

**SOUTHINGTON PUBLIC SCHOOLS
AND
THE TOWN OF SOUTHINGTON**

REQUEST FOR PROPOSAL

The Southington Board of Education is accepting proposals for:

**DESIGN AND CONSTRUCTION ADMINISTRATIVE SERVICES
OF THE ATHLETIC TRACK, LOCATED AT SOUTHINGTON HIGH SCHOOL**

RFP 2024-10

SEALED, MARKED PROPOSALS will be accepted by the
Purchasing Department in the John Weichsel Municipal Center located at
200 North Main Street, Southington, Connecticut until:

2:00pm on Friday, December 08, 2023

at which time all submitted proposals will be publicly opened and read.

A MANDATORY WALKTHROUGH IS REQUIRED FOR THIS RFP (November 29, 2023 10:30am)

**(Please note that U.S. mail delivery to our location occurs late in the day and delivery on the day
of the proposal opening cannot be relied upon.)**

Proposals must be submitted on the forms and in the manner specified.

RFP forms and specifications may be obtained from the
Southington Public Schools' website:

www.SouthingtonSchools.org

Central Office => Purchasing Department => Bids and RFP Invitations

Sealed proposal envelopes are to be returned to the address below with the RFP number clearly marked
on the outside of the envelope.

**Purchasing Office
200 North Main Street
Southington CT 06489
860.628.3200 ext. 10216**

**Kyle Fickel
Accounting Manager**

Introduction

The Town of Southington has been awarded a Small Town Economic Assistance Program (STEAP) Grant from the State of Connecticut for the replacement of the community athletic track at Southington High School. As such, the Town of Southington is soliciting proposals to retain a qualified Architectural/Engineering Firm (herein after referred to as firm, proposer, responder, architect) to provide design and construction administration services for renovations to the Athletic Track at Southington High School, 720 Pleasant St., Southington, CT 06489. Proposed renovations for the field include demolition and replacement of the existing track, fence & gate(s), and renovations of select areas for field events.

The project goal is to enable the Town to commence the renovation of the field during the summer of 2024, upon completion of the permitting approvals and construction documents.

This RFP is not a contract offer, and no contract will exist unless and until a written contract is signed by the Town and the successful proposer. Interested parties should submit a proposal in accordance with the requirements and directions contained in this RFP. The Town may choose not to select any firm. The town is an equal opportunity, affirmative action employer, does not discriminate because of race, religion, color, sex, national origin, sexual orientation, marital status, disability or any other factors protected by law. The Town shall review proposer's full submission and may make a selection based on the best interest of the Town, not solely on the proposer's fee proposal.

Intent

It is the goal of the Town to enter into agreement with an experienced, qualified, and licensed A/E firm that will provide assessment and design services efficiently, accurately, and provide high quality, flexible customer service to the Town. The firm will be expected to maintain expert knowledge of assessment and design services to ensure the Town is receiving the highest quality service at the most affordable rates while maintaining quality.

RFP Scope of Work

The following are expected as a result of this RFP:

This project shall be divided into two phases:

- **Phase I – Assessment of Existing Conditions**
- **Phase II – Design and Construction Administration Services**

Phase I –Assessment services shall include an existing conditions survey, assessment, subsoil geotechnical investigation, conceptual design, and development of a comprehensive project budget:

- Conduct an existing conditions assessment services for the existing running track and field events. Assessment shall at a minimum include:
 - Existing conditions site survey performed by a licensed surveyor in the State of Connecticut.
 - Asphalt and subsoil evaluation, profiling, and cross-section conducted by a geotechnical engineer through coring and borings.
 - Sampling and laboratory soil characterization of track base subsoils.
 - Track surface material condition, anticipated lifespan, and facility deficiencies.
- *The Town will provide the selected firm with any available documentation of the site, however proposers should assume no documentation is available for the purposes of this proposal.*
- Provide programming of the existing running track and field events with key project stakeholders.
- Prepare a programming and existing conditions assessment report of the findings.
- Develop Conceptual Design options for track and field events renovations or replacement.
- Develop comprehensive project cost estimates for each option.
- Review conceptual design options and cost estimates with project stake holders and refine options until a final design and comprehensive project budget are selected.

