

TOWN OF VERNON, CT



**Request for Qualifications and Proposals**  
***#1073-09/17/15***

**Project Management Services**  
**School Roof Replacement**

Vernon Center Middle School - partial  
Northeast School  
Skinner Road School

## **INTRODUCTION**

The Town of Vernon is seeking statements of qualifications and proposals for the provision of Project Management Services in the replacement of school roofs located at Vernon Center Middle School (partial replacement)(777 Hartford Turnpike), Northeast School (69 East Street), and Skinner Road School (90 Skinner Road) during the summer of 2016. The total project includes replacement of approximately 122,694 square feet of roof.

## **PROPOSED PROJECT SERVICES**

The Town desires to replace three school roofs during the summer of 2016. It requires the services of a qualified professional experienced in similar projects to act as the Owner's Representative. This professional will be responsible for management of all phases of the projects including but not limited to grant preparation, design planning, architect management, construction supervision, field verification, recordkeeping, and grant close-out.

## **QUALIFICATION REQUIREMENTS FOR RESPONDENTS**

The Town of Vernon will accept qualifications and proposals from firms experienced in school construction project management. In order to be considered for consulting work pursuant to this request, firms must also include the following items in their submission:

- A Proposed Scope of Work.
- The qualifications and experience (on similar projects) of personnel that are to be assigned to the project team.
- The ability to provide said services within the proposed project schedule and time constraints
- The firm's awareness of potential projects issues, opportunities and constraints.
- Quality and performance of past services.
- Hourly fees and expense schedule.
- Professional references.
- A fee proposal corresponding to the scope of work stated from Item 1 above.
- All respondents should provide three (3) hard copies of proposals and one (1) electronic copy which should be submitted in a sealed envelope, clearly marked "***BID DOCUMENT – RFQ/RFP #1073-09/17/15 "Project Management Services - School Roof Replacement"***" on the outside of the envelope, to:

**Town of Vernon**  
**John D. Ward, Town Administrator**  
**14 Park Place, 3<sup>rd</sup> Floor, Vernon CT 06066**

by **1:00 PM on September 17, 2015** at which time proposals shall be opened and read aloud publically. Emailed or faxed bids will not be accepted.

All questions about the proposals should be directed to Robert Kleinhans, Director of Public Works, by e-mail at [rkleinhans@vernon-ct.gov](mailto:rkleinhans@vernon-ct.gov) with copies to John D. Ward, Town Administrator, by e-mail at [jward@vernon-ct.gov](mailto:jward@vernon-ct.gov) no later than 5:00 PM, Friday, September 11, 2015. Answers to all so received questions shall be posted by 5:00 PM, Monday, September 14,

2015 on the Town's website under the bid section at <http://www.vernon-ct.gov/legal-notices> with reference to RFQ/RFP #1073-09/17/15.

The Town of Vernon will award this contract to a qualified contractor based on the overall ranking of the firm by the selection committee and the fairness and reasonableness of the proposed fee. All proposals will be subject to review by the Town's selection committee. Interviews may be required.

**TOWN OF VERNON** reserves the right to reject any or all proposals, to negotiate with any or all companies submitting qualifications, and to enter into an agreement with any company for any services mentioned in this RFP if it is deemed to be in the best interest of the Town. Proposals may not be withdrawn for sixty (60) days from the proposal due date.

Proposals will be evaluated by **TOWN OF VERNON**, who reserves the right to reject any or all proposals received. **TOWN OF VERNON** also reserves the right to exercise its discretion and be the sole judge of the proposal. The following will serve as the basic criteria for the selection of the consultant eventually selected.

- a. Understanding of the work required by the project manager as evidenced by the proposal and the ability of the contractor to commence work in a timely manner. Completeness of proposal will be critical.
- b. The qualifications of the company.
- c. The scope of the services offered.
- d. Completeness and responsiveness to the requirements of the RFP.
- e. Experience of the individual and/or team that will be assigned to the Town.
- f. Experience in evaluating operations and making recommendations that are feasible.
- g. Understanding of the project's objectives and scope as evidenced by the quality of the proposal submitted.
- h. Good service and good value shall weigh heavily in the selection process.
- i. Costs

Firm (s) may be asked to present and explain their proposals. If interviews are held, they will be 30-45 minutes long. Initial presentations will be limited to 15 minutes. The final 15-30 minutes will be reserved for questions from the Selection Committee and subsequent discussion. The key person to be assigned to this project must be present at this interview. The Town reserves the right to waive non-material deficiencies in any proposal.

**Addendums to RFP:** In the event it becomes necessary to revise any part of the RFP, an addendum will be provided to all prospective firms submitting proposals.

**Incurring Costs:** The Town is not liable for any cost incurred by the Firms prior to the issuance of a contract and purchase order.

**Ownership of Proposals:** All proposals in response to the RFP are to be the sole property of the Town.

If the Town's governing body fails to appropriate sufficient funds in any fiscal year for services to the Firm, and if no other funds are available for such payments, then a "non-Appropriation" shall be deemed to have occurred. In the event of "non-appropriation", the /any agreement with the Firm shall terminate and the Town shall not be obligated to pay any amounts due under such an agreement.

The selected firm must meet all municipal, state and federal AA and EEO practices and requirements. MBEs/WBEs/SBEs are encouraged to apply.

### **CONFIDENTIALITY**

The **TOWN OF VERNON** is subject to the requirements of the Freedom of Information Act. If a respondent believes the information contained in its proposal should be treated as confidential, that material shall be clearly marked. The **TOWN OF VERNON** shall endeavor to protect confidential materials from disclosure to non-Town employees or contractors to the extent required by State or Federal law. Any proprietary information submitted for review should be submitted in a separate sealed envelope plainly marked as proprietary information. The **TOWN OF VERNON** will disclose this information only to those involved in the selection process. In no event will the Town be responsible for the inadvertent disclosure of a response to this RFP. All information and material returned with proposals shall become part of any contract, which results from this proposal.

### **PROJECT SCHEDULE**

The **Town of Vernon** expects to award the bid by October 1, 2015. The project is expected to start immediately upon award.