

South Windsor Public Schools

Philip R. Smith School

***Request for Proposal for Architectural and Engineering Services for the
Installation of Two Portable Classrooms and Associated Improvements***

RFP # 2023-003

RFP Issue Date: August 12, 2022

Proposals are Due no later than August 31, 2022 at 2:00 p.m.

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I. Project Overview

A. Project Background

On September 12, 2011 the South Windsor Board of Education (SWBOE) adopted the South Windsor Public Schools 2011-2014 Strategic Plan. Part of the strategic plan is to upgrade the elementary school facilities and to improve the safety, learning environments, and accessibility. On October 29, 2013 the Board of Education adopted the South Windsor Public Schools Elementary Schools Master Plan. The plan consists of three-phases for which Phase 1 (Orchard Hill Elementary School) is complete and Phase 2 (Eli Terry and Philip R. Smith Elementary Schools) was completed the fall 2020 academic year. It has been determined that there is still a space need for two additional classrooms at Philip R. Smith Elementary School.

B. Building Description

Two new portable classrooms will be installed on the existing site of the Philip R. Smith School, 949 Avery Street, SW. Appendix C demonstrates the proposed location of the portable classrooms. They will be located in the rear of the building adjacent to the gym and mechanical room for the school.

The architect will be responsible for preparing architectural, structural, site, mechanical, electrical, sprinkler and plumbing drawings necessary for the contractor to install the two classrooms. Power and data connections shall be coordinated with the Director of Facilities. Possible relocation of existing sewer manhole shown on the drawing Appendix C.

The classrooms shall be connected to the existing building through an enclosed fire-rated connector as shown in Appendix B. The architect shall be responsible for detailing the roof connections to the existing building. *Note: Plans and details of the existing building will be provided to the architect awarded the project only due to security reasons.*

C. Project Budget

The Total Construction Budget is \$379,525 which includes the installation of the modular classrooms, connector construction to the building, fire alarm, sprinklers, public address, audio visual and technology infrastructure and escalation costs. The

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FF&E budget is \$72,000 which includes furniture, fixtures, in classroom network equipment (connected to the schools' main servers), computers, printers. The selected Architect will be responsible for designing the portable classrooms within the construction budget.

With respect to the classroom sound system, the district uses Front Row as its sole source vendor. The architect will be responsible for coordinating the infrastructure requirements for the Front Row system but the district will purchase the system separate utilizing the DAS state contract.

The Owner will be responsible for specifying and procuring the FF&E based on the original project specifications.

D. Project Estimates

The architect shall provide one cost estimate with the construction documents for review by the Owner and identify any discrepancies between the budget and estimate.

E. Project Schedule

The overall project schedule consists of a standard design, bid, and construct process ultimately resulting with owner occupancy for the start of the 2023-2024 academic year. The design phase is scheduled to start on September 6, 2022 and be completed by October 31, 2022. Upon completion of the construction documents they will be reviewed immediately by the Owner. The architect shall be responsible for incorporating all review comments by the Owner or their designee. Bidding is anticipated in mid-November with a mid-December 2022 bid opening and award shortly afterwards.

Installation of the portable structures will start immediately upon school completion in June 2023 and shall be completed by August 15, 2023.

F. Project Delivery Method

For purposes of the proposal fee, all proposals shall assume a **General Contractor** project delivery method.

G. Special Requirements

The Architect will also be required to attend all meetings as needed with the South Windsor Public Schools and periodically make presentations to the South Windsor Board of Education and various informational meetings for the public.

II. Scope of Design Services

A. Comprehensive Design Services

As noted in under I.B – Building Description, the architect will be responsible for preparing construction documents to install two portable classrooms including all electrical, data, security, plumbing, fire alarm, sprinkler and other improvements necessary to provide a complete installation.

The architect will be responsible for coordinating all bidding documents, preparing all addenda, reviewing bids, and performing a scope review of the lowest qualified responsible bidder.

Upon award of the contract, the architect will be responsible for reviewing all shop drawings by the contractor. All shop drawings shall be reviewed within five business days of receipt.

