

TOWN OF CANTON



CHERRY BROOK SCHOOL CLASSROOMS PROJECT

REQUEST FOR PROPOSAL FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE INSTALLATION OF FOUR MODULAR CLASSROOMS AND ASSOCIATED IMPROVEMENTS

PROPOSALS DUE: FEBRUARY 2, 2024, 12:00 PM, EST

The Town of Canton, through its Chief Administrative Officer (“CAO”), is seeking bids for Cherry Brook School Classrooms Project. One (1) original and two (2) copies of sealed bids for the above-named Request must be received in the Office of the Chief Administrative Officer, Canton Town Hall, 2nd Floor, 4 Market Street Collinsville, CT by 12:00 PM local EST on February 2, 2024. The Town of Canton will reject bids received after that date and time.

A nonmandatory pre-bid conference will be conducted on January 17, 2024 at 3:45pm at Cherry Brook Primary School, 4 Barbourtown Road, Canton, CT.

The Request for Proposal package may be obtained at the Town's website, www.townofcantonct.org, under “Request for Proposals.”

The Town of Canton is an equal opportunity/affirmative action employer. Small business enterprises, woman owned businesses, and minority owned businesses are encouraged to participate.

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I. Project Overview

Project Background

The purpose of this proposal is to select a respondent that can provide preliminary and final plans, specifications and a cost estimate for the installation of four modular classrooms at the Canton Cherry Brook Primary School. The respondent will also be responsible for coordinating with the State Department of Administrative Services School Construction Division on the school construction grant process, not only during the initial grant application, but also throughout construction and eventually grant close out.

Cherry Brook Primary School is at capacity and there is a projected increase in student enrollment for the 2025-2026 school year. This was confirmed by a feasibility study recently performed by Friar Architecture Inc. Friar Architecture's suggested locations for modular classrooms are in the appendix. The modular classrooms will need to be constructed no later than the summer of 2025.

The present direction of Town officials is to construct modular classrooms. It is possible that through the planning process the scope of work may change and it is expected that the respondent will be flexible to work with the Town through this process. The respondent would be compensated for the change in scope at either the hourly rate as stated in the fee proposal or at a newly negotiated lump sum.

Building Description

Four new modular classrooms will be installed on the existing site of the Cherry Brook Primary School, 4 Barbourtown Road, Canton.

The architect will be responsible for determining the best classroom location, preparing architectural, structural, site, mechanical, electrical, and sprinkler drawings necessary for the contractor to install the four classrooms. Power and data connections shall be coordinated with the Superintendent of Buildings and Grounds.

The classrooms shall be connected to the existing building through an enclosed fire-rated connector as shown in Appendix B. The architect shall be responsible for detailing the roof connections to the existing building. Note: *Due to security reasons, plans and details of the existing building will only be provided to the architect awarded the project.*

Project Estimates

The architect shall provide one cost estimate during preliminary design for review by the Owner.

Project Schedule

The overall project schedule consists of a standard design, bid, and construction process ultimately resulting with owner occupancy for the start of the 2025-2026 academic year. The design phase is scheduled to start on March 1, 2024, and be completed no later than August 1, 2024. Upon completion of the construction documents, they will be reviewed immediately by the Owner. The architect shall be responsible for incorporating all review comments by the Owner or their designee. Bidding is anticipated in November 2024 with contract award within 60 days thereafter.

Installation of the modular structures will start immediately upon school completion in June 2025 and shall be completed by August 15, 2025.

Project Delivery Method

For purposes of the proposal fee, all proposals shall assume a General Contractor project delivery method.

Special Requirements

The Architect will also be required to attend all meetings as needed with the Town of Canton and periodically make presentations to the Town of Canton Board of Education, Permanent Municipal Building Committee, Planning & Zoning, and various informational meetings for the public.

II. Scope of Design Services

Comprehensive Design Services

The respondent will work with Town officials to review existing site conditions to determine the best location for the modular classrooms. To the extent necessary, the respondent shall identify any alterations and modifications necessary to incorporate the classrooms, including all electrical, data, security, fire alarm, sprinkler and other improvements necessary for complete installation. The respondent will then produce and submit preliminary plans along with construction cost estimates.

The respondent will be coordinating the submission of plans and specifications to the State Department of Administrative Services School Construction Division as may be required for the school construction grant process. The respondent will be responsible for working with State officials during the initial grant application, construction and eventually grant close out.

The respondent will be responsible for completion of final plans and specifications. Thereafter the respondent shall assist in the preparation of bid documents and addenda along with analysis of bid responses.

Upon award of the contract, the architect will be responsible for reviewing all shop drawings by the contractor. All shop drawings shall be reviewed within five business days of receipt.

During construction the architect shall be responsible for one site visit per week, attendance at job meetings as necessary and provide field reports of their findings. The architect shall review

the schedule of values by the contractor and review all payment applications prior to payment by the owner. The architect shall prepare one punch list upon substantial completion of the work and provide one follow-up site visit to confirm all punch list work is complete by the contractor.

Upon notice of award the architect shall provide a contract for review by the Owner.

