

**WILLINGTON PUBLIC SCHOOLS**  
**REQUEST for QUALIFICATIONS/PROPOSAL**  
**For ARCHITECTURAL SERVICES**  
**HALL MEMORIAL SCHOOL AND CENTER ELEMENTARY SCHOOL**  
**ROOF REPLACEMENT PROJECTS**

**I. GENERAL INFORMATION**

A. The Willington Board of Education (Board) is requesting proposals from qualified architectural firms for professional services related to a partial roof replacement at Center Elementary School (CES) and full roof replacement at Hall Memorial School (HMS). The CES project is approximately 22,200 square feet. The HMS project is approximately 35,200 square feet (flat roofs: 26,600 square feet; shingle roofs: 8,600 square feet).

Attachments and Additional Information:

- See attached Exhibit A Center School Roof Plan
- See attached Exhibit B Hall school Roof Plan.
- Bid Form

The following additional information can be accessed from the share file link below:

[https://colliers-my.sharepoint.com/personal/scott\\_pellman\\_colliers\\_com/\\_layouts/15/guestaccess.aspx?folderid=0c03b53b95c0f4e4b813d30d3d447e864&authkey=AW99NWUngF-EWf7KvDAmw2U&expiration=2021-05-09T04%3A00%3A00.000Z&e=qObZ1j](https://colliers-my.sharepoint.com/personal/scott_pellman_colliers_com/_layouts/15/guestaccess.aspx?folderid=0c03b53b95c0f4e4b813d30d3d447e864&authkey=AW99NWUngF-EWf7KvDAmw2U&expiration=2021-05-09T04%3A00%3A00.000Z&e=qObZ1j)

1. Center ES roof photos
2. Hall Memorial roof photos
3. Center and Hall 1997 roof replacement contract documents
4. A201 form of agreement
5. B101 form of agreement

B. The CES and HMS roof replacement projects will be carried out by the Willington Board of Education under the overall direction of the Superintendent of Schools with project oversight by Colliers Project Leaders as the Owner's Project Manager. The Board intends to be out to bid for this project by May 24, 2021, begin construction approximately July 5, 2021 and to have all roof replacement substantially completed by August 23, 2021.

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. The firms selected will be responsible for preparing **all** required submissions to the State of Connecticut Office of School Construction Grants and Review and should clearly demonstrate their experience at doing so in their submission. 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 Connecticut state building codes and amendments thereto.

D. As noted above, the firm selected will have demonstrated experience with School Construction grant projects. The selected firm will be responsible for drafting all required submissions to the state including, but not limited to, checklists, superintendent letters, professional costs estimates (in CSI and UNIFORMAT), SCG-053 (Phase 1 Environmental Site Assessment not required) , and project team lists . Note, Colliers will assist with preparation of the PSCCD online estimate.

E. The firm selected may be required to provide periodic (as often as 1x week) project observation and inspection during construction. PLEASE NOTE REFERENCE TO THIS SECTION IN BID PROPOSAL. The proposal should include the qualifications of the person(s) who will be assigned as the construction administrator for the firm. 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 submission. The firm selected will present periodic briefings on the progress of the project to the Superintendent of Schools and OPM on a weekly basis. The firm should clearly identify this cost in their proposal as a break-out price.

F. Construction costs estimates for this project will be provided 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.

G. The firm should arrange for hazardous material testing requirements to identify asbestos containing material (ACM) or polychlorinated biphenyl (PCB), though none are expected to be present. For purposes of the initial proposal, the firm shall perform a visual inspection of the roofs for suspected hazardous containing materials. Should test cuts, sampling of materials, etc. be required, this will be done so as additional services to be negotiated at that time. The initial inspection by the firm shall occur within 2-weeks of award. Each proposer shall submit qualifications for the hazardous materials consultant the intend to utilize.

## 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 demonstrate the ability of the firm to rapidly respond to the needs of the Board. The Board will only contract with one principal firm. Should the personnel of any firm not possess the requisite skills, the respondent may engage a subconsultant for the skills needed. The proposal shall indicate this intention and include the background on any such subconsultant. The Board reserves the right of approval of all subconsultants.
4. 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) with a description of technical competence, 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 or is in the process of completing, 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.
5. 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 with each element of the work described in this request and the firm's ability to meet time schedules should also be included.
6. 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 Superintendent will collaboratively determine the actual timing and sequence of events in consultation with Colliers. Assumptions with respect to the support that will be expected from the Board staff and gaining State approval shall be clearly identified.

