

Rocky Hill Public Schools

Rocky Hill, CT

Griswold Middle School Science Classrooms

REQUEST FOR QUALIFICATIONS AND FEE PROPOSALS FOR ARCHITECTURAL AND ENGINEERING SERVICES

Addendum No. 2

January 26, 2018

The Rocky Hill Public Schools is issuing this Addendum to the Request for Qualifications and Fee Proposals for the above named project to provide modifications or clarifications.

I. Questions / RFI Responses

Question:

The material scope is fairly clear, however the process, budget and time frame for this project are open ended. Our concern is that the proposals received will not be comparable. Can there be more definition provided? As an example, if the construction is one phase or say up to three phases the construction administration effort can be significantly different. How should our proposal respond?

Response:

A budget will be established once we receive construction estimates.

We are anticipating this project to be split into 3 phases Fee proposals should be broken down as follows:

- **Design Development**
- **Construction Documents**
- **Construction Administration Phase 1**
- **Construction Administration Phase 2**
- **Construction Administration Phase 3**

Question:

By effectively adding six (6) rooms, is this project in response to increased enrollment? Are there enrollment projections to support any increase? Should this project seek State reimbursement?

Response:

The project is not driven by an increase in enrollment

Question:

It was indicated that this project will be funded through Board of Education capital improvement funding, however the Notice for Bids notes this as a Town Project. Will this project be managed as a Town or BoE project?

Response:

This will be a Town of Rocky Hill project managed by the Board of Education Facilities Committee

Question:

Is the school on town water and town sewer? Are there shared utilities with the adjacent High school?

Response:

Griswold Middle School has its own town water and sewer, it does not share any utilities with the High School.

Question:

What is the square footage of the existing facility?

Response:

76,208 SF

Question:

What is the size of the electrical service, based on added square footage is a new/upgraded electrical service required?

Response:

This will be determined during design.

Question:

Depending on the location of additions there may be a loss of parking, is the intent to maintain or expand existing parking count?

Response:

Our intent is to maintain the existing parking count.

Question:

Is this project to be a General Contractor bid? Is Construction Manager procurement anticipated?

Response:

Yes, this will be a General Contractor bid.

Question:

Is there an Owner's Rep anticipated? Will a (Town or BoE) building committee established?

Response:

**We do not anticipate an Owner's Rep at this time
A separate building committee will not be established, the BOE
Facilities Committee will oversee the project.**

Question:

What are the terms of contract, contract form?

Response:

TBD between the BOE Facilities Committee and selected firm.

Question:

It is noted to provide construction estimates, is this the same as the CD phase estimates also noted?

Response:

No, construction estimates are required to develop a working budget. The CD phase requires a fee proposal for the services related to the development of the Construction Documents.

Question:

Do the existing building systems have the capacity to accommodate the proposed expansion, heating plant, technology infrastructure?

Response:

This will be determined during design

Question:

The RFP has 2 separate lists for the content of the Proposals: Submittal Requirements on page 1- 2 and then Contents of Written Proposals on pages 4-5. They are not the same, which one should we follow, or a combination of both? For instance one has a cover letter and the other doesn't.

Response:

Please provide a cover letter and follow Section IV. "Instructions for Submission of Design Service Proposal" found on page 4 and 5.

Question:

The 2nd list of proposal content asks for Current Workload (pg 5). Do you want our firm's workload for all project types (non-school projects)?

Response:

Please include workload for all project types.

Question:

The RHPS website lists the proposal deadline as February 9. Please confirm that it is Feb. 2 as indicated in the RFP.

Response:

The discrepancy has been corrected on the website. Proposals are due February 2, 2018

Question:

Can you provide the names & titles of the walk-thru attendees from RHPS/GMS beside you?

Response:

Darlene Listro- Assistant Superintendent of Curriculum and Instruction

Rick Watson- Principal, Griswold Middle School

Question:

How many classrooms of each discipline are contained within each pod currently and then after science lab project? Are the pods organized by grade or team?

Response:

There are 2 classrooms per discipline per pod. Pods are organized by grade (grade 6 red, grade 7 green, grade 8 blue). Each grade has 2 teams within the grade. The creation of the new labs would not change this format.

