

**REGIONAL SCHOOL DISTRICT #14**

**Project # 214-0094 VA/EA**

**REQUEST FOR QUALIFICATIONS & PROPOSALS**

**RFP 2018-209**

**BUILDING ADDITIONS**

**FOR THE**

**ELLIS CLARK REGIONAL AGRISCIENCE & TECHNOLOGY PROGRAM**

**5 MINORTOWN ROAD, WOODBURY, CT**

## CONTENTS

- I. Legal Notice
- II. Intent & General Information
- III. Scope of Services
- IV. Inquiries
- V. Submissions
- VI. Selection Criteria
- VII. Contract and Insurance Requirement

### **Exhibits**

- A) Proposal Form
- B) Proposer's Statement of References Form

### **Attachments**

- 1. Conceptual VoAg Building Locations
- 2. Horse Arena Building Layout
- 3. Pole Barn Building Layout
- 4. SAP Building Layout

## I. LEGAL NOTICE

REGION #14 SCHOOL DISTRICT,  
WOODBURY / BETHLEHEM, CONNECTICUT  
PROJECT # 214-0094 VA/EA  
REQUEST FOR QUALIFICATIONS AND PROPOSAL FOR ELLIS CLARK REGIONAL  
AGRISCIENCE & TECHNOLOGY PROGRAM BUILDING ADDITIONS

**RFP No. 2018-209**

May 4, 2018

The Region #14 School District will receive sealed proposals for the provision of architecture and engineering services necessary for design, permitting and construction of the building additions at the Ellis Clark Regional Agriscience & Technology Program due no later than **3:00 p.m. on May 24, 2018**. Submissions shall include one (1) original and three (3) copies to:

Mr. Ed Arum  
Interim Director of Finance and Operations  
Region 14 School District  
67 Washington Avenue  
Woodbury, CT 06798

The documents comprising the Bid Specifications may be obtained on the Region's website, under <http://www.ctreg14.org> and on the CT DAS contracting portal.

Any addenda will be posted to the Region's website along with the CT DAS contracting portal. All firms are responsible for checking for new addenda.

The Region #14 School District reserves the rights to amend or terminate this Request for Proposal, to reject any or all proposers, 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 Region's sole judgment, will be in its best interests.

### RFP Schedule

RFQ Submission Due: **May 24, 2018**  
Recommendation & Selection: **May 31, 2018**

## II. INTENT & GENERAL INFORMATION

The Ellis Clark Regional Agriscience & Technology Program (VoAg) is located on the same campus as Nonnewaug High School and both are part of Connecticut Educational Regional District 14. The project site is located at 5 Minortown Road in Woodbury, Connecticut. The site is bounded on the north and west by the Nonnewaug River, and the south and the east by residential properties. The property is approximately 102 acres.

The Nonnewaug High School portion of the site recently received state funding to achieve renovate-as-new status and the building and site specific to Nonnewaug High School are currently under construction. Due

to state funding restrictions, the VoAg portion of the building/site were not part of that project. The VoAg program, separately, recently received a state funding commitment of \$662,000 for building additions and associated site improvements, including the demolition/removal of two (2) existing garages and replacement with two (2) pole barns and an SAP building, as well as the construction of a horse arena. Region 14 has presented the conceptual project to the Office of School Construction Grants and Review (OSCG&R) and is required to select a "Criteria Architect" to perform consulting services necessary for design, permitting and construction phase services. Region 14 has solicited plans and specifications from preengineered building manufacturers for all new structures. It is assumed that the construction contract will be awarded to a General Contractor, who will hire a pre-engineered building designer/builder, as one of their subcontractors. The specific building specifications included in Attachments 2-4.

The scope of the project shall ensure the following:

- Using the building plans and specifications already selected by Region 14, the Architect/Engineer will perform all design services necessary to produce signed/sealed building and site plans, as required by Connecticut law.
- Geotechnical services, as required for building foundation design. Foundation design will be "deferred design," performed by the pre-engineered building designer, utilize the geotech report as the basis for design.
- No design of restrooms are part of the scope of services. It is assumed that any OSCG&R requirements for restrooms at the horse arena will be met with temporary facilities and/or district commitment to drive handicap students back to the main building.
- Site design (grading, drainage, erosion control, utilities, pavement renovation, etc.) required to accommodate the building programs.
- All areas affected by construction will be brought into compliance with applicable codes and regulations.
- The building additions meet the Americans with Disabilities Act (ADA) requirements.
- All building systems shall meet the Office of School Construction Grants and Review (OSCG&R) requirements, including but not limited to be certified to have a minimum 20-year life expectancy. The successful firm selected shall report directly to the Region 14 Director of Finance and Operations, or his representative.

