

Town of Coventry
Request for Proposals
Coventry High School and G.H. Robertson School Roof Replacement

The Town of Coventry is currently seeking qualifications for qualified Architectural Engineering firms or individuals to provide complete design work for the replacement of school roofs (or portions thereof) at Coventry High School (CHS) and G.H. Robertson School (GHR) related renovations and improvements. Per State regulations each project will be a separate project. The plans will be developed in conformance with State of Connecticut Department of Education regulations for School Construction.

The scope of work shall include replacement roof design and related work, any necessary structural evaluation, application and submission for State review, permits, final specifications, bidding evaluation, and construction oversight (not Clerk of the Works) to obtain a complete Scope of Services go to www.Coventryct.org under legal notices, to schedule a site visit contact William Trudelle, School Facilities Manager at (860) 742-4525.

Three (3) copies of the qualifications shall be mailed to: Town of Coventry, CHS School Roof Project, 1712 Main Street, Coventry, CT 06238, and are to be received no later than 2:00 PM on December 8, 2020. Proposals will be screened down to a reasonable number of firms to interview. A fixed fee proposal detailing proposed scope of work and fees will be required from firms invited to a presentation and interview.

The Town of Coventry is an Affirmative Action/Equal Opportunities Employer. Minority/Women owned businesses are encouraged to apply.

Dated at Coventry, Connecticut on the 25th day of November, 2020.
John A. Elsesser, Town Manager

October 28, 2020

TOWN OF COVENTRY
SCHOOL ROOF REPLACEMENT & RELATED IMPROVEMENTS
REQUEST FOR QUALIFICATIONS

1. INTENT AND GENERAL INFORMATION

The Town of Coventry solicits proposals from qualified consulting architects/engineering firms to provide complete design, architectural/ engineering services, permitting, bidding and construction oversight for the replacement of the school roof at Coventry High School and G.H. Robertson School and related improvements. It is hoped to have the roofs replaced during the summer of 2021 construction season

Project Description:

Coventry High School: Replacing 72,400 sq. ft asphalt built up roof constructed in 1999 with code-compliant roofing system. Minor masonry, flashing work and removal and patching obsolete units.

G.H. Robertson: Replacing 30,100 sq ft asphalt built up roof constructed in 1999 on the gym section of the roof with code-compliant roofing system. Minor masonry, flashing work, and removal and patching obsolete units.

State Aid: The project is currently eligible for state aid at the rate of 59% for Eligible items.

All work performed under the contract between the Town of Coventry and the Firm shall be under the direction of professional Architects/Engineers licensed by the State of Connecticut in accordance with the State School Construction grant guidelines to assure the maximum reimbursement available.

2. SCOPE OF SERVICES

The selected consultant will provide comprehensive Architectural/Engineering services (including civil and environmental) for the preparation of complete drawings, specification, estimates, State submittals, contract documents, and related services.

The selected consultant will provide the Town of Coventry with expertise in performing other functions, such as the preparation of all paperwork required by the State Department of Education for project approval and reimbursement.

The selected consultant must have sufficient staff to assure prompt delivery of services and completion of assigned tasks. The selected consultant must assign a professional Architect/Engineer licensed by the State of Connecticut to be responsible for the management and design.

The plans will be developed in conformance with State of Connecticut, Department of Education requirements for school construction grants. The consultant shall be responsible for the following scope of work:

Phase 1, Site Investigation/Recommendations:

- A. Evaluation.
 - Develop grades to prepare pitch and drainage models for code-compliant replacement roofing systems.
 - Determine obsolete HVAC and other penetrations for removal and penetration repair.
 - Identify necessary masonry and related improvements which should be included in the project.

- B. Permits.
 - Identify the requirement for all local, state and federal permits.
 - Identify all steps required for maximize State reimbursement and assure timely payments.

