

REQUEST FOR QUALIFICATIONS/PROPOSALS

for

Conceptual Architectural Design Services

for

Edna C. Stevens Elementary School

Issue date: February 15, 2018



QUESTIONS: Cromwell Facilities Manager, Steve Rose in writing by email at srose@cromwell.k12.ct.us
No questions will be accepted after February 27, 2018

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I. INVITATION TO SUBMIT

The Cromwell Board of Education (“Owner”), through their owner’s representative Construction Solutions Group, LLC (“CSG”), is seeking an Architectural firm (“Architect”) to provide conceptual design services for the preparation of a **Conceptual Design Only** for the new construction of a facility under consideration for the purpose of providing adequate programmatic space for grades Pre-K through grade 2.

Proposals should be addressed and delivered to:

Cromwell Public Schools
9 Captain James Mann Memorial Drive
Cromwell, Connecticut 06416
Attention: Steve Rose, Facilities Manager

All Proposals shall be delivered by: 1:00 p.m. March 2, 2018

The documents included as part of this RFP are as follows:

1. Request for Proposals – this document

II. PROJECT DESCRIPTION - SCOPE OF SERVICES

The proposed school will be located on the same site as the existing Edna C. Stevens School at 25 Court Street, Cromwell, CT 06416:

- Conduct a full review of the educational specifications
- Conduct a complete assessment of existing conditions within the subject property
- Make recommendations of design and site improvements for the subject property taking into consideration the construction of the new school on an active existing elementary school site
- Develop a site plan incorporating all improvements for a conceptual estimate
- Develop Mechanical, Electrical, Plumbing (MEP) narratives to be provided to the estimator
- Present the Owner with 3 options regarding design and its incorporation within the existing site and their impact on the existing schools operations
- Respond to questions from the estimator/participate in conference calls in an effort to assist the estimator in understanding the design intent
- Review with the Owner and CSG the draft estimate and comment as necessary

Project Deliverables

- Drawings, including but not limited to, overall plan view incorporating the existing

school; proposed new school; and new site layout including bus loops, parent drop-offs, parking, playgrounds, and any potential site improvements including but not limited to grading, retaining walls, etc.

- Exterior elevations (2-3) indicating the type of materials proposed for the exterior building skin
- MEP narrative

The Architect is expected to be present for some or all of the meetings which may need to be conducted with user groups at either Edna C. Stevens, Cromwell Public Schools main offices, on site, or elsewhere (unlimited).

III. TIMELINE OF THE RFP PROCESS

The following timeline will be followed:

Issue RFP	February 15, 2018
RFP response deadline	March 2, 2018
Interviews (if needed)	March 9, 2018
Architect selection	March 14, 2018
Complete Conceptual Design	April 27, 2018
Complete Estimate	May 18, 2018

IV. 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 any Cromwell Public School facilities. 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, Cromwell Public Schools.

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.

Cromwell Public Schools 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 "All Cromwell Public Schools locations or projects." These form numbers must be specifically referenced on the certificate of insurance, and copies of these endorsements naming Cromwell Public Schools as additional insured must be furnished with the required certificate of insurance. If your insurance company uses a different form to provide Cromwell Public Schools with additional insured status on your policies, copies must be provided in advance with the insurance certificate for review and approval by Cromwell Public Schools.

The amounts of insurance available to Cromwell Public Schools 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 Cromwell Public Schools.

The proper name for the entity to be named as additional insured is: “Cromwell Public Schools, 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:

Steve Rose, Facilities Manager
Cromwell Public Schools
9 Captain James Mann Memorial Drive
Cromwell, Connecticut 06416

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

The Cromwell Public Schools reserves the right to make commercially reasonable changes in these requirements during the term of any work or project.

	Independent Contractor (Major projects or engagements)
Commercial General Liability	\$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: <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 Cromwell Public Schools under this section must be primary and non-contributory with any other insurance available to Cromwell Public Schools. Cromwell Public Schools 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 Cromwell Public Schools. Cromwell Public Schools 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 Cromwell Public Schools.</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	<p>\$5,000,000</p> <p>Limits must be excess over underlying limits described above. All coverage provided to Cromwell Public Schools 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 Cromwell Public Schools.</p>
Workers' Compensation	<p>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</p> <p>Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below).</p>
Employers Liability	<p>\$500,000 each accident</p> <p>Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below).</p>
Professional Liability	<p>\$2,000,000 per occurrence/ \$5,000,000 aggregate. Maximum deductible \$100,000. Extended reporting period for (6) years following termination of this agreement.</p>

V. MINIMUM QUALIFICATIONS

The minimum requirements for qualification are as follows:

- A minimum of 3 Connecticut school projects managed through the Office of School Construction Grants & Review (OSCG&R) in the last 5 years.

- A minimum of one school project that was a “new” school within the last 5 years

VI. WRITTEN PROPOSAL

The written proposal is due March 2, 2018 at 1:00 PM. Firms are required to submit five (5) hardcopies and one (1) electronic copy of their proposal to the Cromwell Board of Education, 9 Captain James Mann Memorial Drive, Cromwell, Connecticut 06416. Submissions are to be clearly identified with the title; **Edna C. Stevens Conceptual Design Proposal - Attention: Steve Rose.**

VII. 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 Cromwell Public Schools** – Cromwell Public Schools reserves the right to accept and/or reject any or all proposals submitted for consideration to serve the best interests of Cromwell Public Schools. 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 Cromwell Public Schools 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 Cromwell Public Schools 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 Cromwell Public Schools.
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** – Cromwell Public Schools reserves the right to amend or cancel this RFP prior to the due date and time, if it is in the best interest of Cromwell Public Schools to do so.
7. **Rejection for Default or Misrepresentation** – Cromwell Public Schools 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** – Cromwell Public Schools 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 Cromwell Public Schools** – Cromwell Public Schools 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 Cromwell Public Schools 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 Cromwell Public Schools.
15. **Cost of Preparing RFP** – Cromwell Public Schools shall not be responsible for any expenses incurred by the organization in preparing and submitting a RFP. A 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”.

VIII.FEE PROPOSAL & BID FORM

Firms must acknowledge that the costs of items listed below are included in their base fee by the **proposed Principal** 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 will not be considered for the project.

SERVICES	Breakout costs	COSTS INCLUDED Initial
Conceptual Design as described in the Scope of Services	Incl.	
Insurance limits as described in the RFP.	Incl.	

BID FORM

Total Fee: _____

Reimbursable Expenses Fixed Fee: \$3,000.00

Exclusions: N/A

Firm: _____

Name: _____
(Please Print)

Signature: _____ **Date:** _____