### **III. SCOPE OF SERVICES**

The construction delivery will be via a design-bid-build process. The selected Architectural/Engineering firm will provide comprehensive Architectural/Engineering services for the preparation and support of permitting/documents, bid documents, bidding and construction phase services. The selected Architectural/Engineering firm must assign a Professional Architect/Engineer licensed by the State of Connecticut, and considered as a "Criteria Architect" by OSCG&R, to be responsible for management of the firm's services. The selected Architectural/Engineering firm should have on staff at least one qualified individual at Senior Project Manager level who can be available to supervise the project and provide backup when necessary. Staff to support this individual should also be identified in the submitted package.

#### Pre-construction Services

The Criteria Architect will work with Region 14 personnel to develop Design Documents and a Request For Qualifications and Proposal (RFQ/P) document that can be used to solicit proposals from design-build contractors for the design and construction of the project described above, and assisting the Region with the bidder qualifications and bidding process.

## Design Documents

Prepare regulatory and permit level design documents in the form of site plans and floor plans to describe the overall design intent for the building and OSCG&R code requirements. The documentation will also include landscape architecture and site utilities drawings to appropriately locate the premanufactured buildings, provide a foundation, and connect to existing site utilities or those currently under construction. The final design documentation will be based on coordination meetings with Region 14 administration and design direction obtained from Region 14 personnel, as well as coordination with the other, ongoing construction projects.

The design will be appropriate for permitting, including cost estimates as required for OSCG&R. It will also be appropriate for construction, including specifications.

## Permitting

Provide permitting services for all required land-use permits, including but not limited to the following agencies:

- Site Plan Approval - Woodbury Zoning Commission
- Connecticut Office of School Construction Grants

## RFQ/P Document

The Criteria Architectural team will develop a Construction RFQ/P to include the following:

- Invitation to bid/ request for proposal
- Bidder qualifications and minimum requirements
- Instructions to bidders
- Sample contract (supplied by Region)
- General conditions and special project conditions
- Project execution and performance requirements
- Project schedule
- Allowances and unit prices, if required
- Attachments to include:
  - Conceptual design documents
  - Geotechnical reports from previous NHS projects
  - Other existing conditions information

## Bidding Services

The Criteria Architectural team will assist the purchasing department with the bidder qualifications and bidding process, to include:

- Coordination with owner on the preparation of a request for qualifications/ proposal, advertisement for request of qualifications/ proposal
- Review and assist in responding to bidder questions
- Prepare and advise on Addenda as necessary in response to bidder questions
- Review bidder submissions for completeness, qualifications and participate in contractor scope review process in conjunction with the purchasing department
- Recommend contractor for award to the Director of Finance and Operations

## Construction Services

It should be assumed the length of construction will be 12 weeks. The Criteria Architect will work with Region 14 personnel to provide support during construction for all elements of the project, including the following:

- Construction kick-off meeting (pre-construction meeting).
- Coordination/correspondence with the CM of the ongoing Nonnewaug High School construction project, to ensure coordination as required.
- Weekly construction meetings with the contractor to coordinate ongoing construction. Meeting minutes shall be prepared to document the meetings.
- Review/processing of contractor submittals relative to our design scope for conformance to requirements of the Contract Documents.
- Periodic site visits for non-architectural disciplines, as necessary, to observe construction in progress and confirm that work relative to our design scope is proceeding in general conformance with the Contract Documents. A site visit report shall be prepared to document each visit.
- As-needed/ongoing communications with the contractor by telephone and e-mail.
- Response to contractor requests for information (RFI).
- Review of contractor Change Order Proposals.
- Preparation of supplemental specifications, sketches, and design modifications to clarify intent or accommodate changes in the work.
- Project close-out services, consisting of final site observations, punch list preparation, preparation of a certificate or substantial completion, and final acceptance of work.

The following services, and associated fees, are to be excluded from the base scope of services:

- Surveying services
- Site environmental engineering
- Foundation design
- Traffic engineering
- Design of off-site improvements
- Building energy modeling
- Design, documentation, bidding and procurement of furniture, fixtures & equipment for the Building

## **IV. INQUIRIES**

All inquiries relative to the conditions and specifications listed herein as well as clarification of any information contained or referenced in this RFP must be submitted to Ed Arum, Interim Director of Finance and Operations, Region #14 School District, at [EARum@ctreg14.org](mailto:EARum@ctreg14.org).

The appropriate Region representative listed above must receive any questions from proposers no later than five (5) business days before the proposal opening date. That representative will confirm receipt of a proposer's questions by e-mail.

The Region will answer all relevant written questions by issuing one or more addenda, which shall be a part of this RFP and the resulting Contract, containing all questions received as provided for above and decisions regarding same.

At least two (2) calendar days prior to proposal opening, the Region will post any addenda on Region's website, <http://www.ctreg14.gov> and on the CT DAS contracting portal. **Each proposer is responsible for checking the website to determine if the Region has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

No oral statement of the Region, including oral statements by the Region representatives listed above, shall be effective to waive, change or otherwise modify any of the provisions of this RFP, and no proposer shall rely on any alleged oral statement.

