

Request for Proposals

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The Town of Windham, Connecticut is accepting qualifications for the following:

Professional Services – Hazardous Material Testing Consultant

Ad Hoc Windham High School Renovate as New Building Project.

All submissions shall be made in accordance with the materials supplied by

Town of Windham
Director of Facilities Windham Public Schools
355 High Street Unit B
Willimantic, CT 06226

Submissions will be received until **11:00 am, December 13, 2018.**

Wayne Donaldson
Director Facilities
Windham Public Schools
355 High Street Unit B
Willimantic, CT 06226

Wdonaldson@windham.k12.ct.us

Town of Windham, Connecticut
Request for Proposals #
Professional Services – Hazardous Material Consultant
Windham High School Renovate as New Building Project.

The Town of Windham is seeking proposals from firms to serve as a Hazardous Materials consultant for renovations at the Windham High School Renovate as New Building Project.

Proposal submission documents are available at no charge by downloading from the Town of Windham web site, Windham Public Schools Web site or the State of Connecticut DAS web site.

Proposal submissions will be accepted by the Director of Facilities until **December 13, 2018 at 11:00 am**; submissions received after this date and time will not be considered. The town reserves the right to waive any informality in any submission, to reject any and/or all submissions, and to accept the proposal(s) that in its judgment is in its best interest. Each submission shall contain one printed original and ten (10) copies, as well as a digital copy (via USB or CD), and shall be in a sealed envelope or package clearly identified as "**RFP # Professional Services-Hazardous Materials Consultant Windham High School Renovate as New Building Project**" delivered to the address noted below.

In addition to other reservations in the Request for Proposals, the Town of Windham reserves the rights to amend or terminate this Request for Qualifications, to reject any or all respondents, 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 Town's sole judgment, will be in its best interests.

The awarded firm will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, gender, or national origin.

Wayne Donaldson
Director of Facilities
Windham Public Schools
Willimantic, CT 06226

Wdonaldson@windham.k12.ct.us

RFP#
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REQUEST FOR PROPOSALS TOWN OF WINDHAM, CONNECTICUT

RFP#

Professional Services – Hazardous Materials Consultant Windham High School Renovate as New Building Project

I. PROJECT SPECIFICATIONS

1. INTRODUCTION

The Town of Windham is seeking to renovate a building commonly known as Windham High School, to accommodate a Steam High School, Windham Early Childhood Center and office space for Windham Public School Central office. The Town has selected a design team and is working toward selection of a Construction Manager and Owners Representative.

The Town of Windham (the “Town”) is accepting submissions from professional firms relative to Hazardous Material Testing and Monitoring for the project.

The Town has anticipated a budget of \$78 million for this project, inclusive of all hard and soft costs. The design team, the CMR, and the commissioning agent will report to and operate under the authority of a building committee.

The Town reserves the rights to amend or terminate this Request for Qualifications, to reject any or all respondents, 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 Town’s sole judgment, will be in its best interests.

2. BACKGROUND

The building was originally constructed in 1970 and has not had any significant renovations since its opening. The roof was replaced in 2014 with a 30 year warranty and it is not expected that the existing boilers will be replaced as part of this project.

Windham High School was built to accommodate approximately 1,200 students and is currently serving a student population of about 600. This combined with the Town of Windham’s desire to vacate the Kramer building currently housing the Windham Early Childhood Center and the Windham Public Schools Central Office

The existing building is a 222,000 sq. /ft. steel frame masonry structure that occupies approximately 42 acres in the heart of Willimantic, CT. The building consists of three wings. Wing A is at grade level and consists of the cafeteria, auditorium and the current area being occupied by the Central Office staff. There is a double loaded corridor surrounding the auditorium. B wing consists of a two story section surrounding a central courtyard. This wing is also at grade level and houses the current high school offices and classrooms. C wing is primarily a one story section housing the high school athletics, gyms, locker rooms and pool. Entrances are at a grade level one floor below the other two wings of the building there is a partial second floor housing a locker room and offices.