Insurance Requirements

The Architect shall secure and maintain the following minimum insurances at their own expense:

1. Commercial General Liability Insurance: \$1 million per occurrence, \$2 million in aggregate.
2. Automobile Insurance: \$2 million per accident for bodily injury, death of any person, and property damage arising out ownership, maintenance and use Of those motor vehicles, along with any other statutorily required automobile coverage.
3. Workers' Compensation: Minimum statutory limit.
4. Professional Liability Insurance: \$1 million per claim, \$1million in aggregate
5. The Town of Canton shall be named as additional insureds on the Commercial General Liability and Automobile Insurance policies.

Indemnification

The Architect agrees to indemnify, defend, and hold harmless the Town of Canton, its respective officers, employees and agents from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged in the performance of this contract.

III. Designer Selection Process

Review Process

The Owner will review the qualifications and experience of all firms submitting proposals for this project and award the project to the firm it deems is the best value considering qualifications, experience, and price. The Owner may elect to interview one or more firms prior to award.

IV. Instructions for Submission of Design Services Proposal

Submission Logistics

The Town of Canton, through its Chief Administrative Officer (“CAO”), is seeking bids for Cherry Brook School Classrooms Project. One (1) original and two (2) copies of sealed bids for the above-named Request must be received in the Office of the Chief Administrative Officer, Canton Town Hall, 2nd Floor, 4 Market Street Collinsville, CT by 12:00 PM local EST on February 2, 2024. The Town of Canton will reject bids received after that date and time.

A nonmandatory pre-bid conference will be conducted on January 17, 2024 at 3:45pm at Cherry Brook Primary School, 4 Barbourtown Road, Canton, CT.

Questions regarding this request for proposal should be directed to Superintendent of Buildings and Grounds, Thomas Richardson at trichardson@townofcantonct.org . Questions must be submitted by Tuesday, January 30, 2024, by 4:30 p.m. A final addendum will be posted on the Town's

website, www.townofcantonct.org , under “Request for Proposals.” by Wednesday, January 31, 2024, by 4:30 p.m.

Please clearly mark all proposals with the following:

" Cherry Brook School Classrooms Project - Request for Proposal for Architectural And Engineering Services For The Installation Of Four Modular Classrooms And Associated Improvements"

Contents of Written Proposals

1. Firm Qualifications: Provide an overview of the firm's professional qualifications and resumes of team members who will be working on the project.
2. Applicable Experiences: Provide al list of similar projects or projects that are in exceedance of the scope that this one contains. Of particular interest are school related projects that involve interaction with the Department of Administrative Services School Construction Division.
3. Current Workload:
 - Name of project
 - Owner's Representative and telephone number
 - Dollar value of the project
 - Design schedule
 - Completion date
 - Principal and Project Architect in charge
4. Insurance:
Insurance shall be carried as required by section 113 above.

Fee Proposal

Proposing firms are requested to submit fee proposals with the written proposal.

Include hourly billing rates to be used when invoicing optional additional services. Rates for each of the applicable job classification listed below and any other appropriate classifications are to be provided. Secretarial services should be included within these hourly billing rates.

- Principal
- Project Architect
- Project Manager
- Draftsman

Billing rates for consultants shall be comparable to those listed above.

Termination or Amendment

The Town of Canton reserves the rights to amend or terminate this RFP, 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 of Canton's sole judgment, will be in its best interests. The Town of Canton reserves the right to ask any respondent to clarify its response or to submit additional information that the Town of Canton in its sole discretion deems desirable.

In addition, the Town of Canton may, before or after statement opening and in its sole discretion, clarify, modify, amend or terminate this RFP at the Town's sole discretion and convenience.

Appendix A - Fee Proposal Form

Town of Canton Cherry Brook School Classrooms Project

Request for Proposal for Architectural and Engineering Services for The Installation of Four Modular Classrooms and Associated Improvements

Appendix A - Fee Proposal Form

Item #	Scope Description	Amount
A.	Preliminary Design	\$ _____
B.	Development of Construction Documents	\$ _____
C.	Bidding Services	\$ _____
D.	Pre-Construction Services (Shop Drawing Review, RFI Responses)	\$ _____
E.	Construction Administration (Site Visits, Field Reports)	\$ _____
F.	Project Closeout	\$ _____
		Total Fee: \$ _____

Signature by Authorized Officer of Proposing Firm

Note: Discrepancies between the total sum of all items and the Total Fee at the bottom shall be the lower of the two values.

APPENDIX B

Cherry Brook School

Overhead View and Floor Plan

CHERRY BROOK SCHOOL



Barbourtown Rd

Cherry Brook Rd

179

Cherry Brook Primary School - First Floor Plan

PROGRAM

- CIRCULATION
- ADMINISTRATION
- BUILDING SUPPORT
- ART/MUSIC
- FOOD SERVICE
- PRE-K
- KINDERGARTEN
- GRADE 1
- GRADE 2
- GRADE 3
- MEDIA CENTER
- GYM
- NURSE
- SPECIALTY LAB



Total Floor Area: 57,510 sq. ft.