## V. SUBMISSIONS

The Owner will not be liable for costs incurred in the preparation of the response to this RFQ or in connection with any presentation before a Selection Committee. Qualification packages submitted must be bound, paginated, indexed and numbered consecutively. Respondents shall submit as their proposal the following:

### Qualifications Package

- Letter of Transmittal - A letter of transmittal addressed to Mr. Ed Arum, Interim Director of Finance and Operations, Region #14 School District, which includes a statement by the respondent accepting the terms, conditions and requirements contained in this RFQ. The letter should also include a brief discussion of the respondent's background, experience, and ability to perform this contract in accordance with the Scope of Services.
- Company Overview - Provide a summary of the firm's history, location and in-house services offered. Include a copy of the firm's Corporate Practice license if practicing as a corporation issued by the State of Connecticut.
- Experience - Provide a detailed written summary of the firm's experience and ability in providing the required range of Architectural/Engineering services on similar projects in the State of Connecticut. Include project examples.
- References - Architectural/Engineering firm must provide a list of three references for whom the firm performed services on school projects permitted through the Office of School Construction Grants within the past 5 years. Include names, titles, addresses and telephone numbers so as to allow the Owner to contact these references.
- Proposed Consultants - Provide information on outside engineers and other required consultants proposed for inclusion on the Architectural/Engineering firm's team.
- Project Understanding - Provide a written discussion in sufficient detail to demonstrate an understanding of the contract's scope and the services required.

### Fee Proposal

In a separate, sealed envelope, submit the attached Fee Proposal Form. The envelope should be clearly marked Ellis Clark Regional Agriscience & Technology Program Building Additions Fee Proposal.

## VI. SELECTION CRITERIA

The Owner reserves the right to reject any or all submissions or parts thereof for any reason, to negotiate changes to terms and to waive minor inconsistencies with the RFQ. The Owner reserves the right to make a selection on the basis of qualifications, experience in providing similar services in the State of Connecticut, commitment to and compliance with state set-aside requirements and the proposal's responsiveness to the RFQ requirements; it further reserves the right to negotiate a contract with the selected

Architectural/Engineering firm. Submissions in response to this RFQ will be reviewed against the qualifications listed above.

**VII. CONTRACT AND INSURANCE REQUIREMENTS**

The owner will enter into a contract with the Successful Proposer using an AIA Document B105 (latest version) Standard Short Form of Agreement Between Owner and Architect.

The Successful Proposer shall agree to maintain in force at all times during which services are to be performed the following coverages placed with company(ies) licensed by the State of Connecticut that have at least an "A-" VIII policyholders rating according to Best Publication's latest edition Key Rating Guide.

		(Minimum Limits)
General Liability*	Each Occurrence	\$1,000,000
	General Aggregate	\$3,000,000
	Products/Completed Operations Aggregate	\$3,000,000
	Personal and ADV Injury	\$1,000,000
	Damage to Rented Premises	\$300,000
	Medical Expense (anyone person)	\$10,000
Auto Liability*	Combined Single Limit	
	Each Accident	\$1,000,000
Professional Liability	Each Claim or Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Umbrella*	Each Occurrence	\$5,000,000
(Excess Liability)	Aggregate \$5,000,000	

\* "Region #14 School District shall be named as "Additional Insured" Coverage is to be provided on a primary, noncontributory basis.

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of the contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers' Compensation and	WC Statutory Limits	
Employers' Liability	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

Original, completed Certificates of Insurance must be presented to the Region prior to contract issuance.



The Successful Proposer agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of any policy. Should any of the above described policies be cancelled before the expiration date, written notice must be given to the Region 30 days prior to cancellation.

The Contractor shall ensure that all tiers of their subcontractors shall procure and maintain insurance in like form and amounts including the Additional Insured requirements, as set forth above.

FEE PROPOSAL FORM  
REQUEST FOR PROPOSALS FOR PROJECT # 214-0094 VA/EA  
ELLIS CLARK REGIONAL AGRISCIENCE & TECHNOLOGY  
PROGRAM BUILDING ADDITIONS  
RFP: #2018-209

To: Region #14 School District \_\_\_\_\_, 2018  
67 Washington Avenue  
Woodbury, CT 06798

The undersigned hereby offers to perform the services described in RFP#2018-001 for Ellis Clark Regional Agriscience & Technology Program Building for the fee proposal set forth herein.

