

Request for Proposals
Architectural and Engineering Design Services associated with

POQUONOCK ELEMENTARY SCHOOL
ROOF REPLACEMENT PROJECT
1760 POQUONOCK AVENUE
TOWN OF WINDSOR, CT 06095

GENERAL

The Town of Windsor is accepting design proposals from state licensed firms for Architectural and Engineering Design Services for 40,726 Sq. Ft. of Roof Replacement.

SCOPE OF WORK

The existing Siplast / ballasted roofing was installed in 1995 and is beyond its warranty. Design services for construction drawings, details, specifications, documents for bidding, assist create Windsor with all state OSG requirements, and construction administration services. Assess existing asphalt shingled roof areas for replacement. New roof to be SR PRODUCTS, no substitutes. Work with product representative on details and product selection. New roof to have twenty-five year warranty.

QUALIFICATION PROPOSAL TO INCLUDE:

1. List previous clients for reference of similar type projects applicable to the size, scope, and detail of this project.
2. A statement of staff qualifications, availability, and their experience(s) with designing and construction management of new roofs on similar projects.
3. An assessment of any and all Federal, State, and Local regulations effect on project design and the Architect's concept(s) for the design.
4. State your firms experience with the state Office of School Construction Grants.
5. Itemize your fee for Architectural Engineering full service design, specifications, and construction drawings with construction administration services. Windsor PBC meeting attendance required.
6. You may be interviewed by Windsor Public Building Commission. Your attendance at PBC meetings required for design approval, construction document approval, and regular meeting attendance to provide the Public

Building Commission project progress updates. Project funding pending Town Council Approval.

7. Awarded firm will assist Windsor BOE staff with all forms / preparations / reviews and processes required with state Office of School Construction Grants. Related to this projects OSCG grant approval processes beginning to end.
8. Assist Windsor staff reviewing bids from contractors for roof replacement construction. Schedule and take minutes for weekly on site construction meetings. Review all construction change order requests with town staff. Review and approve all contractor application for payments.

SELECTION CRITERIA

The Architect Engineering firm may be selected and / or interviewed by the Windsor Public Building Commission on the basis of the following:

- Experience and knowledge with the design of similar roof replacement projects.
- Displayed understanding of this project's required scope of work.
- Design and Administration approach to the project requirements.
- Experience with design build single point of responsibility is a consideration
- Previous experience with Windsor Public Building Commission Projects.
- All Firms submitted fee(s) for design and administrative services cost.

SUBMISSION REQUIREMENTS

The respondent shall submit eight (8) sets of their proposal c/o:

***James Bourke
Director of Finance
Town Hall
275 Broad Street
Windsor, CT 06095***

Bids will be received at the Finance Department Second Floor Windsor Town Hall Attn: James Bourke until Tuesday September 20, 2022 11:00 AM at which time they will opened in the Town Hall, Room TBD. and publicly read aloud. Later in day posted on town web site.

Contact Whit Przech at 860-285-1870 with any questions and to schedule any additional site visits.

Whit Przech

***Building and Facilities Manager
Town Hall
275 Broad Street
Windsor, CT 06095***

A mandatory walkthrough is scheduled for Wednesday August 31, 2022 at 10:00 AM. Enter Sign-in main lobby and group will assemble in cafeteria. Proposals must be submitted by Tuesday September 20, 2022 11:00 AM. Lump sum price on enclosed bid form with signed Non-Collusion form.

The Architects are advised the Town of Windsor reserves the right to accept or reject any or all bids, high or low. Or any part thereof, to waive defects or formalities in same, or to accept and negotiate with any bidder it deems to be in Windsor's best interests.

TERMS AND CONDITIONS

Unless otherwise modified, the following Terms and Conditions will apply to an agreement which may result from this process. The Architect Engineer may use a standard AIA form of agreement incorporating the following provisions.

Services to be Provided

The Architect shall provide services as set forth in the RFP proposal and in accordance with the terms identified herein. The services provided will be performed on behalf of and solely for the Town of Windsor and any information, tests, reports, correspondence, and conclusions shall not be released to other parties unless authorized by the Town of Windsor or in accordance with any applicable state or federal law.

