



## **REQUEST FOR QUALIFICATIONS/PROPOSALS**

The Watertown Board of Education is accepting qualifications/proposals for the following:

**Architectural and Engineering Design Services for the preparation of Schematic Design Documents, Construction Documents and Construction Administration Services for:**

### **John Trumbull Primary School Security Main Entrance Hardening**

All proposals must be submitted on forms and in accordance with specifications supplied by the Watertown Board of Education,  
10 DeForest Street,  
Watertown, CT 06795.

Proposals will be received until **10:00 am February 12th, 2019** and opened and read publicly at that time.

## I. GENERAL INFORMATION

### SCOPE OF SERVICES

#### PROJECT DESCRIPTION

The intent of this qualification/proposal request is to obtain an architectural and engineering services firm (Hereinafter “Firm”) based on their experience and successful completion of other school(s) security upgrade projects. The primary charge will be to evaluate and redesign the main entrances for security and force resistance in conformance with the CT SSIC standards and all other applicable State of Connecticut and Town of Watertown building codes.

The firm must be prepared to start work within the specified time and dedicate adequate staff and resources to this project to insure completion within the specified time period. It has not been determined at this time when the construction project will occur.

- A. The Watertown Board of Education is requesting proposals from experienced architectural firms for professional services related to projects outlined above.
- B. The projects will be carried out by the Watertown Board of Education under the overall direction of the Business Manager and Facilities Manager. 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 approvals from the State of Connecticut Office of School Construction Grants & Review and should clearly demonstrate their experience at doing so in their submittal. 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, the Connecticut code and Connecticut amendments.
- C. 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 Board, shall attend meetings with the State, and shall coordinate all of the activities to insure full grant reporting and grant reimbursement for all project related activity. Plans and specifications shall be written to meet all State requirements.
- D. The firm selected **may** be required to provide periodic (as often as 2x week) project supervision. **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 submittal. The firm selected will present periodic briefings on the progress of the project to the Board, Business Manager and Facilities Manager at such times as the Board shall determine necessary.

- E. 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.

## **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 contain a detailed listing of the qualified individuals who will be assigned to this project. The listing shall also reflect the method of internal management of the project that is necessary to insure efficient, cost effective use of staff. Resumes of all individuals to be associated with these projects shall be provided. Resumes shall include similar experience and responsibility for that activity to be performed under this project.
4. 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 subcontract for the skills needed. The proposal shall indicate this intention and include the background on any such subcontractor. The Board reserves the right of approval of all subcontractors.
5. 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), 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, 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.
6. 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 each element of the work described in this request and the firm's ability to meet time schedules should also be included.

7. 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 Board will ultimately determine the actual timing and sequence of events. Assumptions with respect to the support that will be expected from the Board shall be clearly identified.
8. The qualification statement shall provide sufficient information to specifically address the areas that the Board will rate each firm on. These areas are: 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.
2. Subsequent to the information gathering, the firm selected will develop and present alternative program scenarios 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 the Board 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. 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 & Review. Copies of the final approved plans and specifications, sealed by the professional architect, shall be provided to the Board 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, the firm's selected respondent will coordinate all bid activities with the Board.
2. The firm selected will attend and supervise any and all pre-bid conferences 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 submittal, 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. In the event all bids received exceed a project's budget, the firm selected will immediately strategize with representatives of the Board to identify value engineering opportunities and or negotiate project scope changes to meet budgetary constraints.

### D. CONSTRUCTION PHASE

1. During the construction phase, the firm selected **may** provide on-site periodic (as often as 2x week) 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.**
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 change orders for signature approval by the Board and the construction contractor, review and approve the construction contractor's applications for payment, attend, record and distribute minutes for regularly scheduled job meetings, and attend Board meetings. 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 Business Manager, Watertown Board of Education, 10 DeForest St., Watertown, CT 06795 before February 12th, 2019 at 10:00 am. All submittals shall be clearly labeled "John Trumbull Primary School Security Main Entrance Hardening" 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 criteria specific to the project (such as prior experience with the State of Connecticut Office of School Construction Grants & Review).
- C. Each respondent shall be prepared to present, upon request by the Board, further evidence of experience, ability, service facilities, and/or financial standing. No other additions or changes to the original proposal will be allowed after submittal 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.
- 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.
- 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 Thursday, January 31<sup>st</sup>, 2019 at 10:00AM at John Trumbull Primary School, 779 Buckingham Street, Oakville, CT 06779, prior to the submittal of proposals. Questions may be addressed to Ray Ceniccola, Facilities Manager, [ceniccolare@watertownps.org](mailto:ceniccolare@watertownps.org) , 860 945-4816.

## **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 damage

**BID PROPOSAL**

**ARCHITECTURAL SERVICES**

**Architectural and Engineering Design Services for the preparation of  
Schematic Design Documents, Construction Documents and  
Construction Administration Services for:**

**John Trumbull Primary School Security Main Entrance Hardening**

Fee INCLUDING Project Supervision \$ \_\_\_\_\_  
(page 2, Section I.D and page 5, Section III.D.1)

Fee EXCLUDING Project Supervision \$ \_\_\_\_\_  
(page 2, Section I.D and page 5, Section III.D.1)

List of Reimbursable Expenses

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

Date Submitted \_\_\_\_\_

Firm Name and Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Authorized Official (printed) \_\_\_\_\_

Authorized Official (signature) \_\_\_\_\_

Title \_\_\_\_\_