7. The Board rating committee will rate each firm on the following areas: 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. ANTICIPATED SCHEDULE (Subject To Change)

- Issuance of RFP: February 16, 2021
- Virtual tour of the projects: February 23, 2021 at 9:00am
- Join Zoom Meeting  
<https://colliers.zoom.us/j/94208261386?pwd=cldSYmZrQldDd2JRMUNCL01KNjdRQT09>  
 Password: 438533 - Meeting ID: 942 0826 1386  
 One tap mobile +16465588656,,94208261386# US (New York)
- RFP question due: February 24, 2021 by 4:00 p.m.
- Addenda Issued if required: February 25, 2021 by 2:00 p.m.
- Proposals due: by March 2, 2021 no later than 2:00 pm
- Architect Interviews: March 4, 2021, 10 a.m. to noon, 30-minutes each.
- Design Firm Selection (subject to BOE final approval) March 5, 2021
- BOE Approval March 9, 2021
- Kick-off Meeting: March 10, 2021, 9 a.m.
- Roof Key Plan and Project Estimate due: March 29, 2021
- All initial documents prepared for Grant applications: April 1, 2021
- 100% construction documents complete: April 30, 2021
- Code Review Sign Off: May 7, 2021
- BOE/BC Approval (SCG-042) May 11, 2021
- PCR Meeting with OSCGR: May 18, 2021
- Tentative OSCG&R Review and approval: May 20, 2021
- Bidding: May 24, 2021
- Bids Due: June 8, 2021
- Construction Start: July 5, 2021
- Substantial Completion: August 23, 2021
- Final Punchlist Items Complete: August 30, 2021
- First Day for Teachers: August 30, 2021 (est.)

### IV. SCOPE OF SERVICES

#### A. PROGRAM DEVELOPMENT and GRANT APPLICATION

1. The selected Firm shall gather all pertinent information relative to both projects 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. The firm shall verify actual roof areas and field conditions necessary

to successfully design the project.

2. As noted, prior, the firm shall perform a visual inspection of the roofs to identify suspect material. Should the hazardous materials consultant find suspect material, the firm shall notify the Superintendent and Colliers immediately to discuss next course of action. Services required beyond the initial visual inspection and report are considered additional services.

3. Subsequent to the information gathering, the selected firm will develop and present roof replacement product and warranty options (program) 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.

4. The selected firm will coordinate with the Town and provide all required estimates, roof plans required for the separate grant applications for each project.

5. Specific Scope to be addressed.

- a. Complete removal and replacement of all designated roof areas including perimeter metal flashings.
- b. Evaluation of all existing roof pitches and the design of new systems to provide positive drainage to meet code.
- c. Review of existing roof decks for integrity and structural capacity including previously addressed snow drift modifications from the 1997 project.
- d. Review of existing wood fascia's and recommendation for replacement with waterproof materials.
- e. Review of existing masonry walls and chimneys directly adjacent to roofing surfaces for condition and potential re-pointing.
- f. Evaluation of roof drain and piping capacity including the need for redundant drainage along with design of any additional drainage. This shall include evaluation/confirmation of drainage infrastructure from the roof leaders to the first external storm drain structure(s) (e.g. storm manhole, catch basin, drywell, etc.). Evaluation beyond the first external storm drain structure(s) is not part of this scope.
- g. Evaluation of existing roof penetrations and required extensions above the roofing surface.
- h. Evaluation for condition of all roof top mechanical curbs and replacement as required. including removal and reinstallation of all existing roof mounted equipment as necessary to facilitate roof replacement.
- i. Design services to include all applicable codes and all OSG&R requirements including all checklists, estimates, meetings, and evaluations.
- j. Replacement of the existing skylight at the Center School (approximately 30 s.f.)

## 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 Board personnel to communicate design progress, address any issues or questions, confirm financial and schedule compliance, etc. The design team will create job specific details for each of the projects to communicate all conditions coordinate with all roofing levels flashing conditions etc. Use of manufacturer's standard details or plans by the architect does not relieve them from ensuring the final plans are code compliant and project specific to the field conditions.

