

Town of Ellington



Request For Qualifications/Proposals (RFQ/RFP)
for
Local Official Review Services
For
Crystal Lake Elementary School
Addition and Renovate Like New
And
Windermere Elementary School Renovation

Submittals will be received in the Finance Office until

Tuesday, July 9 , 2013 at 3:00 P.M., prevailing time.

Nicholas J. DiCorleto, Jr.
Finance Officer
Town of Ellington
55 Main Street
Ellington, CT 06029

1. INVITATION TO SUBMIT PROPOSAL

The Town of Ellington is seeking to engage a Building Code Consultant to provide an independent code review the Crystal Lake Elementary School and Windermere Elementary School Projects in accordance with plans prepared by the town's architect, Silver Petrucelli.

The local official review shall follow the Department of Construction Services, Bureau of School Facilities –Local Official review Process per C>G>S. 10-292©

In order to be considered for this assignment, Three (3) hard copies of the Proposal must be delivered to:

Finance Officer
Town of Ellington
55 Main Street
Ellington, CT 06029

No later than 3:00 PM, Tuesday, July 9, 2013.

All questions regarding this Request for Proposal shall be submitted, in writing, to Nicholas J. DiCorleto, Jr. Finance Officer via email at: ndicorleto@ellington-ct.gov no later than July 3, 2013. The ATTACHMENTS to this proposal can be found at <http://ellington-ct.gov/Plugs/RFP.aspx>. In order to receive addendum and other information regarding this RFQ, if any, interested firms should reply to ndicorleto@ellington-ct.gov with the firm name and contact person. (Form 2)

Subject to the limitations of Public Act 08-169, the Town of Ellington reserves the right to accept or reject any or all qualification statements or parts thereof, for any reason, if such action is in the best interest of the Town of Ellington.

2. SCHEDULE: The project will be following the approximate schedule below:

- | | | |
|----------------------------|-------|---------------|
| • Request for Proposals | Due | July 9, 2013 |
| • Code Consultant Contract | Award | July 11, 2013 |
| • Code Review | Due | Aug 8 , 2013 |

3. EVALUATION CRITERIA: The Permanent Building Committee will evaluate using all of the Evaluation Criteria listed below and select the "most responsible qualified proposer" to perform the work.

- 1) Due consideration of the proposer's pricing for this project
- 2) Experience with work of similar size and scope as required for the contract
- 3) Past performance data, including, but not limited to, adherence to project schedules
- 4) The approach to the work required for the contract
- 5) Current workload
- 6) Reference Responses

4. QUALIFICATION STATEMENT FORMAT: Qualification Statements shall include the following information:

- 4.1 Current & Future Workload – Please provide information indicating your firm’s current workload and ability to perform the required services.
- 4.2 Acceptance of General Terms and Conditions, Insurance Requirements and Equal Opportunity Employment Requirements – Include a statement that the firm agrees to comply with all provisions in these three sections of the RFQ document.

Based upon the foregoing information the Permanent Building Committee may request interviews with one or more responders to confirm, clarify or resolve questions concerning the submittals and to define more precisely the PBC’s needs and the information and results the respondent proposes to produce.

8. SCOPE OF SERVICES AND FEE PROPOSAL FORMAT: Firms shall submit the following information:

See Form 3 Attached

9. SELECTION AND CONTRACT FORM: In order to be considered, three (3) copies

Finance Officer
Ellington Town Hall
55 Main Street
Ellington, CT 06029

No later than 3:00 PM, Tuesday, July 9, 2013.

The Permanent Building Committee will evaluate the firms using all of the Evaluation Criteria listed above and select the "most responsible qualified proposer" to perform the work. A contract based on the Consultant’s proposal and this RFP will be executed between the Town of Ellington and the selected Building Code Consultant.

10. GENERAL TERMS AND CONDITIONS

Prospective respondents must be willing to adhere to the terms and conditions of this request, including the following, and must positively state its acceptance and compliance with them in its response to this Request for Qualification and Proposals.

10.1 Acceptance or Rejection by the Permanent Building Committee – Subject to the limitations of Public Act 08-169, The Permanent Building Committee and the Town of Ellington reserve the right to accept or reject any or all qualification statements or parts thereof, for any reason, if such action is in the best interest of the Town of Ellington

10.2. Ownership of Documents – All proposals submitted in response to this RFP are to be the sole property of the Permanent Building Committee and subject to the provisions of Section 1-19 of the Connecticut General Statutes (re: Freedom of Information).

