QUALIFICATIONS/PROPOSAL
ARCHITECTURAL SERVICES

HALL MEMORIAL SCHOOL AND CENTER ELEMENTARY SCHOOL
ROOF REPLACEMENT PROJECTS

I. GENERAL INFORMATION

A. The Willington Board of Education (Board) is requesting proposals from experienced architectural firms for professional services related to a partial roof replacement at Center Elementary School (CES) and full roof replacement at Hall Memorial School (HMS). The CES project is approximately 22,203 square feet. The HMS project is approximately 33,279 square feet (flat roofs: 24,719 square feet; shingle roofs: 8,560 square feet).

B. The CES and HMS roof replacement projects will be carried out by the Willington Board of Education under the overall direction of the Superintendent of Schools. The Board intends to be out to bid for this project by May 1, begin construction approximately June 22, 2020 and to have all roof replacement substantially completed by August 21, 2020.

C. The firm selected will be expected to assist Board staff through the completion of this project by providing continuous technical assistance. At a minimum, respondents should have designed and implemented similar projects for at least five other school systems/communities in Connecticut. Respondents will need to receive approval from the State of Connecticut Office of School Construction Grants and Review, and should clearly demonstrate their experience at doing so in their submission. Also, respondents should have utilized solid engineering evaluation criteria to develop and design roofing systems and accompanying building modifications or alterations within existing school buildings. The proposal should also identify the firm's familiarity and experience with the applicable building IBC codes, NFPA codes, Connecticut code and Connecticut amendments.

D. The firm selected will have demonstrated experience with School Construction grant projects, shall be responsible for ensuring that all information for such grants is provided to the Superintendent of Schools, shall attend meetings with the State, and shall coordinate all of the activities to ensure full grant reporting and grant reimbursement for all project related activity. Plans and specifications shall be written to meet all State requirements. The firm shall assist the Board in preparation of State change orders and the closeout audit of all grant funding.

E. The firm selected may be required to provide periodic (as often as 1x week) project supervision during construction. PLEASE NOTE REFERENCE TO THIS SECTION IN BID PROPOSAL. The proposal should include the qualifications of the person(s) who would be used in this capacity. The person who will be the supervisor/job captain/project architect should be clearly identified and his/her qualifications should also be included in the submission. The firm selected will present periodic briefings on the progress of the project to the Superintendent of Schools on a weekly basis. The firm should clearly identify this cost in their proposal as a break-out price.

F. Construction costs for this project will be estimated by the firm selected or a professional estimator retained by the firm selected. Firms responding to this request should have adequate size and be sufficiently staffed to perform this assignment, as described above. In addition to those services specified below, the firm selected will provide any additional professional services that may arise and are deemed necessary by the Board.

G. The firm should arrange for hazardous material testing requirements to identify asbestos containing material (ACM) or polychlorinated biphenyl (PCB), though none are expected to be present.

II. QUALIFICATIONS STATEMENT

A. FORMAT AND CONTENTS

1. All responses to this request shall adhere to the requirements set forth herein.
2. In order to provide the requested service to the Board, the firm selected must be able to demonstrate it has the expertise, flexibility, and personnel available to successfully complete the projects.
3. The qualifications statement shall demonstrate the ability of the firm to rapidly respond to the needs of the Board. If the respondent proposes a joint-venture approach, overall responsibility must be clearly identified, as well as a detailed plan of delineation of work assignments. The Board will only contract with one principal firm. Should the personnel of any firm not possess the requisite skills, the respondent may engage a subconsultant for the skills needed. The proposal shall indicate this intention and include the background on any such subconsultant. The Board reserves the right of approval of all subconsultants.
4. The qualification statement format should contain a letter of interest, together with general information on the firm and all proposed sub consultants, an organization chart showing the assignments for this project, the experience of the firm(s) with a description of technical competence, and a resume of key personnel. The section containing the experience of the firm

should address the firm's skills and experience in municipal school projects, including roof projects, and other experiences previously mentioned in this document, as well as a description of work currently under contract with the firm. Each respondent shall identify what it feels are the five most similar projects that it has successfully completed or is in the process of completing, and for each provide the following: the construction start date, the substantial completion date, the final completion date, the dollar amount of the pre-bid estimate, the actual bid amount, the final construction cost, the number of change orders, and the combined dollar value of all change orders.

