

Request for Qualifications & Proposals for Third Party Code Review Services



South Windsor Public Schools
Pleasant Valley Elementary School
591 Ellington Road | South Windsor, CT 06074

RFQ / RFP Issue Date:	June 11, 2021	
Proposal Due Date:	<u>No Later Than</u> July 7, 2021	at 2:00 pm

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Project Leaders

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I. PROJECT OVERVIEW

A. Project Background

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 new building will be constructed as a Type IIB Steel frame building with Masonry veneer, and accent areas of precast concrete and metal panel cladding. The new building will be constructed on the existing site while the existing building 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 102,230 Gross Square Feet per the 100% Design Development Documents with 67,700 SF on the First/Ground floor level and 34,530 SF on the second floor level. This is 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.

Colliers Project Leaders (CPL) is the Owner's Project Manager represented by Kate Turner. The Architect is Drummey Rosanne Anderson (DRA). At the request of South Windsor Public Schools, Colliers Project Leaders is seeking a qualified and experienced Building Code Consulting firm to submit a proposal for Third Party Code Review services for the project named above.

B. Project Scope Description

Under Connecticut General Statute 10-292(c), this proposal is being solicited on behalf of the South Windsor Building Official and South Windsor Fire Marshal as the Authorities Having Jurisdiction (AHJ). The chosen consultant shall perform a code review on behalf of the AHJ. However, the AHJ is the final authority on all interpretations and determinations regarding the code and will provide final sign off of the project plans pending their full review of the third party code reviewer comments and subsequent response and resolution by the design professionals.

The project will be permitted in the Town of South Windsor and will be designed to the current Edition of the Connecticut State Building Code (Code), and all applicable Federal and State Regulations and Local Ordinances.

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Playground Equipment Review

This Request for Proposal is also requesting a separate fee proposal to review the proposed playground equipment for each school. This review is anticipated to be performed in early 2022. The fee proposal form provides a separate line item to provide such review.

Deadline for Review

The Reviewer will have 21 calendar days from receipt of the complete set of plans and project manual to complete their initial review. All reviews must be provided in Word or Excel form and provide a location for the design team to respond. A copy of the review shall also be provided to the owner's project manager, Colliers Project Leaders Attn: Kate Turner; kathleen.turner@colliers.com as well as DRA Architects, Attn: Jim Barrett, Email: jbarrett@draws.com.

Upon receipt of modified plans and project manual, as well as written responses to the initial review, the Reviewer will have a maximum of 7 calendar days to complete a re-review to ensure the comments have been adequately addressed by the design team. Any subsequent reviews will require a maximum 7 day review time also. It is assumed for purposes of this proposal that a maximum of two subsequent reviews is included in this scope of work.

The Reviewer may be required to attend an initial kick-off meeting with the AHJ prior to starting their review. They may be required to attend a second meeting with the AHJ to review the original comments, responses, and revisions. The Design Professionals and owner representative will attend both meetings as well.

C. Project Schedule

It is the intent of South Windsor Public Schools to authorize the selected Building Code Consulting firm to perform the Third Party Code Review Services needed to produce an Independent Code Review on behalf of the local AHJ during the Construction Document phase as shown in *Exhibit D* and as outlined below:

Tentative Milestones for the Project are as follows:

1. <u>Third Party Code Review Firm Selection</u>	Anticipated to be 7/15/2021
2. <u>Construction Document Issued</u>	7/30/2021
3. <u>Third Party Code Review Due</u>	8/20/2021
4. <u>AHJ Review</u>	9/10/2021
5. <u>Bidding/Permitting Phase</u>	10/4/2021 – 12/22/2021
6. <u>Construction Phase</u>	1/3/2022 – 10/16/2023
7. <u>Occupancy / Move In</u>	5/9/2022 – 8/7/2023
8. <u>Closeout / Commissioning Phase</u>	10/2/2023 – 12/22/2023

D. Project Delivery Method

For purposes of the proposal fee, all proposals shall assume a **Design-Bid-Build** project delivery method, bid to pre-qualified contractors, and then constructed through a Construction Manager at Risk with a GMP contract.

