

TOWN OF BERLIN
Department of Public Works
240 Kensington Road • Berlin, CT 06037
Office (860) 828-7022 • Fax (860) 828-7180

TOWN OF BERLIN
REQUEST FOR QUALIFICATIONS AND PROPOSALS(RFQ/RFP) FOR
A CONSTRUCTION MANAGEMENT SERVICES FOR RELOCATABLE
CLASSROOMS AT GRISWOLD ELEMENTARY SCHOOL
Bid No. 2009-19

The Town of Berlin is seeking to engage a Construction Management firm (as Advisor) to provide services during the installation of new relocatable classroom structures at the Griswold elementary school. The total project budget is approximately \$1,061,500 including all hard, soft and bonding fee costs. The contractor for construction is expected to be executed in September 2009 and be completed by February, 2010.

The RFQ/RFP documents may be obtained via the website at www.town.berlin.ct.us under Departments/Officials/Public Works or at the office of the Town Manager. If addendums are issued they will be faxed to each perspective bidder who has completed the Acknowledgement Form enclosed in the RFQ/RFP. Sealed bids, one original and ten (10) copies, will be received at the Office of the Town Manager 240, Kensington Road, Berlin, CT 06037 until, but no later than **4:00 p.m. local time on September 3, 2009.**

The Town of Berlin has the right to reject any and all proposals and waive any informalities or defects if deemed in the best interest of the Town.

Denise M. McNair,
Town Manager

Hartford Courant August 17, 2009

Town of Berlin
Request For Qualifications/Proposals (RFQ/RFP) for
Construction Management Services for the
Relocatable Classrooms at Griswold Elementary School
Bid No. 2009-19

All submittals must be made in accordance with the specifications supplied by:

The Town Of Berlin
Department of Public Works
240 Kensington Road
Berlin, Connecticut 06037

Submittals will be received until **September 3rd, 2009, 4PM Local time**

Arthur G. Simonian, P.E., LEED®
Public Works Director
Office (860) 828-7014
Fax (860) 828-7180

RFP 2009-19

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Forms and Attachments:

1. Submission Form (Form 1)
2. Acknowledgement Form (Form 2)
3. Proposal Check List (Form 3)
4. Construction Plans for Relocatable Classrooms (Available at Printer's ServicePoint, 85 Willow Street, New Haven (Tel 203-624-0079) Non-Refundable Deposit.
* Firms may review the Town's set at Engineering Office - Room 8.
5. RFQ/RFP 2009-09 for Architectural Design Services (14 pages)
6. Addendum #2 for Project #2009-09 (2 pages)
7. Statement of Need, Educational Specifications for Relocatable Classrooms, September 22, 2008 (10 pages)

**REQUEST FOR PROPOSALS
TOWN OF BERLIN, CONNECTICUT**

2009-19

Griswold School Relocatables Construction Manager

I. PROJECT SPECIFICATIONS

1. Introduction

The Town of Berlin is seeking qualifications and cost proposals for the construction management services during the construction of the relocatable classrooms to be installed at the Griswold Elementary School. The general intent of this request for qualifications/ proposals is to select a firm to provide oversight during construction, review invoices, prepare Request for Information (RFI's) and monitor the progress with on-site inspections as necessary. The total project budget including all hard, soft, contingencies, furniture fixtures and equipment and bonding fees is approximately \$1,061,500.

The Town of Berlin requests proposals for Construction Management Services as Advisor for the above project located at 133 Heather Lane in Berlin, CT. Only proposals from experienced and reputable firms will be considered. Request for Proposal documents are available at the office of the Town Manager, Town Hall, 240 Kensington Road, Berlin, CT, Telephone (860) 828-7003, Monday through Friday or by accessing the Town's website at www.town.berlin.ct.us. Sealed proposals must be submitted no later than **4:00 p.m. on Thursday, September 3, 2009**. The Town of Berlin reserves the right to reject any and all proposals in whole or in part, or to waive technical defects, irregularities and omissions, if it's in the best interests of the Town.

Denise McNair,
Town Manager
Town Hall
240 Kensington Road
Berlin, CT 06037

Construction Management Scope of Work

The Town is interested in securing the services of a Construction Manager as Advisor, with the Owner holding contract with the General Contractor

The Construction Management scope of services shall generally follow that described in AIA Document B801CMA, or C132 with deletions and additions as the Town may see fit. To allow a base line comparison, the respondent shall provide the following services but not limited to, as a minimum.

Pre-Construction Phase

- Review and monitoring of CPM schedule for the project prepared by General Contractor.
- A minimum of biweekly meetings with the Owner, Architect and others, as appropriate, as well as night meetings as needed (typically twice a month with the PBC).
- Identification and securing of long lead time items.
- Administrative Assistance in Soliciting Bids for General Contractors and Geotechnical consultants.
- Assistance in the review of Bids received.
- Assistance in preparation of recommendations concerning bids.
- Develop, in concert with A/E firm, a detailed project schedule including construction milestones; monitor and advise the PBC on deviations.
- Recommend pre-purchasing items for General Contractor required to maintain the schedule.

Construction Phase

Maintenance of certified payrolls, files of all job related correspondence, including but not limited to, shop drawings, approvals, meeting minutes, change orders. Administration, management, scheduling, and related services to coordinate the Construction to each Site. Schedule and coordinate bi-weekly job-site meetings involving all contractors with contractual interest in the project. Attendance at PBC meetings (twice per month on average) involving the owner, Architect, and others as appropriate, as well as night meetings as needed. Receipt and processing of Payment Requisitions. Evaluation of claims from Contractors, including initial evaluation of claim and preparation of written response complete with suggested action. Completion of punch list and management of all items until work is completed to the satisfaction of the owner. Monitor and report status of budget, schedule and logs. Report to the PBC monthly. Maintain Part-time supervision/inspection on site. List of personnel required: Site Construction Manager. Review shop drawings and submittals prior to architectural review. Initiate, present and defend all contracts and requests for change orders and purchase orders. The General Contractor will be responsible for providing an office space within the General Contractor's construction trailer with furniture, telephone, fax and supplies, along with costs for utility usage. Other supplies as needed shall be provided by the Construction Manager Firm selected.

Post-Construction Phase

Coordinate all closeouts paperwork including preparation of punchlist items on behalf of Town with Architect. Prepare and/or assist for Town review, approval and signature paperwork required by State Include project close-out for final State reimbursement.

Proposals

This Request for proposals includes: Each section must be addressed, and the Town reserves the right to reject responses that do not follow the format given.

- Executive Summary
- History
- Firm Organization:
- Approach to Project:
- Bid Price- Lump Sum (based on Construction Schedule shown) with hourly rates and unit prices for additional work beyond construction schedule shown.
- Staffing Plan and Fee for Services. Provide a staffing plan for completion of the work. Indicate hourly rates of the staff, the hours required completing the process tasks, and a total cost to the Town. Include all meetings, staff time, coordination, and all required project expenses in your total cost to the Town.
- Briefly describe the respondent, the approach to the project, the staffing available and envisioned for use on the project, and the capability of the respondent to operate to the given schedule while providing the services required. The Town expects that the project team at the onset of the project will be in place through completion of any Punch List and the post construction phase. Give an overview of the history of the respondent with emphasis, upon recent public school projects of a similar nature but within the past 5 years. Include name of owner, architect, cost and completion date. Submission of these names shall constitute your permission for the PBC or other Town representatives to contact those individuals. Highlight significant projects, accomplishments, and awards, as well as alliances or partnerships with other contractors, professionals, and owners particular discussion should be given on relocatable classroom projects completed by the firm within the last 5 years. Describe methods of cost control; show examples of conceptual estimates to actual bid results and final costs of projects completed within the last five years. Describe the Respondent's organization. Specify the personnel and equipment available for assignment to the projects. Specify the bonding capability and rating of the Respondent. Supply resumes of principal personnel as an appendix. Indicate contact person for the proposal phase, telephone and fax numbers. Describe, in whatever manner the Respondent deems appropriate, the Respondent's approach to the Project commencing with date of hire and ending with completion of punch list items and close out of paperwork. List software utilized for estimates and project management.
- Provide a list of contacts complete with phone and fax numbers for all projects listed (as required). State whether any projects of any kind resulted in a legal dispute and, if so, describe the dispute and the outcome of same. Submission of these names shall constitute your permission for the PBC or other Town representatives to contact those individuals.