**BASE BID:**

1. The **Total Base Bid Amount** for Preconstruction and Construction Services including all Labor, material and supplies, as set forth in RFP is,

(describe) \_\_\_\_\_ Dollars  
(\$ \_\_\_\_\_)

**Additional Services**

If the construction phase extends past 12 weeks, additional construction phase services shall be billed at a weekly rate of \$\_\_\_\_\_/week

**Authorized Representatives:**

\_\_\_\_\_  
Printed Name and Title: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date: \_\_\_\_\_

**STATEMENT OF REFERENCES FORM  
REQUEST FOR PROPOSALS FOR PROJECT # 214-0094 VA/EA  
ELLIS CLARK REGIONAL AGRISCIENCE & TECHNOLOGY  
PROGRAM BUILDING ADDITIONS  
RFP: #2018-209**

Provide at least three (3) references:

BUSINESS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE \_\_\_\_\_

TELEPHONE \_\_\_\_\_

INDIVIDUAL CONTACT NAME AND POSITION \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE \_\_\_\_\_

TELEPHONE \_\_\_\_\_

INDIVIDUAL CONTACT NAME AND POSITION \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE \_\_\_\_\_

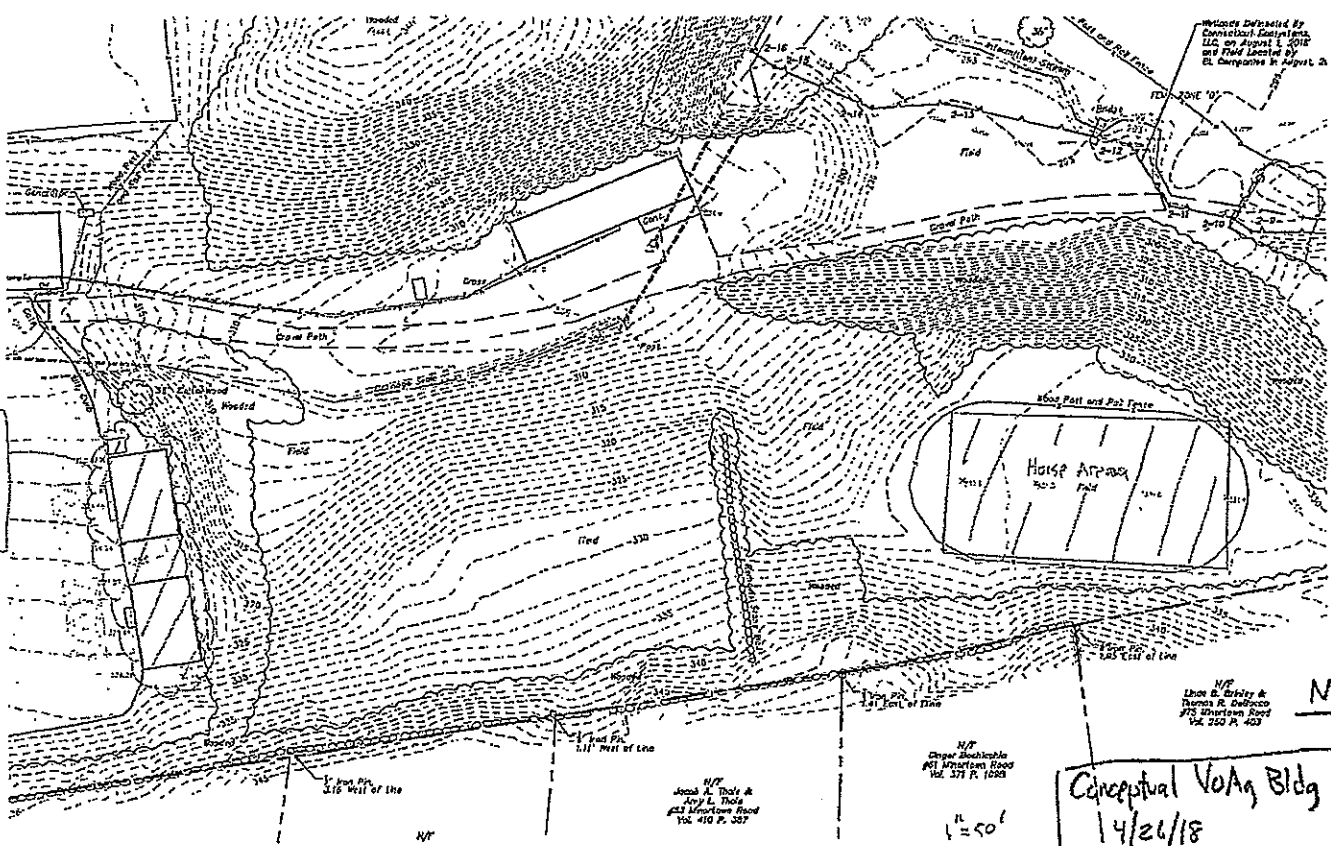
TELEPHONE \_\_\_\_\_

INDIVIDUAL CONTACT NAME AND POSITION \_\_\_\_\_

**ATTACHMENT 1**  
**CONCEPTUAL VOAG BUILDING LOCATIONS**

Wetlands delineated by  
Conservation Engineering  
LLC on August 1, 2018  
and Field Located by  
E. Carpenter in August 20

Location  
of pole  
Barns;  
SAP  
Building



N  
↑

Conceptual VOA Bldg Locat  
1/4/26/18

N/T  
Drew Blackship  
421 American Road  
Vol. 378 P. 1623

1" = 50'