10.3 Ownership of Subsequent Products – Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP is to be the sole property of the Permanent Building Committee unless stated otherwise in the RFP or contract.

10.4 Timing and Sequence – Timing and sequence of events resulting from this RFP will ultimately be determined by the Permanent Building Committee.

10.5 Oral Agreements – The Permanent Building Committee and the Town will not be responsible for any oral agreement or arrangement made by a respondent with any agency or employee.

10.6 Amending or Canceling Requests – The Permanent Building Committee reserves the right to amend or cancel this RFQ prior to the due date and time, if it is in the best interest of the Permanent Building Committee and the Town to do so.

10.7 Town’s Clerical Errors in Awards – The Permanent Building Committee reserves the right to correct inaccurate awards resulting from its clerical error.

10.8 Rejection of Proposals - Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFP.

10.9 Contract requirements – The contents of the proposal submitted by the successful respondent and the RFP will become part of any contract award.

10.10 Withdrawal of Proposal – Negligence on the part of the respondent in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposal.

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

10.12 Cost of Preparing Proposal – The Town shall not be responsible for any expenses incurred by the proposer in preparing and submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm’s capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

11. EQUAL OPPORTUNITY EMPLOYMENT

A. Every contract for the construction, alteration or repair of any public building or public work shall contain the following provisions:

11.1 The Contractor agrees and warrants that in the performance of this contract he will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, mental retardation or physical disability, including but not limited to blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town. The Contractor also agrees to provide the Town with such information that they may request concerning the employment practices and procedures of the contractor as related to the provisions of this section.

11.2 The aforesaid provision shall include, but not be limited to, the following: advertising, recruitment, layoff, termination, rates of pay or other forms of compensation, conditions or privileges of employment, selection for apprenticeship, selection or retention of subcontractors, or in the procurement of materials, equipment or services.

11.3. Nothing herein is intended to relieve any contractor from compliance with all applicable federal, state and municipal legislation or provision concerning equal employment opportunity, affirmative action, non-discrimination and related subjects during the term of its contract on this project.

12. OWNER FURNISHED INFORMATION: The following information will be provided to the successful firms for use on the project:

- Plans and specifications prepared by Silver Petrucelli

END OF REQUEST FOR PROPOSAL

RETURN THIS FORM IMMEDIATELY!

**Acknowledgment: Receipt of RFQ/P Documents
Request For Proposals (RFQ/RFP)
Local Official Review Services For
Crystal Lake Elementary School Addition
And Renovate Like New
And
Windermere Elementary School Renovation**

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 Proposal.

Date issued:

Date documents received

___/___/___

Do you plan to submit a response?

Yes ___ No ___

Print or type the following information:

Company name: _____

Address: _____

Town or Town: _____

Phone: _____

Fax: _____

Email: _____

Received by: _____

**Note: Faxed acknowledgments are requested!
FAX (860)870-3158
A cover sheet is NOT necessary.
IMPORTANT: DO NOT FAX PROPOSALS.
PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGE(S)**

Form 3

TOWN OF ELLINGTON
RFP for
Local Official Review Services
For
Crystal Lake Elementary School
Addition and Renovate Like New
And
Windermere Elementary School Renovation
FINANCE OFFICER
55 Main Street
ELLINGTON, CONNECTICUT 06029

TO THE ELLINGTON PERMANENT BUILDING COMMITTEE
FEE PROPOSAL FOR: Local Official Review

The undersigned hereby proposes to provide Code Consulting Services as defined in the “Request for Proposal for Local Official Review Services for the Crystal Lake and Windermere Elementary Schools Project” attached hereto.

Perform code review as per the Department of Construction Services, Bureau of School Facilities –Local Official review Process per C>G>S. 10-292©

\$ _____ per/hr

The anticipated total cost range for this project is: \$ _____ \$ _____

In submitting this proposal, we agree:

- a) To hold our proposal open for 60 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.
- d) That receipt of Addendum(s) No. _____ is hereby acknowledged and all costs associated with it are included in the above prices.

Name of Company: _____ Date _____

Address _____

Telephone _____ Fax _____
 email _____

Printed Name of Authorized Agent _____
 Signature of Authorized Agent _____
 Title of Authorized Agent _____

Department of Construction Services (DCS)
Bureau of School Facilities (BSF)

**LOCAL OFFICIAL REVIEW PROCESS PER C.G.S. 10-292(c) IN LIEU OF
DEPARTMENT OF CONSTRUCTION SERVICES REVIEWS**

Refer to the following pages for detailed instructions for local review procedures (for projects where the BSF cannot complete their review within 30 days of acceptance).