Billing and Payment

The Town of Windsor will pay the Architect for services performed in accordance with a signed Agreement. Invoices will be submitted periodically or upon completion of services rendered. The Town reserves the right to request substantiating information on any bill submitted. The Town will, within 30 days after receipt of an invoice requesting payment and review and approval by the Windsor Public Building Commission (PBC), either indicate the approval of payment and process the invoice or indicate to the Architect in writing, the reason for refusing to approve said invoice. In the later case, the Architect will

make the necessary corrections and resubmit the invoice. The Town will, within 30 days of an approved invoice, pay the amount to the Architect.

Court Litigation and Waiver of Jury Trial

Notwithstanding the existence of any provision for arbitration of disputes in the contract or any legislation providing for arbitration, any dispute arising under this contract shall not be submitted to arbitration and the parties shall be left to the remedies at law. It is further expressly agreed that both parties waive and relinquish their right to a trial by jury of any dispute arising out of this contract. The intent of the parties is not to have a jury decide any aspect of any dispute which may arise under this contract.

Mediation

All claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be submitted to non-binding mediation. On the written notice of either party to the other of the election to submit any dispute under this Agreement to mediation, each party shall designate its representative and shall meet at the Windsor Town Hall within ten (10) days after the service of notice. The parties themselves shall then attempt to resolve the dispute within ten (10) days of meeting.

Should the parties themselves be unable to agree on a resolution of this dispute, and then the parties shall appoint a third party, who shall be a competent and impartial party and who shall be acceptable to each party, to mediate the dispute. Each party shall pay the fees and expenses of the party mediator and such costs shall be borne equally by both parties. Upon agreement of the parties, either party may waive the first step in the mediation process and appoint a mutually acceptable mediator.

This process shall be considered as a condition precedent to moving to court.

Equitable Relief

Nothing herein shall prevent either party from obtaining a court order enforcing the mediation process or such other temporary or equitable relief until such time that the dispute is settled or finally adjudicated.

Insurance

The Architect shall, after being awarded the Contract but prior to starting work, furnish Certificates of Insurance, including Automobile, Commercial General Liability, Professional Liability, Umbrella Liability, and Worker's Compensation insurance in the following amounts:

1. **Commercial General Liability Insurance:**

The Architect shall provide Commercial General Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

The CGL shall be written on ISO occurrence form CG 00 01 10 93 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract)

2. **Commercial Automobile Liability Insurance**

The Architect shall provide Commercial Automobile Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate, and shall include coverage for all owned, hired, and non-owned vehicles.

3. **Worker's Compensation Insurance**

The Architect shall provide Worker's Compensation Insurance in the required amount as applies to the State of Connecticut and Employers Liability Insurance as follows:

- Bodily Injury by Accident - \$100,000 each accident
- Bodily Injury by Disease - \$500,000 policy limit
- Bodily Injury by Disease - \$100,000 each employee

4. **Umbrella Liability Insurance**

The Architect shall provide Commercial Umbrella Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

5. **Professional Liability Insurance**

The Architect shall provide Professional Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

Each Policy of Insurance shall include a waiver of subrogation in favor of the Town of Windsor and shall provide no less than thirty- (30) days notice to the Town of Windsor in the event of a cancellation or change in conditions or amounts of coverage. The Commercial General Liability, Automobile, and Umbrella Liability shall name the Town of Windsor as an additional insured.

Certificates of Insurance, acceptable to the Town of Windsor shall be delivered to the Town of Windsor prior to the commencement of the work and kept in force throughout the term hereof.

The above insurance requirements shall also apply to all Sub-consultants and the Architect shall not allow any Sub-consultants to commence work until the Sub-consultants insurance has been so obtained and approved.

**USE OF ARCHITECTS DRAWINGS,
SPECIFICATIONS AND OTHER DOCUMENTS**

The paper or electronic drawings, specifications and other documents prepared by the Architect for this Project shall be the joint property of the owner and the Architect, provided, however, the rights of ownership shall be limited as follows: The Owner shall have the unlimited right to submit or distribute documents to meet official regulatory requirements or for similar purposes in connection with the project.

FORM OF NON-COLLUSIVE AFFIDAVIT

Poquonock elementary School Replacement Roof Design Services

State of _____

County of _____

_____, being first duly sworn, deposes and says:

That he/she is, _____ the party making the foregoing proposal for bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not, in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Town of Windsor, State of Connecticut, or any person interested in the proposed contract, and that all statements in said proposal for bid are true.