During construction the architect shall be responsible for one site visit per week and provide field reports of their findings. The architect shall review the schedule of values by the contractor and review all payment applications prior to payment by the owner. The architect shall prepare one punch list upon substantial completion of the work and provide one follow-up site visit to confirm all punch list work is complete by the contractor.

Upon notice of award the architect shall provide a contract for review by the Owner.

B. Insurance Requirements

The Architect shall secure and maintain the following minimum insurances at their own expense:

1. Commercial General Liability Insurance: \$1MM per occurrence, \$2MM in aggregate
2. Automobile Insurance: \$2MM per accident for bodily injury, death of any person, and property damage arising out ownership, maintenance and use

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of those motor vehicles, along with any other statutorily required automobile coverage.

3. Workers' Compensation: Minimum statutory limit.
4. Professional Liability Insurance: \$1MM per claim, \$1MM in aggregate
5. The South Windsor Public Schools and the Town of South Windsor shall be named as additional insureds on the Commercial General Liability and Automobile Insurance policies.

C. Indemnification

The Architect agrees to indemnify, defend, and hold harmless the South Windsor Public Schools, its respective officers, employees and agents from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged in the performance of this contract.

III. Designer Selection Process

A. Review Process

The Owner will review the qualifications and experience of all firms submitting proposals for this project and award the project to the firm it deems is the best value considering qualifications, experience, and price. The Owner may elect to interview one or more firms (virtually) prior to award.

IV. Instructions for Submission of Design Services Proposal

A. Submission Logistics

A total of **2 hard copies** of each firm's proposal and one electronic copy on a USB thumb drive must be received at the following location on or before 2:00 p.m. on August 31, 2022. The Owner will not take responsibility for late submissions regardless of delivery method.

Proposals shall be addressed to:

Mr. Darrell Crowley
Director of Facility Operations
South Windsor Public Schools
1737 Main Street
South Windsor, CT, 06074

Questions regarding this request for proposal should be directed to Ms. Karen Dallaire at kdallaire@swindsor.k12.ct.us. Questions must be submitted by Tuesday,

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August 23, 2022 by 4:00 p.m. A final addendum will be posted on the SWPS's website (www.southwindsorschools.org) by Wednesday, August 24, 2022 by 4:00 p.m.

Please clearly mark all proposals with the following:

"Philip R. Smith School, RFP # 2023-003, A/E Services for the Installation of Two Portable Classrooms and Associated Improvements"

Contents of Written Proposals

1. **Firm Qualifications:** Provide an overview of the firm's professional qualifications and resumes of team members who will be working on the project.
2. **Applicable Experiences:** Provide a list of similar projects or projects that are in exceedance of the scope that this one contains.
3. **Current Workload:**
 - Name of project
 - Owner's Representative and telephone number
 - Dollar value of the project
 - Design schedule
 - Completion date
 - Principal and Project Architect in charge
4. **Insurance:**

Insurance shall be carried as required by section II.B above.

B. Fee Proposal

Proposing firms are requested to submit fee proposals with the written proposal.

Include hourly billing rates to be used when invoicing optional additional services. Rates for each of the applicable job classification listed below and any other appropriate classifications are to be provided. Secretarial services should be included within these hourly billing rates.

- Principal
- Project Architect
- Job Captain
- Draftsman

Billing rates for consultants shall be comparable to those listed above.

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V. Termination or Amendment

The South Windsor Public Schools reserves the rights to amend or terminate this RFP, to reject any or all respondents, to request additional information, to waive any informalities or non-material deficiencies in a response, and to take any and all other action that, in the South Windsor Public School's sole judgment, will be in its best interests. The South Windsor Public Schools reserves the right to ask any respondent to clarify its response or to submit additional information that the South Windsor Public Schools in its sole discretion deems desirable.

In addition, the South Windsor Public Schools may, before or after statement opening and in its sole discretion, clarify, modify, amend or terminate this RFP if the South Windsor Public Schools determines it is in the South Windsor Public School's best interest.