5. The section of the qualification statement related to project management should list the personnel that will be in charge of these projects, what their specific roles will be, provide their resumes and a summary of similar experiences as it relates to that individual's assignment on this project. A description of how the respondent will deal with each element of the work described in this request and the firm's ability to meet time schedules should also be included.

6. A description of how the project will be scheduled should be provided, with the time required for each item on the schedule identified. This section should include a timeline for completion of each stage/step of the process and an indication of the delivery dates for each deliverable. The Superintendent will collaboratively determine the actual timing and sequence of events. Assumptions with respect to the support that will be expected from the Board staff and gaining State approval shall be clearly identified.

7. The Board rating committee will rate each firm on the following areas: specialized design and technical competence; capacity and capability to perform the work within the time allotted; past record of performance with respect to such factors as control of cost, quality of work and cooperation with the client; and knowledge of Federal, State, and Town/Board procedures and requirements.

III. SCOPE OF SERVICES

A. PROGRAM DEVELOPMENT

1. Gather all pertinent information relative to the project with the intent of developing a clear understanding of the needs. Additional information will be gathered from interviews with Board personnel as well as from a detailed walk through and thorough review of the entire area where roof replacement is needed, plus the adjacent roof, grounds, parking and athletic field areas, if required. The firm shall verify actual roof areas and field conditions necessary to successfully design the project. The firm shall verify all existing hazardous materials and include the required scope for removal within the design.

2. Subsequent to the information gathering, the firm selected will develop and present roof replacement product and warranty options (program) to satisfy the needs within any financial constraints identified. These program scenarios will include scope identification, cost estimates, schedule information, simple plans, and back up information as needed. Preliminary plans and construction cost estimates will then be presented and revised as requested.

B. DESIGN AND SPECIFICATION PHASE

1. Upon completion of the program selection process the firm selected will begin the development of project designs and specifications. As needed, interim updates and progress meetings will be held with Board personnel to communicate design progress, address any issues or questions, confirm financial and schedule compliance, etc.

2. Final specifications shall be included for all materials, equipment and requirements of the project as required for State grant funding approval and public bidding, including a draft invitation to bid. A professional architect who is licensed in the State of Connecticut shall prepare all plans. The plans will be submitted to Town officials, including both the Building Department and Fire Marshal's Office, for review and approval. Plans will also be submitted and reviewed with the State of Connecticut Office of School Construction Grants and Review. Copies of the final approved plans and specifications, sealed by the professional architect, shall be provided to the Superintendent for use in the bid process. Associated detailed cost estimates shall be prepared and submitted to the Board based on the final plans and specifications.

C. BID PHASE

1. Following receipt of authorization to proceed from the Board, and the State of Connecticut School Construction and Grants Review, the firm's selected respondent will coordinate all bid activities with Board personnel and shall prepare final bid documents compiled for direct distribution in a public bid process.

2. The firm selected will attend and supervise a pre-bid conference and answer any inquiries regarding the plans and specifications during the bid process. Any necessary addenda needed during the bid process will be prepared by the firm selected and provided to the Board and the printer of the plans and specifications for distribution.

3. Upon bid submission, the firm selected will review all bids received as well as bidder qualifications and references of the lowest bidders. A recommendation regarding the lowest bidders' ability to perform the work and to conform to the standards established in the bid documents will be made.

4. Also, the firm selected will respond to and make recommendations concerning the suitability of any alternate equipment, material, or methods proposed.

5. The firm identified will require construction bids to include value engineering opportunities including options to utilize less expensive material within their bid documents.

D. CONSTRUCTION PHASE

1. During the construction phase, the firm selected will provide on-site periodic project supervision. This will include preparation and submission of written inspection reports, if requested by the Board, for all phases of construction. **PLEASE NOTE REFERENCE TO THIS SECTION IN BID PROPOSAL.** The firm should include a break-out price for 1 visit per week during construction to be billed on a per visit basis.

2. The firm selected will review and approve shop drawings, material samples, subcontractor's qualifications, and any other submission for compliance with the specifications. Also, draft any and all State change orders for signature approval by Board personnel, the roofing contractor, and the State, and review and approve the construction contractor's applications for payment. The firm selected will determine contract completion, recommend project acceptance, and perform other standard architectural services related to this project.

3. The firm selected will be fully responsible to monitor and oversee proper adherence to all environmental regulations and requirements applicable to the project.