- Additional Information Provide any additional information about your firm or process which you believe may be useful and applicable for consideration.
- Exceptions Provide detailed list and explanation of any and all exceptions being made in this proposal. The submittal shall have each of these sections clearly delineated. The Respondent shall submit an original and ten (10) copies of the Proposal. A Certificate of Insurance, showing evidence of compliance with basic insurance requirements, must be provided at the time of negotiations.

Information

Technical and other questions should be directed to Mr. Arthur G. Simonian, P.E., Director of Public Works, 240 Kensington Road Berlin, CT 06037, Phone 860-828-7014, E-mail asimonian@town.berlin.ct.us .

Basis of Award

Selection will be based upon the proposals submitted, qualifications, costs and interview process. Each firm selected for an interview will be provided a set of construction drawings. Respondents selected for interviews will be given no more than thirty (30) minutes in which to present their qualifications and proposal. At the interview each firm must elaborate on the project schedule and cost and confirm if the project can be completed within the specified budget with the CM approach and fees. The CM firm must identify all key field and management personnel and make them available for questions during the interview. Respondents shall be asked to submit Fee Proposals along with additional materials deemed necessary. The Owner will give consideration to the following aspects of the Submittal and Presentation:

- Documented successful performance of firm on similar undertakings.
- Team Composition. Provide resumes of key individuals. Identify staff to be assigned and certify immediate availability for the requested Design Phase Project Management Services. Provide evidence of successful completion of comparable school Town projects. Indicate experience of the Cost Estimating and Scheduling staff on similar projects
- The number of school and municipal relocatable projects in the last 5 years.
- Documented successful past performance of firm and project staff on similar undertakings.
- Construction management philosophy and approach.
- Manpower planning.
- Automated cost control and project tracking systems and capability.
- Construction management and administration procedures.
- Familiarity with State Department of Education (BSF) rules and regulations as they pertain to Public School buildings.
- Extent of services offered.
- Accuracy of estimating costs and timeliness in completing previous school construction projects.
- References and reputation.

- The Town reserves the right to accept any proposal or to reject any or all proposals and to waive informalities in proposals if deemed to be in the best interest of the Town.
- The Town of Berlin is not liable for any cost incurred by any respondent prior to the issuance of a contract and purchase order.

2. Acknowledgement Form

IMPORTANT INFORMATION: Acknowledgement Form (Form 2) is located in this RFP package (at end) and shall be filled out and returned immediately.

3. Site Considerations

Mary E. Griswold School, 133 Heather Lane, Berlin, Connecticut 06037

4. Bid Price

Lump Sum (based on Construction Schedule shown) with hourly rates and unit prices for additional work beyond construction schedule shown.

5. Project Schedule

The following is the proposed schedule for the selection process and work program and is subject to change based on unforeseen conditions and requirements of the Town:

Advertise RFP	August 17, 2009
Request for Proposals Due	September 3, 2009
Public Building Commission Interviews	September 10, 2009
Contract Award to Construction Manager	September 30, 2009
Construction Work	September 15th-February 28th, 2010

II. SUBMISSION REQUIREMENTS

1. Submission Due Date

Qualifications and Proposals will be accepted at the Town of Berlin, Department of Public Works, 240 Kensington Road, Berlin, Connecticut, 06037 until **September 3, 2009 4:00PM local time**. Proposals received after that time will not be considered. Bids will not be publicly read at time of bid opening and will be reviewed by staff and the Public Building Commission at a later date. Submittals may be withdrawn 60 days after opening if no award has been made.

2. Pre-Bid Meeting

None is required or scheduled.

3. Vendor Information

A. Vendor Overview

Please provide the following:

- The name and location of your company, including the office location that will be serving the Town.
- A brief general description of your business.
- The number of years your company has been in business.
- Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
- The number of personnel employed by your company (please include the number of staff dedicated to provide requested services).
- The primary line of business of your firm.

B. Client Base

Provide specific reference information for three clients you have served, relevant to the work proposed, to include:

- Client name and location
- Starting date of service
- Contact name, title and telephone number

4. Addenda to this RFP

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following website:

<http://www.town.berlin.ct.us/>

This document includes an acknowledgement page; this page shall be faxed back to the Public Works Department upon receipt, to ensure proper notification of changes to the published documents. The Town of Berlin does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.

Questions regarding this document should be referred to Arthur Simonian at (860) 828-7014 or at asimonian@town.berlin.ct.us.

The right is reserved to reject any and all bids, in whole or in part, to award any part or parts, or total bid, and to waive any informality or defects, if it is deemed in the best interest of the Town. If it becomes necessary to revise any part of this RFP or these Specifications or otherwise provide additional information, an addendum will be issued by the Town to all prospective Bidders who have received copies of the RFP and have returned the acknowledgment page or attended the pre-bid meeting (if required).

5. Qualifications Criteria

A firm submitting qualifications shall be considered as qualified for this project, provided that the firm has provided sufficient supporting documentation. The Town of Berlin shall be the sole judge in determining the sufficiency of said supporting documentation.

III. CONTRACT CONSIDERATIONS

1. General Considerations

The sections listed below are informational only; firms submitting qualifications are hereby advised that any firm awarded a contract shall be subject to these conditions. Qualifications packages are not required to contain any documents described within this section (e.g. certificates of insurance are required solely at the time of contract execution with a contracted firm).

2. Equal Opportunity – Affirmative Action

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the firm does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A firm with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. Findings of noncompliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

3. Indemnification

The awarded firm shall agree to indemnify, defend, and save harmless the Town of Berlin, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract. The Town, as a sovereign government, cannot indemnify businesses or individuals.

4. Insurance

Prior to the execution of any contract, the Town of Berlin requires that any awarded contractor providing materials, equipment or services to the Town, must provide to the Town a certificate of insurance (Acord or other approved format) naming the Town of Berlin as additional insured, for the following:

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit	\$1,000,000
	Each Accident	\$1,000,000
Professional Liability	Each Claim or Each Occurrence	\$1,000,000
	Aggregate	\$3,000,000
Umbrella (Excess Liability)	Each Occurrence	\$5,000,000
	Aggregate	\$5,000,000

Any subcontractor to a contracted firm shall be likewise covered, and shall furnish certificates of coverage acceptable to the Town before starting work.

5. Termination

Please note that any contract executed by the Town of Berlin, may be terminated by the Town upon (30) days written notice, in the event that the Town determines that termination is in its best interest. In the event of termination, the Bidder shall be compensated for all work properly performed in accordance with the approved fee schedule submitted after award.

A. Termination For Convenience

In the event that the contract is terminated or canceled upon request and for the convenience of the Town, without the required thirty (30) Days' advance written notice, then the Town shall negotiate reasonable termination costs, if applicable.

B. Termination For Cause

Termination by the Town for cause, default or negligence on the part of the Bidder shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days' advance notice requirement is waived in the event of termination for cause.

6. Non-Appropriation of Funds

Please note that any contract executed by the Town of Berlin, Public Building Commission or the Board of Education is subject to the appropriation of funds on an annual basis.

7. Contract Governed by Connecticut Law

Please note that any contract executed by the Town of Berlin shall be governed by and construed in accordance with the laws of the State of Connecticut and the ordinances of the Town of Berlin.

Further, any such contract, and any other documents associated therewith, shall be in compliance and conformance with all applicable provisions of the General Statutes of the State of Connecticut, and the rules and regulations pertaining thereto, as the same may be amended from time to time, including, but not limited to, all provisions pertaining to Public School Building Projects.