II. ADDITIONS/ ATTACHMENTS

- 1. APPENDIX A “Affirmative Action Form”**
- 2. APPENDIX B “Non-Collusion Statement Form”**
- 3. APPENDIX C “Preferential Bidding Process for the Town of Rocky Hill”**

APPENDIX A
Affirmative Action Form

TOWN OF ROCKY HILL

AFFIRMATIVE ACTION STATEMENT
CERTIFICATION OF BIDDER

Concerning Equal Employment Opportunities and/or
Affirmative Action Policy

The bidder certifies that it:

- 1) Is in compliance with the equal opportunity clause as set forth in the Connecticut Sate Law.
- 2) Does not maintain segregated facilities.
- 3) Has filed required employer's information reports.
- 4) Lists job openings with Federal and State Employment Services.
- 5) It is in compliance with the American with Disabilities Act.

Check Appropriate One:

- Yes/bidder certifies to having an Affirmative Action Program.
- Not applicable/bidder employs 10 or less people.

Bidder-Company Name

Date

Name & Title (Printed)

Signature

APPENDIX B

Non-Collusion Statement Form

TOWN OF ROCKY HILL
NON-COLLUSIVE STATEMENT

Bid for: _____

The undersigned bidder, having fully informed themselves regarding the accuracy of the statements made herein certifies that:

- a. The bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment or services described in the invitation to bid designed to limit independent bidding or competition, and;
- b. The bidder has not communicated the contents of the bid to its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.

The undersigned bidder further certifies that this statement is executed for the purposed of inducing the Town of Rocky Hill to consider the bid and make an award in accordance therewith.

Please complete & si

Legal Name of Bidder	
Business Address	
Name Sr Title of Authorize agent	
Signature	
Date	
Phone # & Fax #	

APPENDIX C

**Charter Ordinance “Preferential Bidding Process for the Town of
Rocky Hill”**

30. Preferential Bidding Process for the Town of Rocky Hill

The Town Council of the Town of Rocky Hill adopted the following Ordinance:

- A. For the purpose of this section, "local-based businesses" means businesses with a principle place of business located within the Town of Rocky Hill and "state-based businesses" mean businesses with a principle place of business located within the State of Connecticut. Both "local-based" and "state-based" businesses have to meet all of the requirements of the specific bid for such contractor. A business shall not be considered a local- or state-based business unless satisfactory evidence has been produced to the Town Manager whereby the business establishes that it owns real property which has its principal place of business and pays taxes on real and personal property to the Town of Rocky Hill or another municipality within the State of Connecticut.

Such evidence may include proof of ownership of real estate by copy of deed and copies of paid taxes bills for real and personal property. The personal property shall be used for the business in the performance of the bid.

- B. For the purpose of this section, "project" shall mean all projects put out for bid by the Town of Rocky Hill which are \$10,000 or more, and the lowest qualified bidder shall be determined in the following manner:
1. Any local-based bidder which has submitted a bid of no more than 5 percent higher than the low bid, when such bid is between \$10,000 and \$500,000, provided such local-based bidder agrees to accept the award of the bid in the amount of the low bid. If more than one local-based bidder has submitted a bid of no more than 5 percent higher than the low bid and has agreed to accept the award at the amount of the low bid, the lowest [responsible] bidder shall be that one of such responsible local-based bidders which has submitted the lowest bid. If no local-based bidder has submitted such a bid, then the same condition and procedures shall apply to state-based bidders.
 2. Any local-based bidder which has submitted a bid of no more than 3.5 percent higher than the low bid, when such bid is between \$500,000 and \$1,000,000, provided such local-based bidder agrees to accept the award of the bid in the amount of the low bid. If more than one local-based bidder has submitted a bid of no more than 3.5 percent higher than the low

bid and has agreed to accept the award at the amount of the low bid, the lowest responsible bidder shall be that one of such responsible local-based submitted such a bid, then the same condition and procedures shall apply to state-based bidders.

3. Any local-based bidder which has submitted a bid of no more than 2 percent higher than the low bid, when such bid is over \$1,000,000, provided such local-based bidder agrees to accept the award of the bid in the amount of the low bid. If more than one local-based bidder has submitted a bid of no more than 2 percent higher than the low bid and has agreed to accept the award at the amount of the low bid, the lowest responsible bidder shall be that one of such responsible local-based bidders which has submitted the lowest bid. If no local-based bidder has submitted such a bid, then the same condition and procedures shall apply to state-based bidders.
- C. The provisions of this section shall not apply to any projects which prohibit preferential bidding procedures which may include but may not be limited to state and federally funded projects.