

TOWN OF ENFIELD, CONNECTICUT
REQUEST FOR QUALIFICATIONS
OWNER'S REPRESENTATIVE SERVICES
FOR ADDITIONS AND RENOVATIONS
TO
JOHN F. KENNEDY MIDDLE SCHOOL
155 RAFFIA ROAD
ENFIELD, CT

March 6, 2019

Sealed qualifications for the services named above will be received at the office of the Director of Finance until 11:00am, Thursday, March 21, 2019. Thereafter, qualifications will be opened in public and the names of those submitting qualifications read aloud. Responses received after this date and time WILL NOT be accepted.

Specifications and the RFQ document may be obtained from the Town's website, www.enfield-ct.gov. Any questions concerning the services named above should be addressed to JFK Building Committee Chairman Randy Daigle at Rdaigle@enfield.org.

The Town of Enfield reserves the right to accept or reject any, all, or any part of qualifications, to waive formalities or informalities, and to make an award that is deemed to be in the best interests of the Town.

John A. Wilcox
Director of Finance
EOE/AA

**TOWN OF ENFIELD, CONNECTICUT
STANDARD INSTRUCTIONS**

**OWNER'S REPRESENTATIVE SERVICES
FOR ADDITIONS AND RENOVATIONS
TO**

**John F. Kennedy Middle School
155 Raffia Road
Enfield, CT 06082**

1. INTRODUCTION

The Town of Enfield is soliciting qualifications for the above-named services. **If there are any conflicts between the instructions in these Standard Instructions and any other RFQ document(s), these Standard Instructions shall prevail.**

2. KEY EVENT DATES

- RFQ Available: Wed., March 6, 2019
- RFQ Response Due Date: Thur., March 21, 2019 at 11:00 AM
- Develop Short List: Thur. March 28, 2019
- Notify Short Listed Firms: Mon. April 1, 2019
- Interviews/Selections: Sat. April 6, 2019
- Owner's Representation Selected Notification Date: Wed. April 10, 2019
- Construction Start April 2020
- Construction Complete August 1, 2022

3. OBTAINING RFQ DOCUMENTS

Information packets defining scope of work and services and the selection process may be obtained from the Town's website at www.enfield-ct.gov. Any questions concerning the services named above should be addressed to JFK Building Committee Chairman Randy Daigle at Rdaigle@enfield.org.

4. QUALIFICATION SUBMISSION INSTRUCTIONS

- A. One (1) original and twelve (12) copies along with one (1) Flash Drive of all qualifications must be submitted in a sealed envelope clearly marked "Owner's Representative (OR) Services for Additions and Renovations to John F. Kennedy Middle School, Enfield CT ". If forwarded by mail or courier, the sealed envelope must be addressed to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082". Qualifications must be at the office of the Director of Finance by the time of the RFQ Response Due Date noticed in Section 2 titled Key Event Dates. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first qualification is publicly opened will NOT be accepted.
- B. Ditto marks or words such as "SAME" on the Qualifications are NOT considered writing and must not be used.
- C. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialed by the person signing the qualifications.

