

**REQUEST FOR QUALIFICATIONS
FOR CONSTRUCTION ADMINISTRATIVE SERVICES**

Part I: Qualification Information

A. General Information

The Rocky Hill School District is soliciting **qualifications** for construction administrative services on our Griswold Middle School HVAC project. A general description of the project is included in Part I, Section B, and a specific scope of services is included in Part II.

Firms responding to this Request for Qualifications must submit their responses as specified in Part I, Section C and in Part III. Firms will be selected for interviews based upon the quality of their proposals and the results of reference checks.

Proposals are due by: October 27, 2016 at 2:00 p.m.

Proposals and questions concerning this Request for Qualifications
should be addressed to:

**Ron Lamontagne, Director of Facilities
Rocky Hill Public Schools
761 Old Main Street, Suite 231
Rocky Hill, CT 06067
860-258-7700**

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- B. Project Description: Installation of new air conditioning system (already designed by third party engineering firm). The project will be done in two phases. Phase one will begin in April, 2017 and consist of the installation of the Chiller plant and related components with phase two commencing in July, 2017 to complete project.

Project Name: Griswold Middle School HVAC project

Const. Budget:

CA Schedule:

CA Selection: November 18, 2016

Bidding: December, 2016

Construction: April, 2016

Close-Out: October, 2017

C. Submittal Requirements

The proposal should be submitted in a bound format with section dividers corresponding to the sections that follow. Respondents are instructed to adhere to this format and to provide one (1) original proposal and ten (10) copies.

1. Provide the following information about your firm:
 - Name of firm
 - Address of main office and any branch office
 - Telephone number and fax number for each office
 - Name and title of contact person
 - Names of officers in firm and an organizational chart

2. Provide the following information:
 - An overview of your firm's financial status including bond rating
 - Certificates of Professional Liability Insurance

If your firm is selected for an interview, you will be required to provide a financial statement from your CPA, attesting to your financial solvency.

3. Please provide a brief overview of your firm including the number of years the firm has provided construction administrative services.

4. Provide a description of the methodology your firm will use to substantiate and document any savings achieved by your participation.

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5. Provide a listing of similar public school construction projects that your firm has completed within the past five- (5) years with a construction value of at least two (\$2) million. Provide the following information for each project:
 - Name of project
 - Name and location of school district
 - Name, title, and telephone number of school district contact
 - Name, address, telephone number of project Engineer
 - Project description including size in square feet
 - Number of prime contractors
 - Project schedule including start and completion dates
 - Construction document estimate and actual bid total
 - Final construction costs including change orders

6. Provide a listing of similar public school projects with a value of at least two (\$2) million for which your firm is currently providing construction administrative services. Provide the following for each project:
 - Name of project
 - Name and address of school district
 - Name, title, and telephone number of school district contact
 - Name, address, telephone number of project Engineer
 - Project description including size in square feet
 - Number of prime contractors
 - Project schedule including start and completion dates
 - Construction document estimate and actual bid total
 - Final construction costs including change orders

7. Provide an organizational chart of your proposed construction administration team for this project. Provide a resume for each member of the proposed team including education, general experience, public school construction experience, and their proposed role in the project.

8. Provide a description of your firm's Quality Assurance Program and submit exhibits related to the program.

9. Provide exhibits of the following items that have been used by your firm on a current or previous public school construction administration project.
 - A detailed cost estimate developed during a project design phase.
 - A value engineering study performed during a project design phase.
 - A work schedule from a construction bid package.
 - A typical construction administrator's monthly project report.

-End of Part I-

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Part II: Scope of Services

A. Pre-construction Phase

1. Develop a Project Delivery Strategy

The Construction Administrator, in consultation with the Owner and the Engineer, will analyze project requirements and develop a preconstruction and construction strategy that addresses requirements for function, cost, quality, time and logistics.

2. Monitor the Project Master Schedule

The Construction Administrator will monitor and report on progress during the pre-construction phase. The Construction Administrator will update the Project Master Schedule monthly, will notify the Owner and the Engineer of any delays or problems, and will recommend any corrective action necessary to meet the schedule.

