



**South Windsor Public Building Commission
Pleasant Valley Elementary School
*Request for Proposal for
Hazardous Building Materials Inspection, Testing, Design &
Abatement/Remediation Monitoring Services***

RFP: # 2021-054

Issue Date: November 19, 2020

Proposal Due Date: December 17, 2020

Table of Contents

- I. Project Overview**
- II. Project Schedule**
- III. Scope Services**
 - A. Comprehensive Hazardous Materials Services
 - B. Agreement for Services
- IV. Contents of Proposal**
- V. Selection Criteria**
- VI. Instructions for Submission of Proposal**
 - a. Submission Logistics
 - b. Proposal Opening
- VII. Insurance Requirements**
- VIII. Other Requirements**
- IX. Bid Proposal Form**

Appendices

Appendix A – Pleasant Valley Elementary School Schematic Design Floor Plans

Appendix B – Pleasant Valley Elementary School Building Material Survey & 3 Year Reinspection

Appendix C – South Windsor Phase 3 Macro Schedule

I. Project Overview

Pleasant Valley Elementary School is located at 591 Ellington Road in South Windsor, Connecticut. The school fronts on Ellington Road to the west of the property but the parcel also contains approximately 90 linear feet of frontage on Long Hill Road to the east. Ellington Road is also known as Route 30 which is a state road. Residential properties and open space abut the southerly edge of the school proper.

In 2019 the Town purchased four parcels to the north of the school proper parcel. They were formerly owned by the Saint Francis of Assisi Church Corporation of South Windsor, Connecticut and formerly by Paul J. Burnham. The collective total acreage of the school proper parcel and four additional parcels is approximately 24-acres.

The existing building was originally constructed in 1958 with additions in 1964, 1988, and 2000. The existing building is 43,304 square feet with 11,332 square feet of portable classrooms. The building is served by a 600-amp, 120/208 volt 3-phase electrical service, city water and city sewer.

The existing building will be replaced with a new structure on the existing site while it remains in operation. The new school will house 693 kindergarten through grade five students as well as 110 part-time pre-school students. The new building area will be approximately 99,384 Gross Square Feet per the 100% Schematic Design Documents in-line with the State of Connecticut's Office of School Constructions, Grants, and Review Space Standard.

The existing school will be vacated, abated and demolished after the new school is completed and contents have been relocated. The new building will be accompanied by new parent and bus drop offs, building parking, play areas, pedestrian circulation and all associated utilities to complete the project.

II. Project Schedule

The current schedule provides for design, construction, and occupancy by Fall 2023. The project architect, DRA, has completed the schematic design phase. Contract documents are scheduled for completion in July 2021 with construction scheduled to start in January 2022. The existing Pleasant Valley School demolition will take place Fall 2023. The selected consultant shall provide design and onsite services based on above noted construction start dates for each project.

The HazMat Consultant (HM) selection schedule is as follows and is subject to change:

1. RFP Published: November 19, 2020
2. Site visit/Building Walk through: December 2, 3:30 p.m. at Pleasant Valley Elementary School
3. Last Day for Addenda questions: December 11, 2020 by 3:00 p.m.
4. Final Addenda Issued: December 14, 2020 by 2:00 p.m.
5. Proposals Due: December 17, 2020 no later than 2:00 p.m.
6. Consultant Selection: January 13, 2020 (SWPBC)

7. Survey, test and inspect buildings: Summer 2021 immediately following last day of school

III. Scope of Services

A. Comprehensive Hazardous Materials Services

The Town of South Windsor Permanent Building Commission intends to commission one firm to provide all hazardous material services necessary for the abatement and removal of the existing school and site material, as required, through design and construction. This firm will have the responsibility to provide these services through its own firm's capabilities and consultants as approved by the Owner.