- D. Qualifications are considered valid for ninety (90) days after qualification(s) are opened. Respondents may not withdraw, cancel or modify their qualifications for a period of ninety (90) days after qualifications are opened.
 - E. Qualifications must be signed by an authorized person representing the legal entity of the firm submitting the qualifications.
 - F. The inability to meet any specified requirements(s) must be stated in writing and attached to the qualifications form or written on the qualifications form.
5. PRESUMPTION OF RESPONDENT BEING FULLY INFORMED
At the time the first qualification is opened, each respondent is presumed to have read and be thoroughly familiar with all RFQ and contract documents for this project. Failure or omission of the respondent to receive or examine any information shall in no way relieve any respondent from obligations with respect to their qualifications.
6. INTERPRETATION OF ACCEPTABLE WORK
The specifications, RFQ and contract documents are to be interpreted as meaning those acceptable to the Town of Enfield. Any substantive changes or interpretations will be issued by the Town in writing as an addendum.
7. TAX EXEMPTIONS
The Town of Enfield is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Firms shall avail themselves of these exemptions.
8. INSURANCE
The firm awarded the contract for this project must provide a current Certificate of Insurance to the Director of Finance PRIOR to commencement of work, with the following minimum requirements:
- A. Commercial General Liability limits for bodily injury, property damage, or personal injury, minimum \$1,000,000 per occurrence/\$2,000,000 General Aggregate.
 - B. Commercial Automobile Liability limits for property damage or bodily injury caused by owned, non-owned or hired autos, minimum \$1,000,000 combined single limit..
 - C. Workers' Compensation: Section A: As Per Connecticut State statutes. Section B: (Employer Liability): \$500,000/\$500,000/\$500,000.
 - D. Professional liability coverage (errors and omissions coverage) with a minimum of \$5,000,000 Per Claim/\$5,000,000 Annual Aggregate.
 - E. Umbrella (or Excess Liability) over sections A, B and D (Employer Liability) with a minimum of \$5,000,000 per occurrence/\$5,000,000 Aggregate
 - F. The "Town of Enfield" is to appear as an additional insured on all Certificates of Insurance for General Liability and Auto Liability coverage.
 - G. All insurance is to be provided by carriers authorized to issue such insurance in the State of Connecticut, and rated at least A-/VIII by A.M. Best. Exceptions are subject to the sole discretion of the Town of Enfield.
 - H. All insurance may not be canceled or modified without thirty (30) days written notice by registered U.S. Mail to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082".

Insurance coverage is subject to review by the Town Risk Manager or Finance Director.

9. FAIR EMPLOYMENT PRACTICES
The Respondent agrees not to discriminate against any employee or applicant for employment in the performance of this RFQ's work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin, or other condition proscribed by State or Federal law.

10. MODIFICATIONS AND ADDENDA

The Town may, before or after the public opening and in its sole discretion, clarify, modify, amend or terminate this RFQ if the Town determines it is in the Town's best interest. Any such action shall be effected by a posting on the Town's website, www.enfield-ct.gov. Each respondent is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its qualification in accordance with the RFQ as modified by the addenda.

11. NON-APPROPRIATION CLAUSE

The fiscal year of the Town of Enfield commences on July 1st and ends on the next following June 30th. Funding for this agreement in subsequent fiscal years is subject to future budget approvals. In the event that such funding is not approved, the Town may terminate this agreement 30 (thirty) days prior to the commencement of the next following fiscal year.

12. INDEMNIFICATION REQUIREMENT

The firm shall hold harmless, defend and indemnify the Town of Enfield ("the Town") from all loss, liability, damage, penalty, expense or fee, including attorney's fees, or other costs or obligations which result from or arise out of the performance or breach of obligations of the firm, any employee, agent or personnel, including without limitation, claims brought against the Town by third parties, employees of the Town, or employees of the firm. The indemnification provisions shall survive the termination of the Contract.

Revised July 2015

END OF STANDARD INSTRUCTIONS

ATTACHMENT "A"

TOWN OF ENFIELD, CONNECTICUT STANDARD INSTRUCTIONS

OWNER'S REPRESENTATIVE SERVICES FOR ADDITIONS AND RENOVATIONS TO

**John F. Kennedy Middle School
155 Raffia Road
Enfield, CT 06082**

1. INTRODUCTION

- A. The Town of Enfield, representing the Board of Education, seeks a qualified Owner's Representative (OR) for the Additions and Renovations to the existing 162,000 GSF John F. Kennedy (JFK) Middle School. The existing school sits on 54 acres (27 developed acres).
- B. Overall, JFK Middle School needs physical plant and site improvement upgrades, including science labs; technology education and general classroom improvements; locker room and gymnasium expansions/renovations; auditorium and stage expansion; accessibility and code improvements; sports field and court improvements; and overhaul or demolition of the existing portable classrooms. In addition, hazardous materials abatement (including, but not limited to Asbestos, PCB's, and Lead); building and life safety code upgrades; and complete renovation of the building systems including, but not limited to, HVAC; mechanical; electrical; IT; telecommunications; and elevators. This work shall also include total roof replacement (roof over the 2000 Media Center addition not included) and substantial improvements to the existing building(s) including, but not limited to, windows; doors; and masonry.
- C. Enrollment demographic study completed in May of 2017, indicates that future enrollment projections at JFK will increase over the next few years, with a highest projected enrollment of 1,215 students during the 2022-23 school year.
- D. The selected firm shall have recent and practical experience with State of Connecticut, Department of Administrative Services, Office of School Construction Grants (OSCG) and demonstrate experience with OSCG-049 Grant Application process.
- E. The selected firm shall work representing the interests of the Town of Enfield with regards to ensuring that the quality of both materials and workmanship are in accordance with the design information such as specification and Architectural/Engineering drawings, in addition to recognized quality standards. The selected OR shall be responsible for working in cooperation with the JFK Building Committee, Town Officials, the Town's contracted Architect and Engineers, the Town's contracted Construction Management firm and others, to administer the construction of the school.
- F. The OR shall be expected to perform all professional services consistent with the industry accepted roles of an OR. In general, they shall include, but shall not necessarily be limited to:
- G. Attending meetings with the Building Committee, Town Officials, the Architect, the Construction Manager as necessary, throughout the construction processes, including public presentations as needed.
- H. Develop a thorough familiarity with the purpose of the facility to be constructed, with the Town's requirements, with the design and with the contract documents.

