



**SPECIFICATIONS FOR**  
**MANCHESTER PUBLIC SCHOOLS**  
**RFP#017-003 MANCHESTER REGIONAL ACADEMY**  
**DESIGN SERVICES - ROOF REPLACEMENT**

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**LEGAL NOTICE  
REQUEST FOR PROPOSALS  
MANCHESTER PUBLIC SCHOOLS  
TOWN OF MANCHESTER, CONNECTICUT**

Manchester Public Schools will receive sealed proposals at the Buildings and Grounds Office (The Grange), 325 Olcott Street, Manchester, CT, 06040, on the date and time listed below for the following:

**RFP #017-003 MANCHESTER REGIONAL ACADEMY  
DESIGN SERVICES - ROOF REPLACEMENT**

**Proposals will be accepted until Monday, May 22, 2017, at 2:00 p.m.**

**A mandatory pre-proposal conference and walkthrough is scheduled for:**  
**Wednesday, May 10, 2017, at 10:00 a.m. at**  
**The Grange, 325 Olcott Street, Manchester, CT**

The right is reserved to reject any and all proposals. Specifications and forms are available on our website [www.mpspride.org](http://www.mpspride.org).

Manchester Public Schools is an equal opportunity employer and requires affirmative action policy for all of its contractors and vendors as a condition of doing business with the school district, as per Federal Order 11246.

Karen L. Clancy  
Director of  
Finance and Management  
Manchester Public Schools

**INSTRUCTIONS TO PROPOSERS**

1. The proposal and any addenda will be issued on the Manchester Public Schools' website at [www.mpspride.org/bid](http://www.mpspride.org/bid). It shall be the responsibility of the proposer to download this information. Manchester Public Schools (MPS) will not mail a separate hard copy of addendum to proposers. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from any obligation under his proposal as submitted. All addenda so issued shall become part of the Contract Documents. No addendum shall be issued less than 2 calendar days before the due date unless it is to change the due date.
2. The attached proposal is signed by the proposer with full knowledge of an agreement with the general specifications, conditions and requirements of this proposal.
3. Submit two (2) originals of the proposal in an envelope marked with the proposer's name and address on the upper left hand corner. Proposals shall be made out in the exact form as described under Content and Organization of Proposal of enclosed Invitation to Proposal, on proposer's letterhead and shall be signed by an officer of the company or corporation. **Proposals are to be plainly marked in the lower left hand corner with proposal number, name of proposal, opening date and time.**
4. **A mandatory pre-proposal conference and walk through is scheduled for Wednesday, May 10, 2017, at 10:00 a.m. at the Buildings and Grounds Office, 325 Olcott Street, Manchester, CT.**
5. Proposals sent by mail or hand delivered should be addressed to the Director of Finance and Management, Manchester Public Schools, 325 Olcott Street, Manchester, CT 06040.
6. Proposals received later than the date and time specified will not be considered. Amendments to or withdrawals of proposals received later than the date and time set for proposal opening will not be considered.
7. All proposals shall be opened publicly and read aloud. Proposers may be present at the opening of proposals. All proposals shall be tabulated and copies of said tabulation shall be made available to proposers upon their request.
8. All deliveries of commodities shall comply with all applicable laws of the Federal Government and/or the State of Connecticut. Purchases made by MPS are exempt from the payment of Federal Excise Taxes and the State of Connecticut Sales Tax and such taxes must not be included in the proposal prices. All prices are FOB to Manchester, CT.
9. MPS reserves the right to reject any and all proposals, to waive technical defects and to make such awards including accepting a proposal, although not the low proposal, as it is deemed to be in the best interest of MPS.
10. MPS may withhold acceptance of work and payment when it is determined that said work or materials do not meet the specified requirements. Payment will not be made until work is to MPS official and/or authorized agent's satisfaction, and all work is certified.
11. MPS may make such investigation as deemed necessary to determine the ability of the proposer to discharge a contract. The proposer shall furnish MPS with all such information and data as may be required for this purpose. MPS reserves the right to reject any proposal if the proposer fails to

satisfactorily convince MPS that he/she is properly qualified by experience and/or does not have the facilities to carry out the worked called for herein. Conditional proposals will not be accepted.

