



**TOWN OF STRATFORD  
PURCHASING DEPARTMENT  
STRATFORD, CONNECTICUT**

**Request for Proposal**

RFP No. 2009-093

Issued : December 7, 2009

Subject : Architectural Design Services for Roof Replacement and Misc.  
Renovations at Board of Education Administration Center

The Town of Stratford through the Office of the Purchasing Agent, will receive SEALED PROPOSALS as outlined in the accompanying specifications, in accordance with the instructions, conditions and reservations that follow:

**A. CLOSING DATE:**

Proposals will be received until 3:00 pm December 21, 2009, at which time they will be publicly opened and read. All bidders are invited to attend this public opening, which will be held immediately following the closing time specified above, in the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any proposal may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof. Any proposals received after the date and time specified shall NOT be considered. No bidder may withdraw a proposal within 45 days after the actual opening thereof.

**B. INSTRUCTIONS:**

All proposals must be addressed to the attention of the Purchasing Agent, in a sealed envelope with proposal subject and number on the face thereof. Proposals may be mailed or submitted in person. FAXED PROPOSALS ARE NOT ACCEPTED.

### **C. CONDITIONS:**

Proposers must state specifically what equipment they propose to supply, giving manufacturer's name, model number, etc. A detailed description should accompany your proposal. Any exceptions to Town Specifications should be listed in your response.

#### **Bid Surety:**

No Bid Surety is required.

#### **Performance Bond**

No Performance Bond is required for this bid.

The following information should also be covered in your bid:

**Payment:** Final payment will be made upon the acceptance of the completed work by an authorized representative of the Town of Stratford. NO partial payments will be made. Invoices covering the work specified herein should be forwarded to the Purchasing Department upon completion of the project.

**Delivery:** Please state as accurately as possible how long it will take to complete delivery after receipt of order, if you are the successful bidder.

**Warranty:** All proposals must state the exact nature and duration of any warranty applicable to the equipment you propose to sell to the Town.

**Taxes:** The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

### **D. RESERVATIONS:**

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

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Michael Bonnar, Purchasing Agent

**SPECIFICATIONS:** See next page.

TOWN OF STRATFORD  
RFP #2009-093  
ARCHITECTURAL DESIGN SERVICES FOR ROOF REPLACEMENT AND  
MISC. RENOVATIONS AT BOARD OF EDUCATION - ADMINISTRATION  
OFFICES

- I. GENERAL INFORMATION
- II. REQUEST FOR PROPOSALS
- III. SCOPE OF SERVICES
- IV. QUESTIONS
- V. FEE PROPOSAL

I. GENERAL INFORMATION

- A. The Town of Stratford is requesting proposals from experienced architectural firms for professional services related to the Roof Replacement, structural analysis of roof, overall façade masonry re-pointing, parapet coping replacement and new HVAC split-system unit for Data Room at the Board of Education - Administration Offices, Stratford, CT. Professional services shall be required as described in the scope of services below.
- B. The Board of Education – Administrative Offices was originally constructed in 1885 as a school building. The building was renovated and converted to Administrative Offices in 1975 and the last roof replacement was completed in 1975. The roof area is comprised of approximately 6,400 square feet.
- C. In general, the work expected by the Town of Stratford shall include, but not be limited to the following:
  - 1. Consultation with the Town to confirm the scope and related requirements of the project.
  - 2. Work with the Town to develop sustainable, energy efficient value - added concepts and value engineering as required to provide cost effective options prior to the completion of schematic design to determine feasible option(s).