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Appendix A - Fee Proposal Form

South Windsor Public Schools
Request for Proposal for Architectural and Engineering Services for the Installation of Two Temporary Classrooms and associated improvements
Appendix A - Fee Proposal Form

ITEM #	Scope Description	Amount
A.	Development of Construction Documents	
B.	Bidding Services	\$ -
C.	Pre-Construction Services (e.g. Shop Drawing review, RFI responses, etc.)	\$ -
D.	Construction Administration (Site visits, field reports, etc._	\$ -
E.	Project Closeout	\$ -
TOTAL FEE:		\$ -

Acknowledge all addenda and Fee above

Signature by Authorized Officer of Proposing Firm

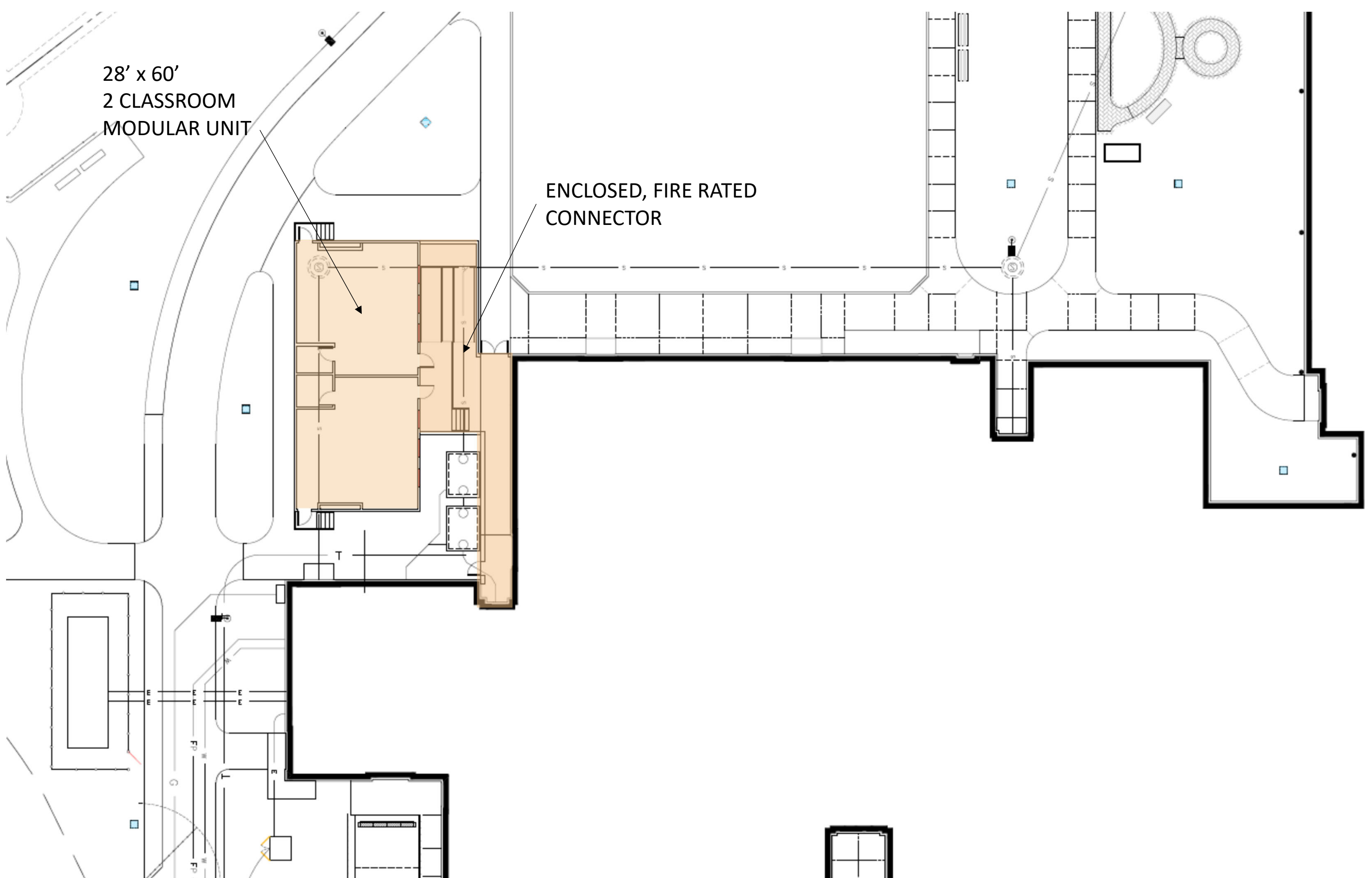
Note: Discrepancies between the total sum of all items and the Total Fee at the bottom shall be the lower of the two values.