II. SELECTION PROCESS

A. Review Process

The Owner is utilizing a combination of written qualifications, proposal evaluation, and fee to select a Building Code Consulting firm for this project. Proposals are being requested and anticipated to be received from multiple firms. The South Windsor Public School's Public Building Commission (PBC) will review these written proposals (inclusive of fee proposals) to make their final selection.

B. Evaluation Criteria

The following criteria, listed in random order, are likely to be considered in evaluating and selecting firms to be interviewed based upon written proposal submissions:

1. Experience of firm with similar projects
2. OSCG&R Experience
3. Professional Designation as Registered Architect, Licensed Building Official, and/or Licensed Professional Engineer in the State of Connecticut
4. Comprehensiveness of services
5. Project approach and organization
6. Fee for services

III. SCOPE OF SERVICES

A. Third Party Code Review Services

The chosen Reviewer shall have experience with and shall perform a code compliance plan review using the Connecticut Department of Administrative Services Office of School Construction Grants and Review (OSCG&R) Plan Review Checklist(s).

The chosen Reviewer shall prepare and date a Plan Review Record ("PRR") of the citations and comments on his/her/its own letterhead or by using the ICC and/or NFPA Plan Review forms. All review findings must then be promptly conveyed to the Public Building Commission (PBC), the Superintendent of South Windsor Schools and the Design Professionals for their required revisions/corrections to the project documents. All citations and comments shall be numbered and include the appropriate code section(s).

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The Design Professionals shall revise and correct the project documents in accordance with the PRR and prepare a written response specific to each item of the PRR describing the corrective action completed. The Design Professionals shall attend, with the chosen Reviewer, a sign-off meeting to review the required revisions with the PRR. The original set of drawing sheets and specifications reviewed must remain intact and the Reviewer must bring them to the sign-off meeting along with the signed/sealed corrected documents.

The PRR author(s) shall review the revised project documents and, when satisfied with the corrective action, then sign-off on each individual item of the PRR. The PRR author(s) will be required to 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.

B. Agreement

The successful firm will enter into a Purchase Order Agreement directly with The Town of South Windsor. This RFP and the proposal provided by the Building Code Consulting firm shall be referenced in the Purchase Order Agreement. The proposals shall include all services as described in this RFP.

IV. INSTRUCTIONS FOR SUBMISSION OF THIRD PARTY CODE REVIEW SERVICES PROPOSAL

A. Submission Logistics

(10) Hard copies and **One (1) electronic copy** (PDF format on thumbdrive) of each firm's proposal must be received at the following location on or before **2:00pm** on **7/7/2021**.

Ann Walsh, Clerk of Public Building Commission
South Windsor Public Schools
1727 Main Street, Room 205
South Windsor, CT 06074

Questions regarding this request for proposal should be in writing and directed to Kate Turner, Owner's Project Manager, Colliers Project Leaders by **7/1/2021** at **2:00pm**

Email: Kathleen.turner@colliers.com

Answers are to be distributed to all proposers by **7/2/2021** by **2:00pm** via Addenda. Please clearly mark all proposals with the following:

"Pleasant Valley Third Party Code Review - **Proposal**"

B. Contents of Written Proposals

Care should be taken by the proposing firms to present a succinct but informative proposal. The following is a list of minimum information to be included in the written proposals to be submitted:

1. **Description of Firm:** History and description of the firm, including number of personnel in each discipline and a complete description of in-house services.