3. Ensure design is compatible with existing facility constraints and functions.
  4. Prepare construction documents in CAD format (which will become the property of the Town) and bid documents to describe the size and scope of the project, including architectural systems, HVAC system, and other elements as necessary.
- D. The project will be carried out by the Town under the overall direction of the Building Needs Committee and the Public Works Director. Other Town staff will also be assigned to assist with this project.
- E. The firm selected will be expected to assist Town staff and part time oversight organizations such as the Public Works Dept., Board of Education and the Building Needs Committee through the completion of this project by providing continuous technical assistance. At a minimum, respondents should have designed and implemented comparably sized roof replacement systems as a stand alone project or as part of a facility renovation for at least three other public facilities in Connecticut. Respondents should provide references in their submissions and be able to provide the Town with a certificate of insurance showing coverage as specified. The RFP should also demonstrate the firm's familiarity and experience with the applicable building codes and Connecticut amendments.
- F. The firm selected will be required to provide periodic (weekly) project observation and construction administration services. The firm selected will present periodic briefings on the progress of the project to the Building Needs Committee at such times as the Town shall determine necessary.
- G. Form of Agreement: The form of agreement will be AIA Form of Agreement between Owner and Architect, modified to reflect specific requirements of this project. Upon award, the design firm shall prepare a draft of the agreement and forward it to the Town Engineer.

## II. REQUEST FOR PROPOSALS

### A. Format and Contents

1. All responses to the Request for Proposals shall adhere to the requirements set forth herein.

2. In order to provide the requested service to the Town, the respondent must be able to demonstrate it has the expertise, flexibility and the personnel available to successfully complete the project.
3. The RFP response shall contain a detailed listing of the qualified individuals who may be assigned to this project. The listing shall also reflect the method of internal management of the projects necessary to insure efficient, cost effective use of staff. Resumes of all individuals to be associated with this project shall be provided. Resumes shall include similar experience and responsibility for the activity to be performed under this project.
4. The RFP response shall demonstrate the ability of the firm to rapidly respond to the needs of the Town. If the respondent has a joint venture approach, overall responsibility must be clearly identified, as well as a detailed plan of delineation of work assignments. The Town will only contract with one principal firm. Should the personnel of any firm not possess the requisite skills, the respondent may subcontract for the skills needed. The RFP response shall indicate this intention and include the background on any such subcontractor. The Town reserves the right of approval of all subcontractors.
5. The RFP response shall include information that demonstrates that the design firm has completed a minimum of 10 (ten) public facility roofing projects within the last 10 (ten) years, including preparation of Educational Specifications, EDO-49 and associated documents, close out documents and assistance with State of Connecticut mandated audits.
6. The RFP response format should contain a letter of transmittal, an executive summary and the experience of the firm. This section (experience of the firm) should address the firm's skills and experience in public facility projects and other experiences previously mentioned in this document.
7. The RFP response form and transmittal letter 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, e-mail and fax and telephone numbers.

8. The Town requests that the respondent submits one original and (10) copies of their response to the RFP.

### III. SCOPE OF SERVICES

#### A. Schematic Design

1. Gather all pertinent information relative to the above project with the intent of developing a clear understanding of the needs including field verification of the existing conditions. Additional information will be gathered from discussions with Town, Facility personnel and the Building Needs Committee as well as from a detailed investigation and thorough review of the entire facility. The design firm will also be responsible for conducting an asbestos survey including testing for the roofing and associated components.
2. Subsequent to the information gathering, the design firm will develop and present options for roofing systems, overall façade masonry re-pointing, copings, HVAC split-system unit for Data Room and sustainable energy options including the integration between the options. These program options will include scope identification and detailed and descriptive narratives including pros and cons, preliminary calculations, cost estimates (including hard and soft costs), initial estimates for funding from Connecticut Clean Energy Funding (CCEF) and any other funding sources, schematic plans, and back up information as needed. Preliminary plans and construction cost estimates will then be presented and revised as requested. This presentation will be made at a minimum to the Building Needs Committee.
3. The Town will make available all drawings it has available of the existing conditions for use in preparing the design of the project. The design firm shall be responsible for the reproduction of these files as part of their fee, returning the originals to the Town. It shall be noted that the Town in providing these documents to the respondents accepts no responsibility nor guarantees in any way the accuracy of said documents. It shall remain the responsibility of the respondent to verify all field conditions relative to the development of this project.