The redesign of the high school into STEAM based programing with a number of specific career pathways for students is a critical part of the renovation.

The building is currently occupied by Windham High School Students and the Windham Central Office staff. Construction will occur in the occupied building with no plans for swing space or portable structures.

The Board of Education completed Educational Specifications in June 2017, for inclusion with application documents sent to the State of Connecticut. A copy of the specifications is available via the web link identified in Section 1.4 of this document.

The project is expected to meet all LEED silver requirements and the Windham Town Council has instructed the building committee to work toward LEED gold certification.

The project is expected to meet all current building and fire codes on completion and there are no expected additions or structure removal to the building with the exception of secure entryways.

The building has identified asbestos on various pipe fittings and valves throughout the building, flooring tile and adhesive, adhesive in the vinyl baseboard and in the glue behind the blackboards. There is no record of any tests for Lead or PCB.

3. SCOPE OF SERVICES

- Determine the need for any additional asbestos testing.
- Determine the need for any testing for lead.
- Supply testing and documentation for all hazardous material as needed.
- Document and provide certifications for the proper disposal of all hazardous materials.
- Assist the building committee in review of proposals for abatement contractors.
- Provide all required notifications and documentation to the State of Connecticut as required by law for all hazardous material abatement.
- Provide final documentation of the abatement of all hazardous material abated.
- Design plans for any required abatement.

4. RESOURCES AVAILABLE

The Town will make available to the awarded firm all known information as it relates to the project. Specifically included for review by interested firms are the following materials:

- Hazardous Materials Assessments

5. PROJECT SCHEDULE

The following is the proposed schedule for the selection process:

Date issued	November 19, 2018
Submissions due	December 13, 2018
Recommendation of contract award	January 2019

II. SUBMISSION REQUIREMENTS

1. SUBMISSION DUE DATE

Proposals will be accepted for a public opening at the Office of the Director of Facilities for Windham Public Schools 355 High Street Willimantic, CT 06226 no later than 11am on December 13, 2018. Proposals received after that time will not be considered. Proposals may be withdrawn 120 days after opening if no award has been made.

The Town may invite a short list of responding firms for an interview based upon its review of the written submissions.

Unless otherwise indicated, proposals that are submitted are assumed to be valid for ninety (90) days from the date that proposals are due.

2. DIRECTIONS FOR WRITTEN SUBMISSION

Interested firms are required to submit **one original and ten (10) copies** of the proposal, as well as a digital copy via USB drive or CD, to Wayne Donaldson Windham Public School Director of Facilities, no later than the date and time noted above.

Submissions shall consist of the following:

- a. A transmittal letter signed by the appropriate officer of the firm offering the proposal and certifying that the proposal and any cost projection included will remain in effect for 120 days after the due date.
- b. A concise and complete description of the work to be performed, including:
 1. An explanation of your firm's understanding of the project, its approach to the work, the key issues to resolve and the level of detail that can be accomplished for within the available time.
 2. A detailed work program and time schedule for the project, including milestones for periodic review of the work with Land Use Staff.
 3. A list of personnel who will be assigned to the project, including resumes for professionals expected to provide at least 20% of the person hours on the project. Support staff contracted by your firm for this project should additionally be included for review and consideration.
 4. Information relative to your firm's compliance with its certification requirements.
 5. A description of similar projects which your firm has been involved in, including references (please include only references from owners).
 6. A summary of your firm as outlined in Section II.3 of this document.
- c. A fee schedule for the services, and/or method for fee schedule development for services to be provided (e.g. hourly rate structures with potential staffing requirements). Please note that evaluation and

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subsequent award of a resultant contract is primarily based on qualifications and not based on fee schedule; however, the cost for your firm's services is one of the criteria outlined in this document. If your firm is selected for an interview, and as a result of the interview certain clarifications and adjustments need to be made to the fee schedule submitted, your firm will be allowed to adjust the fee schedule submitted, if so directed by the Town.

