

# REQUEST FOR QUALIFICATIONS/PROPOSALS

for

Architectural Design Services  
for  
Vernon Public Schools Roof Projects

**#1079-11/19/15**

Issue date: November 2, 2015

QUESTIONS: Contact Program Manager, Roger LaFleur, in writing by email at [pmresourcesllc@att.net](mailto:pmresourcesllc@att.net)  
No questions will be accepted after November 16, 2015

**TABLE OF CONTENTS**

I. INVITATION TO SUBMIT..... 3

II. PROJECT DESCRIPTION - SCOPE OF SERVICE..... 3

III. TIMELINE OF THE RFP PROCESS..... 4

IV. INSURANCE REQUIREMENTS..... 4

V. MINIMUM QUALIFICATIONS.....6

VI WRITTEN PROPOSAL.....6

VII. GENERAL TERMS AND CONDITIONS ..... 6

VIII. FEE PROPOSAL & BID FORM ..... 8

## I. INVITATION TO SUBMIT

The Town of Vernon, is seeking an architectural firm to provide design services for the preparation of plans and construction documents for the roof replacement of three (3) schools: Northeast School, 69 East Street; Skinner Road School, 90 Skinner Road; and a partial roof replacement for the Vernon Center Middle School, 777 Hartford Turnpike.

Proposals should be addressed and delivered to:

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

**All proposals shall be delivered by: 1:00 PM on November 19, 2015**

The documents included as part of this RFP are as follows:

- I. Request for Proposals – this document

## II. PROJECT DESCRIPTION - SCOPE OF SERVICE

**Northeast School** has a roof area of 44,593 SF and the roof materials will be standing seam metal roof and modified bitumen membrane.

**Skinner Road School** has a roof area of 53,000 SF and the roof material will be standing seam metal roof over a new truss system and areas of modified bitumen membrane.

**Vernon Center Middle School** is a partial roof replacement and has a roof area of 39,120 SF and will be an EPDM roof.

The work will include: The complete design of a new roof for the three schools:

- This includes full representation through the Office of School Construction Services review process (DDR and the Pre-bid construction phase).
- Assess the structural condition of the roof and verify that it is structurally sound under current code requirements.
- Participation in the roofing contractor scope review and selection process.
- The hiring of any consultants required to complete the job and review of all submittals.
- The on-going inspection of the roof as the installation progresses to ensure compliance with the specifications.
- The review of all invoices for accuracy prior to submission to the client.
- The development of the punch list and
- Final inspection and acceptance of the project as complete.

### **Project Deliverables**

- Drawings, specifications, and any associated technical data (calculations, suggested manufacturers' products, photographs, etc.) complete and ready for bidding.
- A proposed schedule for achieving the design goals within the master schedule

proposed by the Town.

The architect is expected to be present for some or all of the meetings which may need to be conducted with user groups, either at the Architect's office, Town or Vernon, on site, or elsewhere (unlimited).

### **III. TIMELINE OF THE RFP PROCESS**

The following timeline will be followed:

Issue RFP	November 2, 2015
Mandatory Site Visit	November 12, 2015
RFP due back from qualified firms	November 19, 2015
Interviews if needed	November 23, 2015
Firm selection	November 25, 2015

### **IV. INSURANCE REQUIREMENTS**

All contractors and vendors are required to provide proof of the required insurance coverage before entering the premises or commencing any work at the Vernon Public Schools. Contractors and vendors must obtain, at their own expense, all the insurance required here from an insurance company A.M. Best rated as "A-VII" or better, and acceptable evidence of such insurance must be properly furnished to, and approved by, the Town of Vernon.

All subcontractors are subject to the same requirements. It is the responsibility of the primary contractor or vendor to obtain acceptable evidence of insurance from subcontractors.

The Town of Vernon also requires that they be named as an additional insured on your general liability policy(ies). Your general liability policy must be specifically endorsed with ISO Endorsement CG 20 10 (or equivalent) or ISO Endorsement CG 20 26 (or equivalent), and ISO Endorsement CG 20 37 (or equivalent). Where these forms require a description of locations or projects, enter "Vernon locations or projects." These form numbers must be specifically referenced on the certificate of insurance, and copies of these endorsements naming the Town of Vernon as additional insured must be furnished with the required certificate of insurance. If your insurance company uses a different form to provide the Town of Vernon with additional insured status on your policies, copies must be provided in advance with the insurance certificate for review and approval by the Town.