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Project Leaders

2. **Organization:** Proposed project organization, including resumes of key personnel proposed for this project, and an organization chart delineating internal relationships and external consultant responsibilities.
3. **Consultants:** List all consultants / sub-contractors, including their disciplines, which the firm will utilize on this project. A description of each consultant / sub-contractor's firm must be supplied. The Owner reserves the right to approve or refuse all consultants / sub-contractors.
4. **Project Approach:** A narrative outlining the firm's intended approach to the Project and plan for working with the Owner and Owners consultants to ensure a successful project in conformance with the project schedule should be presented.
5. **Similar Project Experience:** Identify at least five (5) projects in the last five (5) years that demonstrate experience with OSCG&R process.
Name of Project
Owner's Representative and telephone number
6. **Current Workload:**
 - Name of project
 - 7. Owner's Representative and telephone number
 - 8. Dollar value of the project
 - 9. Project schedule
 - 10. Completion date

C. Fee Proposals

Proposed fees for design services shall be in the form of a fixed lump sum for the project as outlined in this RFP and provided on the proposal form *Exhibit A*. The lump sum fee must be provided in two (2) parts as follows:

Part 1 - Lump sum fee to include the following Services:

- [Third Party Code Review Services](#).

Part 2 - Lump sum fee to include the following Services:

- [Playground Review Services](#).

The fee must be based on the contractual terms of the Owner/Consultant Agreement included in Appendices. Any objections to the contract terms **MUST BE IDENTIFIED WITHIN THE PROPOSAL SUBMISSION**.

Also include hourly billing rates to be used when invoicing optional additional services. Rates for each of the applicable job classifications listed in attached *Exhibit B* (including consultants and/or sub-contractors) and any other appropriate classifications are to be provided. Secretarial services should be included within these hourly billing rates.

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

V. MISCELLANEOUS CONDITIONS

A. Terms

1. Any and all modifications to the RFP must be written and not oral.
2. The PBC reserves the right to reject any and all proposals in whole or in part or to waive any informality in selection if it is determined to be in the best interest of South Windsor Public Schools.
3. Proposals may be held by the S for a period not to exceed thirty (30) days from the date of the opening of proposals for the purpose of reviewing the bids and investigating the qualifications of the proposing firm 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 PBC 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 PBC reserves its right to request additional information from proposers, subsequent to the opening of proposals.
7. The proposer is solely responsible for the costs of its proposal.
8. Submitted proposals are the property of South Windsor Public Schools 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. 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 PBC any obligations. A proposer has rights, and South Windsor Public Schools has obligations, only if and when a contract is executed by the PBC and the proposer.
11. 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.
12. 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.

B. Right to Annul or Terminate

The South Windsor Public Schools reserves the right to amend or terminate the RFP at its sole discretion, before or after receiving proposals.

Request for Proposals

PROPOSAL FORM

EXHIBIT A

Legal Company Name	
Address	
Phone	
Email	
Printed Name of Authorized Person Signing for the Company:	
Title:	

Undersigned represents to Owner that it has the following: Minimum OSHA training for onsite personnel, all required licenses for the company and project personnel, the labor and equipment to meet the scope requirements outlined in this Request for Proposal.

I/We, the undersigned, having examined the attached Request for Proposal for Third Party Code Review Services, and having read, understood, and accepted the conditions outlined in the Request for Proposal, each and all of which form a part of this proposal, hereby offer to supply Third Party Code Review Services in strict accordance with the conditions hereto attached and as outlined in this proposal.

Part 1	Third Party Code Review Services Lump Sum Fee	\$
Part 2	Playground Review Services Lump Sum Fee	\$
	Total Fee:	\$

Please provide staff hourly rates on Exhibit B.