0 50

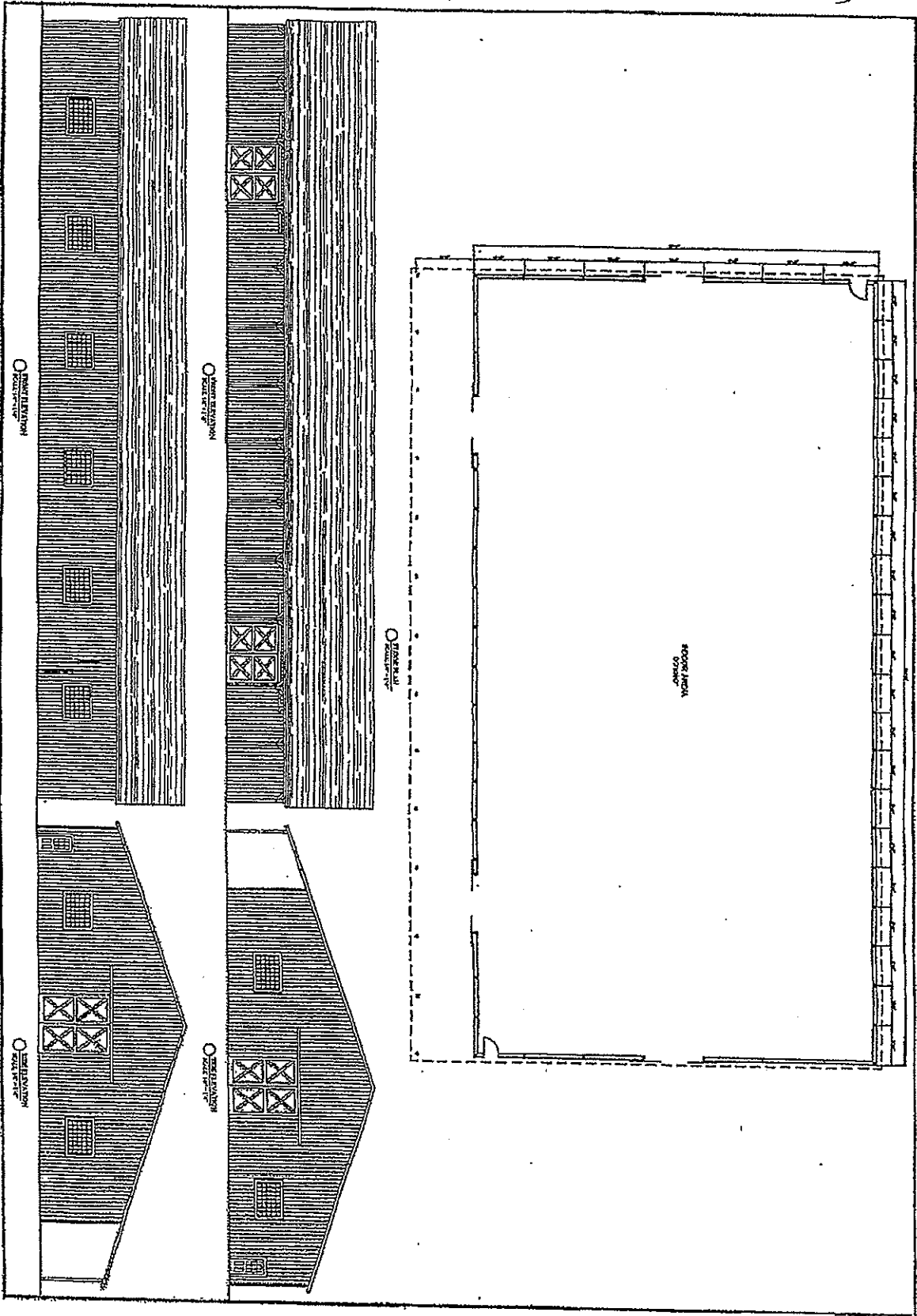
N/T  
Joseph A. Thole &  
Joseph L. Thole  
421 American Road  
Vol. 410 P. 327

