

FARMINGTON PUBLIC SCHOOLS

REQUEST FOR QUALIFICATIONS/PROPOSALS

ARCHITECTURAL AND ENGINEERING DESIGN FIRM FOR THE PREPARATION OF CONSTRUCTION DOCUMENTS AND CONSTRUCTION ADMINISTRATION SERVICES FOR: WEST WOODS UPPER ELEMENTARY SCHOOL ROOF REPLACEMENT PROJECT

I. GENERAL INFORMATION

SCOPE OF SERVICES

PROJECT DESCRIPTION

The Farmington Public Schools District is soliciting proposals from architects for the design of a roofing project at West Woods Upper Elementary School. The project is scheduled for the summer of 2025. Project Scope includes the replacement of 35,800 square feet of BUR roofing with EPDM, and the replacement in-kind of 65,760 square feet of asphalt shingle roofing.

- A. The Farmington Board of Education is requesting proposals from experienced architectural firms for professional services related to the project outlined above.
- B. The project will be carried out by the Farmington Board of Education under the overall direction of the Assistant Superintendent of Finance and Operations and the Director of School Facilities. The Board intends to begin construction approximately June 16, 2025 and to have all projects substantially completed by August 15, 2025.
- 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. Also, respondents should have utilized solid engineering evaluation criteria to develop and design roofing systems and structural 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.
- D. The firm selected will have demonstrated experience with CT K-12 School Construction projects and the School Construction Grant program.
- E. The firm selected **may** be required to provide periodic 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 Director of School Facilities at such times as determined necessary.

- 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, including assistance with the Grant Application.

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 project.
3. The qualifications statement shall contain a detailed listing of the qualified individuals who will be assigned to this project.
4. The qualifications statement shall demonstrate the ability of the firm to rapidly respond to the needs of the project. 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 similar projects, and other experiences previously mentioned in this document, as well as a description of work currently under contract with the firm.
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. DESIGN AND SPECIFICATION PHASE

1. The firm selected will develop 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. 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.

B. BID PHASE

1. Following receipt of authorization to proceed, the firm's selected respondent will coordinate all bid activities with the Director of Facilities.
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. 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.

C. 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.**
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 (1) hard copy and (1) digital copy on a thumb drive, of proposals based on the format and requirements set forth in this request to the Director of School Facilities, Farmington Public Schools, 1 Monteith Drive, Farmington, CT 06032 before Tuesday, November 12, 2024 at 2:00 pm. All submittals shall be clearly labeled "Architectural Services for West Woods Roof Replacement" The Board reserves the right to reject any or all proposals.
- B. Proposals including fee schedules will be opened at 2:00 p.m. on November 12, 2024 in the Town Hall Pavilion, behind Farmington Town Hall, 1 Monteith Dr.
- C. 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).
- 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 walkthrough of the project site on Tuesday, November 5, 2024 at 10:00AM:

West Woods Upper Elementary School
50 Judson Lane
Farmington, CT 06032

Questions must be addressed in writing to Sam Kilpatrick, Director of School Facilities, by 5pm, November 7, 2024:

bids@fpsct.org
RE: WW ROOF DESIGN RFQ/RFP

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**

West Woods Upper Elementary School Roof Replacement

Fee *INCLUDING* Project Supervision (page 1, Section I.E and page 4, Section III.D.1) \$ _____

Fee *EXCLUDING* Project Supervision (page 1, Section I.E and page 4, Section III.D.1) \$ _____

List of Reimbursable Expenses

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

Date Submitted _____

Firm Name and Address _____

Phone # _____ Fax # _____

Authorized Official (printed) _____

Authorized Official (signature) _____

Title _____