- I. Maintain continuous communications with Building Committee Chair, Town Officials and the Town's contracted Architectural and Construction Management firms, as well as various sub-contractors, as necessary.
- J. Coordinate between the Construction Manager and the Town Officials and Board of Education activities that may disrupt school operations or construction activities.
- K. Observe the quality and progress of construction to determine, in general, that it is proceeding in accordance with the contract documents and on schedule.
- L. Maintain records at the construction site in an orderly manner as directed by the Town. Include copies of all correspondence concerning the project, contract documents, construction schedule, change orders, test results, permits, inspection reports, insurance policies, minutes or summaries of meetings, shop drawings, invoices, lien releases, and any other applicable documentation. Maintain separate files of approved and disapproved change orders.
- M. Review Construction Manager's daily logs and daily reports of all daily activities including daily progress, weather conditions, visitors, and inspections, sub-contractors on site, nature and location of work performed. Make personal observations as needed.
- N. Meet and accompany any inspectors from local, state or federal agencies having jurisdiction over the project. Immediately report the results of such inspections to the Building Committee Chair and the design-construction team. Monitor any and all corrective actions.
- O. Observe tests as required by the contract documents.
- P. Review field reports from Architects and Engineers. Monitor any and all corrective actions.
- Q. Observe material delivered to the site and used by the sub-contractors to ensure that materials used are those specified or approved substitutes, and that the materials are in good condition and free of defects.
- R. Monitor the proper storage of materials, including any off-site storage. Report problems to the Building Committee Chair and Construction Manager. Notify the Town if, in the Clerk's opinion, any materials should be replaced due to improper storage.
- S. Immediately notify the Building Committee Chair, Town Officials, Construction Manager, and the Architect of any work which, in the opinion of the OR, is substandard or otherwise not in accordance with the contract documents. Document with photographs, measurements etc. as appropriate.
- T. Immediately report to the Building Committee Chair, Town Officials, the Construction Manager, and Architect any conditions that may result in a delay of completion of work.
- U. Assist the design / construction team in the development of a punch list. Monitor the status of the punch list and inform the Building Committee Chair, Town Officials of the status of the punch list on a regular basis.
- V. Assist the design team in the programming and development of the Furniture, Fixtures and Equipment documents for approval by the Office of School Construction Grants and Review. Monitor and inspect the installation of both FF&E and Town furnished equipment or material.
- W. Participate in final inspection, close-out, and systems start-up.
- X. Assist in the coordination of access to various parts of the facility by the Construction Manager and by the occupants.
- Y. Carefully coordinate and monitor any occupation of the facility by the Town prior to final completion of work. Be especially alert to any conditions which may lead to claims for damage.
- Z. Receive and inventory keys, special tools, filters, spare parts, and similar items for transfer to the Town's staff.
- AA. Receive and review all requests for payment from the Construction Manager or general contractor. Make recommendations to the Town concerning payment.
- BB. Receive and review as-built drawings for transfer to the Town.
- CC. Receive, review and maintain technical manuals, operator's manuals, manufacturer's instructions and similar documents for transfer to the Town's staff.

DD. Provide a weekly report to the Building Committee outlining construction progress, needed decisions, pending change orders, current activities, construction photos, and daily logs.

