

REQUEST FOR QUALIFICATIONS/PROPOSALS

for

Architectural Design Services

for

East Granby Public Schools & Municipal Buildings Roof Projects

Issue date: November 12, 2018

QUESTIONS: Contact Program Manager, Roger LaFleur, in writing by email at pmresourcesllc@att.net
No questions will be accepted after Monday November 26, 2018

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 East Granby, is seeking an Architectural firm to provide design services for the preparation of plans and construction documents for the roof replacement of two (2) schools. The Allgrove School located at 33 Turkey Hills Road, East Granby CT 06026 and East Granby Middle-High School located at 95 South Main Street, East Granby CT 06026. Both schools will be submitting grant applications to the Department of Administrative Services with the intention of securing a partial grant from the Office of School Construction and Grants Review (OSC&GR). In addition to the two school roof projects the Town is including 5 municipal buildings for new roofs and, in some instances, repairs to the soffits, facias and gutters. The municipal projects are not eligible for grants and will be fully paid for from town funds. Proposals should be addressed and delivered to:

**Attn: James Hayden, First Selectman
Town of East Granby,
9 Center Street
East Granby, CT 06026**

All Proposals shall be delivered by: 2:00 p.m. Wednesday, November 28, 2018

PROJECT DESCRIPTION - SCOPE OF SERVICE

- **The Allgrove School**

On approximately 30,660 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.

- **East Granby Middle-High School**

On approximately 76,300 sq. ft. design a new roofing system(s): Proposed System: A two-ply modified bitumen roof system 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. In addition to the roof there is a section of wall that requires structural reinforcement.

NOTE: The East Granby School Building Committee may, at its own discretion, may proceed with design services only and defer construction until funding is secure. Therefore, interested proposers should note the Bid Form and submit pricing based on the following:

- A. Phase (A) - Preliminary services which will include design only and
- B. Phase (B) - Contract Administration throughout construction.

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.

Municipal Buildings

- **Senior Center – 7,550 sq. ft.**
- **Public Safety – 11,842 sq. ft.**
- **Town Hall – 9,374 sq. ft.**
- **Fire Department Station 2 – 4,578 sq. ft.**
- **Ambulance Building – 4,100 sq. ft.**

The municipal buildings are located in close proximity to the Town Hall and the intention is to specify the same style of roofing for each of the 5 buildings. The buildings are typical sloped roofs with architectural style fiberglass shingles. Special attention is to be directed to the soffit/facia and gutter systems.

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 East Granby, on site, or elsewhere (unlimited).

TIMELINE OF THE RFP PROCESS

The following timeline will be followed:

- Issue RFP Monday, November 12, 2018
- Mandatory Site Visit Monday, November 19, 2018, 2:00 p.m.
Meet at Town Hall parking lot
- Final Questions Monday, November 26, 2018
- RFP bid date from qualified firms Wednesday, November 28, 2018, 2:00 p.m.
- Scope Review Thursday, November 29, 2018
- Firm selection November 29, 2018 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 East Granby 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 East Granby.

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 East Granby 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 "East Granby locations or projects." These form numbers must be specifically referenced on the certificate of insurance, and copies of these endorsements naming the Town of East Granby 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 East Granby 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 East Granby.

The proper name for the entity to be named as additional insured is: "The Town of East Granby, 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:

**James Hayden, First Selectman
Town of East Granby,
9 Center Street
East Granby, CT 06026**

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 East Granby reserves the right to make commercially reasonable changes in these requirements during the term of any work or project.

Commercial General Liability	<p>\$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</p> <p>The CGL policy must include coverage for:</p> <ul style="list-style-type: none"> • liability from premises and operations. • liability from products or completed operations. • liability from actions of independent contractors. • liability assumed by contract.
Conditions	<p>All coverage provided to the Town of East Granby under this section must be primary and non-contributory with any other insurance available to the Town of East Granby. the Town of East Granby 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 East Granby. the Town of East Granby must <i>also</i> 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 East Granby.</p> <p>Any Aggregate limit must apply per job/project.</p> <p>Products/completed operations must be carried for 2 years after completion of job/acceptance by owner.</p>
Automobile Liability	<p>\$1,000,000 each accident \$2,000,000 aggregate for bodily injury/property damage, including hired owned & non-owned vehicles.</p> <p>Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below).</p>

Umbrella Liability	\$5,000,000 Limits must be excess over underlying limits described above. All coverage provided to the Town of East Granby 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 East Granby.
Workers' Compensation	Liability meeting statutory limits mandated by the state and Federal laws with minimum limits of: \$500,000 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	\$500,000 each accident Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below).
Professional Liability	\$2,000,000 per occurrence/ \$5,000,000 aggregate. Maximum deductible \$100,000. 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 November 19, 2018 2:00 p.m. mandatory site visit

WRITTEN PROPOSAL

The written proposal is due Thursday, November 28, 2018, 2:00 p.m. Firms are required to submit three (3) hardcopies and one (1) electronic copy of their proposal to:

Attn: James Hayden, First Selectman
Town of East Granby,
9 Center Street
East Granby, CT 06026

Submissions are to be clearly identified with the title; **the Town of East Granby Roof Design Proposal. Attention: James Hayden, First Selectman**

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 East Granby**– East Granby reserves the right to accept and/or reject any or all proposals submitted for consideration to serve the best interests of the Town of East Granby. 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 East Granby 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 East Granby 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 East Granby.
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 East Granby 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 East Granby to do so.
7. **Rejection for Default or Misrepresentation** – The Town of East Granby 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 East Granby 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 East Granby**– the Town of East Granby 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 East Granby.

15. **Cost of Preparing RFP** – The Town of East Granby 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.

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

The Allgrove School

Option A - Roof Design Only, no CA: _____

Option B – Additional fee with CA _____

East Granby Middle-High School

Option A - Roof Design Only, no CA: _____

Option B – Additional fee with CA _____

Municipal Buildings

Option A - Roof Design Only, no CA: _____

Option B – Additional fee with CA _____

Reimbursable Expenses Fixed Fee: \$2,000.00 per school \$2,000 for Municipal Buildings or \$6,000 total

Exclusions: Hazardous materials investigations or testing

Firm: _____

Name: _____
(Please Print)

Signature: _____