IV. Conditions of Bid and Selection

1. The invitation to Bid by the Town and these Specifications are intended to provide interested parties with uniform information concerning the requirements for submitting bids. In responding to this RFP, the bid requirements and content format indicated herein must be adhered to. Failure to respond to all information requested may result in disqualification of the bid.
2. The bid price shall include all items and services typically encompassed in the AIA B801 document, although the contract to be used will likely be a non-standard, modified version of the AIA B801 or a Town standard consultant agreement form. In the event that a prospective design firm takes exception to any provisions to this RFP, said firm shall submit a second bid price with enumerated and identified conditions.
3. The submission of a bid will be construed to mean that a Bidder is fully informed as to the extent and character of the Town's requirements, and the Bidder represents that it is willing and able to furnish the services requested in a satisfactory manner in complete compliance with the specifications. Once submitted, all bids become property of the Town. Bids must be firm and may not be withdrawn for sixty (60) days, or until the Town awards the contract for design services, whichever comes first. The Town shall not be liable for any costs incurred by Bidders in preparing or submitting bids.
4. The Town reserves the right to reject any bid, in whole or in part, and to waive technical defects, qualification, irregularities and omissions, if, in its sole judgment, the best interest of the Town will be served by doing so. Each bid received within the required time frame will

- be evaluated individually by the Town. Each evaluation will be made using consistent judgments concerning the qualifications of each bidder and the responsiveness of each bid.
5. In the event that the selected Bidder fails to successfully negotiate and execute a contract within thirty (30) days after notification of award by the Town, the Town may cancel its selection without penalty and reconsider other bids or solicit new bids. The Town of Berlin, in its sole discretion, may extend this period for a short time if negotiations are proceeding in good faith.
 6. Town shall consider the successful Bidder to be the sole point of contact with regard to architectural, engineering and contract administration services, including payment to and performance of service by the design firm, its agents and employees. The successful Bidder shall not be allowed to assign the contract or delegate any responsibilities or duties to any third party without prior written consent of the Town.
 7. Firms selected for interview will be provided with the interview panel; the selected firms will be required to submit affidavits relating to their relationship(s) with members of the panel. The names of interview committee members will be released solely for the purpose of preparation of affidavits; the selected firms shall not directly contact the panel members prior to or immediately following the interview process.
 8. The Town intends to use AIA B801 contract form, (including exhibits), with a specified set of document corrections, for the purpose of engaging a firm to perform the services requested, or a Standard Consultant Agreement Form used by the Town incorporating but not limited to Connecticut General Statutes 10-290 E, 10-290 F, and other applicable Statutes, Bureau of School Facilities requirements for School construction projects involving State funding.
 9. Non-collusion Representation: In submitting a bid, the Bidder shall declare that its bid is made without any connection with any persons making another bid for the same contract; that the bid/proposal is in all respects fair and without collusion, fraud or mental reservation; that no official of the Town, or any person in the employ of the Town is directly or indirectly interested in said bid or in the supplies or work to which it relates, or in any portion of the profits thereof.
 10. Conflict of Interest Disclosure Required: No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner, or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be known in writing to the agency making such purchase, and notice thereof posted for at least five (5) days before such purchase be made in the office of the agency making such purchase and in the public place in the Berlin Town Hall.

V. Award Considerations

The Town may reject any or all proposals or submittals for such reason as it may deem proper. In acceptance of proposals or submittals, the Town will be guided by consideration of the interests of the Town. The Town also reserves the right to negotiate further with one or more of the firms as to any features of their proposals or submittals and to accept modifications of the work and price when such action will be in the Best Interest of the Town. The Award will be made pursuant to Connecticut law from a pool of not more than the four (4) most responsible qualified bidders after a public selection process and will be made to the most responsible qualified bidder, taking into consideration all criteria included within this request for proposals. The cost portion of the evaluation will be based upon a not to exceed proposal fee submitted and will also be used as part of the criteria for selection.

Form 1

**REQUEST FOR QUALIFICATIONS/PROPOSALS
TOWN OF BERLIN, CONNECTICUT 06037**

**Griswold Elementary School Relocatables
2009-19**

Due Date: September 3, 2009, 4:00PM Local Time

Town of Berlin
Department of Public Works
240 Kensington Road
Berlin, CT. 06037

In accordance with the Town's requirements, the undersigned agrees to provide services as defined herein.

The undersigned, who is legally authorized to sign bid documents on behalf of the firm is familiar with the conditions surrounding this Request for Qualifications/Proposals, is aware that the Town reserves the right to reject any and all proposals, and is making submission without collusion with any other person, individual or corporate.

_____ Witness			_____ Signature		
_____ Company Name					
_____ Printed Name			_____ Signature		
_____ Address			_____ Title		
_____ Town		_____ State		_____ Zip	
				_____ Date	
_____ Federal ID #			_____ Telephone Number		
_____ Email address			_____ Fax Number		

RETURN THIS FORM IMMEDIATELY!

Acknowledgment: Receipt of RFP Documents

2009-19

**Griswold Elementary School Relocatables
Construction Manager Services**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit qualifications.

Date issued:

Date documents received

____/____/____

Do you plan to submit a response?

Yes____ No____

Print or type the following information:

Company name: _____

Address: _____

City or Town: _____

Phone: _____

Fax: _____

Email: _____

Received by: _____

**Note: Faxed acknowledgments are requested! FAX (860)828-7180
A cover sheet is NOT necessary.
IMPORTANT: DO NOT FAX QUALIFICATIONS.
QUALIFICATIONS MUST BE SUBMITTED IN SEALED PACKAGES**

TOWN OF BERLIN
Griswold Elementary School Relocatables Construction Manager Services
2009-19
DEPARTMENT OF PUBLIC WORKS
240 KENSINGTON ROAD
BERLIN, CONNECTICUT 06037

Proposal Check List

This form need not be returned with your submittal. It is suggested that you review and check off each action as you complete it.

- _____ 1. The proposal has been signed by a duly authorized representative of the company.
- _____ 2. Fee schedule you have offered has been reviewed and verified.
- _____ 3. Any technical or descriptive literature, drawings or proposal samples that are required have been included with the submittal.
- _____ 4. Any addenda to this document have been acknowledged and included.
- _____ 5. The envelope has been addressed to: Town of Berlin
 Department of Public Works
 RFP 2009-19 Griswold School Relocatables
 Construction Manager Services
 240 Kensington Road
 Berlin, CT 06037
- _____ 6. The envelope has been clearly marked with the proposal number and opening date.
- _____ 7. If additional copies are required as part of your response, make sure the original is clearly marked.
- _____ 8. The proposal is mailed or hand-delivered in time to be received no later than the designated opening date and time. Late responses are **NOT** accepted under any circumstances. Faxed responses are not accepted. Please allow enough time if mailing your submittal.

2009-09

**Request For Qualifications (RFQ)
Request For Proposals (RFP)**

The Town of Berlin is accepting Qualifications/Proposals for the following:

Griswold Elementary School Architectural Services

All submittals must be made in accordance with the specifications supplied by

The Town Of Berlin
Department of Public Works
240 Kensington Road
Berlin, Connecticut 06037

Submittals will be received until December 11, 2008

Arthur Simonian
Public Works Director
Office (860) 828-7014
Fax (860) 828-718

Attachment # 5

RFQ/RFP 2009-09

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Forms and Attachments:

1. Submission Form
2. Acknowledgement Form
3. Proposal Check List
4. Existing Site Plan of Griswold School
5. Statement of Need, Educational Specifications for Relocatable Classrooms, September 22, 2008

REQUEST FOR QUALIFICATIONS/ PROPOSALS TOWN OF BERLIN, CONNECTICUT

**2009-09
Griswold School Relocatables**

I. PROJECT SPECIFICATIONS

1. Introduction

The Town of Berlin is seeking qualifications and proposals for the design of relocatable classrooms to be installed at the Griswold Elementary School. The intent of this request for qualifications/ proposals is to establish a short-list of architectural firms that are qualified to prepare design services, and oversee construction for this project.