12. All measurements are the responsibility of the proposer.
13. Specifications cannot be modified by anyone other than the assigned agent for MPS.
14. Successful proposer is responsible for obtaining all necessary building permits as required by any authority having jurisdiction. Town fees for town permits will be waived. State fees for town permits cannot be waived by the Town of Manchester.
15. Successful proposer shall, after being awarded the contract, and before doing any work, furnish Certificates of Insurance, including Automobile Property Damage Liability, Public Liability and Workers Compensation Insurance in the amounts shown in INSURANCE REQUIREMENTS. The contractor shall carry insurance under which Manchester Public Schools and the Town of Manchester, CT, shall be named as an additional insured for the duration of this work. All Liability Insurance required herein shall be Comprehensive, General and Automobile Bodily Injury and Property Damage Policy or Policies. Certificate of Contractor Liability shall be filed with MPS before work is started and contain a ten (10) day written notice of cancellation clause.
16. The Contractor shall provide all administration, labor, materials, tools and equipment necessary to undertake and complete the work in a prompt and efficient manner. Equipment and tools owned by MPS shall not be available to the Contractor.
17. All work done under this proposal must comply with all State and Town codes and licensed tradesmen will be used where applicable.
18. Payments for labor and material will only be made upon installation. No payments will be made for material stored on the site.
19. The work included in these specifications covers all labor, material equipment, and services required to complete what is listed in the Invitation to Proposal.
20. All work must be scheduled during normal MPS working hours.
21. The contractor shall and does hereby, as part of the contract, guarantee all materials and workmanship to be of first quality and that the finished work will remain in satisfactory condition for a period of one (1) year from the date of final acceptance of work performed or as specified in the proposal. The date of acceptance is considered to be the date of final payment for the work involved.
22. The contractor shall be required to submit the AFFIRMATIVE ACTION STATEMENT with their completed proposal package. The successful contractor shall comply in all respects with the Equal Employment Opportunity Act. Findings of non-compliance with applicable State and Federal equal opportunity laws and regulations will be sufficient reason for revocation or cancellation of this contract.
23. The contractor shall be required to complete the CONTRACTOR INDEMNIFICATION with their completed proposal package.

24. The contractor shall be required to complete the NON-COLLUSIVE PROPOSAL STATEMENT with their completed proposal package.
25. **Code Requirements:**
- A. Contractors should be aware that all Public Schools are required by State and Federal regulations to comply with all laws pertaining to asbestos containing building materials (ACBM) in their schools.
  - B. It is required that any design professional and/or contractor that enters into a contractual agreement with MPS, pertaining to building renovations or additions shall ensure that all building materials specified and/or to be installed are of a non-asbestos material. In order to verify this, MPS requires the successful contractor to submit Material Safety Data Sheets (MSDS) detailing the building material.
  - C. All contractors/design professionals are encouraged to inspect the AHERA Asbestos Management Plan prior to commencing any work. Any questions regarding ACBM or this requirement should be addressed to MPS's Asbestos Management Planner.
  - D. Any asbestos encountered in construction shall be brought to MPS's attention prior to continuation of work. Removal will be done in accordance with all Federal, State and local laws and regulations.
26. **Disabilities Code Requirements:**
- A. In order to meet the needs of persons with disabilities, when applicable all items shall comply with the current Connecticut Basic Building Code including ICC/ANSI A 117.1-1998, Section 504 Rehabilitation Act 1973 including the Uniform Federal Accessibility Standards (UFA) and 504 Regulations, and the Americans with Disabilities Act Title II including Americans with Disabilities Act Accessibility Guidelines (ADAAG) and ADA Regulations.
  - B. Compliance with the current Connecticut Fire Safety Code and current OSHA – Title 29/Labor is also required when applicable. Contractor must provide proof of having attended OSHA 10 hour Construction Standard Training course for any projects over \$100,000 (effective July 2007).
  - C. The “items” shall include, but are not limited to; fixtures, furnishings, equipment, workstations (including built-ins), playground equipment, laboratory fume hoods, darkroom equipment, welding stations, shop equipment, etc.
27. There shall be no smoking or other use of tobacco products in any school building nor on school ground at any time. Proper attire is to be worn at all times. Contractor's personnel shall use extreme caution while driving motor vehicles on school property.
28. The contractor shall not sublet, sell, transfer, assign or otherwise dispose of contract or any portion thereof or of his right, title or interest therein, or of his obligations thereunder, without consent of MPS.
29. **Hold Harmless:** The contractor/insured shall indemnify and hold harmless MPS and, if applicable, the engineer and their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees of counsel selected by MPS, arising out of or resulting from the performance of the work and/or the supplying of materials, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting there from, and (b) is caused in whole or in part by any negligent act or omission of the contractor/insured, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not they are caused in part by a party indemnified hereunder.