1/4\"/>

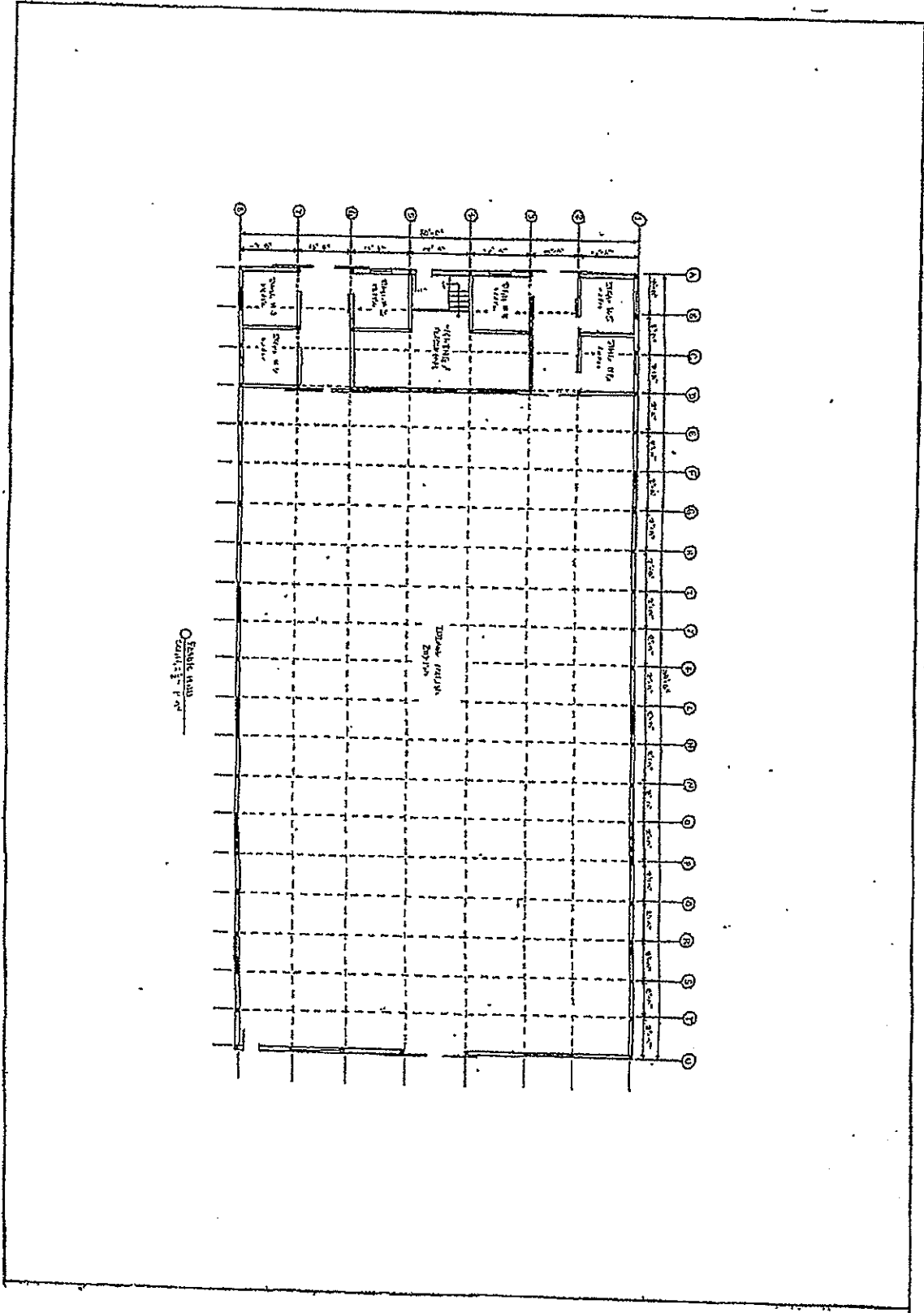
N/T

**ATTACHMENT 2**  
**HORSE ARENA BUILDING LAYOUT**

Attachment 2



Attachment 2



OWNER: [illegible]  
DATE: [illegible]



### Horse Arena Facility

The Horse Arena facility is proposed to be a stand-alone, single story building in the general location and configuration shown in Attachment 1 – Conceptual VoAg Building Locations. An access road to the arena, from the main parking lot, as well as a pedestrian path from the existing horse barn, must be constructed. The building will require water and electricity. The building will be approximately 160' x 80', with a 24' x 80' annex. The facility will accommodate the following items, in addition to the configuration shown in Attachment 2 – Horse Arena Building Layout:

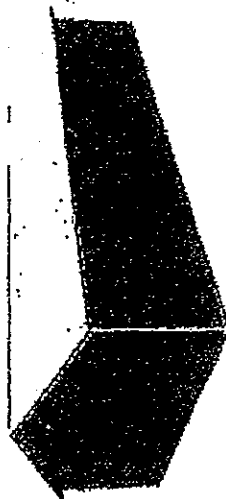
- Frame 160' x 80' x 16' indoor ring, pole building, 6x8 columns, pre-engineered roof frame set at 24" o.c. with 3.75/12 pitch.
- Frame 24' x 80' annex, pole building, viewing room/classroom, six (6) stalls, 6x6 columns, tied into the roof of the indoor ring.
- Gable and eave overhangs – 12", 1x8 aluminum clad fascias, white vinyl soffit.
- Stirrup wall – 3/4" pressure treated plywood, 48" tall with 2x12 clap.
- Roofing – std 3-tab, 30-year fiberglass shingles, deck armor and 6' of ice & water shield at eaves with drip edge.
- Siding – Everlast II steel siding over housewrap, fastened with screws.
- Windows – (12) 7'-0" x 5'-0" white vinyl windows, insulated glass with grills.
- Entry Doors – (2) 3068 nine lite over two panel, outswing with passage lockset.
- Sliding Barn Doors – (3) 12' x 14' & (2) 12' x 10' double sliders with cross buck over cross buck.