2. Acknowledgement Form

IMPORTANT INFORMATION: Form is located in this RFP/RFQ package (at end) and shall be filled out and returned immediately.

3. Site Considerations

Mary E. Griswold, 133 Heather Lane, Berlin, Connecticut 06037

4. Scope of Services

This document is issued as a request for qualifications and fee proposals for the lump sum design; local municipal applications and approvals; BSF applications and approvals; construction cost estimating; Construction Bid Documents and Construction Administration. All services must be provided with the highest level of professional skill, care, and judgment and be in compliance with all federal, state, and local requirements. The document that each bidder shall familiarize themselves with is, "Statement of Need for Relocatable Classrooms" (dated September 22, 2008).

Construction & Bidding Documents

1. In conformance with the requirements of the Statement of Needs for Relocatable Classrooms, September 22, 2008. Prepare complete construction plans, including, but not limited to, plan and profile views, elevators, cross- sections, typical details and detailed cost estimate breakdown. Also prepare documents for applications to the following but not limited to Town Commissions; (Planning & Zoning, Zoning Board of Appeals, Town Council for funding, Board of Education, Inland Wetlands, and Public Building Commission). Engineering staff will assist with providing any available site plan and existing utility information for the applications to the various commissions.
2. Prepare all construction documents, including, but not limited to, notices, special provisions, and detailed unit price bid. All construction documents shall be submitted at the semi-final stage. Please note that the Town has developed standard bid terms and conditions that may be used as a template for such work.
3. Provide finished drawings and specifications to the Town for bidding by May 1, 2009. It is expected that your firm will be providing assistance during the bidding process. Your firm should assume that drawings and specifications will be made available to bidders directly by a reprographics firm. Your firm shall provide documents in electronic

form to the reprographics company for printing. Bid documents will be available to the bidders in printed format only. Provide preliminary design documents in electronic format to the owner (in AutoCAD version 2000 or later, Microsoft Word and PDF or other format acceptable to the Town).

4. Prepare EDO-49 application (including all required documents with the EDO-49 application) and cost estimates. Please note the Town of Berlin is subject to prevailing wage requirements in accordance with the Connecticut General Statutes. Budgets developed must be comprehensive, including costs for construction, administration and inspection, permitting, printing, advertising, architectural/engineering, special inspections, materials testing, etc. A presentation of the preliminary design and cost estimates to the Public Building Commission should be considered in your response. Provide preliminary design documents in electronic format to the owner (in AutoCAD version 2000 or later, Microsoft Word and PDF or other format acceptable to the Town).
5. Act as construction administrator during construction of the project as there will not be a project manager assigned. It is anticipated that the selected firm's obligation during construction will involve plan and specification interpretation and clarification as necessary, attendance at job meetings, assistance in compliance throughout construction, assistance in the coordination of special inspections, review of materials testing, inspection of work performed by contractor(s), and approval of payment requisitions from contractor(s).
6. The Public Building Commission is further directed to incorporate the US Green Building Council's Leadership in Energy & Environmental Design ("LEED") Green Building Rating system (version 2.1. or latest version) to achieve the LEED certification throughout the design, construction, and operation of the building. If possible, this LEED level of certification shall be upheld by commissioning to ensure the long term operation of the building complies with this standard. If certified LEED standard is determined to be not cost effective (life cycle) or not achievable then an alternative design that incorporates as many High Performance Building Principles as possible, as outlined in the LEED certified standard, may be submitted to the Public Building Commission for approval. The successful firm also needs to comply with any state requirements for LEED built design that are applicable to this project as state funding is anticipated.
7. If a LEED certification is required the Town will contract for a commissioning services with a separate entity to comply with Connecticut General Statutes during the design phase.
8. If a LEED certification is required, the successful bidder is required to include the cost of a LEED consultant in its proposal, however, it does not need to be a separate entity.
9. The Town reserves the right to communicate with any or all of the responders to clarify the provisions of proposals. The Town further reserves the right to request additional information from any proposal at any time after proposals are opened.
10. Bidders may be invited to an interview regarding their bid and the Building Commission will recommend one firm to the Town Council for approval. The Commission will notify all candidates of its decision.

5. Bid Price (Bidding & Construction Documents)

Bid price shall be a lump sum for the services to be provided, based on the scope. Please provide a breakdown of your fee by tasks (ie. Establish existing conditions, preliminary design, various commission submissions, construction documents, construction administration). Please note that the reimbursable cost should be separately identified by item and cost to the extent as remitted by the BOE without jeopardizing State reimbursement. The contract may include a cap on reimbursable costs. Reimbursable costs will be allowed only when supported by reasonable documentary evidence and vendor invoices.

6. Project Schedule

The following is the proposed schedule for the selection process and work program and is subject to change based on unforeseen conditions and requirements of the Town:

Advertise RFQ/RFP	November 21, 2008
Request for Qualifications/Proposals Due	December 11, 2008
Public Building Commission Interviews	December - January, 2009
Go to Council for Preliminary Plan Funding	January 6, 2009
Contract Award to Architect	January 13, 2009
Prepare Preliminary Plans for Zoning, and Wetlands.	January – February, 2009
Go to Council for Funding of Final Architectural Design & Construction	February 24, 2009
Referendum for Project Construction	March, 2009
Submit EDO-49 Application	March 13, 2009
Prepare Plans, Estimates, Bid Documents, Advertise and Bidding	March-May 1, 2009
Award to Contractor	May, 2009
Occupy Building	June, 2009
	August 24, 2009

II. SUBMISSION REQUIREMENTS

1. Submission Due Date

Qualifications and Proposals will be accepted at the Town of Berlin, Department of Public Works, 240 Kensington Road, Berlin, Connecticut, 06037 until **December 11, 2008 4:00PM local time**. Proposals received after that time will not be considered. Bids will not be publicly read at time of bid opening and will be reviewed by staff and the Public Building Commission at a later date. Submittals may be withdrawn 90 days after opening if no award has been made.

2. Directions for Written Submission

Interested firms are required to submit **one original and four (4) copies** of the proposal to Arthur Simonian, Director of Public Works, no later than the date and time noted above. Submittals shall consist of the following:

- a. All Bids are required to be submitted in both electronic (PDF on CD) and hard copy formats. The hard copy bids must be on 8 ½ X 11" paper in a binder with tabs separating the major sections of the bids. The major sections shall include:
 1. Title Page
 2. Table of Contents
 3. Letter of Transmittal
 4. Qualification Statement
 5. Scope of Services
 6. Staffing Plan
 7. Resumes
 8. Consultants
 9. Specialized Expertise
 10. Project management
 11. Litigation

- 12. Similar Projects/References
- 13. Schedule of Fees
- 14. Appendix

- b. A concise and complete description of the work to be performed, including:
An explanation of your firm's understanding of the project, its approach to the work, and the key issues to resolve.
- c. A time schedule for each phase of the project, including milestones for periodic review of the work with the advisory committee(s).
- d. Personnel who would be assigned to the project, including resumes for professionals.
- e. A description of similar projects which your firm has been involved in, including references.
- f. Supporting documentation from the Architectural Licensing Board for the State of Connecticut Department of Consumer Protection confirming that the submitting firm is certified for the work described herein.
- g. Supporting documentation from the Office of the Secretary of the State for the State of Connecticut, confirming that the submitting firm has been licensed to do business in the State of Connecticut for a period of not less than two (2) years.
- h. Identify and describe any specialized expertise with energy conservation and "green building design".
- i. Identify the entity preparing the cost estimates for your firm. Identify the representative projects estimated for the last 3 years and the budget performance of the projects identified.
- j. In addition to the above minimum criteria, the Town is requiring LEED certification unless proven financially unachievable for the proposed structure(s). Information on the projects that have been certified, or staff that have been accredited, shall be included for consideration. Interested firms should familiarize themselves with the Town resolution on LEED certified projects adopted by Town Council July 24, 2007. In order to be considered qualified bidders must have completed, as the lead architect, at least one LEED certified project in the past five years which has received certification from the U.S. Green Building Council. Bidders can demonstrate experience with LEED projects either through their own company staffing or through a consultant specializing in LEED certification projects.