Included in this package:

- Process Instructions
- How to download the "School Construction Guidelines for School Districts and Design Professionals" from the Internet (the Guidelines are a necessary and integral part of the review process).
- Sample "Plan Review Record" (for formatting purpose only).
- Code Conformity Transmittal

Department of Construction Services (DCS)
Bureau of School Facilities (BSF)

**LOCAL OFFICIAL REVIEW PROCESS PER C.G.S. 10-292(c) IN LIEU OF
DEPARTMENT OF CONSTRUCTION SERVICES REVIEW**
(For eligible projects when the BSF cannot complete their review within 30 days of acceptance)
PROCESS INSTRUCTIONS

Be aware that the (local) review conducted for (in lieu of) the Department of Construction Services (DCS) review is separate from that required by the local building, safety, and health officials for permits and/or certificates of occupancy.

1. The school district shall determine if all appointed local officials are willing to participate in this process and if it will truly be a time saver for the district. All four local officials must be willing to participate or this local review option is not available for your project (Building Inspector, Fire Marshal, 504/ADA Compliance Officer, and Health Inspector). Questions should be directed to the Bureau of School Facilities (BSF) at (860) 713-6490.

Local building officials and fire marshals may engage the services of a code consultant to conduct the plan review on their behalf, provided the costs of such consultant shall be paid by the school district. The hiring of said consultant for this purpose (local code official's representative) shall not present a conflict of interest. See C.G.S. 10-292(c) for complete text.

2. The school district arranges delivery of the final construction plans and project manual submitted to the BSF (that bear the Bureau of School Facilities "Received" stamp) to (either) each of the four local appointed officials, or to an independent third party reviewer previously agreed upon by each of the local officials.
3. The local reviewer(s) must also be given a complete copy of all additional materials submitted to the BSF including a copy of the BSF Plan Review Checklist(s), Modifications, etc. from the design professionals.
4. The local officials (or the independent third party code consultant) perform a code compliance plan review (without the assistance, other than phone calls, of anyone involved in the preparation of the project documents). Using the BSF Plan Review Checklist(s), under the "Reviewer Use only. Complies with code", check off any items found not to be in compliance in the "N" column. Items found to be in compliance get checked in the "Y" column. The reviewer(s) shall mark the reviewed documents with their "Received" stamp on the cover drawing sheet, and the cover of the project manual at minimum. This properly identifies the set of documents that may be called upon during any of the payment cycles and/or audit processes.
5. The reviewer(s) prepare (and date) a Plan Review Record (PRR) of the citations and comments (on their letterhead or using the ICC and/or NFPA Plan Review forms), then convey those findings to the school district and design professionals (for required revisions/corrections to project documents). Citations and comments should be numbered and include the appropriate code section(s). A Sample PRR has been provided on the DCS website (www.ct.gov/dcs) which illustrates the format to be used by the reviewer(s) for the citations and comments (and sign-offs).

**LOCAL OFFICIAL REVIEW PROCESS PER C.G.S. 10-292(c) IN LIEU OF
DEPARTMENT OF CONSTRUCTION SERVICES REVIEW**
(For eligible projects when the BSF cannot complete their review within 30 days of acceptance)
PROCESS INSTRUCTIONS

6. The design professionals shall revise/correct the project documents (highlight corrections made to drawings and project specifications in response to PRR) and prepare a written response (on their letterhead) specific to each item of the Plan Review Record describing the corrective action completed for each item. The design professionals shall make an appointment for a sign-off meeting to review the required revisions/corrections with the PRR author(s). The original set of drawing sheets and specifications reviewed must remain intact and must be brought to the sign-off meeting along with the signed/sealed corrected documents.
7. The PRR author(s) review(s) the revised/corrected project documents and (when satisfied with the corrective action) then signs-off on each individual item of the Plan Review Record. The PRR author(s) must also identify how the problem was resolved, by noting either Documents Revised, or State Modification Received. The reviewer shall initial or provide a stamp on each revised drawing sheet, and each revised section of the project manual.
8. After all items listed on the PRR have been completed to the PRR author(s) satisfaction, the code conformity transmittal can be completed. The local officials (not the code consultant) will then, sign, and date the Code Conformity Transmittal form. The local officials then send this form with original signatures to the school district along with completed BSF Plan Review Checklist(s), PRR(s); Design Professional's Response Letter(s); and any approved Modifications.
9. Call the BSF PCT reviewer to schedule a meeting when all of the following (when applicable) have been assembled (in one package): Completed BSF Plan Review Checklist(s), Plan Review Record(s), Design Professional's Response Letter, completed Code Conformity Transmittal with original signatures, and any approved Modifications resulting from the local review.
10. All reviewed plans and specifications (and Documents revised in response to PRR(s)) must be kept on file at the local Board of Education at least until the final grant payment has been made on this project.