Authorized Signature

Date

Request for Proposals

HOURLY RATES

EXHIBIT B

PERSONNEL		RATE
1		\$
2		
3		
4		
5		
6		
7		
8		
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11		
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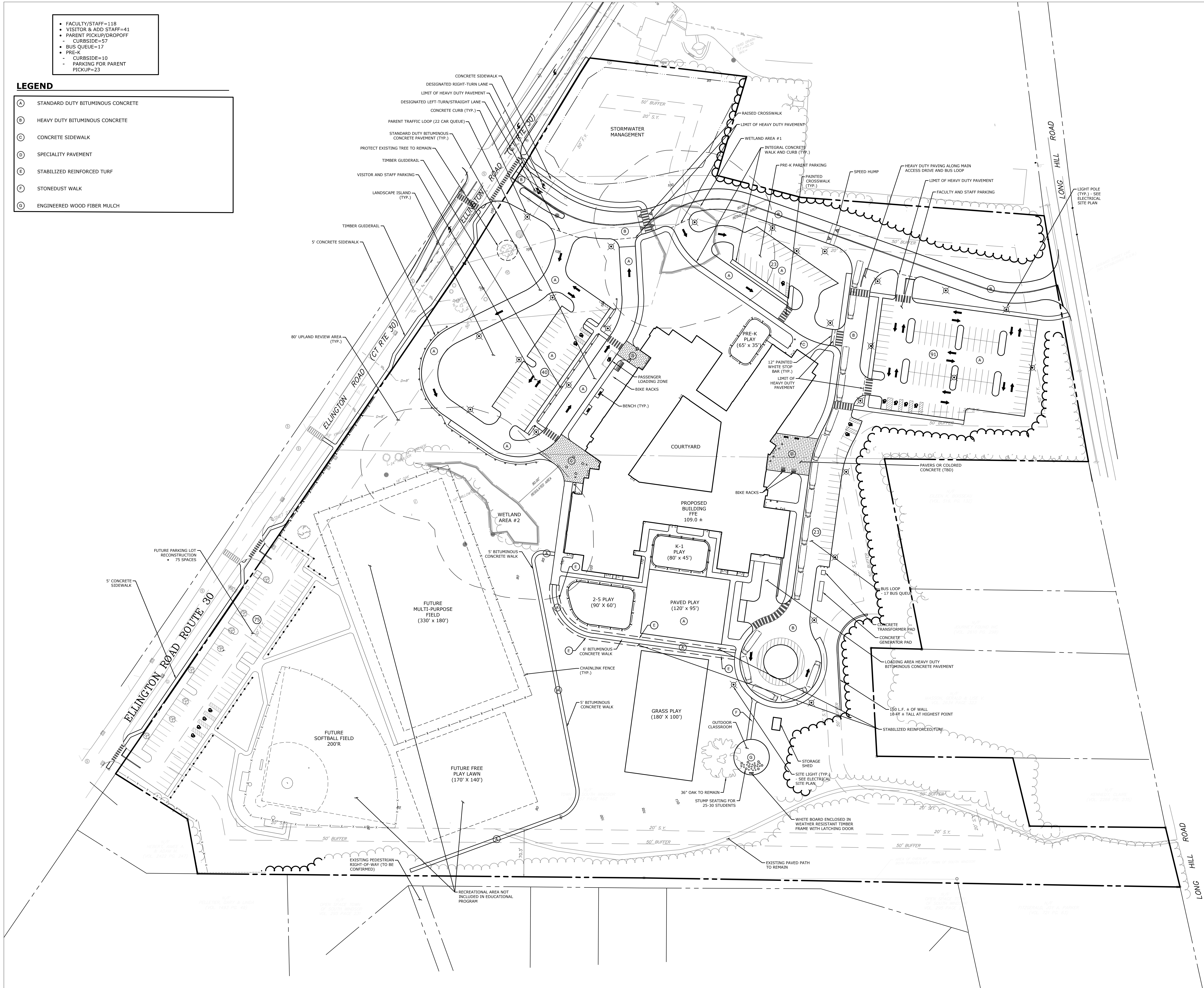
Notes:
The Hourly Rate table provides various hourly rates for the staff who will work on the projects. The hourly rate shall include typical for each staff member such as driving to and from the job site(s) or meetings, cell phone and computer usage, vehicles, mileage, taxi-cab fares, parking, tolls, insurance, marketing and any other costs incurred (except approved "Reimbursable Expenses").

