

Date: December 14, 2022

To: Mayor and City Council

From: Ed A. and Mario L.

Re: RFP/Q – Construction Administrative Services

The Building Committee and Board of Education will be meeting on Thursday, December 15, 2022, to approve the awarding of the agreement for Construction Administrative Services.

I've attached the following document and statements:

- a) Document titled – Request for Proposals and Qualifications for Construction Administrative Services.
- b) A sub-committee of the Building Committee interviewed three companies for the Construction Administrative Services agreement.
- c) The Evaluation Criteria is as follows: The Torrington Building Committee will consider the following factors among others, in evaluating responses: experience, capabilities, past performance, price, qualifications, accuracy, overall quality, thoroughness and responsiveness to the Committee's requirements as stated in the RFP/Q. Please be advised that selection will be based on the most qualified firm in the best interest of the District and City, not necessarily on the lowest price.
- d) The Sub-committee unanimously recommends BL Companies and recommends the Building Committee and BOE to execute an agreement.

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TORRINGTON TOWN CLERK

**Request for Proposals and Qualifications for
Construction Administrative Services
(RFQ)**

November 2022

Torrington Public Schools

355 Migeon Avenue

Torrington, CT 06079

RFP Issued: 11/14/2022

Proposal Due: 11/30/2022

Committee Meets 12/1/2022

Interviews: 12/6/2022

LEGAL NOTICE
REQUEST FOR PROPOSALS AND QUALIFICATIONS FOR
CONSTRUCTION ADMINISTRATIVE SERVICES (RFP)

Proposals will be received at the Business Office of the Torrington Public Schools, 355 Migeon Avenue, Torrington, CT 06790 until 2:00 P.M. Eastern Daylight Time on November 30, 2022.

The Torrington School Building Committee is soliciting proposals from qualified individuals or firms to provide on-call Construction Administrative Services for the New Middle/High School and Central Office Administration. The selected individual or firm will enter into a contract with the City of Torrington.

The services to be provided shall include, but are not limited to, the Construction Administrative Services Attached Scope of Services. Including basic services and periodic administrative services.

Qualified individuals or firms are required to submit their proposal in accordance with the solicitation package requirements. **ONE (1) Original and Twelve (12) copies of the proposal must be submitted.**

After review of all qualifications, including fee proposals, the Torrington Building Committee reserves the right to reject any or all proposals, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the City of Torrington and Torrington Public Schools.

I. Background

The selected Consultant will assist the Committee to oversee the project through completion. It is the intent of the Torrington Building Committee to select an individual/firm to ensure consistent project management,

II. Scope of Services—see attached document

III. Minimum and Preferred Qualifications

The Torrington Building Committee expects each respondent to meet at least the following minimum qualifications:

1. The Consultant must have demonstrated experience as an owner's representative in the completion of at least three (3) school construction projects, with a budget of \$35-\$60 million or more, in the last ten (10) years.
2. Preference will be given to demonstrated experience with providing such services in projects with new-school construction or renovation on the site of an occupied school.
3. The Consultant must have demonstrated experience providing owner's representative or architectural services to multiple public school districts in Connecticut,
4. The Consultant must have demonstrated strong owner's representative and project management skills including , but not limited to, extensive construction experience, change order evaluation, critical path scheduling and budget oversight. The selected firm must demonstrate the ability to work collaboratively with towns, school boards, building committees, architects and construction managers.
5. The Torrington building project will be subject to the requirements of the State of Connecticut Department of Administrative, Division of Construction Services Office of School Facilities and the Department of Education, Bureau of Grants Management. Candidates shall demonstrate project experience working with and extensive knowledge of these agencies and their requirements. The Consultant must demonstrate successful experience with state audits of completed projects. Cite examples of a minimum of two (2) audited school projects.

IV. Proposal/Qualification Submission Requirements

The proposal response package must be organized in the following formation and include the following information (missing or incomplete information may be grounds for disqualification). **ONE Original and Twelve (12) copies of the proposal must be submitted.**