## **CONTENT AND ORGANIZATION OF PROPOSAL**

The Request for Proposals (RFP) is intended to provide interested Proposers with information concerning the conditions and requirements for submitting proposals. Proposers must examine all information and materials contained in this RFP. **Failure to do so will be at the Proposer's risk.** In response to the RFP, Proposers shall adhere to the established format. By doing so, comparable objective data will be provided for Manchester Public Schools' (MPS) review and analysis. The proposal shall contain the following sections, in order and format described.

### **A. Submittal Letter**

A letter of transmittal addressed to **Mrs. Karen L. Clancy, Director of Finance and Management**, which includes a statement by the Proposer accepting all terms, conditions and requirements contained in the RFP. The letter should also include a brief discussion of the Proposer's background, experience and ability to perform this contract in accordance with the scope of services. Also to be included is a listing of four (4) municipal or private sector references for whom recent (3 years or less) similar services were provided.

### **B. Price Proposal**

Vendors shall submit a price proposal which indicates their full cost to provide the scope of services outlined. All costs associated with the performance of these services must be clearly delineated. Provide the Manchester Public Schools fee proposal that identifies the total fixed & firm cost of the work, and describes project milestones that will be referenced to determine payment for services provided to that point. Cost for designing structural modifications to account for drift loading are to be listed separately of other design costs.

### **C. Exceptions**

Proposers wishing to take any exceptions to any requirement in the RFP shall state and explain such exceptions. MPS may accept proposals which take exception to any requirements of the RFP. Any exception must be clearly delineated and cannot materially affect the substance of this RFP.

## **EVALUATION CRITERIA AND SELECTION**

Proposals will be reviewed and evaluated based upon the following factors:

- A. Experiences and References
- B. Service Performance based on qualifications defined on page 9 of this document
- C. Overall Value
- D. Competitiveness of Price Proposal

MPS shall select that responsible and responsive Proposer whose proposal is determined by MPS to be best suited and most advantageous, and provides the greatest overall benefit to MPS on the basis of the criteria and/or factors of evaluation listed. MPS expressly reserves the right to negotiate with the selected Proposer prior to an award of any contract pursuant to the RFP.