Any and all fee-related information must be provided in a single envelope or attachment to accommodate review of qualifications without consideration of fees. Please be sure to not include fee-related information in digital files or copies.

Submittals shall be delivered to the Windham Public Schools Director of Facilities 355 High Street Unit B Willimantic, CT 06226

Clearly marked as **"RFQ# Hazardous Materials Consultant."**

3. VENDOR INFORMATION

A. Vendor Overview

Please provide the following:

- The name and location of your company, including the office location that will be serving the Town.
- A brief general description of your business.
- The number of years your company has been in business.
- Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
- The number of personnel employed by your company (please include the number of staff dedicated to provide requested services).
- The primary line of business of your firm.

B. Client Base

Provide specific reference information for five (5) clients you have served, relevant to the work proposed, to include:

- Client name and location
- Starting date of service
- Contact name, title and telephone number

The references must be relevant to service in the last forty-eight (48) months, and shall include specific details on how the project represents a project of similar scope. Information on your firm's specific role must be included.

4. ADDENDA

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be posted on the Town web site, the Windham Public Schools Web site and the State of Connecticut DAS web site on or before December 7, 2018. It is each firm's responsibility to check the web site for addendums after close of business on December 7, 2018 for any addendums.

This document includes an acknowledgement page; this page must be e-mailed back to the Windham Public Schools Director of Facilities., (wdonaldson@windham.k12.ct.us) to ensure proper notification of changes to the published documents. The Town of Windham does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof. Questions regarding this document should be referred to Wayne Donaldson Director of Facilities at wdonaldson@windham.k12.ct.us

A summary of all questions and answers will be made available to each firm if they might influence the award of the contract.

5. EVALUATION CRITERIA

Selection of firm will be the responsibility of an Ad-Hoc Windham High School Renovate as New Building Committee. The evaluation will be based upon the written submittals and selected presentations and interviews. The factors which will be evaluated include the following:

- a. The firm's understanding of and technical approach to the project.
- b. The specialized experience of the individual(s) or firm(s) and its (their) assigned personnel on similar projects.
- c. The content of the firm and its consultants, support staff, etc. and their ability to work effectively together and with Town staff.
- d. The firm's ability to perform the work in a timely manner.
- e. Clarity, organization, and effective presentation of submittal.
- f. Review of references listed.
- g. Proposed fee schedule or fee schedule methodology. Please note that evaluation and subsequent award of a resultant contract is primarily based on qualifications and not based on fee schedule; however, the cost for your firm's services is a factor in the evaluation process. If your firm is selected for an interview, and as a result of the interview certain clarifications and adjustments need to be made to the fee schedule submitted, your firm will be allowed to adjust the fee schedule submitted, if so directed by the Town

The Town may invite a short list of responding firms for an interview based upon its review of the written submissions.

Final recommendations regarding award of contract(s) for services will be made after the Town and firm(s) have negotiated reasonable fee schedule(s) for services to be provided, and have concurrence on the methods to be used for payment for services rendered.

The firm must provide a statement describing the firm's policy and procedure which will be utilized to satisfy the Town's CHRO, equal employment opportunity, affirmative action and diversity commitments, as set forth in Windham Town Council resolution no. 2730, as amended.

6. PROPOSAL PREPARATION COSTS

All costs incurred in the preparation and presentation of this proposal shall be wholly absorbed by the proposer.

III. CONTRACT CONSIDERATIONS

1. EQUAL OPPORTUNITY – AFFIRMATIVE ACTION

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, gender, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A firm with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, gender, national origin or age.

Findings of noncompliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

2. INDEMNIFICATION

The awarded firm agrees to indemnify, defend, and save harmless, the Town of Windham, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract, except to the extent caused by the negligent acts of the Town of Windham or its officers, agents or employees.

The Town, as a sovereign government, cannot indemnify businesses or individuals.