2. Final specifications shall be included for all materials, equipment and requirements of the project as required for State grant funding approval and public bidding, including a draft invitation to bid. 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 and Review. Copies of the final approved plans and specifications, sealed by the professional architect, shall be provided to the Superintendent 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, building committee, and the State of Connecticut School Construction and Grants Review, the firm's selected respondent will coordinate all bid activities with the OPM and shall prepare all required bid documents compiled for direct distribution in a public bid process. This includes procurement of prevailing wage rates from the Connecticut Department of Labor.

2. The firm selected will attend and supervise a pre-bid conference 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. All addenda will be posted to the appropriate websites by the Board.

3. Upon bid submission, the firm selected will review all bids received as well as bidder qualifications and references of the lowest bidders. A recommendation regarding the lowest qualified responsible 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. The firm identified will require construction bids to include value engineering opportunities including options to utilize less expensive material within their bid documents or to provide flexibility of alternative scopes of work as requested by the Board.

#### D. 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.** The firm should include a break-out price for 1 visit per week during construction to be billed on a per visit basis.

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 State change orders for signature approval by Board personnel, the roofing contractor, and the State, and review and approve the construction contractor's applications for payment. 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.

#### V. SELECTION PROCESS

A. All firms wishing to be considered for this project shall submit Two (2) hard copy sets of proposals and One (1) Electronic copy based on the format and requirements set forth in this request to the Superintendent, Willington Public Schools, 40 Old Farms Road Suite, Willington, CT 06279 before Tuesday, March 2, 2021 at 2:00 p.m. All submittals shall be clearly labeled "Architectural Services for Hall Memorial Middle School and Center Elementary School Roof Replacement Projects." The Board reserves the right to reject any or all submittals.

Each firm shall also provide an electronic copy of the RFP response and proposal by Tuesday, March 2, 2021 at 2:00 p.m. to:

Scott Pellman,

Senior Project Manager

Colliers Project Leaders

[Scott.pellman@colliers.com](mailto:Scott.pellman@colliers.com)

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 experience with the State of Connecticut Office of School Construction Grants and Review.

C. Each respondent shall be prepared to present, upon request by the Superintendent of Schools, further evidence of experience, ability, service facilities, and/or financial standing. No other additions or changes to the original proposal will be allowed after the submission 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.

## **VI.REQUEST FOR PROPOSALS**

A. The Board is exempt from Federal and State excise, transportation, and sales taxes under the laws of the State of Connecticut.

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. The firm shall provide a break-out of the cost for weekly site visits during construction.

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 non- mandatory **virtual** walk through on Tuesday, February 23, 2021 at 9:00 a.m. to be hosted by Colliers Project Leaders (see weblink under schedule), prior to the submission of proposals. Questions may be addressed to Mr. Scott Pellman, Sr. Project Manager, Colliers Project Leaders, [scott.pellman@colliers.com](mailto:scott.pellman@colliers.com) with copy to Phil Stevens, Superintendent of Schools, [pstevens@willingtonct.org](mailto:pstevens@willingtonct.org), by 4:00 p.m. on Wednesday, February 24, 2021.



## **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 the attached AIA B101 Contract and referenced AIA A201 Contract. Submitting firms shall provide any exceptions to the contract in writing with their proposal. Failure to do so will be considered full acceptance of the contract. Exceptions to the contract will also be considered in the evaluation of proposals.

## **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  
HALL MEMORIAL MIDDLE SCHOOL AND CENTER ELEMENTARY SCHOOL  
ROOF REPLACEMENT PROJECTS**

**Base Fee Center School** \$ \_\_\_\_\_

**Cost for onsite weekly oversight during construction** \$ \_\_\_\_\_  
(to be billed per visit)

**Cost per visit** \$ \_\_\_\_\_

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**Base Fee Hall Memorial School** \$ \_\_\_\_\_

**Cost for onsite weekly oversight during construction** \$ \_\_\_\_\_  
(to be billed per visit)

**Cost per visit** \$ \_\_\_\_\_

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List of Reimbursable Expenses

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

Firm Name and Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

Title \_\_\_\_\_

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

Addenda

Addenda acknowledgment if issued, It is the respondent's responsibility to check the posting sites for any and all issued addenda and acknowledge each posted addenda.