NOTE:

It is the responsibility of the school district to maintain all plans, specifications and records reviewed by the local officials until the final grant payment has been made on this project.

Please be reminded that all bid addenda and change orders must be submitted to the Bureau of School Facilities (BSF) for review and approval. Refer to the BSF Construction Documents Supplements to the Guidelines on the DCS website. Click the icon labeled "When Project Change After BSF Approval".

Department of Construction Services (DCS)
Bureau of School Facilities (BSF)

**LOCAL OFFICIAL REVIEW PROCESS PER C.G.S. 10-292(c) IN LIEU OF
DEPARTMENT OF CONSTRUCTION SERVICES REVIEWS**

How to download a copy of the “School Construction Guidelines for School Districts and Design Professionals” from the Internet:

The “School Construction Guidelines for School Districts and Design Professionals” are a necessary and integral part of the review process.

- www.ct.gov/dcs
- Click on “Bureau of School Facilities” (on left side, 3rd item).
- Scroll down, find the right-hand column labeled “School Construction-Technical/Plan Review”.
- Click on “Construction Document Guidelines”.
- Print the Table of Contents page (hint: scroll to the bottom for “Printable Version” link).
(if you clicked on “Printable Version”, after printing go back to previous screen)
- Each section must be opened and printed separately by clicking on each PDF symbol link individually.

Other recommended websites to assist you in this local review process:

- Connecticut General Statutes
Chapter 173-Public School Building Projects
www.cga.ct.gov/ (Legislative)
- U.S. Dept. of Education, Office for Civil Rights
www.ed.gov/OCR
- U.S. Dept. of Justice
www.usdoj.gov
- The Access Board
www.access-board.gov
- Dept. of Public Health
www.ct.gov/dph

For any questions contact us at:

Bureau of School Facilities
165 Capitol Avenue, Room 258
Hartford, CT 06106-1659
PHONE: (860) 713-6490
FAX: (860) 713-7020

SAMPLE PRR

(REVIEWER'S LETTERHEAD GOES HERE)

PLAN REVIEW RECORD (PRR)

BSF Project No.: _____ Prepared by: _____
Project Phase No.: _____ of _____ (Name and Title)

Facility Name: _____ Date: _____

School District: _____ Submission Date: _____

This project cannot be approved because the following listed items appear to violate applicable state codes and/or federal laws, or are being questioned as to code compliance.

When the author(s) of the items listed below is (are) satisfied that the noted violation has been resolved, then that author shall mark either "Documents Revised" or "State Modification Received", then sign and date for that specific listed item (as "Local Official").

FIRE SAFETY CODE:

00. Sections 15.2.1.1, 15.2.4, 7.1.3.2.1 (Part IV) = Exits shall be separated from other parts of the building in accordance with Section 8.2. The separation shall have not less than a **1-hour** fire-resistance rating where the exit connects three stories or less. See Sheet XXXX.

Documents Revised _____ State Modification Received _____
Local Official _____ Date _____

BUILDING CODE:

00. Sections 1109.2.1, 1101.2 and ICC A117.1 Section 601.1 = One accessible **unisex toilet room** shall be provided where an aggregate of six or more male and female water closets is required. See Sheets XXXX.

Documents Revised _____ State Modification Received _____
Local Official _____ Date _____

FEDERAL 504/ADA

00. Part 104: Subparts A, B, C, D (504), and Section 608 (ADA) = **Shower** facilities in Locker Room XXX shall be **accessible** to persons with disabilities. Shower stall size and clear floor space shall comply with Fig. 35(a) or (b). The shower stall [Fig. 35(a)] shall be 36 inches by 36 inches. A seat shall be provided in shower stalls 36 inches by 36 inches and shall be as shown in Fig. 36. The seat shall be mounted 17 inches to 19 inches from the bathroom floor and shall extend the full depth of the stall. The seat shall be on the wall opposite the controls. See Sheet XXXXX.

Documents Revised _____
Local Official _____ Date _____

00. Part 104: Subparts A, B, C, D (504), and Section 505.4 (ADA) = Stair **handrails** on accessible routes shall be **usable for children age 12 and under**. A **maximum** height of **28 inches** measured to the top of the gripping surface from the stair nosing is considered useable. Sufficient vertical clearance between the upper and lower handrails (9 inches minimum) should be provided to help prevent entrapment. See Sheet XXXX.