1. **Letter of Interest-** The firm/company shall provide a cover letter containing the respondents interesting in providing owner's representative services and any other information that would assist the Torrington Building Committee in making a selection.
2. **Company Information-** The firm/company shall provide a brief summary of itself, including the following information:
 - a. Name of company and parent company, if any;
 - b. Name of company primary areas of service;
 - c. Address of principal office and office from which project will be managed;
 - d. Name, address, telephone number and email address of the principal contact person to receive notifications and to reply to inquiries from the Torrington Building Committee;
 - e. Legal form of ownership;
 - f. Years engaged in above services under your present name and all prior names by which firm was known.
3. **Relevant Experience-**
 - a. List the school districts and projects for which the firm has provided complete Owner's Representative or architectural services. Include only current projects or projects completed within the last ten (10) years. Include specific information on projects (i.e. description, size, value, schedule), organizational structure with owner and current owner references, project's budget at start of project and completion of project, and project's anticipated completion date at start of project and when the project was completed.
 - b. Describe experience working with community and government on the local and state level, particularly in the context of new school construction.
 - c. Describe experience with defining and implementing the State of Connecticut High Performance Building Standards, the requirements for state grants and/or reimbursement from the State of Connecticut Department of Administrative, Division of Construction Services Office of School Facilities and the Department of Education, Bureau of Grants Management, and other laws and regulations applicable to Connecticut school construction.

4. **Experience of Key Personnel-** Provide a list of the key personnel to be assigned to this project (including consultants, if applicable) and a brief description of the work they will perform. Resumes of the key personnel (including consultants) who will be directly involved in the project shall be included and be specific to the type of project and include at a minimum:
 - a. Current job title, responsibilities, and type of work performed, and time at current firm;
 - b. Educational background, academic degrees, and professional associations;
 - c. Experience on projects similar to that described in this RFP;
5. **Project Approach and Methodology-** Provide a description of the proposed technical approach to the project, including the identification of any unusual circumstances or anticipated problems and proposed solutions. The information will be used by the Building Committee, to assess the consultant's understanding of the project and its methodology.
6. **References-** List no less than three (3) client references (name, address, e-mail address, telephone number and affiliation to identified project) for who services similar to this RFP are currently or have previously been provided.
7. **Default-** ~~Have you ever failed to complete any work awarded to you? Have you ever~~ been declared to be in default of a contract? If so, where, when, why and what was the ultimate outcome?
8. **Workload Statement-** Provide details on your firm's current and future workload and ability to provide this project the attention we feel it requires between now and the scheduled completion date.
9. **Litigation-** Describe any pending litigation, arbitration or mediation proceedings in which your firm is currently involved or has been involved in the preceding ten (10) years.
10. **Principals-** Names, titles, reporting relationships, background and experience of the principal members of your organization including officers. Indicate which individuals are authorized to bind the organization in negotiations, with the City, BOE and Torrington Building Committee or subcommittee.
11. **Fee Proposal-** will be required by the firms selected for the interview (separate envelop).

V. Evaluation Criteria

The Torrington Building Committee will consider the following factors, among others, in evaluating responses: experience, references, capabilities, past performance, price, qualifications, accuracy, overall quality, thoroughness, and responsiveness to the Committee's requirements as stated in this RFP. Please be advised that selection will be based on most qualified firm in the best interest of the District and City, not necessarily on the lowest fee.

VI. Selection Process

1. Initial Evaluation

The Torrington Building Committee will evaluate proposals and establish a shortlist of finalists.

2. Interviews

The Torrington Building Committee may choose to interview up to four finalists. Firms selected for an interview should allow approximately thirty (30) minutes for an oral presentation and fifteen (15) minutes for a question and answer session.

VII. Timeline of RFP Process

The following timeline has been tentatively established:

RFP Issued: 11/14/2022

Proposal Due: 11/30/2022

Committee Meets: 12/1/2022

Interviews: 12/6/2022

* All inquiries relative to the conditions and specifications listed herein as well as clarification of any information contained in the RFP must be made to Ed Arum, Co-Chair of Building Committee, email at earum@torrington.org.

VIII. General Conditions

1. The Torrington Building Committee reserves the right to accept or reject any or all proposals at any time during the process or to cancel this solicitation at any time prior to the award of any contract, without penalty.
2. The Torrington Building Committee shall be under no obligation to accept a proposal or to enter into any contract if it is deemed in the best interest of Torrington Public Schools and the City of Torrington not to do so. The Torrington Board of Education and the City of Torrington are not responsible for any costs incurred by the Responder in connection with this RFP. The expenses incurred by any Responder in the preparation, submission and presentation of their proposal are the sole responsibility of the Responder and shall not be charged to the Board of Education, the City of Torrington or the Building Committee.
3. The Building Committee, Board of Education and the City of Torrington have the right to use any or all ideas, plans, specifications and estimates presented in responses to this RFP without cost.
4. Timing and sequence of events resulting from this RFP will ultimately be determined by the Building Committee, City and Board of Education.
5. The Committee reserves the right to amend or cancel this RFP prior to the due date and time, if it is in the best interest of the City to do so.
6. The Committee and City reserves the right to reject the proposal of the consultant that is in default of any prior contract or for misrepresentation.
7. Save Harmless. As part of entering into any contract which may be let as a result of this process, the Owner's Representative for itself and its successors will be required to covenant and agree with the City to indemnify and save harmless said City from any and all action, cases of action, judgments, legal fees, claims and demands whatsoever, which may at any time be instituted, made, tendered or recovered against the City to the extent caused by the Owner's Representative's negligence in the performance of the Owner's Representative services performed pursuant to any such agreement.