Addenda # \_\_\_\_\_ Acknowledged by \_\_\_\_\_

Addenda # \_\_\_\_\_ Acknowledged by \_\_\_\_\_

Draft AIA Contracts

No Exceptions \_\_\_\_\_ Exceptions \_\_\_\_\_ (attach list of exceptions)

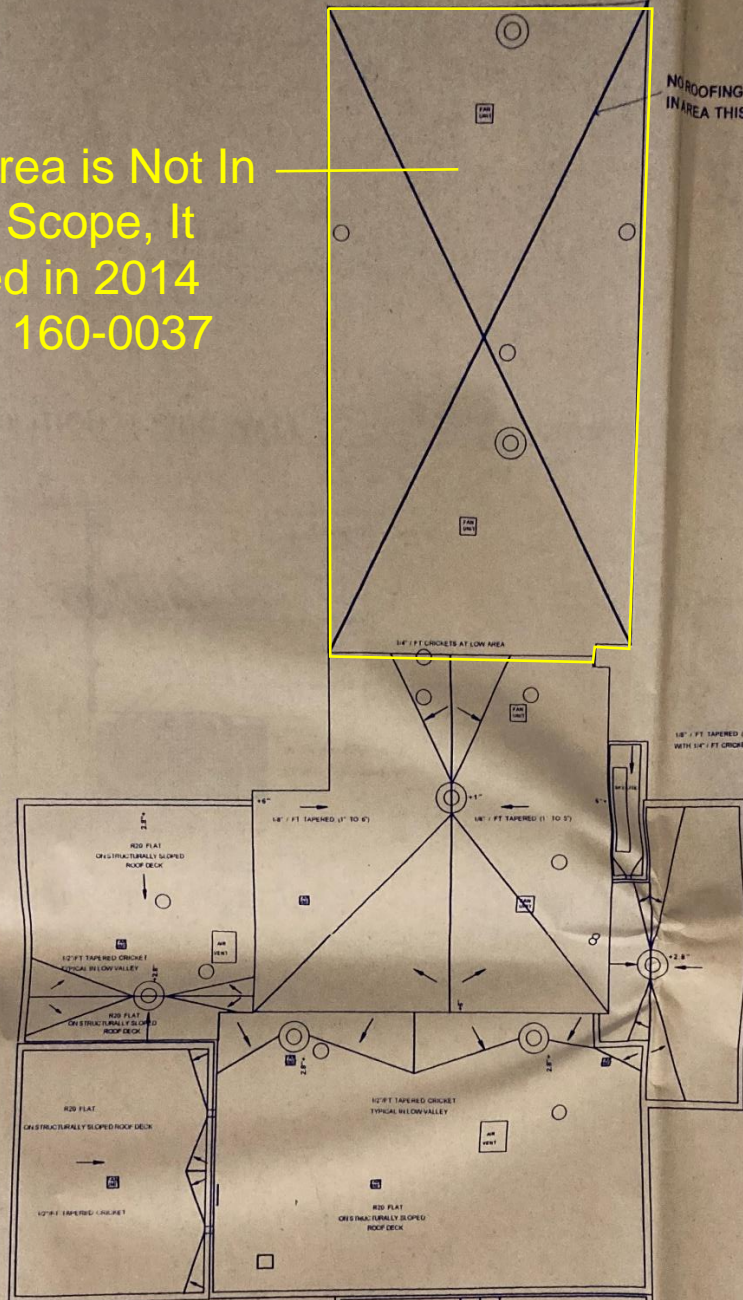
**Note: provide a list of any exceptions to the draft AIA contracts issued with this RFP on a separate sheet attached to the proposal. If no exceptions, please check the line above. If no response is provided it will be assumed that the respondent had no exceptions.**

# Center School Roof Plan Exhibit - A

NO ROOFING WORK IN THIS AREA

This Roof Area is Not In The Project Scope, It was replaced in 2014 State Proj # 160-0037

NO ROOFING WORK IN THIS AREA



MECH EQUIP CURB BY GC  
MECH EQUIP CURB BY MC  
GENERAL CONTRACTOR  
MECHANICAL CONTRACTOR  
PLUMBING VENT  
ROOF ACCESS SCUTTLE  
ROOF EDGE  
ROOF DRAIN  
ROOF SCUPPER  
SKYLIGHT  
SIDEWALL TIE-IN  
UNLESS NOTED OTHERWISE

WALKWAY PADS AT AIR  
AIR UNITS AND ROOF  
SCUTTLES SEE DETAILS B6  
SHEET A7

All remaining areas will be replaced by this project. Previous replacement in 1997 State Project # 160-028RR approx. 22,200 s.f.