- C. Site Investigation Report.
 - Based on all data collected, applicable laws and regulations, design criteria and good engineering practices, prepare reports that will form the basis of the design for the reconstruction. Alternatives shall be proposed and analyzed, considering costs of construction, permitting requirements, and other factors. A recommended approach to reconstructing each roof shall be included with supporting data, cross sections and schematic plans showing the alternatives.

Phase II, Preparation of Design

- A. Preliminary Design.
- Prepare a study, analysis and report of existing conditions and problems within the project limits.
 - Summary of community contacts and coordination efforts.
 - Summary of available utility contacts (if required)
 - Discussion of construction sequencing.
 - Discussion of design criteria and waivers, if any.
 - Summary and status of all permits and applications
 - Preparation of preliminary cost estimates with alternatives
 - Preparation of preliminary plan, profiles, typical sections for the proposed roofing system.
- B. Final Design.
- Complete all preliminary reports into final form.
 - Incorporate all Town of Coventry School Building Committee comments.
 - Prepare all necessary submittals to the State Department of Education.
 - Prepare contract plans, specifications and all bid documents (including bonding requirements) ready for advertising.
- C. Meetings.
- Attend monthly progress meetings with the Town of Coventry, School Building Committee (currently the first Thursday evening at 6:30 pm).
 - Meet as required with local, state and federal authorities to complete permit requirements, complete permit applications.
 - Meet with utilities officials, to coordinate any improvements.
 - Attend and present plans to one joint Town Council and Board of Education meeting to provide visual aids for public.

Phase III Bidding Assistance

- A. Bid review
 - Tabulate bid results and prepare quantity comparisons.
 - Conduct reference checks on apparent low bidders.
- B. Contract Documents
 - Prepare all contract documents.
 - Review bonding for adequacy.

Phase IV. Construction Assistance

- A. Construction Oversight
 - Attend job meetings/Building Committee meetings.
 - Review and respond to submittals.
 - Respond to Contractor inquiries.
 - Review payment requests for appropriateness.
 - Assist with submissions to the State Department of Education.
 - Oversee compliance with prevailing wage and CHRO requirements.
- B. Project Close-out
 - Assist with project close-out and final audit.

3. TERM OF CONTRACT

The term of the contract to perform these consulting services will be for the duration of the project including any required State Audit assistance. A fixed price proposal is required by the State of Connecticut, Department of Education and will be requested of firms invited in for an interview.

4. CONTRACT MANAGEMENT

The selected firm will assign one qualified individual, who will be the firm's Contact person responsible for directing and coordinating the activities of the firm' personnel and subcontractors in all aspects of the project.

5. EVALUATION AND AWARD

The consultant will be screened down to a reasonable number to be interviewed on the basis of the following criteria:

The consultant's technical understanding of the Scope of Services.

- The background and experience of the firm in providing the range of services requested.
- References attesting to the quality of services performed and/or demonstrated ability of the consultant.
- The background, education, qualifications and relevant experience of key personnel to be assigned to this contract.
- The consultant's proposed schedule for completion.

The Town of Coventry may elect to meet with any, all, or none, of the consultants prior to the selections to clarify their proposal. The Town of Coventry reserves the right to reject any or all of the proposals submitted.

Those firms invited in for an interview and presentation are required to submit a price proposal in accordance with State laws and regulations.

6. SUBMITTAL

The Town of Coventry will not be liable for costs incurred in the preparation of the response to this RFQ or in connection with any presentation before a Selection Committee. All submissions will become public documents. respondents shall submit as their proposal the following:

Organization and Content:

- A letter of transmittal addressed to Mr. John Elsesser, Town Manager, Town of Coventry, 1712 Main Street, Coventry, CT 06238, which includes a statement by the respondent accepting all terms and conditions and requirements contained in this RFQ.
- A discussion to demonstrate an understanding of the services required.
- Provide a proposed schedule for completing the work.
- Provide an organization chart indicating the names of all key persons and subcontractors.
- Provide resumes of the personnel to be assigned to the work, and a statement regarding the availability of key personnel.
- Provide a listing of all proposed subcontractors to be used on this work and the type of services the proposed subcontractor is to perform, information on the capabilities of the proposed subcontractor, and whether or not the subcontractor has been previously used by the firm in the same capacity.
- Consultant must provide a minimum of three (3) references including names, titles, addresses and telephone numbers. References should be from recent recipients of the consultant's services, within the past five (5) years, and preferably those who have received services similar to those to be performed under this RFP.