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Appendix B – Schematic Layout of Classrooms

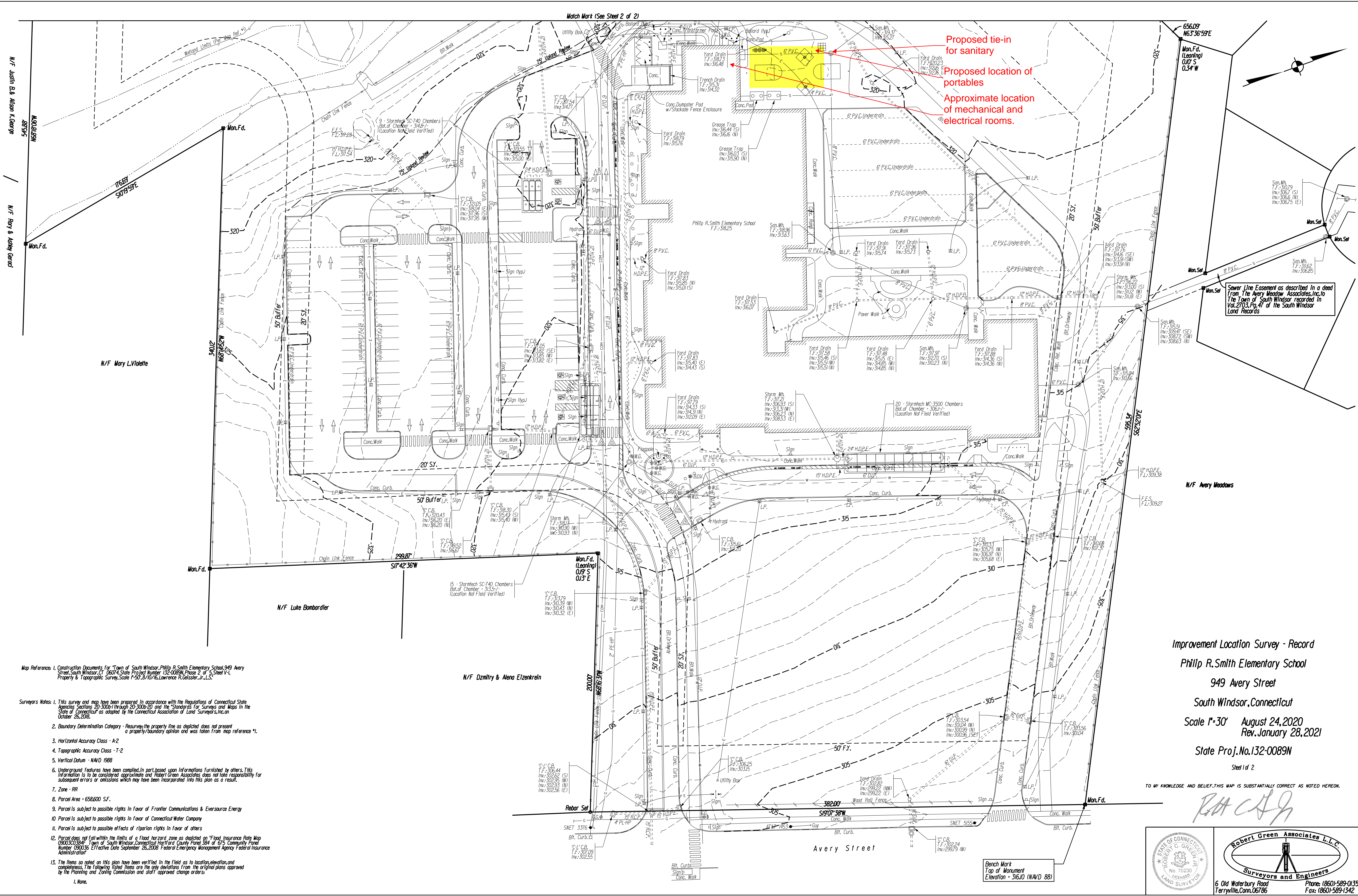
28' x 60'
2 CLASSROOM
MODULAR UNIT

ENCLOSED, FIRE RATED
CONNECTOR



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**Appendix C – Existing Survey with proposed portable classroom
locations**



Proposed tie-in
for sanitary

Proposed location of
portables

Approximate location
of mechanical and
electrical rooms.

Sewer Line Easement as described in a deed
from The Avery Meadows Associates, Inc. to
The Town of South Windsor recorded in
Vol. 2703, Pg. 47 of the South Windsor
Land Records

Map Reference: 1. Construction Documents for "Town of South Windsor, Phillip R. Smith Elementary School 949 Avery Street, South Windsor, CT 06074, State Project Number 132-0089N, Phase 2 of 5, Steel V-1, Property & Topographic Survey, Scale 1"=50', 8/10/16, Lawrence R. Gelsler, Jr., L.S."

- Surveyors Notes: 1. This survey and map have been prepared in accordance with the Regulations of Connecticut State Agencies Sections 20-300b-1 through 20-300b-20 and the "Standards for Surveys and Maps in the State of Connecticut" as adopted by the Connecticut Association of Land Surveyors, Inc. on October 26, 2016.
2. Boundary Determination Category - Resurvey; the property line as depicted does not present a property boundary opinion and was taken from map reference #1.
3. Horizontal Accuracy Class - A-2
4. Topographic Accuracy Class - T-2
5. Vertical Datum - NAVD 1988