IV. SELECTION PROCESS

A. All firms wishing to be considered for this project shall submit six (6) sets of proposals based on the format and requirements set forth in this request to the Superintendent, Willington Public Schools, 40 Old Farms Road Suite, Willington, CT 06279 before Wednesday, February 26 at 3:00 p.m. All submittals shall be clearly labeled "Architectural Services for Hall Memorial Middle School and Center Elementary School Roof Replacement Projects." The Board reserves the right to reject any or all submittals.

B. Qualified firms will be evaluated based on the following criteria: Due consideration of the proposer's pricing; experience with work of a similar size and scope; organizational and team structure; past performance data, including adherence to project schedules and budgets and the number of change orders; approach to the work required for the contract and documented contract oversight capabilities; and experience with the State of Connecticut Office of School Construction Grants and Review.

C. Each respondent shall be prepared to present, upon request by the Superintendent of Schools, further evidence of experience, ability, service facilities, and/or financial standing. No other additions or changes to the original proposal will be allowed after the submission of the proposal.

D. The firm selected shall be the one determined by the Board to be the most responsible qualified proposer when considering price and the factors necessary for faithful performance of the work based on the criteria and scope of work included in this request. The Board, at its discretion, shall be the sole determinant of the most qualified proposer.

V. REQUEST FOR PROPOSALS

A. The Board is exempt from Federal and State excise, transportation and sales taxes under the laws of the State of Connecticut.

B. Respondents are to submit a fee proposal that contains all costs associated with the project. The fee proposal shall also contain the firm's anticipated payment schedule, identifying the percentage of each phase (schematic phase through construction phase). A complete list of those items that will be considered reimbursable must be included with the bid. The respondent shall state any assumptions made in developing their costs. The firm shall provide a break-out of the cost for weekly site visits during construction.

C. The fee proposal must be signed by an authorized official. The respondent's proposal shall identify the individual(s) having authority to negotiate and contractually bind the respondent. It shall also name the person to be contacted both during the period of evaluation of proposals and for prompt contract administration upon award of the contract. This information shall include name, title, address, fax and telephone numbers.

VI. QUESTIONS

A. There will be a mandatory walk through on Tuesday, February 18 at 9:00 a.m. beginning at Hall Memorial Middle School, 111 River Road Willington, CT 06279 and immediately continuing to Center Elementary School at 12 Old Farms Road Willington, CT 06279, prior to the submission of proposals. A rain/snow date of Wednesday, February 19 at 3:00 p.m. is scheduled. All interested parties must email the Superintendent their contact information. Questions may be addressed to Phil Stevens, Superintendent of Schools, pstevens@willingtonct.org, by 3:00 p.m. on Friday, February 21, 2020.

VII. OTHER

A. The Board reserves the right to reject any and all proposals when it deems such action is in the best interests of the Board and also to select a respondent that the Board determines best meets its needs.

B. Costs and fees contained in the proposal will remain valid for a period of ninety (90) days after the closing date for submission of proposals and may be extended beyond that time by mutual agreement between the Board and the respondent.

C. The firm selected will be expected to execute a standard AIA contract or other contract as approved by the Board.

VIII. INSURANCE

A. The successful respondent shall furnish a certificate of insurance to the Board for the following insurance coverage within ten (10) days from contract execution. The certificate of insurance shall contain the project description and name the Board as an additional insured. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. Such certificate of insurance shall specify that the Board will receive thirty (30) days' notice of any cancellation, non-renewal or reduction in coverage and limits originally provided.

1. General Liability with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate for bodily injury and property damage.

2. Automobile Liability with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate for owned, non owned, and hired vehicles.

3. Workers Compensation with a minimum of \$500,000 as required by the State of Connecticut.

4. Professional Liability with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate.

5. Umbrella Liability with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate for bodily injury and property damage.

**BID PROPOSAL
ARCHITECTURAL SERVICES
HALL MEMORIAL MIDDLE SCHOOL AND CENTER ELEMENTARY SCHOOL
ROOF REPLACEMENT PROJECTS**

Base Fee Center School \$ _____

Cost for onsite weekly oversight during construction \$ _____
(to be billed per visit)

Cost per visit \$ _____

Base Fee Hall Memorial School \$ _____

Cost for onsite weekly oversight during construction \$ _____
(to be billed per visit)

Cost per visit \$ _____

Provide a proposed payment schedule for each project and a Qualifications Statement as an attachment.
One comprehensive proposal may be submitted, but fees must be separated for each school project.

List of Reimbursable Expenses

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Firm Name and Address

Phone # _____ Fax # _____

Authorized Official (printed) _____

Authorized Official(signature) _____

Title _____

Date Submitted _____