



REQUEST FOR QUALIFICATIONS & PROPOSALS

MATERIALS TESTING SERVICES:
048-0060 WINDERMERE ELEMENTARY SCHOOL
BID #2022-05

Proposals Due: Monday, May 15, 2023

1:00 PM

Town of Ellington
55 Main Street
Ellington, CT 06029
(860) 896-2300

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1. Introduction

1.1. Invitation to Respond

The Town of Ellington (Town) is seeking qualifications and proposals from qualified firms to provide Material Testing services in connection with the Renovate-to-New, Extension/Alteration project for the Windermere Elementary School (the "Project"). This solicitation is both a request for qualifications and a request for proposals ("RFQ/RFP"). The services to be performed are described below.

The Instructions to Respondents and other bid documents may be viewed on the Town's website at the link here: <https://www.ellington-ct.gov/departments-and-services/finance/requests-for-proposals> or the Connecticut Department of Administrative Services Contracting Portal which may be accessed at: <https://portal.ct.gov/DAS> ("State Portal").

Proposals should be addressed to the Finance Officer, Tiffany Pignataro 55 Main Street Ellington CT 06029.

1.2. Project Description

The Town of Ellington is a vibrant and growing community located in the suburbs of Hartford, CT. The Town has a rich history of farming, a vibrant small business community and beautiful open spaces. The Ellington Public Schools is a dynamic district that provides a high-quality education to approximately 2,700 students, with projections for elementary enrollment to grow in the next decade.

Voters in the Town have passed a referendum for an approximately 95,000 square foot Renovate-to-New, Extension/Alteration project for the Windermere Elementary School with an overall Project budget of \$61,640,000. The Project concept includes an approximately 37,000 square foot addition to the existing Windermere School, with elements of the current building to be renovated or demolished to accommodate 739 students.

1.3. RFQ/RFP Documents

This Request for Proposals (RFP) consists of the following documents:

- Request for Qualifications and Proposals – This Document
- Exhibit A – Non-Collusion Affidavit
- Exhibit B – Materials Testing Pricing Proposal Bid Form
- Exhibit C – Statement of Special Inspections

2. Scope of Work

2.1. Basic Requirements

The Materials and Testing agent will serve as an independent agent as a subconsultant to the Town and will be managed by Arcadis, the Project Manager (PM), free of conflict from the design and construction activities of the project. Materials testing as indicated on the accompanying Statement of Special Inspections Form (attached) as well as site materials testing.

2.2. Draft Project Schedule

Construction is anticipated to commence in the fall of 2023. Substantial Completion of the Project is required for the start of the 2025-2026 academic year. The work is tentatively anticipated to proceed in the following phases:

Phase 1 – Construction

Phase 2 – FF&E/Technology (Bidding and procurement by others)

The following milestone dates are to be utilized in planning your work:

- Design Period Ongoing through June 2023
- Permit/OSCGR Review July 2023
- Bidding and Award Aug 2023 through Sep 2023
- Construction (Phase 1) Oct 2023 through June 2025
- Substantial Completion (Phase 1) June 2025
- FF&E/Technology (Phase 2) Jan 2025 through Aug 2025
- Punch List May 2025 through Aug 2025
- Project Closeout As required, 6 months anticipated.

2.3. Qualifications and Proposal

1. Responding firms shall include copies of their certifications in their responses to illustrate their qualifications to perform these services.
2. The qualifications of the testing personnel must meet the requirements indicated on the Statement of Special Inspections. Provide copies of individual certifications for proposed personnel. Use of cross-certified personnel is desired for cost efficiencies
3. Provide unit pricing and extended pricing as requested on the accompanying Pricing Proposal Bid Form. All hourly pricing shall be for on-site time only. Portal to portal pricing will not be accepted. A single technician with multiple certifications will perform inspections and tests as required at no additional cost.
4. No separate travel expense charges will be permitted. Ensure that the cost of travel is included in your unit prices.
5. Administration charges in addition to quoted charges will not be allowed.
6. A half day is defined as any portion of the day when the technician or inspector is on site from 0-4 hours. A full day is defined as any portion of the day when the technician is on site from 4-8 hours.
7. Overtime will be considered only when your technician or inspector is on this project site for more than eight hours in one day. Weekend days and federal holidays are also considered overtime. Weekday overtime and Saturdays can be charged up to one and one half times the straight time rate. Sunday and federal holidays can be charged up to two times the straight time rate. Non-federal holidays will be charged at straight time rates.
8. Provide a rate sheet for services not listed but believed by the respondent to be necessary.
9. The proposal must be signed by a principal or officer of the proposing firm with the authority to commit the firm.
10. All proposals shall be held open for a period of ninety (90) days from the due date of the proposal. The proposed pricing shall not change for the duration of the Project. The basis of award will not be determined solely by price. The Town reserves the right to waive any informality in the proposals, reject or accept any and all proposals when it is determined to be in the best interest of the Town to do so.