Signature (Signature should be notarized)

Printed Name and Title

Name of Company/Corporation

Date

Personally appeared _____, and acknowledged the same to be his free act and deed as such _____, and the free act and deed of said corporation before me.

In Witness Whereof, I hereunto set me hand and seal.

Notary Public

My Commission Expires

BID FORM

**POQUONOCK ELEMENTARY SCHOOL
PARTIAL ROOF REPLACEMENT PROJECT
1760 POQUONOCK AVENUE
WINDSOR, CT. 06095**

**To: Mr. James Bourke, Director of Finance
Town of Windsor
275 Broad Street
Windsor, CT 06095**

Pursuant to and in compliance with your "Request for Proposals" relating thereto, the undersigned,

(Name of Firm)

Having visited the site and carefully examined existing conditions and RFP documents received prior to the scheduled closing time for recipient of Bids to the Town of Windsor, 275 Broad Street Windsor, Ct 06095, hereby agrees as follows:

For design services 40,726 sq.ft of replacement roofing and all other related firm costs for scope of services as described in this RFP. If awarded this contract, Windsor Public building Commission will execute an AIA contract with the awarded Architectural Firm.

Signed Non-Collusion form attached _____

TOTAL PROPOSAL LUMP SUM COST;

(written) _____ (\$ _____)

POQUONOCK ELEMENTARY SCHOOL

1760 POQUONOCK AVENUE
WINDSOR, CT

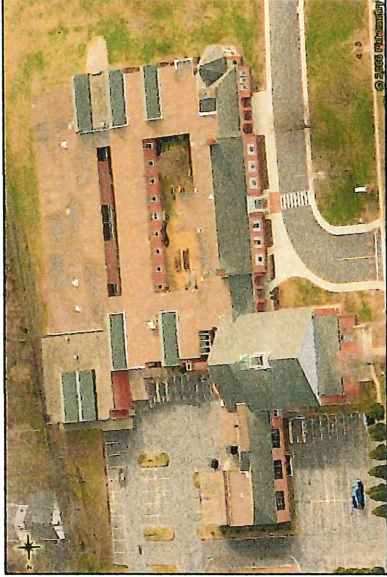


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PAGE #	DRAWING NUMBER	AREA	WALL TYPE	LEGEND	SYMBOL TYPE
PAGE 1	1-TITLE PAGE				
PAGE 2	2-ALL ROOFS	67,266 sq. ft.	<input type="checkbox"/> FLAT ROOF <input checked="" type="checkbox"/> PITCHED ROOF		<input checked="" type="checkbox"/> CURB (HVAC) <input checked="" type="checkbox"/> CURB <input type="checkbox"/> STACK
PAGE 3	3-SECTION 1	43,634 sq. ft.			
PAGE 4	4-SECTION 2	23,632 sq. ft.			

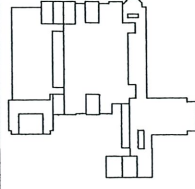
The dimensions roof equipment, roof flashing, and square footage on these drawings are calculated to be within 3-7% of the actual field dimensions. These drawings are for pre-bid purposes only and should not be used for bidding purposes. Due to the limitations of the software program commercially available at the creation of this document actual dimensions and penetrations can only be determined by measuring the physical structure on the roof using proper measuring tools.