Comprehensive services shall be as follows:

Inspection and Design Phase:

1. Review existing hazardous building material documentation provided in the appendices.
2. Survey, test & inspect the building structures on-site, as required, to develop pre-demolition abatement specifications and drawings to include but not limited to the following:
 - A. Identify the presence of asbestos containing materials (ACM), lead-based paint (LBP), mercury switches, light ballasts and florescent light tubes and other miscellaneous hazardous materials/universal waste.
 - B. PCB sampling of source materials that include caulking, glazing and sealant compounds, roofing tars, damp-proofing tars, wall and floor adhesives and paint. A minimum of three samples of each source material must be collected and analyzed (previous reports only had one sealant sample analyzed for each material – two additional samples are required for each previously sampled sealant compounds). A separate line item (including unit rates) is included in the bid proposal form for possible PCB adjacent surface and ground materials sampling.
 - C. Conduct Polarized Light Microscopy (PLM) testing to determine asbestos type and percent composition and should include the point count of all samples below 3% to verify exact percentage. Any sample from trace amounts up to 1% should be verified by TEM (Transmission Electron Microscopy) analysis.
 - D. Asbestos and PCB testing includes inaccessible building materials such as roofing materials, damp-proofing materials behind exterior walls, interior ceramic floors and walls, wall adhesives (including behind bulletin and "chalk/white" boards, materials insides boilers and incinerators, foundation tars/damp-proofing, materials within wall and ceiling paneling, chases, flooring materials under fixed objects (shelving, cabinetry, desks), etc.
 - E. All sample analysis must be performed by independent laboratories.

- F. Direct cost of materials required for sampling materials shall be considered a reimbursable expense. Cost for analysis of samples will not include materials required to obtain the samples themselves. Receipts for all materials shall be provided with the consultant's invoice.
3. Develop abatement/remediation specifications and drawings to include a detailed scope incorporating the required phasing as determined with the Owner, architect and OPM. Phasing plan shall be coordinated with the final construction phasing plan and shall show plans for abatement. Consultant shall prepare plans utilizing CAD software and coordinate specification section numbers, format, etc. with the architect of record.
 4. Prepare abatement plans/bidding documents for the abatement of asbestos containing materials (ACM), lead based paint (LBP), and/or other regulated hazardous materials. Prepare remediation plans/bidding documents for PCBs which may include specifications, performance-based plans or self-implementing plans. Final report should include CAD drawings (backgrounds to be supplied by architect) showing the locations, quantities, condition and types of all hazardous materials within the existing structures.
- Sampling at Pleasant Valley School should be carefully planned to minimize damage to the existing building envelope and interior finishes. Pleasant Valley will remain in operation for the 2021-2022 and 2022-2023 academic years. The Owner will be responsible for these repairs as well.
5. Hazmat consultant shall provide cost estimates for each school at the completion of the inspection.
 6. Consultant shall assume 40 man-hours for meetings with design team and building committee. This effort shall be tracked on its own separate line item on the invoice by the consultant.
 7. All checklists, letters, notifications and other documentation as required by OSCG&R, CT DEEP, CT DPH, and EPA Region 1 shall be included in this proposal.

Bid Phase:

1. Assist the Owner in bidding the abatement/demo work, including but not limited to attendance at pre-bid and post-bid conferences, addressing bidder inquiries, preparation and issuance of addenda, review and reconciliation of bids, recommendations on contractor selection and contract terms. For purposes of this scope, consultant shall assume 20 man-hours.

Abatement Phase Onsite Inspections and Monitoring:

1. Identification, coordination and oversight of all required permitting and notifications.
2. Provide onsite personnel with appropriate credentials as required by regulatory agencies, to monitor abatement contractor's activities.

3. Provide oversight of all abatement contractor activities including but not limited to, documentation related to all local, state and federal regulatory compliance, reporting, and abatement procedures.
4. Inspect and certify appropriate onsite conditions as required by regulatory agencies.
5. Conduct all testing, inspections and analyses of conditions, as required by regulatory agencies and as directed by the Owner.
6. Prepare and submit reports for all testing, inspections and analyses of conditions, as required by regulatory agencies and as directed by the Owner.
7. Included meetings with owner as requested. See bid proposal form for project management hourly rate.

