

Brookfield Board of Education

On-Call Architect Services Request for Proposals (RFP) Project No. 16-01

Due January 19, 2017 at 2pm, BOE Offices 100 Pocono Rd, Brookfield CT 06804

Scope of Work :

The Brookfield Board of Education intends to retain an architectural firm or firms to provide on-call services on an as-needed basis for work related to architectural design, roof projects, evaluations, etc. The on-call architect(s) may be required to provide emergency services on short notice and within a tight time schedule. By submitting a proposal, firms are agreeing to providing emergency services in a "Time of the Essence" fashion if circumstances require it.

The contract(s) will be a three year contract(s), with the possibility of a two year time extension, upon mutual agreement of the Brookfield Board of Education (BBOE) and the selected vendor(s). No guarantee is made as to the quantity of work to be awarded related to this on-call services contract(s). Prior to the time a work order/purchase order is awarded to a Consultant by the BBOE for a particular project, the successful consulting firm will be required to provide copies of its professional liability and general liability insurance certificates naming the BBOE as an additional insured, which certificates are to be in forms acceptable to the BBOE Risk Manager, along with a Hold Harmless agreement. The contract shall be mutually agreed upon as awarded.

Submission Requirements:

Qualification Statements and Fee proposals are to include the firm name, permanent main office address, date firm was organized, legal form of ownership, number of year's firm has been in business under current firm name, and table of organization. The qualification statements are to also include the resumes of those architects who will be assigned to BBOE projects (Project Manager, etc.). Resumes are to include education and certifications/licenses in the fields of architecture, construction inspection and building code official,. Firms shall fill out Exhibit A for the their proposed sliding fee scale and shall list their standard billing rates for all personnel, along with any additional fees or charges, for any projects or work that does not invoke a sliding scale fee. The consulting firm is to be licensed to work in the State of Connecticut. The consulting firm is to be familiar with State of Connecticut DAS Office of School Construction Grants and other State of Connecticut and/or Federal funding programs, and have submitted at least three projects in the last year. The consulting firm is to be capable of producing projects using AutoCAD. Firm experience in Brookfield is preferred, but not required. **Four copies of the firm's qualification statement are to be submitted.**

Due Date : January 19, 2017 at 2:00, 100 Pocono Road, Brookfield CT 06804, Brookfield Board of Education Offices, Jerry Gay Purchasing Agent. Proposals are due on January 19, 2017 at 2:00 pm to Jerry Gay, Purchasing Agent, Brookfield Board of Education offices, 100 Pocono Road, Brookfield, CT 06804.

Qualification statements are to demonstrate that the firm has strong project management skills, including but not limited to programming, scheduling/phasing of work in occupied buildings and cost estimating.

Qualification statements are to note if the firm has ever defaulted on a contract, is or has been involved in litigation/arbitration, or has ever had a contract terminated prior to completion.

If sub-consultants will be used (civil engineer, electrical engineer, mechanical engineer, etc.), these sub-consultants are to be identified.

The BBOE is developing a specific work project list that will be shared when complete. The following is a list of some types of work for which the architect's services may be required. The list is not intended to be all inclusive, but is meant to provide samples of the types of services that may be involved. Some improvement work will be done by BBOE personnel. Other improvements will be publicly bid. Full construction plans, specifications and bid documents will be required for those contracts that will be publicly bid.

- Preparation of construction plans (including interior design, technology and FF&E), specifications, calculations, studies, reports, bid documents, etc. for a variety of proposed BBOE projects.
- Preparation of plans and specifications for code compliant projects
- Investigations and recommended repairs to concrete and masonry structures, including retaining walls and foundations
- Steel and wood frame structures investigations and recommended repairs, including detailing connections
- Roofing system investigations and recommended repairs, plans and documents
- Review of construction design documents and conformance with applicable codes
- Provision of assistance to BBOE during funding application process and approval process (Building Permits, etc.), as warranted
- Attendance at public information meetings or before approving agencies and/or commissions, if warranted
- Provide detailed project budget, detailed project cost estimates, detailed project schedules, etc. related to services provided
- Construction inspection and contract administration services
- Assist the BBOE with completing necessary funding documentation from various Federal and/or State agencies

The BBOE is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring. The BBOE is committed to complying with the Americans with Disabilities Act (ADA).

All materials submitted in response to this request for qualifications are subject to the terms of state laws relative to the CT Freedom Of Information Act.

If warranted, addenda will be issued to answer questions or provide additional information. Failure to acknowledge receipt of addenda to this request for qualification statements may result in a qualification statement not being considered.

The BBOE will not be held responsible for any costs incurred by the consultant for work performed in the preparation of the qualification statement and for any work performed prior to the issuance of a contract.

The BBOE reserves the right, at its sole discretion, to terminate the RFP process or negotiations with a selected consultant. Nothing herein, or in the consultant selection process, shall be construed as having obligated the BBOE to pay for any expenses incurred by respondents to the Brookfield RFP, or by a selected consultant.

The BBOE selection committee may "short list" a few responding firms and may interview said "short listed" firms, prior to making any recommendation to the Purchasing Agent and BBOE relative to the award of an on-call contract(s).

Services related to specific projects will be awarded in writing to the selected vendor on a project by project task order basis, upon the receipt of an acceptable fee estimate and time schedule from the vendor, and after the on-call contract/agreement with the BBOE has been executed and signed. In the event that an agreement can not be reached, the BBOE reserves the right to bid the required services for a specific project through a separate public RFP or Bid Process.

The BBOE reserves the right to reject an application for misrepresentation of facts. The BBOE also reserves the right to waive technical defects, irregularities and omissions, if in its judgment, it is deemed to be in the BBOE's best interest. The BBOE reserves the right to issue as an RFP for capital projects if it is in the best interests of the BBOE.

Questions regarding this Request for Proposals shall be directed to Jerry Gay, Purchasing Agent, at 203-775-7613 or gayj@brookfieldps.org. Questions of a material nature shall be sent in writing to the Purchasing Agent

Brookfield Board of Education
RFP 16-01, EXHIBIT A – Fee Schedule

Sliding Scale and hourly rates

SLIDING SCALE FEE :					
Proposals submitted, pursuant to this RFP, shall include the cost to perform the services set forth herein as a lump sum as per the schedule listed below and as a Standard Hourly Rate Structure of all billable personnel, along with any other billable services, for any additional services that may be outside the sliding fee scale structure. The BBOE reserves the right to negotiate for and choose the fee structure that is in its best interests for the project under discussion. and to reserve the right to issue as an RFP for capital projects if it is in the best interests of the BBOE					
Architectural and/or Engineering Services proposed to furnish the services outlined herein for the project scope identified are in accordance with the following:					
APPROVED BID AMOUNT/TOTAL CONSTRUCTION COST:					
\$0	to	\$70,000		Plus %	
\$70,001	to	\$100,000		Plus %	of cost over \$70,000
\$100,001	to	\$150,000		Plus %	of cost over \$100,000
\$150,001	to	\$250,000		Plus %	of cost over \$150,000
\$250,001	to	\$500,000		Plus %	of cost over \$250,000