The amounts of insurance available to the Town as additional insured must be equal to the full policy limits carried by the contractor or vendor, including primary and excess (umbrella) liability policies or the amounts specified below, whichever is greater. Coverage provided under excess or umbrella policies must be at least as broad as that found in required underlying policies. All coverage must be primary and noncontributory as to the Town of Vernon.

The proper name for the entity to be named as additional insured is: "The Town of Vernon, and/or related or affiliated entities."

Evidence of compliance with these requirements is with the ACCORD form 25, "Certificate of Liability Insurance", plus copies of any required additional insured endorsements. Certificates should be sent to: John Ward Town Administrator Town of Vernon, 14 Park Place, 3<sup>rd</sup> Floor, Vernon CT 06066

Current insurance certificates must be furnished to the Town at all times. Replacement certificates must be furnished ten (10) days *prior to the expiration or replacement* of referenced policies.

The Town of Vernon reserves the right to make commercially reasonable changes in these requirements during the term of any work or project.

	<b>Independent Contractor (Major projects or engagements)</b>
<b>Commercial General Liability</b>	<p>\$1,000,000 per occurrence/                  \$2,000,000 aggregate bodily injury/property damage                  \$1,000,000 Personal and Advertising Injury                  \$2,000,000 Products-Completed operations aggregate                  The CGL policy must include coverage for:</p> <ul style="list-style-type: none"> <li>• liability from premises and operations.</li> <li>• liability from products or completed operations.</li> <li>• liability from actions of independent contractors.</li> <li>• liability assumed by contract.</li> </ul>
<b>Conditions</b>	<p>All coverage provided to the Town of Vernon under this section must be primary and non-contributory with any other insurance available to the Town of Vernon. the Town of Vernon must be specifically named as "additional insured" on your CGL policy with ISO form CG 20 10 or CG 20 26 or equivalent acceptable to the Town of Vernon. the Town of Vernon must <i>also</i> be named as "additional insured" for Products/Completed Operations on your CGL policy with form CG 20 37 or equivalent acceptable to the Town of Vernon.</p> <p>Any Aggregate limit must apply per job/project.</p> <p>Products/completed operations must be carried for 2 years after completion of job/acceptance by owner.</p>
<b>Automobile Liability</b>	<p>\$1,000,000 each accident                  \$2,000,000 aggregate                  for bodily injury/property damage, including hired owned &amp; non-owned vehicles.</p> <p>Limits carried must be sufficient to satisfy required underlying limits for the</p>

	umbrella policy (see below).
<b>Umbrella Liability</b>	\$5,000,000 Limits must be excess over underlying limits described above. All coverage provided to the Town of Vernon under this section must be at least as broad as that found in the underlying policies, and must be primary and non-contributory with any other insurance available to the Town of Vernon.
<b>Workers' Compensation</b>	Liability meeting statutory limits mandated by the state and Federal laws with minimum limits of: \$500,000 each accident for bodily injury by accident \$500,000 each employee for bodily injury by disease \$500,000 policy limit for bodily injury by disease  Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below).
<b>Employers Liability</b>	\$500,000 each accident Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below).
<b>Professional Liability</b>	\$2,000,000 per occurrence/ \$5,000,000 aggregate. Maximum deductible \$100,000. Extended reporting period for (6) years following termination of this agreement.

## V. MINIMUM QUALIFICATIONS

The minimum requirements for qualification are as follows:

- A minimum of one school roof project managed through the Dept. of Construction Services, Office of School Facilities Unit in the last 3 years.
- Attendance at the November 12, 2015 mandatory site visit

## VI. WRITTEN PROPOSAL

The written proposal is due November 19, 2015 at 1:00 PM. Firms are required to submit three (3) hardcopies and one (1) electronic copy of their proposal to: **John Ward, Town Administrator Town of Vernon, 14 Park Place, 3<sup>rd</sup> Floor, Vernon CT 06066**  
Submissions are to be clearly identified with the title; **Town of Vernon Roof Design Proposal. RFQ/RFP #1079-11/19/15, Attention: John Ward, Town Administrator**

## VII. GENERAL TERMS AND CONDITIONS

A prospective respondent must be willing to adhere to the following terms and conditions and by submitting a proposal, hereby accepts and will comply with them in their response to this Request for Proposal.