8. Proposal submitted by facsimile (FAX) and/or emailed will not be accepted.
9. Award of the contract for Construction Administrative Services as defined herein is contingent upon the parties agreeing to and executing a written contract acceptable to both parties. In the event the parties cannot agree on the terms of the contract, the award shall be cancelled and become null and void and the parties shall owe no obligations to the other.
10. In all events, the Committee may terminate the contract at any time, with or without cause for its convenience without penalty. In the case of such termination the compensation to be paid to the Consultant shall be the value of services properly performed and accepted by the Committee in accordance with the terms of the contract.

IX. Insurance Requirements

Firms shall agree to maintain in force at all times during which services are to be performed the following coverages and shall name the City of Torrington and Torrington Board of Education and others as may be required as Additional Insured on a primary and non-contributory basis to the Firms' Commercial General Liability, Automotive Liability and Professional Liability policies. These requirements shall be clearly stated in the remarks section on the Certificate of Insurance. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all Carriers are subject to approval by the City of Torrington.

(Minimum Limits)		
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
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 (Excess Liability)	Each Occurrence	\$5,000,000
	Aggregate	\$5,000,000

Worker's Compensation and Employer's Liability	WC Statutory Limits	
	EL Each Accident	\$100,000
	EL Disease Each Employee	\$100,000
	EL Disease Policy Limit	\$500,000

Original, completed Certificates of Insurance must be presented to the City prior to purchase order/contract issuance. The firm agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of the policy.

Construction Administrative Services:

I. Scope of Services:

Basic Services Performed by Consultant:

- a) Perform periodic site visits, as requested by the Owner, to observe the quality and progress of the work
- b) Review and report on progress of the work
- c) Review and advise on Contractor/Architect proposed changes
- d) Review and advise Contractor Applications and Certificates for Payment

Periodic Administrative Services:

- a) Perform periodic site visits, as requested by the Owner, to observe the quality and progress of construction to determine, in general, that it is proceeding in accordance with the Contract Documents. Notify Building Committee Co-Chairs, Architect immediately if, work does not conform with the Contract Documents.
- b) Monitor the construction progress and assist the CM in the preparation of progress reports required by the School Building Committee.
- c) Review Contract Documents to have a complete understanding of the scope of the project.
- d) Attend project meetings as required by the Building Committee.
- e) Monitor project progress and submit reports on the progress of the CM's work to the School Building Committee. Reports will identify activities related to the nature and location of work being performed along with any observed non-conforming work.
- f) When applicable, observe the CM's record drawings at intervals appropriate to the stage of construction and notify the Building Committee and Architect of any apparent failure by the CM to maintain up-to-date records.
- g) Review Applications for Payment submitted by the CM and assist in making recommendations for disposition.
- h) Review and opine on CM's Change Orders and the Architect's Change Order review comments.
- i) When applicable, assist the Architect in reviewing the list of items to be completed or corrected when submitted by the CM with a request for issuance of a Certificate of Substantial Completion. When applicable, assist the Architect in reviewing the documentation and record documents to be furnished to the Owner by the CM at Substantial Completion.
- j) When applicable, assist the Architect in final inspection of the work: Assist the Architect in reviewing the documentation and record documents to be furnished to the Owner by the CM upon completion of the work.

Proposal Form: New Torrington Middle/High School and Central Administration Office
On-Call Compensation Structure-Construction Administrative Services

Tentative Time Line:

- 1) Construction starts - November 20, 2022
- 2) Construction of buildings completed - June 2025
- 3) Abatement & Demo of original building begins - March 2025
- 4) Abatement & Demo of original building is completed - August 2025
- 5) Playing fields construction begins - March 2025
- 6) Playing fields construction completed - November 2025
- 7) Plantings and Close-out - March 2026

On-Call Compensation Structure for Construction Administrative Services

Hourly Rate for On-Call Compensation: _____

EXCLUSIONS/ASSUMPTIONS _____

FIRM: _____

NAME/TITLE _____

SIGNATURE/ DATE _____