Documents Revised _____
Local Official _____ Date _____

HEALTH CODE:

- 00. Section 19-13-B42(h) = **Kitchen** shall have a **separate handwashing sink** (that is accessible to persons with disabilities) located within the room where food is prepared. See Sheet XXXXX.

Documents Revised _____ State Modification Received _____
Local Official _____ Date _____

O.S.H.A.:

- 00. Section 1910.151(c), 1910.132(d) = Where the eyes or body of any person may be exposed to **injurious corrosive materials** (as determined by a hazard assessment) (including in Science Labs and Prep Room) suitable facilities for quick drenching or flushing of the eyes and body (**eyewash and bodywash** that is accessible to persons with disabilities) shall be provided within the work area for immediate emergency use. OSHA refers to ANSI Z358.1 for guidance on installation and operation of an emergency eyewash and shower. Eye/Face Drench unit does not appear to meet the requirements for protection. Drop-down units do not comply. See Sheet XXXXX.

Documents Revised _____ State Modification Received _____
Local Official _____ Date _____

MISCELLANEOUS COMMENTS:

- 00. Please **submit** revised **Code** plans and **Site** layout plans (to the BSF for files) if changes have occurred to those sheets since the PCT submission or as a result of any item in this report.
- 00. Please **check each sheet** for reviewer's red **marks**, which are to be used for further clarification in conjunction with citations and comments, and/or for additional relevant information, and/or to **make revisions**.

This project was reviewed for compliance with the current Connecticut State Building Code and the current Connecticut State Fire Safety Code Guidebook (effective date December 31, 2005, with current amendments), Section 504 Rehabilitation Act 1973 (including ADA Standards for Accessible Design references), the current Connecticut Public Health Code, and the current OSHA Regulations. The extent of this review is limited to the contract documents (that bear the reviewer's "Received" stamp), titled (Project Title) dated / / as prepared and submitted by (A/E Firm) .

Please submit all addenda, change orders, and/or revisions to the final contract documents to the BSF office for review and approval.

Plan Review Record responses reviewed and approved by:

Reviewer/Title Date: _____

Department of Construction Services (DCS)
Bureau of School Facilities (BSF)

CODE CONFORMITY TRANSMITTAL

Manager
Bureau of School Facilities
165 Capitol Avenue
Hartford, CT 06106

Subject: State Project No: _____, Phase: _____ of _____
District: _____, Facility: _____

Pursuant to Section 10-292 of the Connecticut General Statutes, the final plans for any phase of a school building project as provided in Section 10-291 must be in conformance to state codes, statutes, and federal laws.

- A) Number of Issues (Cited by Local Officials) Revised by Design Professionals (or local official verified compliance in field): _____
- B) Number of Issues (Cited by Local Officials) Resolved by Modifications Approved by State Authorities: _____
- C) Total Issues Cited by Local Officials (A+B): _____

ATTACH THE FOLLOWING ITEMS WHEN APPLICABLE. THE FIRST ITEM (BSF CHECKLIST(S)) IS REQUIRED FOR ALL PROJECTS.

	YES	NO	N/A
BSF Plan Review Checklist(s) with Local Officials' Mark Under "Y" or "N" for Every Item _____			
Plan Review Records (PRR) by Local Officials (or by Code Consultant) _____			
Design Professional's Response to PRR _____			
Approved State Modifications _____			
Revised Code/Egress/Site Drawings for BSF File (if Changed Since PCT Meeting) _____			
Cost Breakdown for Code Consultants Review _____			

We, the undersigned, have reviewed the plans and specifications that were submitted to DCS (that bear the Bureau of School Facilities stamp) for the above noted school building project, according to the BSF Guidelines, Masterlist, and Plan Review Checklists provided by the Department of Construction Services. Our review determined that the construction documents for the above noted project appear to be in compliance with the Connecticut Fire Safety Code, the Connecticut State Building Code, the Connecticut Public Health Code, Section 504 Rehabilitation Act 1973, the ADA, and OSHA requirements.

Fire Marshal: _____ (PRINT NAME)	Building Inspector: _____ (PRINT NAME)
Signature: _____	Signature: _____
Date: _____	Date: _____
Appointed 504 Official: _____ (PRINT NAME)	Health Inspector: _____ (PRINT NAME)
Signature: _____	Signature: _____
Date: _____	Date: _____