3. Perform Value Engineering Studies

The Construction Administrator will perform a Value Engineering at the completion of the design phase to evaluate details and finishes. A report will be generated including recommendations on the selection of systems, details and finishes. The final selections shall be made in consultation with the Owner and the Engineer, prior to the preparation of final construction documents.

4. Perform Cost Estimating

The Construction Administrator will prepare a minimum of three (3) detailed cost estimates for all building construction and site development work. One (1) estimate will be provided at the completion of schematic design, one (1) at the completion of the design phase, and one (1) at the completion of construction documents. The final estimate shall conform to the final bid package configuration.

5. Perform Constructability Reviews

The Construction Administrator will review design documents, as they are developed in order to avoid potential problems and to minimize potential change orders. The Construction Administrator will provide recommendations on contract provisions that establish contractor performance requirements to promote quality cost effectiveness and schedule compliance.

6. Provide Monthly Reports

The Construction Administrator will prepare and distribute monthly reports to the Owner and the Engineer on the project budget, the status of the project schedule, and on general project information.

7. Conduct Design Coordination Meetings

The Construction Administrator will conduct design coordination meetings on a regular basis with the Owner, the Engineer, and other consultants to discuss and review all items pertinent to the design phase. The Construction Administrator will prepare and distribute minutes of the meetings in a timely manner.

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B. Bidding Phase

1. Develop Contractor and Supplier Interest

The Construction Administrator will identify potential contractors and suppliers and develop their interest in bidding the project to insure a competitive bidding environment. The Construction Administrator will investigate potential bidders and suppliers to determine their ability to meet project requirements.

2. Attend Pre-Bid Conferences

The Construction Administrator, in consultation with the Owner and the Engineer, will schedule, organize, and conduct pre-bid conferences in a manner consistent with the bid schedule.

3. Receive and Evaluate Bids

The Construction Administrator, in consultation with the Owner and the Engineer, will receive and evaluate the bids and recommend the award of contracts.

C. Construction Phase Conduct Pre-Construction Conferences

1. Pre-Construction Conferences

The Construction Administrator, in consultation with the Engineer, will organize and conduct pre-construction meetings with contractors, consultants, and the Owner. The meetings shall include a review of project management, project schedule, and project procedures.

2. Maintain On-Site Staff

The Construction Administrator will provide and maintain a qualified, on-site field staff sufficient to manage the project, conform to the scope of services, and insure that the work is performed in compliance with the contract documents.

3. Process Shop Drawings

The Construction Administrator, in consultation with the Engineer, will establish and implement procedures for processing and approving shop drawings, product data, samples, and other submittals from the contractors and will coordinate the processing and approval of all submittals with the Engineer. The Construction Administrator will establish and maintain a submittal log to insure contractor compliance with the contract documents.

4. Project Coordination

The Construction Administrator will provide administration, management, and related services necessary to coordinate the construction activities of the contractors with each other and with those of the Construction Administrator, the Engineer, and the Owner.

5. Review Detailed Construction Schedule

The Construction Administrator will review and maintain a detailed construction schedule based upon the construction schedule in the contract documents. The schedule will include start and finish dates for procurement and construction activities and major milestones for each segment of the work. The schedule will be updated monthly.

6. Monitor Construction Progress and Control Construction Quality

The Construction Administrator will review contractor's construction schedules, observe construction progress, and report deviations from the schedule that might delay project completion. The Construction Administrator will consult with contractors to develop and implement corrective actions necessary to meet the project schedule. The Construction Administrator will monitor and inspect all work in progress to insure the quality of the work and compliance with the contract documents. The Construction Administrator will document and report all deficiencies and make recommendations for corrective actions.

7. Maintains Construction Records

The Construction Administrator will maintain current and orderly records of all construction documents including contracts, drawings, specifications, submittals, samples, schedules, correspondence, meeting minutes, catalog data, directives, change orders, etc.