B. Agreement

The successful contractor will enter into an Agreement directly with Town of South Windsor. This RFP and the proposal provided by the consultant shall be referenced in the Agreement. The proposals shall include all services as described in this RFP #2021-054

IV. Contents of Proposal

1. Transmittal Letter, including:

- a. Company name, main office address and local office address
- b. Statement indicating your understanding of the work to be performed
- c. Name, title, address, telephone number, and e-mail address of the individual to whom all inquiries about this response should be addressed

2. Basic Firm Information (may be simply listed), including:

- a. Name of company
- b. Date organized
- c. Tax Identification number(s)
- d. Legal form of ownership. If a corporation, where incorporated
- e. Number of years engaged in services under present name
- f. Identify and explain any work awarded to your company that your company has failed to complete
- g. Identify and explain any instance in which your company has defaulted or has been accused of defaulting on a contract
- h. Identify and explain any potential conflicts of interest
- i. Identify the individuals who are authorized to bind the company in negotiations
- j. Describe any previous and pending litigation or other factors that could affect your company's ability to perform this agreement
- k. References

3. Qualifications and Capacity, including:

- a. **Firm's Qualifications:** Provide information demonstrating the qualifications of your firm to complete this work. Please include:
 - Unique qualifications that your firm has regarding this project
 - Projects completed in the past 5 years with a similar educational (preferably K-12) purpose, size and scale and timeframe (please include project name, client and size)
 - Firm shall have a minimum of five (5) Connecticut school projects completed under purview of CTDAS Office of School Construction Grants and Review
 - Proposed staffing for this project
 - Resumes / qualifications for personnel that would be assigned to this project for each aspect of the proposed staffing plan, including their experience on projects of this size and type and their years with the firm
 - Describe your firm's familiarity with local laws, regulations, permitting and inspecting entities.
- b. **Firm's Capacity:** Provide information indicating the capacity of the office that will provide the hazardous materials consulting and inspection services. Please include:
 - The number of full-time professional staff your (local) office employs
 - A list of all services required for this project that would be provided in-house by your firm, and a list of all services that would be outsourced

4. Proposed Approach to the Project

- a. Briefly describe how your firm will conduct each phase of the project to adequately address the hazardous materials that may be encountered during the demolition of the existing school building. Please emphasize any aspects of your approach that may be uniquely suited to this project.
- b. Provide a proposed schedule for pre-construction survey and design document completion.

5. **Insurance:** Provide the name of your insurance company and agents, your insurance coverage including type and limits, with a sample certificate of representative coverage.
6. **References:** Include the name, title, and contact information of the authorized owner's representative for at least three recent projects of similar size, scale, and timeframe.
7. **Fee Proposal:** Each aspect of the project phase services i.e. line item break out for inspection, design services, monitoring and close out reports in the bid proposal form.

V. Selection Criteria

The firm's qualifications will be evaluated based on the proven ability of each respondent to perform the requested services and any other factor of criterion that may be deemed relevant or pertinent for its evaluation of such qualifications. The evaluation will include:

1. Evidence of firm's and proposed personnel's ability to perform all the work responsibilities.
2. Capability of providing construction management services in an excellent manner.
3. Past experience with providing a similar set of services for projects of a similar size, scale, and purpose.
4. Provision of indemnity and insurance consistent with Town requirements, see section VII.
5. Proposed cost of services.

