

## REQUEST FOR PROPOSAL

for

Third Party Code Compliance Review  
for  
Stratford High School Additions & Renovations

Stratford RFP #2016-018

State Project: #138-0101

Issue date: April 28, 2016

Written Proposals Due: June 2, 2016 11:00 a.m.

Town of Stratford  
Engineering Department  
2725 Main Street  
Stratford, CT 06615



QUESTIONS: Contact Richard Snedeker, CREC Project Manager, in writing by email at  
[rsnedeker@crec.org](mailto:rsnedeker@crec.org)

No questions will be accepted after 2 p.m. on May 19, 2016

## **TABLE OF CONTENTS**

- I. Invitation to Bid
  - Registration
  
- II. Project Description - Scope of Services
  - a) Phase 1 PCR Documents
  - b) Phase 2 PCR Documents
  
- III. Written Proposal
  - a) Qualifications
  - b) Fee Proposal
  
- IV. Selection

Attachment A - Codes to which project was designed

Attachment B - Department of Administrative Services (DAS) Office of  
School Construction Grants (OSCG) Form SCG-3030  
Code Conformity Certification

Attachment C - Bid Form

## **I. INVITATION TO BID**

The Stratford High School Building Renovations Subcommittee, is seeking to engage a consultant to perform Local Official Review Process per CGS 10-292(c) in accordance with the State Department of Administrative Services (DAS), Office of School Construction Grants (OSCG) for the Stratford High School Additions & Renovations project. The existing Stratford High School is located at 45 North Parade Street, but the final facility address will be 245 King Street, Stratford, CT. The Capitol Region Education Council (CREC), is administering this RFP on behalf of the Town.

This RFP is for two separate reviews, the Phase 1 PCR documents review will be for all Civil/Site work, all Concrete, and all Structural Steel for the whole project, plus a small amount of Selective Demolition. The Phase 2 PCR documents review will consist of all Architectural and MEP work for the entire project.

- **REGISTRATION**

In order for your proposal to be considered, you must register with CREC via email at [rsnedeker@crec.org](mailto:rsnedeker@crec.org) by providing the name and email address of your primary contact for this project. Registration must be received not later than 2:00 p.m. on May 19, 2016.

Proposals should be addressed and delivered to:

Attention: Michael Bonnar, Purchasing Agent  
Stratford High School Additions & Renovations Project #138-0101  
Stratford RFP #2016-018  
2725 Main Street, Room 202  
Stratford, CT 06615

In order to facilitate an objective review of each proposer's qualifications, fee proposals (Attachment C - Bid Form) shall be submitted with qualifications in a separate, sealed envelope. Please clearly mark the fee proposal envelope "fee proposal" and include the firm name and "State Project #138-0101, Stratford RFP #2016-018 June 2, 2016".

An electronic copy shall also be submitted. Please place the fee proposal in a separate, clearly labeled electronic folder from the qualifications.

**All proposals shall be delivered by: June 2, 2016, 11:00 a.m.**

## **II. PROJECT DESCRIPTION - SCOPE OF SERVICES**

Stratford High School, located at 45 North Parade Street in Stratford, Connecticut, is a masonry structure originally constructed in the mid-1920s, with additions in 1929, 1947, 1963, 1970 and 1987. Today, as one of Stratford's two high schools, the complex contains approximately 174,000 square feet and serves just over a thousand students.

The site sits on two parcels. The east parcel is bounded by North Parade Street on the east and King Street on the west; the existing school building sits on this parcel. The west parcel, bounded by King Street on the east and California Street on the west, currently houses school athletic fields.

The future Stratford High School will be designed to accommodate 1115 students. The proposed project will renovate 29 percent (approximately 50,000gsf) of the existing building, demolish the remainder, and add just over 190,000gsf of new construction.

The project will be constructed in three major phases to enable the majority of the complex to remain occupied during the school year. In the first phase, a new, ±130,000gsf, three-story "West Building" will be built on the west parcel. A pedestrian bridge will be constructed over King Street to connect the West Building to the rest of the school. In the second phase, the east side of the existing building will be demolished, and the "New" East Building will be constructed. In the third phase, the remaining portion of the existing school will be renovated and expanded. Much of this phase will occur during the summers of the first two phases; the remainder of the work will occur after the second phase. In order to maintain the construction type of the existing building (Type IIB as defined by the Connecticut State Building Code) a three-hour fire wall will be constructed between the existing building to be renovated and the "New East" Building.

The total project budget is estimated at \$126 million dollars. The plans may be reviewed at the office of the project architect, Antinozzi Associates, at 271 Fairfield Avenue in Bridgeport, CT. All registered respondents will be notified in advance via email of the date and time the architect will have the plans available for viewing. An electronic version of the plans may also be viewed, all registered respondents will receive access instructions for viewing the electronic version.

