

Regional School District #19



REQUEST FOR QUALIFICATIONS/PROPOSALS

for

Architectural Design Services for Roof Replacement

Issue date:
January 8, 2019

Submission Deadline:
2:00 p.m., January 31, 2019

Submission Address:
Regional School District 19
Attn: Jill Krieger, Superintendent
1235 Storrs Road
Storrs, CT 06268

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INVITATION TO BID

REGIONAL SCHOOL DISTRICT 19

ARCHITECTURAL DESIGN SERVICES SCHOOL ROOF REPLACEMENT

Regional School District 19 is seeking an Architectural firm to provide design services for the preparation of plans and construction documents for a roof replacement at Edwin O. Smith High School during the summer of 2020. The total project includes replacement of approximately 210,900 square feet of roof. ***Note that a mandatory site visit will be held at Edwin O. Smith High School 1235 Storrs Road, Storrs CT, on Friday, January 18, 2019 at 12:30 PM with a snow date of Monday, January 21, 2019 at 9:00 AM.***

All respondents shall provide one (1) original and seven (7) hard copies and one (1) electronic copy of qualifications/proposals and should be submitted in a sealed envelope, clearly marked "***BID DOCUMENT Regional School District 19 - Architectural Design Services - School Roof Replacement, Attention Jill Krieger, Superintendent***" on the outside of the envelope, to:

**Regional School District 19
Jill Krieger, Superintendent
1235 Storrs Road, Storrs CT 06268**

by **2:00 PM** on **Thursday, January 31, 2019**. **Emailed or faxed bids will not be accepted. Late submissions will not be accepted.**

Qualifications and proposals will be reviewed by the Region's School Building Committee. Interviews may be required. The selected firm must meet all municipal, state and federal Affirmative Action and Equal Employment Opportunity practices and requirements. MBEs/WBEs/SBEs are encouraged to apply.

The Region reserves the right to reject any or all applications in whole or in part, to award any one service or group of services or all services, to negotiate with any or all companies submitting qualifications, and to enter into an agreement with any company for any services mentioned in this RFP/RFQ if it is deemed to be in the best interest of the Region.

All questions about the proposals should be directed to Dennis Stanavage, Maintenance Director, by e-mail at dstanavage@cosmith.org, no later than 3:00 PM on Friday, January 25, 2019. Answers to all so received questions shall be posted by 5:00 PM on Monday, January 28, 2019 on the Department of Administrative Services website and emailed to all Firms attending the mandatory site visit.

Copies of the RFP are available online at the Region's website at www.cosmith.org and at the Department of Administrative Services website at www.das.ct.gov.

PROJECT DESCRIPTION - SCOPE OF SERVICE

Edwin O. Smith High School roof replacement is estimated to be approximately 206,500 SF + the existing metal roof 4,400 SF to be evaluated. Estimated total roof square footage 210,900.

Evaluate all areas/sections of the roof for the best long term roof life. This design and evaluation will also include Kalwall translucent panels, Kalwall panels removed in art rooms and replace with standing seam insulated panels, 10 6'x'6' sky lights, removal of old curbs, roof access on first level of school, proper primary and secondary water drainage, roof snow load and snow drift issues, possibilities of standing seamless roof for future photovoltaic systems.

Types of roofs

1. 117,000 SQ ft. of modified pitched Bitumen installed in 1985-1987
2. 89,500 SQ ft. of buildup ballasted flat roof installed in 1999
3. 4,400 SQ ft. of metal roofing 1999

NOTE: The Regional School District 19 Building Committee may, at its own discretion, 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. Perform all investigative work necessary to establish existing conditions including but not limited to the effectiveness of the existing roof, structural integrity of the roof and parapet walls, systems impacted by roof replacement, including the feasibility of future solar installation, and existence of hazardous materials.
2. The development of designs and cost estimates for a new roof in compliance with all required codes and State requirements. Time is of the essence, the selected firm must have the resources available to complete design with an expedited time schedule. Prepare complete construction plans, including, but not limited to, plan and profile views, cross sections, typical details and detailed cost estimate sheets.
3. Full representation through the Office of School Construction & Grants Review process for the school roof.
4. Revise plans and drawings as needed.
5. Prepare construction documents, including but not limited to, notices, special provisions, and detailed unit price bid proposals.
6. Participation in the roofing contractor scope review and selection process.
7. The hiring of any consultants required to complete the job and review of all submittals.
8. The on-going inspection of the roof as the installation progresses to ensure compliance with the specifications.
9. The review of all invoices for accuracy prior to submission to the client.
10. The development of the punch list.
11. Final inspection and acceptance of the project as complete.

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 Region.