Subject to the approval of a Project by the Town and further subject to adequate funding authorization. The contract between the Owner and the firm may be amended to include continued designer services through Phase II.

Phase II – Design and Construction Administration services shall include design development, construction contract documents, bidding assistance, construction administration, and final closeout of the potential Project:

- Prepare required design development documents.
- Prepare Construction Documents, including, but not limited to, the following suitable for public bidding in the State of Connecticut and Town of Southington:
 - Project Manual (including Front End and Technical Specifications)
 - Construction Drawings and Details
- Aid the Town during the bidding process, review of bids, and bidder scope reviews.
- Provide ongoing construction administration services to the Town during the construction of the project, including:
 - Minimum weekly site visits and observation reports
 - Attendance at weekly construction meetings with the Town and Contractor
 - Respond to Contractor RFI's through sketches and written clarification
 - Review of potential change orders
 - Review of monthly application for payments from the Contractor
 - Conduct an initial punch list visit and issuance of a project Substantial Completion
- Aid the Town in securing all close-out documents from the Contractor
- Conduct a final punch list visit and issuance of a project Final Completion

The contractor who is selected to perform this State project must comply with CONN. GEN. STAT. §§ 4a-60, 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive, as amended by June 2015 Special Session Public Act 15-5. State law requires a minimum of twenty-five (25%) percent of the state-funded portion of the contract be set aside for award to subcontractors holding current certification from the Connecticut Department of Administrative Services (“DAS”) under the provisions of CONN. GEN. STAT. § 4a-60g. (25% of the total state-funded value with DAS-certified Small Businesses and 6.25% of the total state-funded value with DAS-certified Minority-, Women-, and/or Disabled-owned Businesses.) The contractor must demonstrate good faith effort to meet the 25% set-aside goals.

Other Contacts

Director of Operations: Peter Romano
Athletic Director: Steve Risser

Phone: 860-628-3200 ext. 10206
Phone: 860-628-3229 ext. 11425

RFP TIMELINE

RFP Release	November 16, 2023
Mandatory Walkthrough of Track	November 29, 2023, at 10:30am
Deadline for written inquiries	December 04, 2023, by noon
Sealed RFP due date and public opening	December 08, 2023, at 2:00pm
Administration Review of proposals, Committee Recommendations	TBD
RFP Award by the Southington Board of Education	TBD
Work to commence and Project finish	Summer 2024

INQUIRIES

Proposers may submit written questions concerning this RFP to the Accounting Manager no later than the date specified in the RFP Timeline. All inquiries must be in writing and may be mailed, emailed, faxed, or hand delivered. Written inquiries received after the deadline for written inquiries will not be considered. Copies of questions and responses thereto will be posted on the Southington Schools website no later than the date specified in the RFP Timeline (www.southingtonschools.org Central Office, Purchasing Department, Bids and RFP Invitations).

AUTHORIZED CONTACT for written inquiries:

Mr. Kyle Fickel
Accounting Manager
Southington Public Schools
200 N Main Street
Southington, CT 06489
fax# 860-621-8056, No Voice Calls
kfickel@southingtonschools.org

ADDENDA TO RFP

Should it become necessary to revise any part of this RFP or if additional data is necessary to clarify any of its provisions, an Addendum will be posted on the Southington Schools website (www.southingtonschools.org Central Office, Purchasing Department, Bids and RFP Invitations) It is the responsibility of the vendor to check for Addendum on the Southington Website prior to submitting their proposal.

The Board intends to adhere to the schedule and dates specified in the RFP timeline detailed above. However, if it is necessary, due to revisions made to this RFP, the proposal due date and all subsequent dates may be extended. Notification of such extension will be posted on the Southington Schools website.