Any question may be directed to Richard Snedeker of CREC ([rsnedeker@crec.org](mailto:rsnedeker@crec.org)) on or before 2:00 p.m. on May 19, 2016. All questions and answers will be made available to all respondents (the party submitting the question shall not be indicated).

**a) PHASE I PCR DOCUMENTS**

The Phase I documents will detail the work associated with all of the Civil/Sitework, Concrete, and Structural Steel for the entire project, with some minor demolition associated with an existing field house building on the west parcel (field house building is being removed to make way for the new 3 story addition). A separate independent structural review is taking place under a separate contract related to CGS Sect 29-276b (the project exceeds the Threshold Building Limits).

The anticipated commencement of the Phase I PCR documents review process is August 9, 2016 (subject to change to a later date). The review must be complete and comments returned to the project architect by close of business on August 23, 2016 (subject to adjustment if commencement date changes, review time frame will be 2 weeks minimum). A copy of the review comments shall also be provided to CREC. The review shall be in strict conformance to the procedures required to complete all processes associated with Department of Administrative Services (DAS) Office of School Construction Grants (OSCG) Form SCG-3030 Code Conformity Certification (Attachment B), as well as to all applicable current codes, regulations, and design review practices.

For Phase I, two meetings with the project architect and their consultants are anticipated to be required. One additional meeting with the local code officials is anticipated for this 3<sup>rd</sup> party reviewer as part of this scope to coordinate sign-off on comments and required forms and answer any questions. Follow up coordination and communication may be required after these meetings and are to be included in the base bid.

**b) PHASE 2 PCR DOCUMENTS**

The Phase 2 documents will detail the work associated with all of the Architectural and MEP work for the entire project, with some wholesale demolition and some selective demolition.

The anticipated commencement of the Phase 2 PCR documents review process is November 1, 2016 (subject to change to a later date). The review must be complete and comments returned to the project architect by close of business on November 29, 2016 (subject to adjustment if commencement date changes, review time-frame will be 4 weeks minimum). A copy of the review comments shall also be provided to CREC. The review shall be in strict conformance to the procedures required to complete all processes associated with Department of Administrative Services (DAS) Office of School Construction Grants (OSCG) Form SCG-3030 Code Conformity Certification (Attachment B), as well as to all applicable current codes, regulations, and design review practices.

For Phase 2, three meetings with the project architect and their consultants are anticipated to be required. One additional meeting with the local code officials is anticipated for this third party reviewer as part of this scope to coordinate sign-off on comments and required forms and answer any questions. Follow up coordination and communication may be required after these meetings and are to be included in the base bid.

### **III. WRITTEN PROPOSAL**

**The written proposal is due on June 2, 2016 at 11:00 a.m.** Firms are required to submit three (3) hard copies of their Qualifications, and a separate sealed hard copy of the fee proposal to the address above in Section I. The bid form to be used for the fee proposal is included as Attachment C. Proposals are to be clearly identified with the title; **Stratford High School Additions & Renovations Project #138-0101, Stratford RFP #2016-018 Attention: Michael Bonnar.** The fee proposal (Attachment C - Bid Form) must be in a clearly marked sealed envelope, segregated from the qualifications.

One electronic copy must also be submitted (USB flash drive preferred). Please place the fee proposal in a separate electronic folder from the qualifications proposal, and clearly label each.

The proposal must be organized with the following sections:

a) **QUALIFICATIONS:**

**Company Information** – Please provide the following information:

- Name of Company and parent company (if any).
- Address of office.
- Name, address and telephone number of the principle contact person to receive notifications and to reply to inquiries.

**Years of Service** – How many years have you been engaged in services you provide under your present name?

**Relevant Experience** – In this section provide descriptions of three similar projects for which you have provided code compliance reviews. The description of each project should include pertinent information such as the project type (new construction, additions, renovations), and size (facility area and project dollar value).

**Experience of Key Personnel** – Provide a list of key personnel to be assigned to the project and a description of the work they will perform. Resumes of key

personnel who will be directly involved with the project must be included and shall include at a minimum:

- Current job title, responsibilities, and type of work performed
- Educational background, academic degrees, and professional associations.
- Experience on projects similar to that described in this RFP.

**References** – List (3) three client references for projects similar to this project, include for each client:

- Name of Organization
- Scope (new construction, additions, renovations), and amount (facility area and project dollar value) of construction
- Date services provided (start and finish)

**Insurance** – Provide a statement of coverage limits for Commercial General Liability and Errors and Omissions insurance (see Section V for general requirements). All respondents demonstrating insurance coverage will be considered.

#### **b) FEE PROPOSAL**

In a separate sealed envelope, provide a lump sum fee for the scope of services described above, using the Bid Form provided at Attachment C.