## INSURANCE REQUIREMENTS

- A. To the extent applicable, the amounts and types of insurance will conform to the minimum terms, conditions and coverage of Insurance Services Office (ISO) policies, forms and endorsements.
- B. If the Contractor/Insured has self-insured retentions or deductibles under any of the following minimum required coverage, the Contractor/Insured must identify on the certificate of insurance the nature and amount of such self-insured retentions or deductibles and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retentions or deductibles will be the Contractor/Insured's sole responsibility.
- C. **Commercial General Liability:** The Contractor/Insured will maintain commercial general liability insurance covering all operations by or on behalf of the Contractor/Insured on an occurrence basis against claims for personal injury (including bodily injury and death) and property damage (including loss of use). Such insurance will have these minimum limits:
- Minimum Limits:        \$1,000,000 each occurrence  
                                      \$2,000,000 each occurrence if blasting is required  
                                      \$2,000,000 general aggregate with dedicated limits per  
                                      Project site  
                                      \$2,000,000 products and completed operations aggregate  
                                      \$1,000,000 personal and advertising injury.
- D. **Automobile Liability:** The Contractor/Insured will maintain business auto liability coverage for liability arising out of any auto, including owned, hired, and non-owned autos.
- Minimum Limits:        \$1,000,000 combined single limit each accident
- E. **Worker's Compensation:** The contractor/insured will maintain workers' compensation and employer's liability insurance.
- Minimum Limits:        Worker's compensation: statutory limit  
 Employer's Liability:    \$1,000,000 bodily injury or each accident  
                                      \$1,000,000 bodily injury by disease for each employee  
                                      \$1,000,000 bodily injury disease aggregate
- F. **Umbrella/Excess Liability:** The contractor/insured will maintain umbrella/excess liability insurance on an occurrence basis of the underlying commercial general liability, auto liability and workers' compensation insurance. The coverage shall be at least as broad as each of the underlying policies. The amounts of insurance required may be satisfied by purchased coverage for the limits specified or by any combination of underlying and umbrella limits, so long as the total amount of insurance is not less than the limit specified for general liability, auto liability and workers' compensation when added to the limit specified in this section.
- Minimum Limits:        \$5,000,000 combined single limit and aggregate limit.

**MANCHESTER PUBLIC SCHOOLS  
45 North School Street  
Manchester, CT 06042**

**MANCHESTER REGIONAL ACADEMY  
DESIGN SERVICES - ROOF REPLACEMENT**

RFP No.: 17/XX

April 2017

**Technical Specifications**

**General Intent**

Manchester Public Schools intends to replace the roof of the Manchester Regional Academy (MRA) 665 Wetherell Street, Manchester, CT 06040. MRA is a Manchester Public School devoted to grades 7 through 12. The project is to be performed in accordance with the State of Connecticut, Department of Administrative Services, (DAS) Office of School Construction and Grants (OSCG) procedures and requirements. The current roof was installed in 1997, has exceeded its warrantee and useful life, is leaking and is in need of replacement.

**Scope of Work**

Manchester Public Schools requires the design of the roof replacement in accordance with and as necessary to obtain financial assistance from DAS School Construction Grants procedures. Throughout this process the consultant is expected to work with the permanent building committee of the Town of Manchester, the Superintendent of Schools and The Town of Manchester Board of Education. The primary administrator of the work for Manchester Public Schools will be the Facilities Director of the Office of Buildings & Grounds, 325 Olcott Street, Manchester, CT 06040.

The Town of Manchester's construction standard for new flat/low slope roof is a 30-year single-ply EPDM membrane roof. The designs shall be consistent with this standard.

The consultant's service shall include applying for a waiver of the minimum roof pitch requirement if the existing roof does not provide the minimum roof pitch and any of the following conditions exist: 1) the roof pitch cannot be economically altered by various means to conform to the approved project budget; 2) the modification of roof drains and associated piping are not feasible or require abatement and/or work that is beyond the approved project budget.

**A. The work will include:**

- Survey of existing conditions and field measurements.
- Identifying, evaluating and recommending alternatives that satisfy design requirements and comply with all applicable codes.
- Draft and Final Construction Grant Application (form SCG-049) for submission to DAS prior to June 26, 2017.
- Attend DAS grant and design meetings as necessary.
- Any analyses, modeling, and other documentation necessary to meet energy code requirements.
- Development of schematic drawings and descriptions of the work necessary to communicate the scope and intent of the work to Town Building Committee and BOE, as necessary, to include
  - Engineering assessment of roof structure to determine its conformance with current roof loading requirements, including drift loading.
  - Roof insulation design and installation.
  - Roof membrane and flashing design and installation.
  - Sheet metal design, fabrication and installation.
  - Modifications to existing roof drainage system.