Submissions shall be delivered to the Town of Berlin, Department of Public Works, 240 Kensington Road, Berlin, Connecticut 06037.

3. Pre-Bid Meeting

A pre-bid meeting will be held at the site, 133 Heather Lane Berlin, CT. (Griswold School Parking Lot), on **December 3, 2008 at 10:00 A.M.**

4. Vendor Information

A. Vendor Overview

Please provide the following:

- The name and location of your company, including the office location that will be serving the Town.
- A brief general description of your business.
- The number of years your company has been in business.
- Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
- The number of personnel employed by your company (please include the number of staff dedicated to provide requested services).
- The primary line of business of your firm.

B. Client Base

Provide specific reference information for three clients you have served, relevant to the work proposed, to include:

- Client name and location
- Starting date of service
- Contact name, title and telephone number

5. Addenda to this RFQ/RFP

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following website:

<http://www.town.berlin.ct.us/>

This document includes an acknowledgement page; this page shall be faxed back to the Public Works Department upon receipt, to ensure proper notification of changes to the published documents. The Town of Berlin does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.

Questions regarding this document should be referred to Arthur Simonian at (860) 828-7014 or at asimonian@town.berlin.ct.us.

A summary of all questions and answers will be made available to each firm if they might influence the award of the contract. No questions or requests for information shall be submitted by any Bidder after the close of business **on December 8, 2008**. The right is reserved to reject any and all bids, in whole or in part, to award any part or parts, or total bid, and to waive any informality or defects, if it is deemed in the best interest of the Town. If it becomes necessary to revise any part of this RFQ/RFP or these Specifications or otherwise provide additional information, an addendum will be issued by the Town to all prospective Bidders who have

received copies of the RFQ/RFP and have returned the acknowledgment page or attended the pre-bid meeting.

6. Qualifications Criteria

A firm submitting qualifications shall be considered as qualified for this project, provided that the firm has provided sufficient supporting documentation. The Town of Berlin shall be the sole judge in determining the sufficiency of said supporting documentation.

III. CONTRACT CONSIDERATIONS

1. General Considerations

The sections listed below are informational only; firms submitting qualifications are hereby advised that any firm awarded a contract shall be subject to these conditions. Qualifications packages are not required to contain any documents described within this section (e.g. certificates of insurance are required solely at the time of contract execution with a contracted firm).

2. Equal Opportunity – Affirmative Action

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the firm does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A firm with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. Findings of noncompliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

3. Indemnification

The awarded firm shall agree to indemnify, defend, and save harmless the Town of Berlin, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract. The Town, as a sovereign government, cannot indemnify businesses or individuals.

4. Insurance

Prior to the execution of any contract, the Town of Berlin requires that any awarded contractor providing materials, equipment or services to the Town, must provide to the Town a certificate of insurance (Acord or other approved format) naming the Town of Berlin as additional insured, for the following:

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit	\$1,000,000
	Each Accident	\$1,000,000
Professional Liability	Each Claim or Each Occurrence	\$1,000,000

	Aggregate	\$3,000,000
Umbrella	Each Occurrence	\$5,000,000
(Excess Liability)	Aggregate	\$5,000,000

Any subcontractor to a contracted firm shall be likewise covered, and shall furnish certificates of coverage acceptable to the Town before starting work.

5. Termination

Please note that any contract executed by the Town of Berlin, may be terminated by the Town upon (30) days written notice, in the event that the Town determines that termination is in its best interest. In the event of termination, the Bidder shall be compensated for all work properly performed in accordance with the approved fee schedule submitted after award.

A. Termination For Convenience

In the event that the contract is terminated or canceled upon request and for the convenience of the Town, without the required thirty (30) Days' advance written notice, then the Town shall negotiate reasonable termination costs, if applicable.

B. Termination For Cause

Termination by the Town for cause, default or negligence on the part of the Bidder shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days' advance notice requirement is waived in the event of termination for cause.

6. Non-Appropriation of Funds

Please note that any contract executed by the Town of Berlin, Public Building Commission or the Board of Education is subject to the appropriation of funds on an annual basis.

7. Contract Governed by Connecticut Law; Etc .

Please note that any contract executed by the Town of Berlin shall be governed by and construed in accordance with the laws of the State of Connecticut and the ordinances of the Town of Berlin.

Further, any such contract, and any other documents associated therewith, shall be in compliance and conformance with all applicable provisions of the General Statutes of the State of Connecticut, and the rules and regulations pertaining thereto, as the same may be amended from time to time, including, but not limited to, all provisions pertaining to Public School Building Projects.

IV. Conditions of Bid and Selection

1. The invitation to Bid by the Town and these Specifications are intended to provide interested parties with uniform information concerning the requirements for submitting bids. In responding to this RFQ/RFP, the bid requirements and content format indicated herein must be adhered to. Failure to respond to all information requested may result in disqualification of the bid.
2. The bid price shall include all items and services typically encompassed in the AIA B151 document, although the contract to be used will likely be a non-standard, modified version of

the B151 or a Town standard consultant agreement form. In the event that a prospective design firm takes exception to any provisions to this RFQ/RFP, said firm shall submit a second bid price with enumerated and identified conditions.

3. The submission of a bid will be construed to mean that a Bidder is fully informed as to the extent and character of the Towns requirements, and the Bidder represents that it is willing and able to furnish the services requested in a satisfactory manner in complete compliance with the specifications. Once submitted, all bids become property of the Town. Bids must be firm and may not be withdrawn for ninety (90) days, or until the Town awards the contract for design services, whichever comes first. The Town shall not be liable for any costs incurred by Bidders in preparing or submitting bids.
4. The Town reserves the right to reject any bid, in whole or in part, and to waive technical defects, qualification, irregularities and omissions, if, in its sole judgment, the best interest of the Town will be served by doing so. Each bid received within the required time frame will be evaluated individually by the Town. Each evaluation will be made using consistent judgments concerning the qualifications of each bidder and the responsiveness of each bid.
5. In the event that the selected Bidder fails to successfully negotiate and execute a contract within thirty (30) days after notification of award by the Town, the Town may cancel its selection without penalty and reconsider other bids or solicit new bids. The Town of Berlin, in its sole discretion, may extend this period for a short time if negotiations are proceeding in good faith.
6. Town shall consider the successful Bidder to be the sole point of contact with regard to architectural, engineering and contract administration services, including payment to and performance of service by the design firm, its agents and employees. The successful Bidder shall not be allowed to assign the contract or delegate any responsibilities or duties to any third party without prior written consent of the Town.
7. Firms selected for interview will be provided with the interview panel; the selected firms will be required to submit affidavits relating to their relationship(s) with members of the panel. The names of interview committee members will be released solely for the purpose of preparation of affidavits; the selected firms shall not directly contact the panel members prior to or immediately following the interview process.
8. The Town intends to use B151 contract form, (including exhibits), with a specified set of document corrections, for the purpose of engaging a firm to perform the services requested, or a Standard Consultant Agreement Form used by the Town incorporating but not limited to Connecticut General Statutes 10-290 E, 10-290 F, and other applicable Statutes, Bureau of School Facilities requirements for School construction projects involving State funding.
9. Non-collusion Representation: In submitting a bid, the Bidder shall declare that its bid is made without any connection with any persons making another bid for the same contract; that the bid/proposal is in all respects fair and without collusion, fraud or mental reservation; that no official of the Town, or any person in the employ of the Town is directly or indirectly interested in said bid or in the supplies or work to which it relates, or in any portion of the profits thereof.
10. Conflict of Interest Disclosure Required: No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner, or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be known in writing to the agency making such purchase, and notice thereof posted for at least five (5) days before such

purchase be made in the office of the agency making such purchase and in the public place in the Berlin Town Hall.

