

**TOWN OF TRUMBULL**  
**REQUEST FOR PROPOSAL (RFP)**  
**DESIGN SERVICES FOR ROOF REPLACEMENT AT JANE RYAN SCHOOL**  
**GENERAL INSTRUCTIONS AND INFORMATION**

**RFP 5794 (Rebid)**

**DUE: MARCH 2, 2009 at 3:00PM**

The Town of Trumbull (here after referred to as Town) invites interested parties to submit qualifications for design services for the replacement of the roof at Jane Ryan School at 190 Park Lane, Trumbull. Design services shall include the assessment of roof current conditions, determination as to the most cost effective replacement method, and roof replacement design including construction documents. A detailed description of the design services for this project is described in the Project Description and Scope of Services section of this RFP.

**1. AVAILABILITY OF FUNDS**

Any subsequent contract award associated with this RFP is contingent upon the availability of funds to the Town for this project. In the event that funds are not available, any agreement resulting from this RFP shall become void and of no force and effect.

**2. AGREEMENT**

The Town reserves the right, subject to mutual agreement with the successful responder/consultant, to extend the terms of this request, at the proposed rate, for a mutually agreed upon period of time.

**3. CANCELLATION OF AGREEMENT**

The Town reserves the right to cancel any contract/agreement, at any time, with sixty (60) days prior written notice to the consultant, should any of the following conditions exist:

- Funds are not appropriated by the Town for continuance of this agreement.
- The Town, through changes in its requirements, method of operation, or program operation no longer has a need for the services requested herein.

**4. INSURANCE REQUIREMENTS**

- a. The selected design professional, upon receiving authorization to proceed, shall be required to deliver an insurance certificate in amounts, companies, and terms acceptable to the Risk Manager of the Town.
- b. The firm selected shall provide the district with certificates verifying the existence of the below reference policies and limits. Said certificate shall specifically state that the Town, its officers, employees and assigns shall be named as additional insured parties, with the endorsement CG2009 (or its equivalent) used.
- c. Professional Errors and Omissions Liability Insurance in an amount of not less than \$1,000,000. (Proof of coverage shall be provided through the issuance of an original certificate of insurance, providing a minimum of thirty (30) days advance notice of cancellation).
- d. The Town reserves the right to modify the insurance coverage amounts as well as policy types prior to the development of a contract.

**5. PRE-PROPOSAL MEETING**

A pre-proposal meeting will be held on **Friday, February 20 at 10:00AM** at Jane Ryan School, 190 Park Lane, Trumbull, to review the design scope and to allow inspection of the school and site. Interested firms are strongly encouraged to attend this meeting. Individual site review appointments may be made subject to School District Plant Operations department availability (203.452.4306).

**6. AWARDING THE SERVICES**

The services shall be awarded to the firm whose proposal and qualifications are deemed to best provide the services desired, taking into account cost, the requirements, terms, and conditions contained in this RFP, and the criteria for evaluating qualifications.

## 7. SUBMISSION OF QUESTIONS

Questions relating to this RFP must be submitted in writing to the following (faxed or emailed questions are acceptable):

Robert Chimini, Purchasing Agent  
Town of Trumbull  
5866 Main Street  
Trumbull, CT 06611  
203-452-5042  
Fax: 203-452-5083  
Email: [rchimini@trumbull-ct.org](mailto:rchimini@trumbull-ct.org)

To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all will be made available in writing or by Fax as appropriate.

## 8. RFP SUBMISSION

Four (4) complete sets of proposals to this request are to be submitted in a sealed envelope on or before **MARCH 2, 2009**, and no later than **3:00 P.M.** clearly labeled as follows: **RFP - 5794 (Rebid) - DESIGN SERVICES – JANE RYAN SCHOOL – ROOF REPLACEMENT** and shall be addressed and mailed or hand delivered to:

Trumbull Town Hall  
Office of the Purchasing Agent  
5866 Main Street  
Trumbull, CT 06611

**NOTE: THE PRICE PROPOSAL SHALL BE SUBMITTED IN A SEPARATE AND SEALED ENVELOPE MARKED "RFP 5794 – PRICE PROPOSAL".**

Proposals received after the above date and time shall not be accepted or opened.