POQUONOCK
ELEMENTARY SCHOOL
1760 POQUONOCK AVENUE
WINDSOR, CT

SCALE: NTS

DWG # 1 OF 4

KEY DRAWING



DRAWING #: 1-TITLE PAGE

DATE: 03-12-14

DRAWN BY: DMR

REVISION #1 -

REVISION #2 -

REVISION #3 -

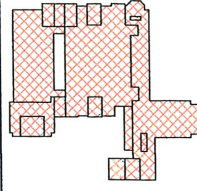


POQUONOCK
ELEMENTARY SCHOOL
1760 POQUONOCK AVENUE
WINDSOR, CT

SCALE: NTS

DWG # 2 OF 4

KEY DRAWING



DRAWING #: 2-ALL ROOFS

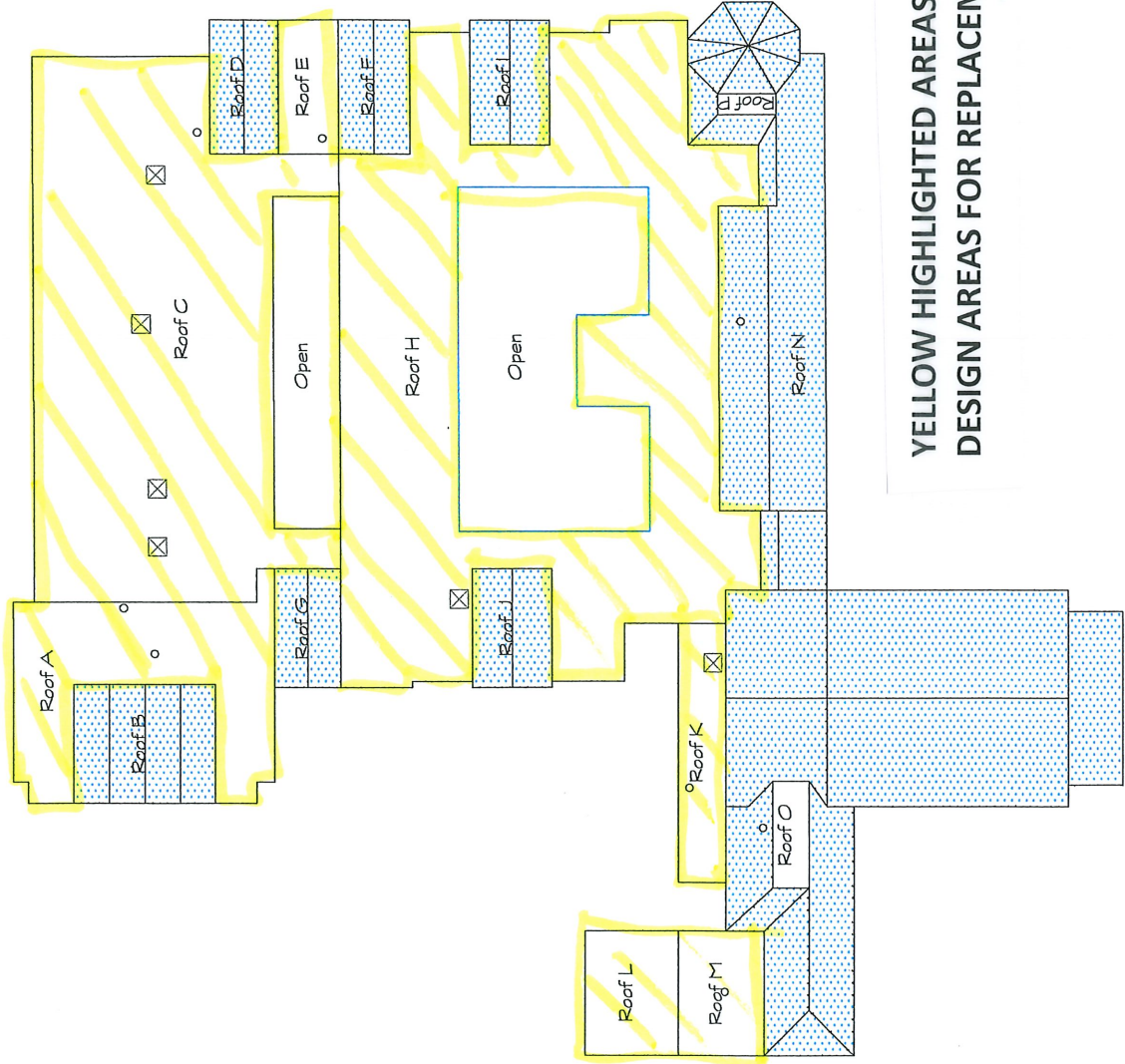
DATE: 03-12-14

DRAWN BY: DMR

REVISION #1

REVISION #2

REVISION #3



**YELLOW HIGHLIGHTED AREAS ARE
DESIGN AREAS FOR REPLACEMENT**

The dimensions roof equipment, roof flashing, and square footage on these drawings are calculated to be within 3-7% of the actual field dimensions. These drawings are for pre-bid purposes only and should not be used for bidding purposes. Due to the limitations of the software program commercially available at the creation of this document actual dimensions and penetrations can only be determined by measuring the physical structure on the roof using proper measuring tools.



Photographs