V. Award Considerations

The Town may reject any or all proposals or submittals for such reason as it may deem proper. In acceptance of proposals or submittals, the Town will be guided by consideration of the interests of the Town. The Town also reserves the right to negotiate further with one or more of the firms as to any features of their proposals or submittals and to accept modifications of the work and price when such action will be in the Best Interest of the Town. The Award will be made pursuant to Connecticut law from a pool of not more than the four (4) most responsible qualified bidders after a public selection process and will be made to the most responsible qualified bidder, taking into consideration all criteria included within this request for proposals. The cost portion of the evaluation will be based upon a lump sum proposal fee submitted and will also be used as part of the criteria for selection.

Form 1

**REQUEST FOR QUALIFICATIONS/PROPOSALS
TOWN OF BERLIN, CONNECTICUT 06037**

**Griswold Elementary School Relocatables
2009-09**

Due Date: December 11, 2009, 4:00PM Local Time

Town of Berlin
Department of Public Works
240 Kensington Road
Berlin, CT. 06037

In accordance with the Town's requirements, the undersigned agrees to provide services as defined herein.

The undersigned, who is legally authorized to sign bid documents on behalf of the firm is familiar with the conditions surrounding this Request for Qualifications/Proposals, is aware that the Town reserves the right to reject any and all proposals, and is making submission without collusion with any other person, individual or corporate.

_____ Witness			_____ Signature		
_____ Company Name					
_____ Printed Name			_____ Signature		
_____ Address			_____ Title		
_____ Town		_____ State		_____ Zip	
				_____ Date	
_____ Federal ID #			_____ Telephone Number		
_____ Email address			_____ Fax Number		

RETURN THIS FORM IMMEDIATELY!

Acknowledgment: Receipt of RFQ/RFP Documents

2009-09

Griswold Elementary School Relocatables

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit qualifications.

Date issued:

Date documents received

____/____/____

Do you plan to submit a response?

Yes____ No____

Print or type the following information:

Company name:

Address:

City or Town:

Phone:

Fax:

Email:

Received by:

Note: Faxed acknowledgments are requested! FAX (860)828-7180
A cover sheet is NOT necessary.
IMPORTANT: DO NOT FAX QUALIFICATIONS.
QUALIFICATIONS MUST BE SUBMITTED IN SEALED PACKAGES

**TOWN OF BERLIN
Griswold Elementary School Relocatables
2009-09
DEPARTMENT OF PUBLIC WORKS
240 KENSINGTON ROAD
BERLIN, CONNECTICUT 06037**

Proposal Check List

This form need not be returned with your submittal. It is suggested that you review and check off each action as you complete it.

- ____ 1. The proposal has been signed by a duly authorized representative of the company.
- ____ 2. Any fee schedule (if relevant) you have offered has been reviewed and verified.
- ____ 3. Any technical or descriptive literature, drawings or proposal samples that are required have been included with the submittal.
- ____ 4. Any addenda to this document have been acknowledged and included.
- ____ 5. The envelope has been addressed to: Town of Berlin
 Department of Public Works
 RFQ/RFP 2009-09 Griswold Elementary
 School Relocatables
 240 Kensington Road
 Berlin, CT 06037
- ____ 6. The envelope has been clearly marked with the proposal number and opening date.
- ____ 7. If additional copies are required as part of your response, make sure the original is clearly marked.
- ____ 8. The proposal is mailed or hand-delivered in time to be received no later than the designated opening date and time. Late responses are **NOT** accepted under any circumstances. Faxed responses are not accepted. Please allow enough time if mailing your submittal.

**PROJECT # 2009-09
RFQ/RFP ARCHITECTURAL ENGINEERING SERVICES
FOR CONSTRUCTION OF A RELOCATABLE
CLASSROOMS GRISWOLD ELEMENTARY SCHOOL**

ADDENDUM #2

DATE ISSUED DEC 9, 2008

Prospective bidders and all concerned persons are hereby notified of the following changes to the RFQ/RFP document for the above referenced project.

This addendum Number 1 shall be acknowledged on the last page and faxed back to the Town of Berlin Public Works Department (860-828-7180) immediately. This addendum shall become part of the Contract resulting from the RFQ/RFP and shall be considered as part of the Proposal Documents. All changes noted in this Addendum shall be incorporated in your bid.

For Bids Due Thursday December 11, 2008 at 4:00PM Local Time Town of Berlin Public Works Department Room 8 240 Kensington Road, Berlin, CT 06037. It is the responsibility of each prospective bidder to acknowledge the addendum and transmit to the Town of Berlin. The Town of Berlin shall not be held responsible for faxes not received by each prospective bidder. Addendums will also be posted on the Town's website as indicated in the RFQ/RFP. Failure to complete the acknowledgement form may disqualify them from further consideration if deemed in the Best Interest of the Town.

THE FOLLOWING CHANGES ARE HEREBY MADE TO THE RFQ/RFP DOCUMENTS:

In response to questions raised via email regarding two items, the following response has been prepared:

1. Does the submission require the documents be spiraled or 3 ring bounded as indicated in the RFP? **Answer: Either method of bounding is acceptable for submission (1 Original and 4 copies) is required.**
2. Do you have a budget in mind for the project, and if so, does it include all costs or just construction costs? **Answer: No project budget established at this time**

3. Do you have a survey of the area where the building is going, and if so, is it on a fairly new release of AutoCAD? **Answer: No survey in CAD, however John Pajor has a site plan of the school.**
4. Is natural gas available in the street or already available in the building? **Answer: Yes in both locations, confirm sizes during design**
5. Have any architectural or engineering firms given you assistance in planning this project to date, and if so, who? **Answer: No we have not been working with any architect on this phase**
6. Do you have to meet any MBE/WBE set-aside requirements for this project? **Answer: Whatever is required by State statues or BSF as this project is anticipated to be partially through the BSF, however the Town does not require the architects/designers set aside a portion of the project for MBE/WBE participation and we are not aware of any state mandated set-aside requirements.**
6. What information are you looking for in Sections 10. Project Management and 11. Litigation? **Answer: List your project management experience on similar projects and your proposed Project Management team. For item 11 Disclose any litigation, mediation and/or arbitration your firm was a party to on any projects. Include disclosure of the nature of the claim and the outcome.**

Form 7

**BERLIN BOARD OF EDUCATION
EDUCATIONAL SPECIFICATIONS**

**(Statement of Need)
for
Relocatable Classrooms
at
Griswold Elementary School**

September 22, 2008

Statement of Need

The Berlin Board of Education requests that four relocatable classrooms be installed at Griswold Elementary School. The relocatables shall be in place and ready for use beginning with the 2009-2010 school year and shall be retained until such time as the Board of Education Long-Range Facility Plan is fully implemented.

Rationale

During the 2005-2006 school year, the New England School Development Council (NESDEC) conducted an in-depth analysis of the Berlin Public schools and issued a report that served as the basis for PK-12 Long-Range Facilities Master Plan. The scope of the work included an analysis of PK-12 enrollment trends, present and planned school programs and the facilities needed to provide these programs.