3. INSURANCE

Prior to the execution of any contract, the Town of Windham requires that any awarded contractor providing materials, equipment or services to the Town, must provide to the Town a certificate of insurance (Acord or other approved format) naming the Town of Windham as additional insured, for the following:

- General liability (including completed operations coverage) in the amounts of \$1,000,000 (combined single limit) Bodily Injury/Property Damage coverage per occurrence
- Automobile Liability in the amount of \$1,000,000 (combined single limit), Property Damage and Bodily Injury coverage.

In addition to the above, the awarded contractor shall provide a certificate of insurance in the minimum amounts as specified herein. Said insurance shall be provided at the sole expense of the Contractor with an insurance company which is licensed to do business in the State of Connecticut.

- Professional Liability, in an amount not less than \$5,000,000.
- Worker's Compensation as defined in the Connecticut General Statutes.

Any subcontractor to a contracted firm shall be likewise covered, and shall furnish certificates of coverage acceptable to the Town before starting work.

The awarded firm shall maintain professional liability insurance until the expiration of the statute of limitations. In the event there is no statute of limitations specifically applicable to this project, the awarded firm shall maintain coverage for a reasonable period after the date of substantial completion of the project as agreed to by the Town and the awarded firm.

4. INVOICING AND PAYMENT

Invoices shall be paid promptly by the Town unless any items thereon are questioned, in which case payment will be withheld pending verification of amount claimed and the validity of the claim. Standard payment terms are Net 30 Days after approval by the building committee receipt of properly executed invoice(s). If your firm

submits a proposal that includes payment schedules based on the completion of designated phases, those stages must be clearly outlined in your proposal. The Town cannot make payments for "execution of contract" (payments due upon contract signing).

5. AWARD CONSIDERATIONS

The Town may reject any or all proposals or submittals for such reason as it may deem proper. In acceptance of proposals or submittals, the Town will be guided by consideration of the interests of the Town. The Town also reserves the right to negotiate further with one or more of the firms as to any features of their proposals or submittals and to accept modifications of the work and price when such action will be in the best interests of the Town.

Unless otherwise noted within a proposal, proposals received in response to this document, including proposed fee schedules, are assumed to be valid and binding for one hundred and twenty (120) days from receipt of the proposal. If award is not made within such time, the proposal can be deemed to be either no longer valid, or can be extended with mutual consent of the Town and the firm submitting the proposal.

All documents, reports, and data generated under this contract shall become property of the Town of Windham. A written agreement will be prepared and must be in such form and content as is acceptable to the Town's School Building Committee and Town Attorney.

The limitations and requirement set forth in Windham Town Council Resolution 2730, adopted March 20, 2018, as amended June 5, 2018, shall be incorporated by reference into this Agreement as requirements, except that the Council may modify or delete the LEEDS requirement by amending the Resolution. VIOLATIONS OF SUBPARAGRAPHS (d), (g) AND (h) OF SECTION 3 OF THE SAID RESOLUTION BY OWNER'S REPRESENTATIVE OR SUBCONTRACTORS SHALL CONSTITUTE A MATERIAL BREACH OF THIS AGREEMENT AND SUCH AGREEMENT SHALL BE NULL AND VOID; OWNER'S REPRESENTATIVE MUST ACKNOWLEDGE ITS RESPONSIBILITIES UNDER CONNECTICUT LAW AND SECTION 3 OF THE SAID RESOLUTION AND CERTIFY IT WILL MEET THOSE RESPONSIBILITIES AS A CONDITION TO THIS AGREEMENT. Owner's Representative shall comply with any agreements entered into by Owner in respect of union preference.

6. TERMINATION

Subject to the provisions below, the contract may be terminated by either party, upon thirty (30) days' advance notice to the other party, but if any work or services hereunder are in progress, but not completed, as of the dated of termination, then this contract may be extended upon written approval by the Town until said work or services are completed and accepted.