INSTALL WALKWAY PADS AT AIR VENTS, AIR UNITS AND ROOF ACCESS SCUTTLES. SEE DETAILS B6 AND B7 SHEET A7

ROOFING PLAN

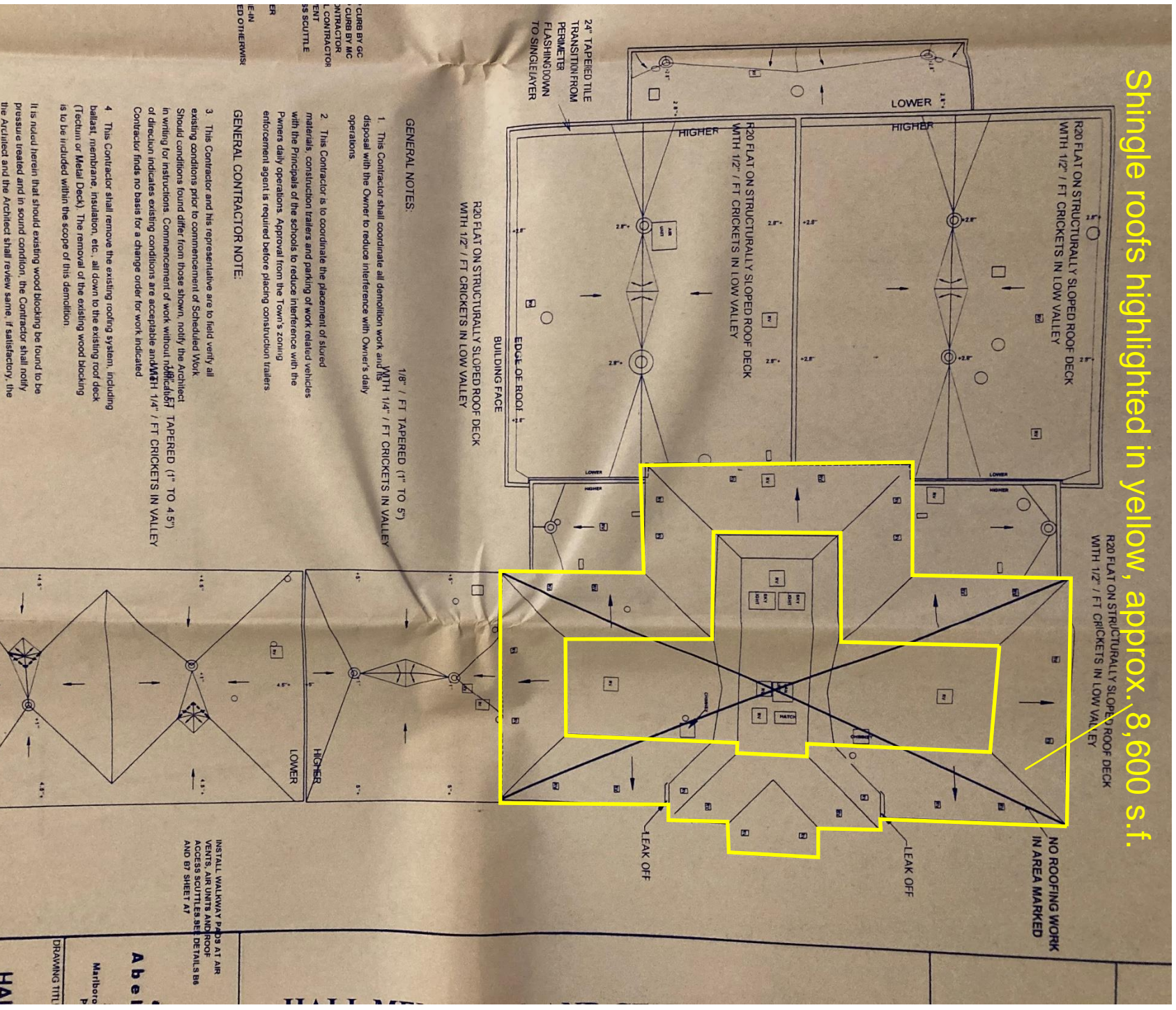
1/8" = 1'-0"

INSULATION PLAN

1/16" = 1'-0"

# Hall School Roof Plan Exhibit - B

Shingle roofs highlighted in yellow, approx. 8,600 s.f.



All roof areas will be replaced by this project. Previous replacement in 1997 State Project # 160-027RR Shingle area approx. 8,600s.f. Membrane roof area approx. 26,600 s.f.