## 9. QUALIFICATION REQUIREMENTS AND FORMAT

The following material is to be included in all responses and received by the date and time noted above in order for any firm to be considered:

- a. Title Page showing that the qualifications submitted are for roof replacement design services
- b. The firm's name, contact person information and date of response.
- c. Table of Contents
- d. Information described in the following.

### Technical Proposal Section -

#### **Section I: Company Profile**

This section should state the size of the firm, the type of firm, the firm's background, and the location and/or office from which the work on this project shall be performed.

#### **Section II: Experience**

The response should include details of experience with roof design and replacement on existing structures and the types of roofing systems with which the firm has had design experience. In addition, interested firms must have at least five years experience performing such design work.

#### **Section III: References**

A list of references and who may be contacted should be included in the response. This list should include past and present clients as outlined in Experience above, including names and telephone numbers of contact people; like projects, local references, school, and municipal project references are preferred.

#### **Section IV: Sample Design Projects**

At interview, be prepared to present and review samples of previous similar design work.

#### **Section V: Other Information**

Include in this section any additional information you wish to provide to the Town, relevant to the analysis.

Please be advised that the person(s) signing the formal proposal response must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.

Company Name  
Authorized Signature  
Title  
Printed Name  
Phone, Fax and Email, and Mobile phone number  
Website Address (if one exists)

**10. CONFLICT OF INTEREST**

No contract/agreement or purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.

**11. INTERVIEW AND SELECTION PROCESS**

- a. A BUILDING Committee shall assist Town in choosing the successful respondent to provide the requested services. Respondents submitting the most responsive proposals may be invited to an interview with the Building Committee. During that process those firms shall be requested to present all costs and rates they feel may fall outside the scope of this proposal.
- b. Should the Town elect to purchase the design services detailed in this request it will then enter into a contract/agreement with the most responsive and responsible firm whose proposal is determined to be in the best interest of the Town. Responses to this RFP will be reviewed against the criteria contained herein and award of the contract/agreement shall be made in accordance with standard Town purchasing procedures.
- c. The Town reserves the right to reject any or all responses or parts thereof for any reason, to negotiate changes to proposed terms and to waive minor inconsistencies with the RFP. The Town further reserves the right to make a selection on the basis of an interview process, qualifications, experience in providing similar services elsewhere, overall responsiveness to the requirements of this RFP; and to negotiate an contract/agreement with the Consultant.

**12. HOLD HARMLESS**

The selected firm agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this Contract, whether or not due in whole or in part of any act, omission or negligence of the Owner or any of his representatives or employees.

**13. ADENDUMS**

It is the responsibility of parties interested in submitting a proposal to this request to verify prior to final submittal if any addenda to this request have been issued. Any addenda to this request shall be posted on the Town of Trumbull website [www.trumbull-ct.gov](http://www.trumbull-ct.gov) under the Purchasing Department's section. Firms may also call the Purchasing Department directly 203.452.5031 for inquiries regarding any addenda.

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**PROJECT DESCRIPTION AND SCOPE OF SERVICES**

RFP 5794 (Rebid)

DUE: MARCH 2, 2009 at 3:00PM

**A. Project Description**

The Town has need for design and engineering for the replacement of the roof at Jane Ryan School with the exception of an approximately 6,300 sq. ft. area that is located over the 1997 addition. The approximate square footage that is within scope is: 46,500 sq. ft. This RFP describes requirements for professional services to produce the necessary construction documents, and specifications for the replacement of this roof.

As part of the design work, all drains must meet current code requirements. Any drains currently connected to sanitary sewer lines will be redesigned for connection to storm sewer lines or another acceptable method of drainage control.