**ATTACHMENT 3  
POLE BARN BUILDING LAYOUT**

Attachment 3

---

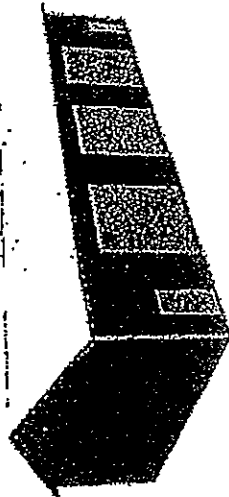
Building 306 42'x14'x72' (#1) Perspective From The Northeast



Attachment 3

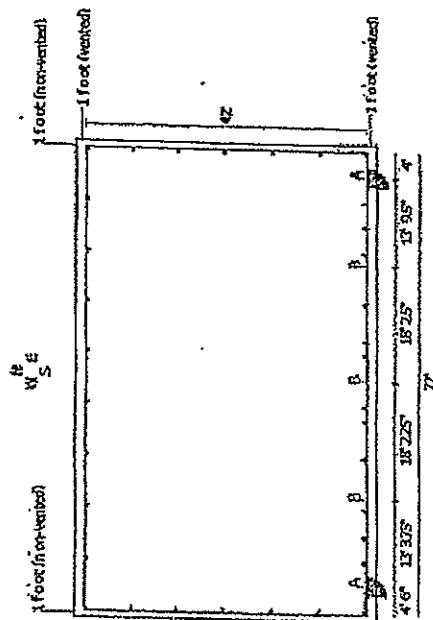
---

Perspective From The Southwest



Attachment 3

306 42'x14'x72' (#1) Column Plan



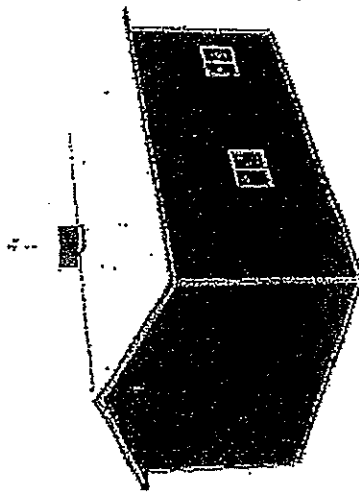
## Pole Barn Buildings (2)

The Pole Barn Buildings are proposed stand-alone single story buildings in the general location and configuration shown in Attachment 1 – Conceptual VoAg Building Locations. Each building is anticipated to be approximately 42' x 14' x 72'. The buildings will require electricity. The buildings will accommodate the following items, in addition to the configuration shown in Attachment 4 – SAP Building Layout:

- Truss spacing – 8'
- Roof Pitch – 4/12
- Lower Chord – 0/12
- Peak Height – 22'-6.5"
- Soffit Height – 14'-9"
- Foundation – Reinforced precast concrete column with an internal threaded adjustment bracket set in a Redi-Mix poured footing set below frost depth or a minimum of 48" below grade, fastened to a laminated wood column with an internal column connector bracket.
- Siding – South, east, north, west walls Fluoroflex 1000 Hi-Rib Steel Minimum .019 (fastened with stainless steel screws.)
- Wainscot - South, east, north, west with 36" tall Fluoroflex 1000 Hi-Rib Steel Minimum .019 Wainscot (fastened with stainless steel screws.)
- Protective Liner – South, east, north, west walls with 7/16" thick OSB by approximately 32" tall protective liner.
- Roof – Fluoroflex 1000 Hi-Rib steel, minimum .019 (fastened with stainless steel screws) with Venta-Ridge, formed dry-panel, customer's snow retainers.
- Overhangs – South, north walls 12" wide vented sidewall overhang with standard 6" fascia, gutters, downspouts with elbows at the base. East, west walls 12" wide non-vented endwall overhang with standard 6" fascia.
- Walk Doors – (2), 3' x 6'-8" plain flat leaf fibersteel walk doors, out-swing left hinge with panic hardware with pull and lock, closer.
- Overhead Door Opening – (3) 12'-0" x 12'-0" overhead door opening (requires minimum 12'-2" x 12'-1" panel), 1'-9" headroom, a set of 8" diameter jamb protectors with plastic post sleeves (yellow with red tape.)
- Skylights – (8) approximately 3' x 6'-5" full skylights.
- Overhead doors – (3) 12' x 12' steel overhead doors with electric operators and wiring.
- Slab – six (6) inch reinforced concrete slab on grade with vapor barrier.