1. **Acceptance or Rejection by The Town of Vernon**– Vernon reserves the right to accept and/or reject any or all proposals submitted for consideration to serve the best interests of the Town of Vernon. Respondents whose proposals are not accepted will be notified in writing.
2. **Ownership of Documents** – All proposals submitted in response to this RFP are to be the sole property of the Town of Vernon and subject to the provisions of Section 1-19 of the Connecticut General Statutes (re: Freedom of Information).
3. **Ownership of Subsequent Products** – Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP is to be the sole property of the Town of Vernon unless stated otherwise in the RFP or contract.
4. **Timing and Sequence** – Timing and sequence of events resulting from this RFP will ultimately be determined by Vernon.
5. **Oral Agreements** – Any alleged oral agreement or arrangement made by a respondent with any agency or employee will be superseded by the written agreement.
6. **Amending or Canceling Requests** – The Town of Vernon reserves the right to amend or cancel this RFP prior to the due date and time, if it is in the best interest of the Town of Vernon to do so.
7. **Rejection for Default or Misrepresentation** – The Town of Vernon reserves the right to reject the proposal of the consultant that is in default of any prior contract or for misrepresentation.
8. **Clerical Errors in Awards** – The Town of Vernon reserves the right to correct inaccurate awards resulting from its clerical errors
9. **Rejection of Submission** – Submissions will be rejected in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFP.
10. **Changes to Submissions**– No additions or changes to the original RFP will be allowed after submittal.
11. **Contract Requirements** – A formal agreement will be entered into with the firm selected. The contents of the proposal submitted by the successful respondent and the RFP will become part of any contract award.
12. **Rights Reserved to Vernon**– the Town of Vernon reserves the right to award in part, to reject any and all proposals, in whole or in part, and to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the Town will be served.

13. **Withdrawal of Submission** – Negligence on the part of the respondent in preparing the RFP confers no right of withdrawal after the time fixed for the acceptance of the submission.

14. **Assigning, Transferring of Agreement** – The successful respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the agreement, its rights, title or interest therein or its power to execute such agreement to any other person, company, or corporation without the prior consent and approval in writing by Vernon.

15. **Cost of Preparing RFP** – The Town of Vernon shall not be responsible for any expenses incurred by the organization in preparing and submitting a RFP. A RFP shall provide a straightforward, concise delineation of the firm’s capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

16. **Definition of Terms** – For the purpose of this RFP, whenever the word “respondent” appears, it shall refer to “Architect” and whenever the word “Architect” appears, it shall refer to “respondent.”

**VIII. FEE PROPOSAL & BID FORM**

Firms must acknowledge that the costs of items listed below are included in their base fee by the **proposed principle** initialing the service in the column provided. If an item is not initialed it will be considered not included in the base fee, therefore, the committee will consider the fee proposal non-responsive and the firm may not be considered for the project.

<b>SERVICES</b>	<b>Breakout costs</b>	<b>COSTS INCLUDED Initial</b>
Mechanical and Electrical engineering	Incl.	
Structural engineering	Incl.	
As-designed record drawings	Incl.	
As-constructed record drawings	Incl.	
Coordination of Owner’s consultants, as necessary	Incl.	
Insurance limits as described in the RFP.	Incl.	

**BID FORM**

**Vernon Center Middle School**

**Roof Design Fee:** \_\_\_\_\_

**Skinner Road School**

**Roof Design Fee:** \_\_\_\_\_

**Northeast School**

**Roof Design Fee:** \_\_\_\_\_

**Reimbursable Expenses Fixed Fee:**    **\$9,000.00 for all three schools**

**Exclusions: Hazardous materials investigations or testing**

Firm: \_\_\_\_\_

Name: \_\_\_\_\_

(Please Print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_