PROPOSAL PREPARATION COSTS

Proposers must bear all costs associated with their Proposals including preparation, copying, postage, and delivery costs. The Board will not be responsible for any costs or expenses incurred by Proposers responding to this RFP.

OTHER NOTICE TO PROPOSERS:

All elements of the RFP including the rough schematics, drawings, etc. become the property of the Board and may be used by the Board as part of any future referendum or work on the next phase of the facility improvements. Any award to a proposer of this RFP does not constitute an agreement or contract for that proposer to complete the actual installation of any approved security measures or renovations.

FORMAT FOR PROPOSALS

Responding proposers shall provide **three** written copies of their RFP and include one electronic file on a USB drive. By submitting this proposal, vendor agrees to all the provisions and conditions contained herein, both Part I and Part II.

The format for the written proposals shall be as follows:

TITLE PAGE including:

- RFP 2024-10 DESIGN AND CONSTRUCTION ADMINISTRATIVE SERVICES, SHS ATHLETIC TRACK
- Name of Proposing firm
- Address and telephone number of Proposing firm
- Name and title of contact person
- Date of submission

Please provide a Table of Contents after the Title page giving a clear identification of each required proposal section with page number. Such sections are A-T below.

Proposal Requirements

The following items will establish certain standards of experience and financial capabilities. Proposals that do not meet the prescribed standards will be considered non-responsive. The Board, at its sole discretion, will decide if a Proposer meets the standards. Each Proposer must answer the questions honestly and completely; the following section describes the submission requirements:

- A. Provide an executive summary (maximum three (3) pages) that includes the full name, tax identification number and main office address of the primary Proposer. Include financial information detailing the financial stability of the Proposer. Proposer must have been in business for a minimum of three (3) years.
- B. Provide the business history of the primary Proposer. Include any changes in the Proposer's status as the result of merger, acquisition, spin-off, reorganization, or other change in business organizational status. Identify when the Proposer was organized and, if a corporation, where incorporated and number of years engaged in providing full-service contract operations under that name. Provide a comprehensive description of Proposer's corporate ownership and/or operating name.
- C. State whether any member of any elected board of the Town of Southington or Southington Board of Education, or other officer, employees, or person who is payable in whole or in part from the Town of Southington or the Southington Board of Education currently has any direct or indirect personal interest in the Proposer. If so, describe the circumstances.
- D. State any projects completed for the Town of Southington or the Southington Board of Education in the past five years. Provide details.
- E. Experience with managing the project through the State of CT DAS – CT Department of Economic & Community Development.
- F. State whether the Proposer or any of its employees or officers has been named as a defendant in any litigation. If so, name the owner and describe the circumstances, including the outcome of the litigation.
- G. State whether the Proposer has ever been terminated, fired, or replaced on a project other than those contracts that have been terminated due to completion. If so, name the owner and describe the circumstances.
- H. The primary Proposer must demonstrate the capability to successfully complete construction management studies and project management with an emphasis on athletic facilities. Describe Proposer's experience and provide documentation on such experience.
- I. The Proposer must demonstrate experience in providing architectural/ engineering and design solutions and construction administration services. Describe Proposer's experience and provide documentation on such experience.
- J. Include resumes and project lists of the key personnel who are proposed to work on this project. Including a contact person for questions about the proposal.