**ATTACHMENT 4**  
**SAP BUILDING LAYOUT**

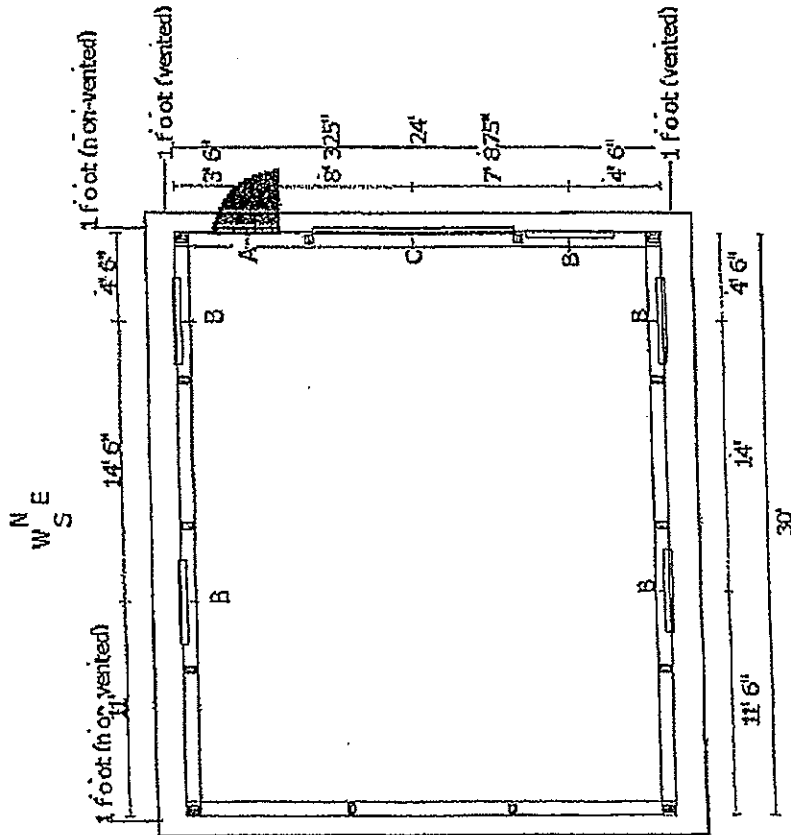
**Perspective From The Southwest**



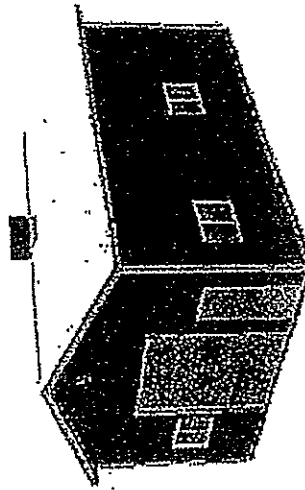


Attachment 4

306 24'x12'x30' (#1) Column Plan



**Building 306 24'x12'x30' (#1) Perspective From The Northeast**



## SAP Building

The SAP Building is a proposed stand-alone single story building in the general location and configuration shown in Attachment 1 – Conceptual VoAg Building Locations. It is anticipated to be approximately 24' x 12' x 30'. The building will require electricity. It will accommodate the following items, in addition to the configuration shown in Attachment 4:

- Truss spacing – 7'-6"
- Roof Pitch – 4/12
- Lower Chord – 0/12
- Peak Height – 17'-6.5"
- Soffit Height – 12'-9"
- Foundation – Treated columns with galvanized support stilt system and Redi-Mix concrete footings.
- Siding – South, east, north, west walls Fluoroflex 1000 Hi-Rib Steel Minimum .019 (fastened with stainless steel screws.)
- Wainscot - South, east, north, west with 36" tall Fluoroflex 1000 Hi-Rib Steel Minimum .019 Wainscot (fastened with stainless steel screws.)
- Protective Liner – South, east, north, west walls with 7/16" thick OSB by approximately 32" tall protective liner.
- Roof – Fluoroflex 1000 Hi-Rib steel, minimum .019 (fastened with stainless steel screws) with Venta-Ridge, 2'-6" square cupola, non-functional with "M" 30" weathervane.
- Overhangs – South, north walls 12" wide vented sidewall overhang with standard 6" fascia, gutters, downspouts with elbows at the base. East, west walls 12" wide non-vented endwall overhang with standard 6" fascia.
- Walk Door – (1), 3' x 6'-8" plain flat leaf fibersteel walk doors, out-swing left hinge with panic hardware with pull and lock, closer.
- Overhead Door Opening – (1) 10'-0" x 10'-0" overhead door opening (requires minimum 10'-2" x 10'-1" panel), 1'-9" headroom.
- Windows – (5) 4'-4" x 2'-9" MB sliding window.
- Energy Performer – Ceiling finish with Hi-Rib steel (.019 White CQ Polyester Solid) fastened to lower chord of truss with painted steel screws, 4 mil vapor retarder and air deflector at eaves.
- Overhead door – 10' x 10' steel insulated overhead door, manual lift operation.
- Insulation – R-38 blown fiberglass attic insulation.
- Slab – six (6) inch reinforced concrete slab on grade with vapor barrier.