- Envelope repairs including caulking/sealants, masonry repair/pointing of wall surfaces adjoining roofs.
- Apply for waiver of the minimum roof pitch requirement, if necessary.
- Construction documents, complete and ready for bidding.
- Bidding and construction administration services.
- Administration of project documentation for DAS grant reimbursement.
- As constructed record drawings at project completion.
- A proposed project schedule.

#### B. Project Deliverables

- Schematic design with budget estimates to support determination of compliance with minimum roof pitch requirement according to the OSGC criteria.
- Drawings, specifications, and any associated technical data (calculations, suggested manufacturers' products, photographs, etc.) complete and ready for bidding.
- Present project drawings, specifications, and any associated technical data to the DAS for grant reimbursement for approval prior to project bidding.
- Detailed project cost estimate, including OFCG eligible and ineligible costs.
- Proposed schedule for project execution.
- Bidding services, including addendum if necessary.
- Construction administration.

The consultant shall be expected to be present for all of the meetings which may need to be conducted with Building Committee, OSGC, Board of Education, within Town offices, on-site, or elsewhere. Meetings after 5:30 PM and open to the public are most common and should be anticipated.

#### C. Work Excluded / Performed by others

- Sampling for asbestos shall be performed by TRC on behalf of Manchester Public Schools. Their report shall be shared with the successful proposer.
- Test cuts, should they be required, would be scheduled and paid for by Manchester Public Schools.

#### Qualifications

Provide the Manchester Public Schools a summary of at least three relevant roof replacement projects conducted within the past five years including:

Owner representative and contact information

Project name and date completed

Description (area, date completed, roofing material, complicating features, etc.)

Project cost at:

Initial budget

Accepted proposal amount

Sum of change orders/final construction cost.

Name of contractor and contact information/

#### Schedule

Qualification/Fee proposals due	May 22, 2017; 2:00 pm
Recommendation to award contract	June 5, 2017
Formal grant application to OSGC	June 26, 2017

Building Committee & Board of Education plan approval	January 12, 2018
OSCG Pre Proposal Conformance Review	March 30, 2018
Construction Proposals Due	April 30, 2018
Start Construction	June 25, 2018
Complete Construction	August 24, 2018

**Presentations/Interview**

Proposers may be required to make an oral presentation or be interviewed. Such presentations or interviews provide an opportunity for the vendor to clarify their proposal and to ensure mutual understanding of the requirements.

**MANCHESTER PUBLIC SCHOOLS**  
**45 North School Street**  
**Manchester, CT 06042**

**CONTRACTOR INFORMATION**

**The Proposer is a/an (individual) (partnership) (corporation). Names and titles of other offices or partners are:**

**(for corporation, give State of incorporation and affix corporate seal)**

**I understand that I am responsible for all monies collected and the Town of Manchester hereby notifies the successful Proposer of that responsibility.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name (Printed)**

**MANCHESTER PUBLIC SCHOOLS**  
**45 North School Street**  
**Manchester, CT 06042**

**REFERENCE SHEET – REQUEST FOR PROPOSAL**

**1. NAME OF BUSINESS**

CONTACT PERSON

ADDRESS

PHONE (    )

**2. NAME OF BUSINESS**

CONTACT PERSON

ADDRESS

PHONE (    )

**3. NAME OF BUSINESS**

CONTACT PERSON

ADDRESS

PHONE (    )

**4. NAME OF BUSINESS**

CONTACT PERSON

ADDRESS

PHONE (    )

**MANCHESTER PUBLIC SCHOOLS**  
**45 North School Street**  
**Manchester, CT 06042**

**AFFIRMATIVE ACTION STATEMENT**

TO: All Vendors

FROM: Karen L. Clancy,  
Director of  
Finance and Management

SUBJECT: Affirmative Action

Manchester Public Schools is an Equal Opportunity Employer, and will not transact business with firms which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

In order to have your firm listed on our acceptable vendor's list and thereby be eligible for consideration as a source for goods and services, please complete and return the following Statement of Policy to:

Karen L. Clancy  
Director of  
Finance and Management

**STATEMENT OF POLICY**

It is the employment policy of \_\_\_\_\_  
that there shall be no discrimination against anyone on the grounds of race, creed, national origin, sex or age in the hiring, upgrading, demotions, recruitment, termination and selections for training.