- K. Identify all subcontractors, if any, who will perform work on this project. The Board retains the right to reject any and all proposed subcontractors. This provision applies through the term of the contract.
- L. State your relevant prior experience, including a list of clients served during the past five years, complete with names, addresses and telephone numbers of contact persons for each. Provide the client name, contact, address, and phone number of at least one school or municipal project that Proposer has designed, if available.
- M. Provide examples of work produced for similar projects completed within the past five years.
- N. Include an acknowledgement of the proposed project schedule and the Proposers ability to meet the schedule.
- O. Scope of Work (detailed description of work). The proposers should include additional issues, if any; they believe to be important to this project.)
- P. Include a cost for proposal. The cost should be a lump sum price and then broken down by project. Please see the attached price sheet provided.
- Q. Include proof of insurance.
 - Workers' Compensation Insurance
 - Employer's Liability Insurance
 - Liability Insurance: General Liability – at least \$2 million; Automobile Liability – at least \$2 million
 - The Town of Southington shall be named as certificate holder and additional insured on the insurance policy.
 - Cancellation of insurance or other termination of insurance policies required without immediate replacement thereof may be considered a default in the terms and conditions of any such agreement. The Proposer agrees that such default may be cured by procurement of insurance by the Town of Southington on behalf of Proposer, at the Proposer's expense, at the Town of Southington's option.
- R. A signed IRS Form W-9 must be included.
- S. Signed Workforce Analysis Form (complete and include in Proposal)
- T. Signed Non-Collusive Statement as follows: (See Part I, Page 7)

The undersigned vendor, having fully informed him/ herself regarding the accuracy of the statements made here, certifies that:

 1. The proposal has been provided by the vendor independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with any other vendor of materials, supplies, equipment or services described in the request for proposal, designed to limit independent bidding or competition, and
 2. The contents of the proposal have not been communicated by the vendor or its employees or agents to any person not an employee or agent of the vendor or its surety on any bond furnished with the RFP and will not be communicated to any such person prior to the official opening of the RFP.

REQUIRED RFP ITEMS:

No	Bid bond is required with this RFP	N/A
Yes	Proof of insurance is required with this RFP	See Part II Page 3 Items 31, 32,33
Yes	Performance bond will be required by successful proposer	See Part II Page 3 Item 34
No	Prevailing Wage Project	N/A
No	Samples required with this RFP	N/A
Yes	References – a minimum of three	See Part I Pages 10-12

Yes	Workforce Analysis must be returned with this RFP	See Part II, Pages 14-18
Yes	Non-collusive bid statement must be submitted with this RFP.	See Part I Page 7
Yes	Descriptive literature and item(s) specifications for each item must be submitted with RFP Safety Data Sheets for Certified Green Products identified on sheet	
Yes	An IRS Form W9 (Rev.10-2018) must be provided	See Part II Page 19
Yes	Additional Required items identified above A-T	

Proposal Review Criteria

The Board’s administration will evaluate the proposals and recommend a proposer for final approval. The Board reserves the right to investigate the reputation, integrity, skill, business experience, and quality of performance of each candidate proposer, before making its final recommendation. The recommendation will be based on both an objective and subjective comparison of proposals and candidates. The evaluation criteria will include, but shall not be limited to, consideration of the following:

- Qualifications of the Candidates and proposed team
- Technical soundness of the proposal
- Examples of work produced for and past performance on similar projects
- Ability to meet the proposed time frames and schedule
- Familiarity with local conditions and future needs
- Comparable projects completed by candidate
- Experience with and knowledge of state and municipal processes, requirements and procedures
- Proposed Fee
- References
- Any Known Lawsuits
- Previous experience with Southington Town or Board
- Any other factors deemed appropriate by the Board

In awarding the work, the Board reserves the right to reject any and all proposals, waive formalities, informalities and technicalities therein, and to accept any proposal they determine to be in the best interest of the Board.

Selection Process

- The Board’s administration will review and rank each proposer’s sealed proposal.
- The Board’s administration will meet to discuss the Proposals.
- The administration may short-list proposers to interview in order to clarify the proposals. Additional services or significant changes to the submittals during the interview will not be entertained.
- Based on the responses received, the Board may choose to continue or cancel the RFP process.
- The responsibility for the final selection rests solely with the Board and their administration; the Board may commence negotiations with the responder who scores highest during the selection process, or at its sole option may cancel the process at any time. During this negotiation phase, the Board may discuss any cost, charge, or service.

Disclaimer

This Request for Proposal does not commit the Board to award a contract or pay any costs incurred during the preparation of the RFP package.