8. Process Applications for Payment

The Construction Administrator, in accordance with the Engineer, will develop and implement a procedure for the review and processing of contractor payment applications. The Construction Administrator will evaluate the contractor's schedule of values to insure accurate and appropriate payments in contractors.

9. Maintain Construction Accounting System

The Construction Administrator will establish and maintain an accurate and up-to-date construction cost accounting system.

10. Conduct Project Meetings

The Construction Administrator, in consultation with the Owner and the Engineer, will conduct weekly/ bi-monthly meetings at the job site to discuss job progress, resolve problems, and make decisions. The Construction Administrator will prepare and distribute accurate meeting minutes in a timely manner.

11. Prepare and Maintain Field Reports

The Construction Administrator will prepare and maintain daily job site reports including weather conditions, number of workers, equipment in use, contractor activities, general activities, and special occurrences.

12. Process Change Orders

The Construction Administrator, in consultation with the Owner and the Engineer, will develop and implement a system for review and processing of change orders. The Construction Administrator will estimate the cost of all change orders, insure the validity of change orders, and negotiate the cost of change orders with the contractors on behalf of the Owner.

13. Coordinate Inspections and Testing

The Construction Administrator will determine the requirements and make recommendations for inspections and testing. The Construction Administrator, in consultation with the Owner and the Engineer, will coordinate the selection of independent inspection and testing agencies, review inspection and testing reports, and make recommendations regarding the results of inspections and testing activities.

14. Recommend Construction Changes

The Construction Administrator will evaluate work in progress and make recommendations for changes in the work on the basis of field conditions, improved quality, cost savings, or time savings.

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15. Provide Monthly Reports

The Construction Administrator will prepare and distribute a monthly report to the Owner and the Engineer including information on schedule, budget, quality, safety, logistics, and general project information.

16. Monitor Contractors' Safety Programs

The Construction Administrator will review and monitor the safety program developed by each contractor, record any safety violations, and make recommendations for improving safety conditions.

D. Close-Out Phase

1. Develop Close-Out Program

The Construction Administrator, in consultation with the Owner and the Engineer, will develop a detailed program of close-out activities in compliance with the contract documents. The program will include a close-out schedule, inspections, testing, start-up procedures, warranty processing, and occupancy.

2. Coordinate Systems and Equipment Testing

The Construction Administrator will coordinate, monitor, and document for testing, calibration, and start-up of all equipment and building systems.

3. Process Operation Manuals and Warranties

The Construction Administrator will collect and catalog all operating and instruction manuals for equipment and building systems. The Construction Administrator will collect, log, review, and submit to Owner all warranty documentation.

4. Coordinate Training

The Construction Administrator, in consultation with the Owner, will coordinate and assist in the training of Owner's personnel on the operation and maintenance of building systems and equipment.

5. Coordinate Substantial and Final Inspections

The Construction Administrator, in consultation with the Engineer, will schedule and coordinate substantial completion and final inspections. The Construction Administrator will assist the Engineer in the preparation of a list of deficiencies (punch list) and will coordinate all correction action by contractors.

6. Coordinate Construction Close-Out

The Construction Administrator will coordinate close-out activities including the completion of deficiencies, submittal of close-out documents, resolution of change orders, and recommendations for payment of retainage.

7. Submit Project Documentation

The Construction Administrator will submit all project documentation including files, records, drawings, submittals, samples, and other information to the Owner in an organized and usable form.

8. Coordinate Warranty Work

The Construction Administrator will coordinate the warranty work by contractors to insure that their obligations are fulfilled in a timely manner.

9. Certificates

The Construction Administrator, upon completion of the project, will be responsible for certifying that, to the best of his professional knowledge, the building conforms to the approved plans, specifications, and shop drawings.

10. Commissioning

The Construction Administrator shall provide the additional services of a Commissioning Agent. The Commissioning Agent shall be certified as a commissioning agent by the Building Commissioning Association or the Association of Energy Engineers, and shall be a Professional Engineer registered in the State of Connecticut. Commissioning shall be performed by an independent third-party Commissioning Agent who shall not be an employee of the engineering or construction firm that implements the project, and shall be hired directly by the CA.