EXHIBIT C
PROJECT SITE

- FACULTY/STAFF=118
- VISITOR & ADD STAFF=41
- PARENT PICKUP/DROPOFF
 - CURBSIDE=57
- BUS QUEUE=17
- PRE-K
 - CURBSIDE=10
 - PARKING FOR PARENT PICKUP=23

LEGEND

- (A) STANDARD DUTY BITUMINOUS CONCRETE
- (B) HEAVY DUTY BITUMINOUS CONCRETE
- (C) CONCRETE SIDEWALK
- (D) SPECIALITY PAVEMENT
- (E) STABILIZED REINFORCED TURF
- (F) STONEDUST WALK
- (G) ENGINEERED WOOD FIBER MULCH

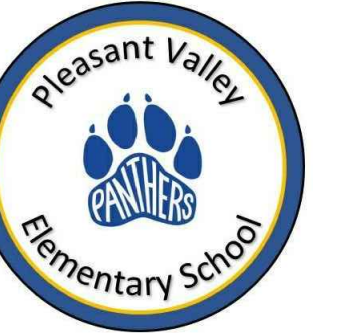


DRA

Drumme Rosane Anderson, Inc.
225 Oakland Road 260 Charles Street
Studio 205 Studio 300
South Windsor, CT Waltham, MA
06074 02453

Planning | Architecture | Interior Design
Tel: 860.644.8300 www.dra.com

Pleasant Valley
Elementary
School



591 Ellington Road
South Windsor,
Connecticut

SLR

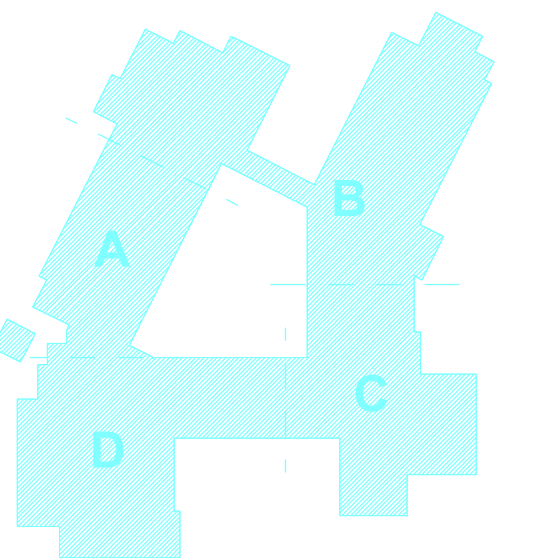
99 REALTY DRIVE
CHESHIRE, CT 06410
203.271.1773
SLRCONSULTING.COM

DRUMMEY ROSANE ANDERSON, INC.
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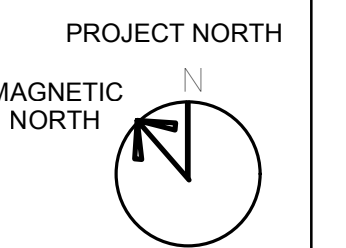
STATE PROJECT NO: 132-0093N

DESIGN
DEVELOPMENT SET

MAY 19, 2021



KEY PLAN



SITE PLAN-
MATERIALS

Scale: 1" = 50'
Job No.: 3057-104
Drawn By: GEB
Date: MAY 19, 2021

MA

EXHIBIT D

Proposed Overall Project Schedule

PROJECT SCHEDULE

South Windsor

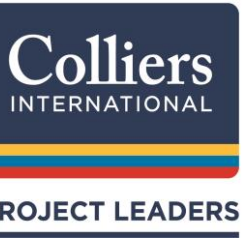
Pleasant Valley Elementary School - Start 4/8/2020

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PROJECT SCHEDULE

South Windsor

Pleasant Valley Elementary School



TIMELINE DESCRIPTIONS												2022												2023																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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