

**REQUEST FOR QUALIFICATIONS/PROPOSAL (RFQ/P)  
FOR  
Pleasant Valley Elementary School  
South Windsor, CT**



**GILBANE JOB NO. J09088.000  
STATE PROJECT NO. 132-0093N  
ON CALL SURVEYING SERVICES**

December 16<sup>th</sup>, 2021

**DESCRIPTION**

The objective of the on-call surveying service is to establish permanent control, columns lines in two (2) directions and permanent offset marks, and provide a drawing where markers are related to the Building structure and column lines. Gilbane Building Company is the Construction Manager and will be the contracting entity for this Work.

1. Qualifications and Proposals must be submitted to Gilbane Building Company, 208 New London Turnpike, Glastonbury, CT 06033, Attention: Stephanie Greenman, Preconstruction Manager [SGreenman@Gilbaneco.com](mailto:SGreenman@Gilbaneco.com) by **December 31<sup>st</sup>, 2021, 12:00PM** (emailed RFQ/P's will be accepted and are encouraged.)
2. Complete RFQ/P and associated documents may be obtained from the Town's website, <https://www.southwindsor-ct.gov/bids> /or the following link:  
[https://gfs.gilbaneco.com/portal/RawWebAppPage.aspx/fid/10770001601508233766\\_9330022895106269134](https://gfs.gilbaneco.com/portal/RawWebAppPage.aspx/fid/10770001601508233766_9330022895106269134)
3. Questions must be directed to Taylor Crouse via email ([TCrouse@Gilbaneco.com](mailto:TCrouse@Gilbaneco.com)).
4. Gilbane Building Company reserves the right to reject any and all submissions.
5. Gilbane Building Company is an Affirmative Action Equal Opportunity Employer M/F/H/V.

Stephanie Greenman  
Preconstruction Manager  
Gilbane Building Company



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FIRM NAME:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_, the undersigned

propose to provide On Call Surveying Services all in strict accordance with this request for proposal and the contract documents in the amount of:

\_\_\_\_\_, (\$ \_\_\_\_\_)  
(Show amount in both words and figures, in case of discrepancy, amount shown in words will govern)

Execution and offer of this form constitutes the proposer's acceptance of all terms and conditions contained in this form and the project contract documents. The Owner and the Construction Manager reserve the right to reject any and all proposals, waive the informality in any proposal and to award to the proposing firm that is determined to be most beneficial to the Project. Proposal shall remain valid for acceptance for at least 60 days after the proposal due date.

If unable to provide a proposal, return this form with reason for declining.

**PROPOSAL SUBMISSION REQUIREMENTS**

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## DESCRIPTION

1. The objective of the on-call surveying service is to establish permanent control, columns lines in two (2) directions and permanent offset marks, and provide a drawing where markers are related to the Building structure and column lines. Gilbane Building Company is the construction manager and will be the contracting entity for this Work.

Pleasant Valley Elementary School is a new 100,000sf building on the site of the existing elementary school. Construction on the new building is scheduled to start in December of 2021 and complete in May of 2023, at which time the existing school will be demolished in its entirety followed by the balance of site work from June to October 2023. There is no renovation of the existing school. Construction of the new building is not phased.

The new building is a combination of one and two story wings with a gymnasium, kitchen, cafeteria, media center and classrooms. It is a steel structure with the exterior comprised mainly of steel stud backup walls with brick façade and metal panel trim. The interior partitions are largely drywall, and the floors are a combination of tile, VCT and carpet. The mechanical system consists of rooftop DOA units with VRFs and VAVs throughout the building spaces. The new school will have all new services including water, fire, gas, electric and tele/data.

2. Included in this RFQ/P are the following:
  - a. Project Construction Documents Drawings and Specifications dated 09/13/2021
  - b. Project Safety Manual dated 09/23/2021
  - c. Milestone Schedule dated 11/10/2021
  - d. CCIP Manual dated 09/17/2021
  - e. Gilbane Sample Short Form Contract Agreement dated 12/16/2021

Reviewers can download the documents from the Gilbane File Share site via the link below:  
[https://gfs.gilbaneco.com/portal/RawWebAppPage.aspx/fid/10770001601508233766\\_9330022895106269134](https://gfs.gilbaneco.com/portal/RawWebAppPage.aspx/fid/10770001601508233766_9330022895106269134)

## BASE CONTRACT

Provide Ten (10) Crew Days\* ('Crew Day' defined as a 2 man crew including all required equipment) including all labor, materials, equipment, CADD time and services to complete all Surveying Services for the Pleasant Valley Elementary School Project starting January 2022.