The successful proposer shall provide the following services at a minimum (to be included as one cost, not hourly):

**B. Preliminary Engineering**

The Consultant shall prepare a survey of the building area to be re-roofed. The survey shall include:

- Obtaining detailed measurements to prepare preliminary design plans.
- Performing test cuts and laboratory tests as necessary to identify the existing roof system to be replaced,
- Identifying necessary repairs, identifying necessary drainage improvements, and examining construction details.
- Making recommendations for necessary repairs and drainage improvements, and discussing the benefits of different roofing system options and the associated costs,
- Identifying existing design flaws in the existing roof, especially in areas that are less than 20 year old
- The Consultant attending on-site meetings and making recommendations for preliminary design, project design and bidding,
- Inspecting present facilities and making recommendations to bring roof system and related components up to current code,
- Providing cost estimates based on recommendations,
- Evaluating design options with regard to total cost and State reimbursement, specifically including an evaluation of different roofing systems including hot-applied built-up and EPDM roofing systems. As part of the evaluation, cost, quality, and project impact on the building occupants and grounds must be included.
- Attend project coordination meetings including State of CT BSF meetings as necessary to secure reimbursement.

**C. Final Design**

After Preliminary Design approval by the Town: preparation of a complete set of construction documents, including "to scale" drawings and details. The following are to be included as part of the roof design and related services:

- Preparation of construction cost estimate as a single phase "turn-key" project.
- Design presented in four components that can be bid singularly or in up to four separate phases.
- Completing revisions to the plans and specifications as necessary based on comments received from the Town of Trumbull.
- Construction drawings shall be signed and sealed.
- All drawings and specifications shall be in sufficient detail to obtain fixed construction bids and apply for permits.

**D. Bidding Services**

After the final design documents have been reviewed and approved by the Town of Trumbull, bidding services shall be provided including but not limited to:

- Transmission of a complete set of approved plans and details to the Town,
- Compilation and submission of addenda,
- Responding to comments from involved parties,

- Attendance at pre-bid conference,
- Evaluation of substitutes,
- Attendance at the pre-construction conference.

The following services must be provided if needed (to be billed hourly):

**E. Contract Administration Assistance**

1. After the bid phase has been completed and an acceptable bid for a roof contractor has been awarded by the Town Purchasing Authority, assistance with Contract administration may be required. Such services may include, but are not limited to the following:
  - Attendance at project meetings,
  - Shop drawing and submittal review,
  - Oversight of testing and inspections,
  - Attendance at final inspection,
  - Compilation of punch list following substantial completion,
  - Compilation of all close-out documentation,
2. All drawings to be delivered in AutoCAD 2002.DWG format with AIA layering standard capable of being translated to Town of Trumbull CAD and drafting standards using AutoCAD's CAD standards translator. Specifications are to be provided in Word format for inclusion with Town Trumbull "front end" documents, without the need for document format changes.
3. Provide Hourly Fees for Services listed in Contract Administration Assistance section and for services not specifically described but that may arise during the Design and Construction Phase of the Project. Also include hourly rates of the principal consultant, as well as other levels of engineers/professionals that may be utilized in this contract.
4. Each proposer shall submit a summary of their qualifications and experience as requested in the attached "Statement of Qualifications". Additional information such as agency brochures, resumes, etc., may be submitted as appropriate.

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**PROPOSAL**

I have read and understand the requirements of this request for proposal and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the services as outlined including communications devices, computer hardware and software, any travel or per diem expenses and any other miscellaneous expense involved. The fee for providing the required service proposed as follows:

|   |                 |
|---|-----------------|
| <b>TOTAL Cost for Preliminary Engineering, Final Design, and Bidding Services</b>             | <b>\$</b>       |
|   |                 |
| <b>Roof Contract Administrative Assistance Costs after Roof Contractor has been selected:</b> | <b>Proposed</b> |
| Administrative  | \$ /hr          |
| Design  | \$ /hr          |
| Drafting  | \$ /hr          |
| Inspection  | \$ /hr          |
| Project Management/Construction Oversight   | \$ /hr          |
| Principal Consultant  | \$ /hr          |
| Principal Architect   | \$ /hr          |
| <b>Other Engineers/Professionals</b>  |                 |
| _____   | \$ /hr          |
| _____   | \$ /hr          |
| _____   | \$ /hr          |
|   |                 |

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
By (Signature)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

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Date

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Telephone/Fax

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email

\_\_\_\_\_  
24 Hour Telephone