The 2006 NESDEC Report provided a detailed capacity analysis of each of the schools. In referencing Griswold Elementary School, the report noted a number of concerns about the adequacy of space for the program. The report listed deficiencies that compromised the school's ability to implement educational programs. Deficiencies included:

- The ELL program is serviced in a former closet
- The OT/PT specialists use the hallway to service their students
- The art room was sub-divided to create a special-needs classroom, which houses two staff members
- The school's only conference room is used by the special needs program as well as to provide math support and literacy support
- The school lacks adequate storage for many of its programs

Since the NESDEC study, Developmental Guidance Support and Math Instructional Support have been added. A program to support autistic students, which required additional special education staff, has also been developed and implemented at the school. These additional programs have compounded space issues at the school, resulting in the following educationally inadequate spaces that currently exist:

- Three staff members working with children in one classroom: Reading Support, Math Support, ELL Support
- Two special education teachers sharing one classroom working with two groups of students, some of whom have distractibility issues
- Developmental guidance counselor in a closet space
- School psychologist in a closet space
- Occupation Therapy and Physical Therapy in an area that does not provide the square footage required for the therapy intervention
- Instrumental Music in a hallway
- Vocal Music on the stage
- The conversion of closet space has significantly reduced the space available for storage at the school

Projected classroom space needs, beginning with the 2009-2010 school year as shown below, will further stress the building capacity and affect the ability to meet program needs.

Grade	2008-2009			2009-2010			2010-2011		
	# Students	# Sections	Average Class Size	# Students	# Sections	Average Class Size	# Students	# Sections	Average Class Size
K	111	6	18.5	100	6	16.67	104	6	17.33
1	88	5	17.6	116	6	19.33	105	6	17.5
2	95	5	19	88	5	17.6	116	6	19.33
3	95	5	19	95	5	19	88	5	17.6
4	84	4	21	95	5	19	95	5	19
5	112	5	22.4	84	4	21	95	5	19
Total	585	30		578	31		603	33	

Long-Range Plan

The installation of four relocatable classrooms at Griswold School shall address the most critical short-term space needs of the building. Full resolution of identified space needs shall occur when the Board's Long Range Facility Plan is fully implemented.

Specifications

The four relocatable classrooms shall meet the following minimal specifications:

- Shall be approximately 900 sq. ft. each
- Shall be equipped with interactive whiteboard and LCD projectors
- Shall have LAN connectivity and multiple wiring drops
- Shall have phone and intercom communication capabilities
- Shall have adequate storage space for classroom materials
- Shall be appropriately furnished
- Shall have appropriate electrical, fire, security and HVAC systems
- Shall be equipped with clocks
- Shall be handicapped accessible
- Shall meet all applicable local, state and federal codes

Site Development

The actual placement of the relocatables on the Griswold School site is to be determined. Once determined, applicable site preparation will be required to make the relocatables accessible, including handicapped accessible.

PROJECT SCOPE, WORK PLAN AND APPROACH

We will provide the full range of services that are expected for this project, and we have provided below the unique range and detail of services that will compliment those that are listed in RFP. Because the RFP is so well written, we find it unnecessary to duplicate the scope of services contained therein. These services will be reviewed and expanded upon once we are selected for contract negotiations.

Establish Existing Conditions

1. We will field investigate the existing conditions of the site, including existing window, door, impact and exposure conditions as well as site conditions that are scheduled to remain and which may influence the design conditions. We will field review the tie-in details necessary and the M/E/P/FP system interfaces that will be required for a complete installation. Existing condition documents from Board of Education files will be required and researched as well.
2. We will review the program requirements with you, Board of Education representatives and the school staff, determining the basic requirements for the modular classrooms and particularly the connection requirements between school and the modular spaces
3. We will field investigate and determine what features should be provided for the project including room furnishings and details, ventilation, daylight and passive solar controls and other educational program elements to optimize the use and performance of the building.
5. We will develop a narrative report documenting our findings, recommending alteration and improvement measures to meet the demands of the proposed program. Preliminary estimates will be developed at every stage of the project. These will be used in assisting the schools administrative staff in completing the ED-049 which is usually done on-line.

Preliminary (Schematic) Development

1. If necessary, we will work with the City's environmental consultant who has/will conduct lead and asbestos testing to determine the degree of contamination present at the site. This will include coordinating our demolition drawings and scope of work with them so they know what materials to search for at the tie-ins and test as part of their exploratory work.
2. Code modification requests will be prepared if required for approval by the local fire marshal or building inspector and subsequently the State Official's office. We will prepare the modifications based on our experience with customarily acceptable relief requests, as well as preparing modifications that will provide reasonable life safety while reducing the financial burden of the project. One such customary modification is the relief from the statutorially required sprinkler system.

Preliminary (Schematic) Development - (continued)

3. We will translate the initial program needs into the alternative design solutions requested, presenting options of use and space relationships that will be reviewed in detail with the staff if viable options exist.
4. Early in the process, we will meet with the Fire Marshal, Building Official and Health Department to confirm the viability of the preliminary plans. We will seek out their requirements and develop the plan of action incorporating their requirements
5. Based on the selected floor plan from the alternatives reviewed (and recommended) we will develop the site engineering and improvements for the site. Simple storm water system designs and relocations, as well as the relocation of other affected underground utilities will be engineered as a part of this task, including modifications to the driveway areas and parking areas that are required for code compliant accessibility.
6. We will review the egress and ventilation requirements of each space as well as the prevailing code conformance conditions at the modulars and how it affects the existing school.

Commission Submissions

1. As you indicated, we will seek the planning and development approvals of the town agencies by completing the applications and meeting with the agencies. We will also assist you in the presentation of the project to the Town Council for funding approval, the Board of Education and of course meeting regularly with the Public Building Commission.
2. We will prepare documents and submit them to the state agencies that will oversee the approvals for the project, including Life Cycle Cost Analysis waivers from the CT Department of Public Works, the State Traffic Commission and others.

Construction Documents

1. We will re-field verify existing conditions (through non-destructive methods) at the building where the addition and expansion work directly impacts existing elements. Ratings of existing doors and walls, glass safety, above ceiling conditions, proper fire separation walls, fire alarm systems, lighting, power systems and other features will be evaluated and documented.
2. We will utilize the Town's land surveys to determine topography and utility information that will be incorporated into the plans. We plan on preparing the following site drawings for the site:

Site Demolition Plan
Site Layout, Grading and Utilities Plan
Soil Erosion and Sedimentation Plan
Site Details

Construction Documents – (continued)

3. We will prepare code and general information plans, code information sheets, demolition plans, floor plans, enlarged plans, elevations, sections, details and schedules as well as structural, electrical, plumbing, and mechanical engineering drawings suitable for competitive bidding. Significant progress with specifications for Divisions 1 through 16 will also be prepared.
4. Structural engineering services for the portable classrooms will provide for the foundations and will be based on the manufacturer's engineering documents for such portables. Until geotechnical information is available about the subsurface soil conditions, we have assumed that tubular concrete footings are the basis of our design work.
4. To ensure that the project is bid and under contract as soon as possible, we will coordinate the document preparation and approvals with the Bureau of School Facilities, conducting the PCT meeting with them, preparing all of the requisite documents, revising the plans or specifications as required to meet their needs.
5. After our in-house quality review, we will issue a final review set of documents to the Town Project Manager for review and comment. With the Town's review, we will edit the final plans and issue the documents, including specifications, for the Town reprographics firm's printing and distribution to potential bidders. We will coordinate our bid preparation efforts with the Town's purchasing authority.
6. During the preparation of the construction documents, we will meet with you and the Commission regularly to review the details, confirming that all your special needs, adaptations and other conditions are included in the plans.

Bidding

1. We will assist the Town's Project Manager and Town purchasing manager during the bid period by responding to contractor's inquiries and requests for additional information or approval of material substitutions.
2. Addenda will be prepared as required to clarify the scope of the work and specifications of material, products and the execution of the work.
3. We will attend and direct the pre-bid meetings at the site with the contractors, and will review the bid proposals transmitted to us after the bid opening from the purchasing authority.
4. We will prepare a bid summary for the Town's review. We will also check the contractor's references and work experience, as well as verifying the completeness of the bid submissions.