Three (3) copies of the qualifications and bid prices shall be mailed to:

Town of Coventry, CHS School Roof Project, Office of the Town Manager, 1712 Main Street, Coventry, CT 06238.

Deadline is: 2:00 PM on December 8, 2020. Proposals will be screened down to a Reasonable number of firms to interview. A fixed fee proposal detailing proposed scope Of work and fees will be required from firms invited to an interview.

7. INFORMATION PROVIDED BY THE TOWN

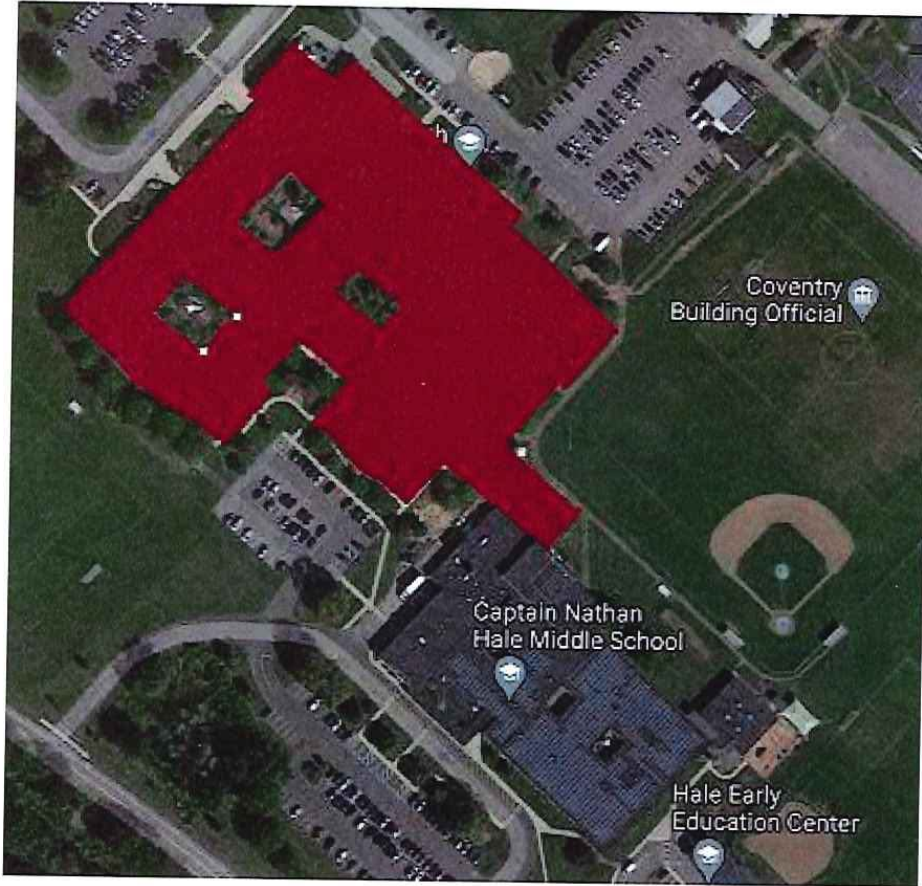
- To schedule a site visit please contact William Trudelle, School Facilities Manager, at 860-742-4525.

CRCOG Tax Parcel Viewer



G.H. Robertson School, Criss St.

60ft
+72.311 41.760 Degrees



COVENTRY High School
Ripley Hill Road.