

TOWN OF VERNON, CT



Request for Qualifications and Proposals
#2024- 02/01/2018

Project Management Services
School Roof Replacement

Vernon Center Middle School - partial

LEGAL NOTICE

TOWN OF VERNON

RFP/RFQ #2024-02/01/2018

PROJECT MANAGEMENT SERVICES
SCHOOL ROOF REPLACEMENT

The Town of Vernon, Connecticut is seeking statements of qualifications and proposals for the provision of Project Management Services in the partial replacement of school roofs at Vernon Center Middle School during the summer of 2018. The total project includes replacement of approximately 65,195 square feet of roof. *Note that a mandatory pre-bid conference and tour of the site will be held at Vernon Center Middle School, 777 Hartford Turnpike, on Wednesday, January 24, 2018 at 1:00 PM.*

All respondents shall provide three (3) hard copies and one (1) electronic copy of proposals should be submitted in a sealed envelope, clearly marked "***BID DOCUMENT – RFP/RFQ #2024-02/01/2018 - Project Management Services - School Roof Replacement***" on the outside of the envelope, to:

Town of Vernon
Mr. Michael Purcaro, Town Administrator
14 Park Place, 3rd Floor, Vernon, Connecticut 06066

by **11:30 AM on Thursday, February 1, 2018**; at which time proposals shall be opened and read aloud publicly. **Emailed or faxed bids will not be accepted.**

Qualifications will be reviewed by the Town's Selection Committee. Interviews may be required. The selected firm must meet all municipal, state and federal Affirmative Action and Equal Employment Opportunity practices and requirements. MBEs/WBEs/SBEs are encouraged to apply.

The Town reserves the right to reject any or all applications in whole or in part, to award any one service or group of services or all services, 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/RFQ if it is deemed to be in the best interest of the Town.

All questions about the proposals should be directed to Robert Kleinhans, Director of Public Works Department, by e-mail at rkleinhans@vernon-ct.gov, with copies to Michael Purcaro, Town Administrator, by e-mail at mpurcaro@vernon-ct.gov no later than 5:00 PM on Friday, January 26, 2018. Answers to all so received questions shall be posted by 5:00 PM on Tuesday, January 30, 2018 on the Town's website under the bid section at <http://www.vernon-ct.gov/legal-notices> with reference to RFP/RFQ #2024-02/01/2018.

Copies of the RFP are available online at the Town of Vernon website at www.vernon-ct.gov/legal-notices with reference to RFP/RFQ #2024-02/01/2018 and at the Department of Administrative Services website at www.das.ct.gov.

Confidentiality - If Respondent believes that any information in its proposal should be treated as confidential that material shall be clearly marked. The Town shall endeavor to protect confidential material from disclosure to non-Town employees to the extent required by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFP.

Michael Purcaro
Town Administrator

INTRODUCTION

The Town of Vernon is seeking statements of qualifications and proposals for the provision of Project Management Services in the partial replacement of school roofs located at Vernon Center Middle School during the summer of 2018. The total project includes replacement of approximately 65,195 square feet of roof.

PROPOSED PROJECT SERVICES

The Town desires to replace the remaining mineral surfaced roof sections over the classroom and administrative wings during the summer of 2018. The project 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 project including but not limited to grant preparation, design planning, architect management, construction supervision, field verification, record keeping, Commission on Human Rights and Opportunity and Department of Labor/Department of Administrative Services/Department of Education coordination and grant close-out. It is required that the Owner's Representative be on site daily during the construction period.

QUALIFICATION REQUIREMENTS FOR RESPONDENTS

The Town of Vernon will accept qualifications and proposals from firms experienced in school roof 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 including itemized time that will be spent on site during the construction process
- 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 lump sum fee proposal corresponding to the scope of work stated from item 1 above.