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Construction Administration

1. We will provide the full range of construction administration services to meet the project needs, and fully expect to be actively involved. We will provide the following services during the construction phase:
 - Shop drawing review and approval
 - Design modifications and sketch preparation
 - Requisition review and approval
 - Bi-weekly job coordination and progress meetings
 - Contract interpretation and response to inquiries
 - Periodic site visits to assure quality standards are being met and general conformity to the construction documents (we have assumed 3 months of active on-site observation services)
 - Change order preparation and review
 - Punch lists (2), final inspection and contract closeout
2. We will respond to inquiries regarding the warranties and corrective work required by the contractor during the warranty period.
3. We will conduct a post construction evaluation of the project, determining the financial and schedule performance of the team, the responsiveness of the designs to the program and other related issues.
4. We will assist the Town in preparing and submitting the close out documentation required by CT DOE BSF, including final change order summaries and financial reports related to the state funding. We will respond to State audit inquiries providing information to the Town for resubmission up to two years after the project is substantially complete.

FEE AND SCOPE QUALIFICATIONS

For the services listed in the Request for Proposal modified by the conditions below and based on the listed project budgets listed in the RFP and Addendums #1 and #2, we propose the following fees and scope allowances and qualifications in accordance with the addenda:

Establish Existing Conditions	\$ 2,400
Preliminary design	3,000
Commission Submissions	2,000
Construction documents	19,800
Bid Phase	1,400
Construction administration	<u>6,700</u>
Total	\$ 35,300

As we believe that the Town should not pay for services unless they are actually required, we have proposed the following allowances. Some of these allowances may or may not be required and therefore may be retained by the Town.

Add Alternate Allowances (only if Town feels they are necessary):

Reimbursable Expenses	\$ 1,000	
Geotechnical Borings & Engineering Services	\$ 4,900	(may not be required)
Increase in Professional Liability to \$3 million	\$ 5,500	(\$2 million aggregate is customary)

These fees include most customary reimbursable expenses, including CAD services, long distance phone calls and delivery service. Any additional services that you may require during the project can be compensated on a hourly cost plus reimbursable basis, in accordance with the attached "Standard Hourly Rate Schedule". If the scope is well defined, a mutually agreeable fixed fee can be negotiated. All other terms of our agreement will be in general accordance with the B151 agreement form and information that the Town has provided in the RFP.

We are capable of providing a wide range of additional services should you require the assistance, or should the project scope be revised. These services include:

1. Environmental testing, design or construction administration services
2. Soil science field surveys, mapping, wetland mitigation and landscape architecture designs.
3. DEP or DOT/STC formal applications, engineering and approvals
4. LEED or Commissioning Services (State adoption has been deferred at this time)
5. Printing of Progress or Bid Sets
6. Full time construction administration services.
7. Three-dimensional models, brochure development or graphics
8. Materials testing and special inspection services if required by the Building Department
9. Traffic engineering or signalization design
10. Preparation of CT DPW Life Cycle Cost analyses (not predictably required by the CT DPW)
11. FF&E or custom furniture design or specification services
12. Geotechnical engineering or soil boring services (see allowance above)
13. Foundation design is assumed to be shallow spread footings or piers and not complex system

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SILVER/PETRUCELLI+ASSOCIATES

Architects and Engineers

3190 Whitney Avenue, Hamden, CT 06518-2340

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silverpetrucelli.com



STANDARD HOURLY RATES

2009

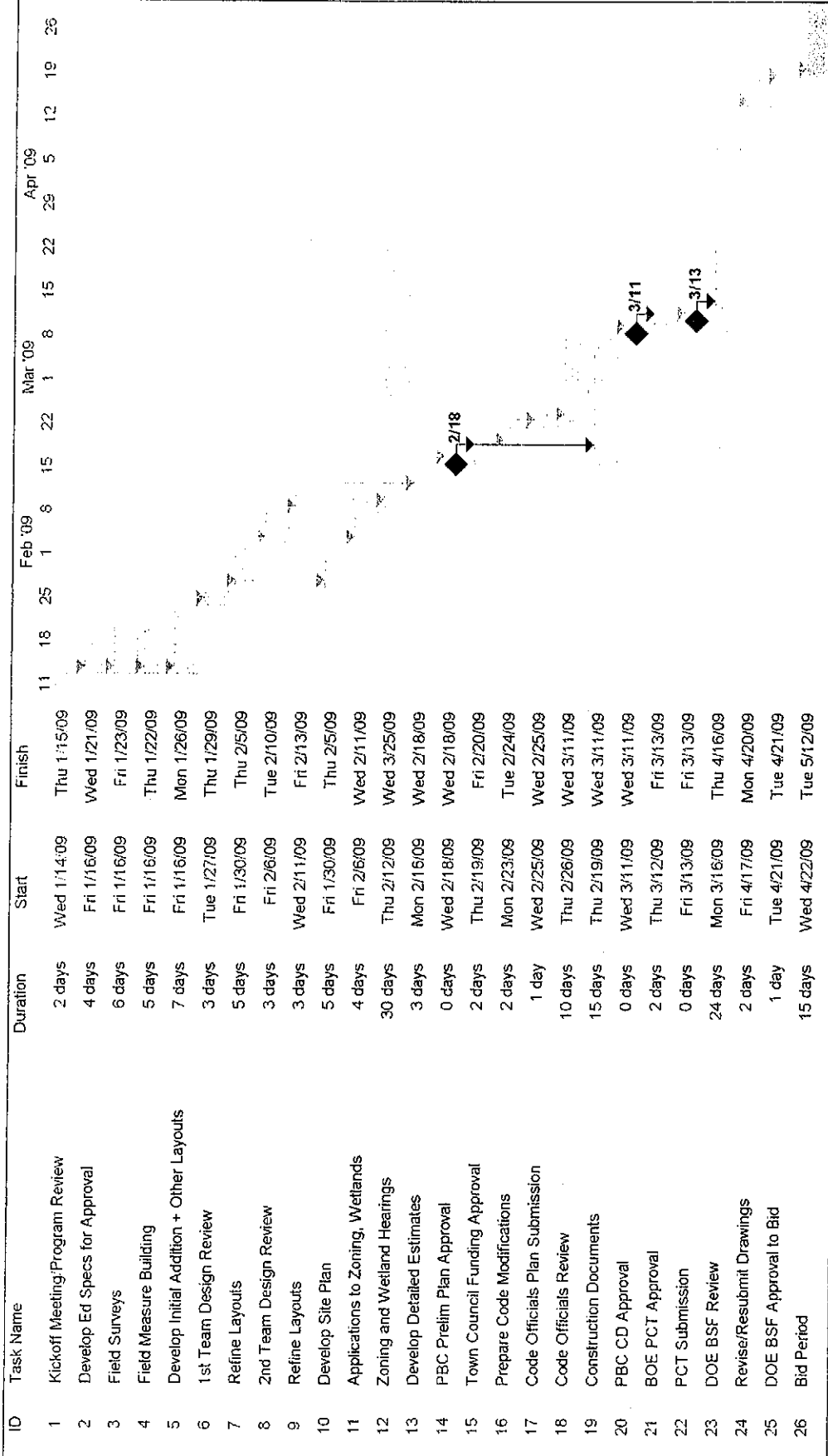
<u>Personnel</u>	<u>Hourly Rate</u>
Principal/Project Manager	\$156
Principal/Project Architect	\$144
Principal Civil Engineer	\$199
Principal S/M/E Engineer	\$156
Project Engineer/Manager	\$135
Civil Engineer Manager	\$150
Landscape Architect	\$146
Architectural Designer/Job Captain	\$ 98
Project Engineer	\$ 89
Civil CADD Operator	\$ 84
Engineering Designer	\$ 84
Architectural Draftsperson	\$ 78
Clerical/Word Processing	\$ 68

9.06.10

Design Program Tasks and Schedule

Griswold School Relocatables

Town of Berlin, Connecticut



Task

Split

Progress

Milestone

Summary

Project Summary

External Tasks

External Milestone

Deadline

10410