VI. Instructions for Submission of Proposal

A. Submission Logistics

One (1) original, nine hard (9) copies, and (1) Bookmarked PDF on Thumb Drive of each firm's proposal must be received at the following location on or before 2:00 P.M. on, December 17, 2020:

Ms Ann Walsh
South Windsor Board of Education
1737 Main Street
South Windsor, CT 06074

Questions regarding this request for proposals should be directed to Ms. Kathleen Turner. All questions will be responded to via addendum to **RFP: #2021-054** and posted to the Town of South Windsor website: www.southwindsor.org/bids-requests-proposalsqualifications, as well as to the RFP as posted on the State of Connecticut, Department of Administrative Services Contracting Portal.

Please clearly mark all proposals with **"South Windsor Pleasant Valley Elementary School Project RFP: #2021-054, Hazardous Materials Inspection"**.

B. Proposal Opening

Proposals will be publicly opened and read aloud on December 17 at 2:00 p.m. at the South Windsor Board of Education location at 1737 Main street South Windsor, CT 06074

VII. Insurance Requirements

The Consultant shall carry the following insurance coverages with an insurance company(s) licensed in the State of Connecticut and satisfactory to the Town of South Windsor, in compliance with the law, and in the following form and amount:

Workers Compensation:

Coverage A: Statutory

Coverage B: Employers Liability:

Bodily injury by accident	\$500,000 per person
Bodily injury by disease	\$500,000 per person
Bodily injury by disease	\$500,000 aggregate

Professional Liability Insurance:

Each Claim	\$2,000,000
Annual Aggregate	\$2,000,000

Commercial General Liability:

Bodily Injury General Aggregate Limit	\$3,000,000 per person
(Other than Products/Completed Operations)	
Products/Completed Operations	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage Limit	\$300,000
Medical Expenses	\$10,000

Umbrella Liability:

Each Occurrence	\$1,000,000
Aggregate	\$1,000,000

Automobile Liability:

Limits of Liability:

Bodily Injury	\$1,000,000 per person
Aggregate	\$1,000,000
Property Damage	\$1,000,000

The Town of South Windsor shall be added as an additional named insured to the Consultants Commercial Liability and Auto policies and so stated in certificates.

VIII. Other Requirements

1. Any and all modifications to the RFP must be written and not oral.
2. The Town of South Windsor reserves the right to reject any and all bids/proposals in whole or in part or to waive any informality in bidding if it is determined by the Town to be in the best interest of the Town of South Windsor.
3. Bids may be held by the Town of South Windsor for a period not to exceed ninety (90) days from the date of the opening of bids for the purpose of reviewing the bids and investigating the qualifications of the bidder prior to awarding the contract.
4. The proposer is required to prepare its proposal in accordance with the RFP, including any modifying addenda. Proposers must disclose in writing any exceptions to the RFP.
5. Proposers must inform the Town of information concerning any:
 - a. Listing on the State's Disbarment List or List of Parties Excluded from Federal Procurement.
 - b. Ineligibility, per Connecticut General Statute Section 31-57b to be awarded the contract because of occupational safety and health violations.
 - c. Arbitrations and litigation.
 - d. Criminal proceedings.
 - e. State or local ethics law, regulation, ordinance and /or policy violations.
6. The Town reserves its right to request additional information from proposers, subsequent to the opening of bids.
7. The proposer is solely responsible for the costs of its proposal.
8. Submitted proposals are the Town's property and will not be returned.
9. The proposer is presumed to have full knowledge of the RFP and any addenda, the project scope or work to be done, and all applicable laws.

10. Any and all information received from proposers is subject to the Freedom of Information Act (FOI) and may be disclosed to the general public. If any information is deemed to be proprietary and confidential by the proposer, it should be indicated at the time of proposal submission. The proposer should be prepared to defend not disclosing any such information pursuant to a FOI request.
11. The making of a preliminary award to a proposer does not constitute a contract and does not provide the proposer with any rights and does not impose upon the Town any obligations. A proposer has rights, and the Town has obligations, only if and when a contract is executed by the Town and the proposer.
12. By offering a submission to this RFP the respondent certifies that it has not divulged to, discussed or compared its proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever.
13. The Town of South Windsor, or its agent may reject any bid or proposal from a bidder if that bidder, or its principals, are delinquent in the payment of any real estate, personal property, or motor vehicle tax, or sewer use charges or assessments, or are delinquent or obligated to the Town of South Windsor for any other form of debt or obligation.