2. PROJECT BUDGET

\$71.8 million – In Construction Costs

\$4.5 million – Furniture, Fixtures, and Equipment, Technology

\$8.0 million – In Architectural, Construction Management, Construction Administration, Commissioning, Insurance, and various and sundry consultants.

3. PROJECT SCHEDULE

The Board of Education intends to occupy the completed facility no later than **August 1, 2022**.

4. PROJECT DELIVERY METHOD

Construction Manager at Risk (CMR) – Guaranteed Maximum Price (GMP).

5. TIMELINE OF THE RFQ PROCESS

The timeline is set forth in **STANDARD INSTRUCTIONS**, section 2. KEY EVENT DATES. Additional information will be given to the shortlisted firms at time of notification.

6. REQUEST OF QUALIFICATION SUBMISSION FORMAT

A. The Qualification Statement must be organized in the following format with all sections included in the order shown and address the following (any deviation from the directions given, missing and/or incorrect information may disqualify the respondent's qualification statement):

B. The Town of Enfield reserves the right to accept or reject any, all, or any part of the proposals, to waive formalities/informalities, and to award to the firm deemed to be in the best interest of the Town of Enfield.

7. LETTER OF INTEREST

Letter of interest (maximum of 3 pages) to the Director of Finance, Mr. John Wilcox. Include a brief history of the firm, firm's ability to perform the work and understanding of the project.

8. FIRM HISTORY

Name of firm, and location of principal and branch offices, length of time in business, size of firm/staff and brief history.

9. CORPORATE AND PROFESSIONAL LICENSES

The qualified Architectural, Engineering and consulting firms must provide a current State of Connecticut License to practice in the State.

10. PROPOSED TEAM

Qualifications shall be included for the entire proposed team, including any proposed sub consultants.

11. PROJECT APPROACH

Firms shall provide a narrative (maximum of 5 pages) explaining firm's commitment and project approach to the Project, staffing and resources, experience working with the Connecticut Office of School Construction Grants & Review (OSCGR), a time line for the project, and controlling budget and schedule.

12. HIGH PERFORMANCE BUILDING CERTIFICATION

To meet legislative requirements, this project will conform to the State of Connecticut High Performance Building Standard. For purposes of this submittal, Respondent shall provide credentials for an experienced Professional from current staff or outside consultant who is not involved in the design, to serve as the HPBS oversight consultant during all project phases through and including submittal for certification. Provide evidence of performance in this capacity on minimum of three (3) projects of comparable size and dollar amount. LEED Certified projects shall be considered as equivalent experience.

13. CONNECTICUT EXPERIENCE

Submit a separate sheet for each project (maximum of 5 projects) that would demonstrate your firm's experience with Connecticut public school work of similar size and scope. The most recent project should be first. For each project the following information should be clearly indicated: Name and location of the school, date the design started, date project was completed, delivery method of construction (i.e. CM at risk, CM agency, Lump Sum, etc.), construction cost at start of construction, final cost and total amount of change orders approved. Identify the percentage of change orders which are the design team's responsibility and which are a result of other causes (i.e. owner changes, field conditions etc.). Also, identify projects that have been LEED Certified or which conform to the state's High Performance Building Standard.

14. REFERENCES

Include the name, title, and contact information of the Owner's Representative for each of the projects that were referenced in the previous section. In addition, provide the name and contact information of the contractor or construction management firm and their project manager for each project.

15. LITIGATION HISTORY

Include a statement detailing whether your firm is currently in litigation or has been involved in litigation in the past five (5) years. If there is litigation history, please explain the circumstances and the outcome.

16. EQUAL EMPLOYMENT OPPORTUNITY

Explain your firm's commitment to equal employment opportunity, consistent with the Town of Enfield.

17. SELECTION CRITERIA

Qualifications will be evaluated by the Town of Enfield John F. Kennedy Building Committee. The Committee will then identify those firms selected for further interviews. Evaluations will be based upon the review of Qualification Submission Format. The Town of Enfield reserves the right to accept or reject any, all, or any part of the proposals, to waive formalities/informalities, and to award to the firm deemed to be in the best interest of the Town of Enfield.

END OF ATTACHMENT "A"