In addition to the data and documentation submitted in response to this process, the Board reserves the right to make an on-site inspection and evaluation of any facility at which the proposer has provided similar services. If the Board chooses to exercise this right, the respondent shall provide a representative to accompany the Board or its delegated representatives on any on-site inspection. The inspection may not be limited to one facility. All costs incurred by Board personnel to perform an on-site inspection shall be borne by the Board. The proposer shall bear its own costs, if any.

Non-Collusive Statement

The undersigned vendor further certifies that this statement is executed for the purpose of inducing the Board to consider the RFP and make an award in accordance therewith.

Legal Name of Business	
Business Address	
street	
city	
state	
zip	
phone	
fax	
e-mail address	
Person Authorized to Sign (print name)	
Signature of Authorized Person	

Attachments

The following attachments are included below and must be completed, as detailed within the RFP.

- A. Proposal Form
- B. References

ATTACHMENT A – PROPOSAL FORM
ARCHITECTURAL/ENGINEERING ASSESSMENT, DESIGN AND
CONSTRUCTION ADMINISTRATION SERVICES FOR
TRACK RENOVATION/REPLACEMENT

PROPOSER’S FULL LEGAL NAME:

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

Phase I – Assessment and Conceptual Design

- Existing Conditions Site Survey
- Site Existing Conditions Assessment
- Geotechnical Evaluation
- Conceptual Design
- Conceptual Design Project Estimating
- Public Outreach and Project Approval

Total Phase I Proposed Cost: _____ \$ _____

Subject to the approval of a Project by the Town of Southington and further subject to adequate funding authorization. The contract between the Owner and the firm may be amended to include continued designer services through Phase II.

Phase II – Design and Construction Administration

- Design Development:
- Construction Documents & Permitting:
- Bidding:
- Construction Administration & Close-out:

Total Phase II Proposed Cost: _____ \$ _____

Addition Construction Administration Visits \$ _____ *each visit*

(should the construction schedule be extended)

ATTACHMENT A – PROPOSAL FORM

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NOTE: This document, in order to be considered a valid proposal, must be signed by a principal officer or owner of the business entity that is submitting the proposal. Such signature constitutes the proposer's representations that it has read, understood and fully accepted each and every provision of each document comprising the RFP, unless an exception is described above.

Proposers Legal Full Name

Proposers Full Address

Name and Title of Authorized Representative

Signature of Representative, Duly Authorized

Date

Representative Email

Representative Phone

ATTACHMENT B – PROPOSER’S STATEMENT OF REFERENCES
ARCHITECTURAL/ENGINEERING ASSESSMENT, DESIGN AND
CONSTRUCTION ADMINISTRATION SERVICES FOR
TRACK RENOVATION/REPLACEMENT

Provide at least five (5) references: Provide correct and current contact information for all references.

PROJECT #1

PROJECT NAME *COMPLETION DATE*

CITY, STATE

PROJECT OWNER/SCHOOL

INDIVIDUAL NAME AND PROJECT TITLE

EMAIL *PHONE*

PROJECT #2

PROJECT NAME *COMPLETION DATE*

CITY, STATE

PROJECT OWNER/SCHOOL

INDIVIDUAL NAME AND PROJECT TITLE

EMAIL *PHONE*

ATTACHMENT B – PROPOSER’S STATEMENT OF REFERENCES

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PROJECT #3

PROJECT NAME

COMPLETION DATE

CITY, STATE

PROJECT OWNER/SCHOOL

INDIVIDUAL NAME AND PROJECT TITLE

EMAIL

PHONE

PROJECT #4

PROJECT NAME

COMPLETION DATE

CITY, STATE

PROJECT OWNER/SCHOOL

INDIVIDUAL NAME AND PROJECT TITLE

EMAIL

PHONE

ATTACHMENT B – PROPOSER’S STATEMENT OF REFERENCES

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PROJECT #5

PROJECT NAME

COMPLETION DATE

CITY, STATE

PROJECT OWNER/SCHOOL

INDIVIDUAL NAME AND PROJECT TITLE

EMAIL

PHONE