Right to Annul or Terminate

The Town reserves the right to amend or terminate the RFP at its sole discretion, before or after receiving proposals.

Non-Discrimination Clause

During the performance of any work that results from this RFQ/RFP, the proposer and its subcontractors shall not deny the agreement's benefits to any person on the basis of religion, color, ethnic group identification, sex, age, sexual orientation, physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sexual orientation, physical or mental disability, medical condition, marital status, age or sex. The proposer shall insure that evaluation and treatment of employees and applicants for employment are free of such discrimination. This project must abide by all relevant HUD policies regarding non-discrimination.

The successful proposer shall indemnify the Town, its officers and employees against liability for injury or damage cause by any negligent act or omission of any of its employees or volunteers or agents in the performance of this agreement and shall hold the Town harmless for any

loss occasioned as a result of the performance of this contract by the proposer.

The Town of South Windsor is an Equal Opportunity Employer

Fee Proposal Form For

<p>Lump Sum Fee for Inspection labor to include asbestos, lead, universal waste, PCB sealant, roofing, tars, damp-proofing, wall and floor adhesives and paint source materials. Fee shall include project management, one meeting with owner/owners representative(s) and report preparation. For purposes of bid evaluation, assume the following assumed samples and provide unit price for each. The lump sum fee proposal shall include the cost for testing samples. Cost of additional bulk samples will be reimbursed at the unit rate.</p> <ul style="list-style-type: none"> Lump Sum for Inspections including management and report preparation – both schools <p>Independent Laboratory Analysis</p> <ul style="list-style-type: none"> PLM (125 samples each school – 250 total) \$_____/sample PLM Point Count (20 samples each school – 40 total) unit price \$_____/sample TEM (25 samples each school - 50 total) \$_____/sample PCB Source Samples (60 source samples each school – 120 total) \$_____/sample 	<p>Survey and Report Fee</p> <p>Total - \$</p>
	<p>Sample Fee Total - \$</p>
	<p>Total Fee \$</p>
Provide hourly labor rate to sample adjacent building and/or ground materials for PCBs	Senior Inspector - \$
Provide unit price for PCB adjacent sample analysis	Inspector - \$
	\$ /Sample
<p>Roofer, Mason, Contractors for Repairing Sample Location Damage – Contractors to be approved by owner</p> <p>Provide Costs for each Item Below</p>	Paid by Owner with 0% Mark Up
Provide Hazardous Building Materials Specifications and Drawings (Asbestos, Lead-Based Paint, Universal Waste, Selective Demolition, Unit Pricing) (Lump Sum)	\$
Provide PCB specifications (PCB's less than and greater than 50 ppm PCB) - (Lump Sum)	\$
Provide PCB SIP (Self-Implementing Plan) including EPA Revisions – Each Plan (Lump Sum)	\$
Provide PCB Performance Based Plan – Each Plan (Lump Sum)	\$
Project Design Management/Meetings Lump Sum (Assume 40-hours) Hourly Rate = \$_____/hr	\$
Project Bid Services Management/Meetings/Bid Walks Lump Sum (Assume 20-hours) Hourly Rate = \$_____/hr	\$

Abatement Monitoring Services	
Provide lump sum for abatement monitoring (project monitor) (Assume 80 days) Hourly Rate = \$_____/hr (straight time)	\$
Provide overtime rate beyond 8-hours per day for abatement monitoring	\$ /hr
Provide management lump sum (Assume 100-hours) Hourly Rate = \$_____/hr	\$
PCM 24-hour turn around time - unit rate	\$ /sample
TEM 24-hour turn around time - unit rate	\$ /sample
TEM 6-hour turn around time - unit rate	\$ /sample
PCB verification sampling unit rate (5-day turn around time)	\$ /sample
PCB verification sampling unit rate (2-day turn around time)	\$ /sample
Travel Mileage Rate (Not-To-Exceed 100 miles per day), not to exceed Federal Rate	\$ /mile