11. Failure to provide the information requested will result in deeming the proposal non-responsive and will be cause for rejection of the proposal.

3. Timeline of the Process

RFP/RFQ Date	Friday, May 5, 2023
Proposals Due:	Monday, May 15, 2023 @ 1:00pm Ellington Town Hall 55 Main Street Ellington, CT 06029
Evaluation and Selection	Friday, May 19, 2023
Commencement of Services:	Monday, October 16, 2023

4. Responses

4.1. Questions and Communications

All questions about the RFQ/RFP should be directed to Kelly Nelli, Project Manager, by email at kelly.nelli@arcadis.com.

4.2. Submission

Each proposal must be submitted in a sealed envelope bearing the bid number "**#2022-05**" and titled "**MATERIAL AND TESTING SERVICES: 048-0060 WINDERMERE ELEMENTARY SCHOOL**". Firms are required to submit three (3) printed copies plus one (1) electronic copy (as a PDF file on a USB thumb drive). Each respondent shall be responsible for all costs incurred in order to prepare and submit its response to this RFQ/RFP. All submitted materials including any work product, instruments of service and other deliverables shall become the property of the Town, and the respondents shall not claim any ownership interest in the same.

4.3. Price Guarantee

A proposal may not be modified, withdrawn, or cancelled by the respondent during the 90 day time period following the time and date designated for the receipt of proposals.

5. Insurance

5.1. Insurance

Contractor shall agree to maintain in force at all times during the contract the following minimum coverages and shall include the Town of Ellington as an Additional Insured on a primary and non-contributory basis to all policies, except Workers Compensation and professional liability. The General Liability and Workers Compensation policies shall also include a Waiver of Subrogation clause in favor of the Town of Ellington. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's Rating of "A-" VIII. In addition, all Carriers are subject to approval by the Town of Ellington.

		(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	\$1,000,000
	Each Accident	
Professional Liability	Each Claim	\$1,000,000
	Aggregate	\$1,000,000
Umbrella/Excess Liability (over the General Liability, Auto Liability and Employer Liability portion of the Workers Compensation)		\$2,000,000

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers' Compensation and	WC Statutory Limits	
Employers' Liability	EL Each Accident	\$1,000,000
	EL Disease Each Employee	\$1,000,000
	EL Disease Policy Limit	\$1,000,000

Original, completed Certificates of Insurance must be presented to the Town of Ellington prior to contract issuance. Contractor agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies. Should any of the above-described policies be cancelled, limits reduced or coverage altered, 30 days written notice must be given to the Town.

END OF REQUEST FOR QULIFICATIONS & PROPSALS (RFQ/P)
FOR MATERIAL TESTING SERVICES
Town of Ellington
Windermere Elementary School
State Project No. 048-0060 RNV/EA

Exhibit A. Non-Collusion Affidavit

To the Town of Ellington:

RE: Material Testing Services: Windermere Elementary School

DATED: _____, 2023.

The undersigned Respondent, having fully informed himself/herself/itself regarding the accuracy of the statements made herein, certifies that:

- (a) The proposal is genuine; it is not a collusive or sham proposal;
- (b) The Respondent developed the proposal independently and submitted it without collusion with, and without any agreement, understanding, communication or planned common course of action with any other person or entity designed to limit independent competition;
- (c) The Respondent, its employees and agents have not communicated the contents of the proposal to any person not an employee or agent of the Respondent, and will not communicate the proposal to any such person prior to the official opening of the proposal; and
- (d) No elected or appointed official or other officer or employee of the Town of Ellington is directly or indirectly interested in the Respondent's proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

The undersigned Respondent further certifies that this affidavit is executed for the purpose of inducing the Town of Ellington to consider its proposal and make an award in accordance therewith.

DATED: _____, 2023.

RESPONDENT:

By _____

SUBSCRIBED and sworn to
before me this ____ day
of _____, 2023.

Notary Public

Exhibit B. Materials Testing Pricing Proposal Bid Form

Exhibit C. Statement of Special Inspections