4. The design firm will coordinate and attend the PREP meeting with the Bureau of School Facilities.

B. Construction Documents

1. Upon selection of the proposed options and following written authorization to proceed, the design firm will begin the development of project designs and specifications, including asbestos abatement specifications. As needed interim updates and progress meetings will be held with the Building Needs Committee to communicate design progress, address any issues or questions, confirm financial and schedule compliance, etc.
2. The design firm will be responsible for preparing any Connecticut Clean Energy (or other available funding resource) applications for the Town's submittal. Including any necessary submissions to the Connecticut State Department of Education Grants Division for project reimbursements. The submission shall include, but not be limited to form EDO-42, Indoor Air Quality Certification, Seismic Certification, etc.
3. Final specifications for all trades shall be included for all materials, equipment and requirements of the projects. A professional architect who is licensed in the State of Connecticut shall oversee the preparation of all plans. The plans will be submitted to Town officials, including the Building Needs Committee and Board of Education for approval, and then the Building Department, Fire Marshal's Office, Health Department and finally the Bureau of School Facilities, for review, approval, and release for bidding. The original prints of the final approved plans and specifications, sealed by the design professional, shall be provided to the Town of Stratford for bid set printing and use in the bid process. Updated detailed project cost estimates shall be prepared and submitted to the Town based on the final plans and specifications.
4. The design firm will be responsible for coordinating the compilation of the project manual with the Building Needs Committee and Purchasing Department, integrating the Town's forms, standards, general and special conditions into the manual.

C. Bid Phase

1. Following receipt of authorization to proceed from the Town, the design firm will coordinate all bid activities with the Town. The Town shall distribute invitations to bid, bid sets and any addenda as well as place the legal advertisement in the newspaper.
2. The design firm will attend any and all pre-bid conferences and answer any inquires regarding the plans and specifications during the bid process and will assist the Town when needed. Any necessary addenda needed during the bid process will be prepared by the design firm and provided electronically to the Town for distribution.
3. After bid opening, the design firm will review all bids received as well as bidder qualifications and references of lowest bidders. The design firm's recommendation regarding the lowest bidders' ability to perform the work and to conform to the standards established in the bid documents will be made.
4. Also, the design firm will respond to and make recommendations concerning the suitability of any proposed alternate or substituted equipment, material or methods proposed.

D. Construction Administration

1. During the construction phase, the design firm will provide construction administration services customarily expected for a project of this scale and scope. This will include coordination and communications with the contractor and on-site periodic (weekly) project observations. These will require the preparation and submission of written observation reports and minutes of project coordination meetings with the contractor. The design firm representative may need to be available for construction observation during weekend and/or holiday hours.
2. The design firm 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 change orders for signature approval by the Town and the reviewing the construction contractor's

applications for payment, attend, record and distribute minutes for regularly scheduled job meetings, and attend monthly evening Building Needs Committee meetings. The design firm will determine contract completion, recommend project acceptance, and perform other standard architectural services related to this project.

3. The design firm will also be responsible for preparing all State of Connecticut documents for project close-out, including but not limited to form EDO-49, as well as assistance with State audits.

#### IV. QUESTIONS

- A. All questions regarding this Request for Proposal shall be directed to Robert Sweger, Superintendent of Plant and Transportation for the Stratford Board of Education at 203-385-4216. All questions must be presented five (5) business days prior to response deadline to allow for preparation and distribution of written addenda. Any questions received after that date will not be answered.

V. FEE PROPOSAL

The undersigned hereby proposes to provide Architectural and Engineering Consultant services for **“Roof Replacement and Misc. Renovations at the Board of Education – Administrative Center ”**.

Pricing:

Schematic Design ..... \$ \_\_\_\_\_  
Design Development ..... \$ \_\_\_\_\_  
Construction Documents ..... \$ \_\_\_\_\_  
Bidding Phase ..... \$ \_\_\_\_\_  
Construction Administration (total for 4 months)..... \$ \_\_\_\_\_

Total ..... \$ \_\_\_\_\_

Construction Administration (per month beyond 4 months)..... \$ \_\_\_\_\_

Not to exceed amount for reimbursable expenses: \$ \_\_\_\_\_

In submitting this proposal, we agree:

- a) To hold the proposal open for ninety (90) calendar days after the actual Proposal Opening date.
- b) To enter into and execute a Contract for the indicated services.
- c) To accomplish the work in accordance with the Contract Documents and within the Contract Time.

Name of Company \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Printed Name of Authorized Agent  
\_\_\_\_\_

Signature of Authorized Agent  
\_\_\_\_\_

Title of Authorized Agent  
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