#### **IV. SELECTION**

Selection will made after an evaluation of the apparent low bidder's proposal based upon the proven ability of the respondent to meet the requirements of the RFP, and the fee proposal.

Neither CREC, nor The Town of Stratford, nor any of their respective officers, directors, employees or authorized agents, shall be liable for any claims or damages resulting from the selection, non-selection or rejection of any proposal submitted in response to this RFP.

The Town of Stratford reserves the right to accept and/or reject any or all proposals submitted for consideration to serve the best interests of the Town.

## ATTACHMENT A

### CODES TO WHICH THE PROJECT WAS DESIGNED

State Building Code w/ Supplement(s):	2005 State Building Code - State of Connecticut (including 2013 amendments)
	2003 International Mechanical Code
	2003 International Plumbing Code
	2011 NFPA 70 National Electrical Code
	2009 International Energy Conservation Code (including 2011 CT amendments)
	ICC / ANSI A117.1-2003 Accessible and Usable Building and Facilities
State Fire Code w/ Supplement(s):	2005 Connecticut State Fire Safety Code
	2009 and 2012 Amendments
	2015 Connecticut State Fire Prevention Code
State Health Code:	Current
O.S.H.A.:	Title 29 / Labor (current)
Federal Laws:	2010 ADA Standards for Accessible Design
	Section 504 of the 1973 Rehabilitation Act

---

## ATTACHMENT B

### SCG-3030 CODE CONFORMITY CERTIFICATION

(See sample on next page)

Go to OSCG website for fillable form, and to check for updates since issuance of this RFP (heading "A/E Certification Forms"):

<http://www.ct.gov/dcs/cwp/view.asp?a=4217&q=507666>

**Department of Administrative Services (DAS)  
Office of School Construction Grants (SCG)**

**CODE CONFORMITY CERTIFICATION**

Director  
Office of School Construction Grants  
165 Capitol Avenue  
Hartford, Connecticut 06106

Subject: State Project Number: [Click here to enter text.](#) LEA: [Click here to enter text.](#)  
Phase [Click here to enter text.](#) Of [Click here to enter text.](#)  
Facility Name: [Click here to enter text.](#)  
Local Jurisdiction of Facility: [Click here to enter text.](#)

Pursuant to Section 10-292 of the Connecticut General Statutes, the final plans for any phase of a school building project as provided in Section 10-291 must be in conformance with state codes, statutes, and regulations and to federal laws.

The following documents are attached (mark boxes "X", as appropriate):

Attached	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	ICC Code Review Checklist completed by Local Official
<input type="checkbox"/>	<input type="checkbox"/>	Plan Review Record (PRR) by Local Officials
<input type="checkbox"/>	<input type="checkbox"/>	Design Professionals response to PRR with Local Officials acceptance
<input type="checkbox"/>	<input type="checkbox"/>	Approved Code Modifications
<input type="checkbox"/>	<input type="checkbox"/>	Second copy of Code/Egress/Site drawings for SC file

We, the undersigned, have reviewed the construction documents (drawings and project manual) for the above- mentioned school building project (the Project) dated [Click here to enter a date.](#). As confirmation of our review in accordance with the SC Guidelines and Plan Review checklists, we have signed and dated the cover page of the Project's drawings and manual. Further, our review has determined the Project's construction documents are in compliance with the current Connecticut State Building Code; Fire Safety Code and State Fire Prevention Code; Connecticut Department Public Health Regulations; Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act (ADA) of 1990; and OSHA requirements.

**Building Official**

(Print Name): [Click here to enter text.](#) Signature: \_\_\_\_\_ Date: [Click here to enter a date.](#)

**Fire Marshal**

(Print Name): [Click here to enter text.](#) Signature: \_\_\_\_\_ Date: [Click here to enter a date.](#)

**Section 504 Official**

(Print Name): [Click here to enter text.](#) Signature: \_\_\_\_\_ Date: [Click here to enter a date.](#)

**Health Inspector**

(Print Name): [Click here to enter text.](#) Signature: \_\_\_\_\_ Date: [Click here to enter a date.](#)

## **ATTACHMENT C**

### **BID FORM**

(submit in a separate sealed envelope, segregated from the qualifications)

Item 1: Phase 1 PCR Review (Lump Sum): \_\_\_\_\_

Item 2: Phase 2 PCR Review (Lump Sum): \_\_\_\_\_

Total Fee (Lump Sum): \_\_\_\_\_

I/we, the undersigned, submit this Lump Sum bid for the project as specified in Stratford RFP #2016 - 018 for Stratford High School Additions & Renovations Project #138-0101

Signature: \_\_\_\_\_

Firm or Individual Name: \_\_\_\_\_

Date: \_\_\_\_\_