Total Cost for Ten (10) Crew Days: \_\_\_\_\_

*\*The Crew Day unit price listed below will be utilized to reduce the contract value if less than Ten (10) Crew Days are required for the project.*

This proposal includes \_\_\_\_\_% certified M/WBE participation.

### **Hourly Rates Schedule:**

Include all materials, equipment and services considered tools of the trade to complete all Surveying Services within the labor rates.

Crew Day (2 man crew w/required equipment).....\$ \_\_\_\_\_/day  
Principal.....\$ \_\_\_\_\_/hr

Senior Licensed Land Surveyor.....	\$ _____/hr
Licensed Land Surveyor .....	\$ _____/hr
Survey Technician .....	\$ _____/hr
Civil Engineer .....	\$ _____/hr
Field Crew (2 man).....	\$ _____/hr
Field Crew (1 man with robotic total station).....	\$ _____/hr
CADD Operator .....	\$ _____/hr
Administration Assistant.....	\$ _____/hr

Trade Contractor shall be reimbursed for expenses including copying, printing, faxing, mileage, travel expense, postage, overnight delivery service, and other project related costs plus fifteen percent (15%) for overhead and profit.

QUALIFICATIONS (must be attached to this form)

1. Provide three (3) references for building projects completed in the last five (5) years where your firm established or verified the following: permanent control, column lines, benchmarks, steel plumbness, anchor bolt survey, etc. Provide project name, location, and contact name and phone number of the General Contractor/ Construction Manager overseeing the project.
2. Provide a copy of your quality control plan/ assurance plan.

The surveyor contractor shall possess the necessary licenses and certifications to perform this service.

The Surveying firm shall furnish Gilbane with an appropriate certificate which identifies Surveying firm's Professional Liability Insurance Coverage, stipulating not less than a \$1,000,000 limit of liability and a maximum deductible of \$100,000. A copy of said policy will be provided to Gilbane upon its request.

The successful bidder shall supply an insurance certificate for the Project in accordance with Article 3 of the sample Short Form Contract Agreement and the CCIP Manual.

Each insurance certificate must contain the following conditions on the certificate.

- A. GILBANE BUILDING COMPANY AND OWNER ARE TO BE NAMED AS AN "ADDITIONAL INSURED" ON A PRIMARY, NON CONTRIBUTING BASIS ON THE GENERAL LIABILITY(premises and completed operations), AUTOMOBILE AND UMBRELLA POLICIES.
- B. WAIVER OF SUBROGATION IN FAVOR OF GILBANE BUILDING COMPANY AND THE OWNER APPLIES TO ALL POLICIES.
- C. GENERAL LIABILITY GENERAL AGGREGATE IS PER PROJECT.

The successful surveying firm will receive an allowance type contract for satisfactory completion of the surveying services required by the Project. The actual amount due shall be based on the actual services requested by the Gilbane and provided by the surveying firm at the rates listed above. The surveying firm shall not exceed the estimated amount of the contract without prior written authorization from Gilbane. Gilbane reserves the right to terminate the services at any time without penalty. In the event of such termination, the surveying firm shall be reimbursed for the services provided up to the date of termination only.

The undersigned represents that this Proposal Form is made in good faith, without fraud, collusion, or in connection of any kind with any other Bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that on other person has any interest in regard to all conditions pertaining to the Work and regard to the place where it is to be done, had made his own examination and estimates and from them makes this Proposal.

BIDDER: \_\_\_\_\_  
(Legal Signature) (Title)

BIDDER: \_\_\_\_\_  
(Type/Print Name)

FIRM: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

BUSINESS PH. NO.: \_\_\_\_\_ EMAIL: \_\_\_\_\_

This Bidder is a (an): \_\_\_\_\_ (Individual, Partnership, Corporation)

List here by title and number all licenses held by the proposing firm associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: This Proposal must bear the written signature of the Bidder.

- If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.