In addition, this firm is in full compliance with the letter and intent of the various Equal Opportunity and Civil Rights Statutes noted above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed (Name/Title of Company Officer)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Fax

\_\_\_\_\_  
City/State/Zip Code

**MANCHESTER PUBLIC SCHOOLS  
45 North School Street  
Manchester, CT 06042**

**CONTRACTOR INDEMNIFICATION**

The contractor shall at all times indemnify and save harmless Manchester Public Schools and its officers, agents and/or employees against any and all claims, demands, losses, judgments, costs, worker’s compensation payments, litigation expenses and counsel fees arising out of injuries to the person (including death) or damage to property alleged to have been sustained by:

- a. officials, officers, agents and/or employees of MPS or;
- b. the contractor, his subcontractors or delivery persons or;
- c. any other person, whose injuries are alleged to have occurred on or near the work, or to have been caused in whole or in part by the acts, omissions or neglect of the contractor or his subcontractor or delivery persons by reason of his/her or their use of faulty, defective or unsuitable work.

The existence of insurance shall in no way limit the scope of this indemnification. The contractor further undertakes to reimburse MPS for damage to property of MPS caused by the contractor, or his employees, agents, subcontractors or delivery persons, or by faulty, defective or unsuitable material or equipment used by him or them.

STATE OF CONNECTICUT:

COUNTY OF: \_\_\_\_\_

Signed \_\_\_\_\_  
Contractor

By \_\_\_\_\_  
Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Date

Subscribed and Sworn to before me on this  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public

**MANCHESTER PUBLIC SCHOOLS**  
**45 North School Street**  
**Manchester, CT 06042**

**NON-COLLUSIVE STATEMENT**

TO: All Vendors

FROM: Karen L. Clancy  
Director of  
Finance and Management

SUBJECT: Non-Collusive Statement

The undersigned vendor, having fully informed themselves regarding the accuracy of the statements made herein certifies that:

1. The bid has been arrived at 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 Invitation to Bid, designed to limit independent bidding or competition, and;
2. The contents of the bid have not been communicated by the vendor or its employees or agents to any person not an employee or agent of the proposer or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.

The undersigned vendor further certifies that this statement is executed for the purposes of inducing Manchester Public Schools to consider the vendor and make an award in accordance therewith.

\_\_\_\_\_  
Legal Name of Vendor

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Name and Title of Authorized Signor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
eMail Address

**MANCHESTER PUBLIC SCHOOLS**  
**45 North School Street**  
**Manchester, CT 06042**

MANCHESTER REGIONAL ACADEMY  
ROOF REPLACEMENT  
RFP No.: 17/XX  
April 2017

I/WE, the undersigned, hereby agree to furnish and deliver the requested services at the prices named herein, subject to and in accordance with the Cost Proposal, and Specifications, all of which are made a part of this Proposal.

Pricing submitted shall reflect net pricing per package, as listed on page 18 of this RFP. Any payment for travel time, mileage to and from any jobsite, and/or miscellaneous expenses, will not be allowed.

**PROPOSER INFORMATION**

PROPOSER: \_\_\_\_\_  
**(Print Business, Partnership or Corporate Name)**

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_  
(Authorized Signature)

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
(please print)

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

FEDERAL TAX IDENTIFICATION NUMBER (FEIN): \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**NOTE:** Proposals may not be withdrawn for a period of 90 days after opening



Price Proposal:

To be prepared consultant and provided on consultants stationary.