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, on site, or elsewhere (unlimited). The Region will not reimburse for transportation, printing, telephone, etc. ONLY SUBCONTRACTED TESTING WILL BE REIMBURSABLE.

TIMELINE OF THE RFP PROCESS

The following timeline will be followed:

- | | |
|---|--|
| • Issue RFP | Tuesday, January 8, 2019 |
| • Mandatory site visit-Please RSVP to: Dennis Stanavage
dstanavage@eosmith.org | Friday, January 18, 2019, 12:30 pm
Snow date: Monday, January 21, 2019, 9:00 am |
| • Final questions due | Friday, January 25, 2019 |
| • RFP due date | Thursday, January 31, 2019, 2pm |
| • Interviews of qualified firms | Thursday, February 7, 2019 (if needed) |
| • Firm Selection | No later than Friday, February 8, 2019 |
| • Design documents/cost estimates due | Friday, March 15, 2019 |

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 school. 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, Regional School District 19.

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.

Regional School District 19 also requires that they be named as an additional insured on your general liability policies. 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 "Regional School District 19 locations or projects." These form numbers must be specifically referenced on the certificate of insurance, and copies of these endorsements naming the Regional School District 19 as additional insured must be furnished with the required certificate of insurance. If your insurance company uses a different form to provide Regional School District 19 with additional insured status on your policies, copies must be provided in advance with the insurance certificate for review and approval by the Region.

The amounts of insurance available to the Region 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 Regional School District 19.

The proper name for the entity to be named as additional insured is: “Regional School District 19, 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:

Jill Krieger, Superintendent
Regional School District 19
1235 Storrs Road
Storrs, CT 06268

Current insurance certificates must be furnished to the Region at all times. Replacement certificates must be furnished ten (10) days *prior to the expiration or replacement* of referenced policies.

Regional School District 19 reserves the right to make commercially reasonable changes in these requirements during the term of any work or project.

<p>Commercial General Liability</p>	<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 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.
<p>Conditions</p>	<p>All coverage provided to Regional School District 19 under this section must be primary and non-contributory with any other insurance available to the Region. Regional School District 19 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 Region. Regional School District 19 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 Region.</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>
<p>Automobile Liability</p>	<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 Regional School District 19 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 Region
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 projects managed through the Department of Administrative Services – Office of School Construction Grants within the last 3 years.
- Attendance at the January 18, 2019 12:30 p.m. mandatory site visit. (Snow date, January 21, 2019 9:00 a.m.) Firms that do not attend the mandatory site visit, will not be allowed to submit. Please RSVP via email to Dennis Stanavage dstanavage@eosmith.org if you plan to attend the site visit by noon on Thursday, January 17, 2019. He will respond with instructions for the site visit, i.e. meeting place, parking, etc.

WRITTEN PROPOSAL

The written proposal is due Thursday, January 31, 2019, 2:00 p.m. Firms are required to submit (1) one original hardcopy and seven (7) copies and one (1) electronic copy on a thumb drive of their proposal to:

Attn: Jill Krieger, Superintendent
Regional School District 19
1235 Storrs Road
Storrs, CT 06268

Submissions are to be clearly identified with the title: **Bid Document: Regional School District 19 Architectural Design Services – School Roof Replacement, Attention: Jill Krieger, Superintendent**

RANKING OF FIRMS

Firms will be ranked as follows:

Firm Qualifications/Previous Experience	20 Points
Knowledge of Design Codes	20 Points
Project Management/Cost Controls/Time Schedule	20 Points
Project Management Ability	10 Points
Quality of Presentation	10 Points
Fee Proposal	20 Points

It is the Region's intent to select the firm that the Region believes its best interests will be served. Please note, cost will be an item of consideration however, it is the Region's intent to hire the best firm at a responsible fee to perform the design.

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 Regional School District 19**– The Region reserves the right to accept and/or reject any or all proposals submitted for consideration to serve the best interests of the Region. 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 Regional School District 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 Region 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 Regional School District 19.
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** – Regional School District 19 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 Region to do so.
7. **Rejection for Default or Misrepresentation** – Regional School District 19 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** – Regional School District 19 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 Regional School District 19**– Regional School District 19 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 Region 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 Regional School District 19.
15. **Cost of Preparing RFP** – Regional School District 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”.

**REGIONAL SCHOOL DISTRICT 19
EDWIN O. SMITH HIGH SCHOOL
DESIGN SERVICES - ROOF REPLACEMENT
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
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.	

Edwin O. Smith High School

OPTION A: Design Services only, NO Construction Administration: \$ _____

(written words) _____

OPTION B: Design Services and Construction Administration: \$ _____

(written words) _____

Exclusions: Hazardous materials investigations or testing

The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Date: _____

Signed name of bidder

Corporate Seal

Printed name of bidder

Title

Company Name