6. Underground Features have been compiled, in part, based upon information furnished by others. This information is to be considered approximate and Robert Green Associates does not take responsibility for subsequent errors or omissions which may have been incorporated into this plan as a result.
7. Zone - RR
8. Parcel Area - 658,600 S.F.
9. Parcel is subject to possible rights in favor of Frontier Communications & Eversource Energy
10. Parcel is subject to possible rights in favor of Connecticut Water Company
11. Parcel is subject to possible effects of riparian rights in favor of others
12. Parcel does not fall within the limits of a flood hazard zone as depicted on "Flood Insurance Rate Map 05003C0364F" Town of South Windsor, Connecticut Hartford County Panel 384 of 675 Community Panel Number 050036 Effective Date September 26, 2006 Federal Emergency Management Agency Federal Insurance Administration"
13. The items so noted on this plan have been verified in the field as to location, elevation, and completeness. The following listed items are the only deviations from the original plans approved by the Planning and Zoning Commission and staff approved change orders:
1. None.

Improvement Location Survey - Record

Phillip R. Smith Elementary School

949 Avery Street

South Windsor, Connecticut

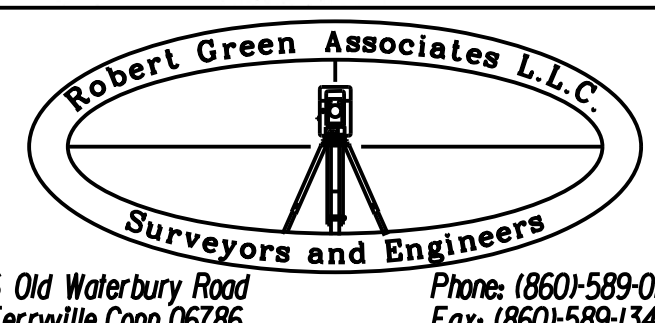
Scale 1"=30' August 24, 2020
Rev. January 28, 2021

State Proj. No. 132-0089N

Sheet 1 of 2

TO MY KNOWLEDGE AND BELIEF, THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.

Robert Green Associates L.L.C.



Bench Mark
Top of Monument
Elevation = 316.10 (NAVD 88)