A. Termination For Convenience

In the event that the contract is terminated or canceled upon request and for the convenience of the Town, without the required thirty (30) Days' advance written notice, then the Town shall negotiate reasonable termination costs, if applicable.

B. Termination For Cause

Termination by the Town for cause, default or negligence on the part of the Bidder shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days' advance notice requirement is waived in the event of termination by cause.

7. FREEDOM OF INFORMATION

All submittals are subject to public inspection, subject to the provisions of Section 1-210 of the Connecticut General Statutes (Freedom of Information). Consistent with Article 1-210 (b) 24, copies of information resulting from this RFP are generally not available until a contract has been formally awarded.

REQUEST FOR PROPOSALS TOWN OF WINDHAM, CONNECTICUT 06226

**Professional Services – Hazardous Material Consultant.
Windham High School Renovate as New Building Project
RFP #**

Due Date: **11:00 am, December 13, 2018**

Town of Windham, Connecticut
Director of Facilities
355 High Street Unit B
Willimantic, Connecticut 06226

In accordance with the Town's requirements, the undersigned agrees to provide services as defined herein.

The undersigned is familiar with the conditions surrounding this Request for Proposals, is aware that the Town reserves the right to reject any and all proposals, and is making submission without collusion with any other person, individual or corporate.

_____	_____
Witness	Signature
_____	_____
Company Name	Printed Name
_____	_____
Address	Title
_____	_____
Town	State Zip Date
_____	_____
Federal ID #	Telephone Number
_____	_____
Email address	Fax Number

RETURN THIS FORM IMMEDIATELY!

**Town of Windham, Connecticut
Acknowledgment: Receipt of RFP Documents**

Bid Number: Request for Proposals #

**Title: Professional Services – Hazardous Material Consultant.
Windham High School Renovate as New Building Project**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date issued: November 19, 2018

Date documents received: ___/___/___

Do you plan to submit a response? Yes ___ No ___

Print or type the following information:

Company name: _____

Address: _____

Town/Town & Zip code: _____

Phone: _____

Fax: _____

Email: _____

Received by: _____

**Note: e-mailed acknowledgments are requested!
wdonaldson@windham.k12.ct.us
IMPORTANT: DO NOT FAX PROPOSALS.
PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGES**

**TOWN OF WINDHAM
Facilities Department
355 High Street Unit B
Willimantic, CT 06226**

Proposal Check List

This form need not be returned with your submittal. It is suggested that you review and check off each action as you complete it.

- ___ 1. The proposal has been signed by a duly authorized representative of the company.
- ___ 2. Any fee schedule you have offered has been reviewed and verified.
- ___ 3. Standard payment terms are net 30 days. Net terms for periods less than 30 days may result in proposal rejection. (You may offer cash discounts for prompt payment).
- ___ 4. Any technical or descriptive literature, drawings or proposal samples that are required have been included with the proposal.
- ___ 5. Any addenda to this document have been acknowledged and included.
- ___ 6. The envelope has been addressed to: Windham Public Schools
Wayne Donaldson
Director of Facilities
355 High Street Unit B
Willimantic, CT 06226
- ___ 7. The envelope has been clearly marked with the proposal number and opening date.
- ___ 8. If additional copies are required as part of your response, make sure the original is clearly marked.
- ___ 9. The proposal is mailed or hand-delivered in time to be received no later than the designated opening date and time. Late responses are **NOT** accepted under any circumstances. Faxed or e-mailed responses are not accepted. Please allow enough time if mailing your proposal.

TOWN OF WINDHAM, CONNECTICUT NON-COLLUSION CERTIFICATION

The undersigned certifies under penalty of false statement that this proposal or contract has been made, submitted and executed in good faith and without collusion or fraud with any other person, and without any agreement designed to limit independent bidding or competition. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Please complete and sign

Legal Name of Bidder: _____

Business Address: _____

Name of Authorized Agent _____ Title: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____