Bid Proposal Form
For
Hazardous Building Materials Inspection, Testing, Design and
Abatement/Remediation Monitoring Services

<p>Lump Sum Fee for Inspection labor to include asbestos, lead, universal waste, PCB sealant, roofing, tars, damp-proofing, wall and floor adhesives and paint source materials. Fee shall include project management, one meeting with owner/owners representative(s) and report preparation. For purposes of bid evaluation, assume the following assumed samples and provide unit price for each. The lump sum fee proposal shall include the cost for testing samples. Cost of additional bulk samples will be reimbursed at the unit rate.</p> <ul style="list-style-type: none"> • Lump Sum for Inspections including management and report preparation – both schools <p>Independent Laboratory Analysis</p> <ul style="list-style-type: none"> • PLM (125 samples each school – 250 total) \$_____/sample • PLM Point Count (20 samples each school – 40 total) unit price \$_____/sample • TEM (25 samples each school - 50 total) \$_____/sample • PCB Source Samples (60 source samples each school – 120 total) \$_____/sample 	<p>Survey and Report Fee Total - \$</p> <p>Sample Fee Total - \$</p> <p>Total Fee \$</p>
<p>Provide hourly labor rate to sample adjacent building and/or ground materials for PCBs</p>	<p>Senior Inspector - \$ Inspector - \$</p>
<p>Provide unit price for PCB adjacent sample analysis</p>	<p>\$ /Sample</p>
<p>Roofer, Mason, Contractors for Repairing Sample Location Damage – Contractors to be approved by owner</p>	<p>Paid by Owner with 0% Mark Up</p>
<p>Provide Costs for each Item Below</p>	
<p>Provide Hazardous Building Materials Specifications and Drawings (Asbestos, Lead-Based Paint, Universal Waste, Selective Demolition, Unit Pricing) (Lump Sum)</p>	<p>\$</p>
<p>Provide PCB specifications (PCB's less than and greater than 50 ppm PCB) - (Lump Sum)</p>	<p>\$</p>
<p>Provide PCB SIP (Self-Implementing Plan) including EPA Revisions – Each Plan (Lump Sum)</p>	<p>\$</p>
<p>Provide PCB Performance Based Plan – Each Plan (Lump Sum)</p>	<p>\$</p>
<p>Project Design Management/Meetings Lump Sum (Assume 40-hours) Hourly Rate = \$_____/hr</p>	<p>\$</p>
<p>Project Bid Services Management/Meetings/Bid Walks Lump Sum (Assume 20-hours) Hourly Rate = \$_____/hr</p>	<p>\$</p>

Abatement Monitoring Services	
Provide lump sum for abatement monitoring (project monitor) (Assume 80 days) Hourly Rate = \$_____/hr (straight time)	\$
Provide overtime rate beyond 8-hours per day for abatement monitoring	\$ /hr
Provide management lump sum (Assume 100-hours) Hourly Rate = \$_____/hr	\$
PCM 24-hour turn around time - unit rate	\$ /sample
TEM 24-hour turn around time - unit rate	\$ /sample
TEM 6-hour turn around time - unit rate	\$ /sample
PCB verification sampling unit rate (5-day turn around time)	\$ /sample
PCB verification sampling unit rate (2-day turn around time)	\$ /sample
Travel Mileage Rate (Not-To-Exceed 100 miles per day), not to exceed Federal Rate	\$ /mile

Appendix A – Pleasant Valley Floor Plans

Appendix B – Pleasant Valley Hazardous
Building Material Survey & 3 Year
Reinspection (Provided under separate
cover)

Appendix C – South Windsor Phase 3 Macro Schedule