

Town of East Windsor, CT

Request for Qualifications and Proposals

Project Management Services - Roof Replacement / HAVC System

Issue date: October 3, 2022

Multiple Schools

Questions

Deputy Director Public Works Joseph Sauerhoefer

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No question will be accepted after October 14, 2022

INTRODUCTION

The Town of East Windsor is seeking statements of qualifications and proposals for the provision of Project Management Services in the replacement of school roofs and installation of HVAC /indoor air quality systems for multiple schools.

PROPOSED PROJECT SERVICES

The Town requires the services of a qualified professional experienced in similar projects to act as the Owner's Representative. This professional will be responsible for management of all phases of the project including but not limited to grant preparation, design planning, architect / engineer management, construction supervision, field verification, recordkeeping, and grant close-out.

QUALIFICATION REQUIREMENTS FOR RESPONDENTS

The Town of East Windsor will accept qualifications and proposals from firms experienced in school construction project management. In order to be considered for consulting work pursuant to this request, firms must also include the following items in their submission:

- A Proposed Scope of Work.
- The qualifications and experience (on similar projects) of personnel that are to be assigned to the project team.
- Experience with managing the project through the State of Ct DAS – Office of School Construction
- At least 3 school roof projects completed within the last 3 years
- The ability to provide specified services within the proposed project schedule and budgets
- The firm's awareness of potential projects issues, opportunities and constraints.
- Quality and performance of past services.
- Hourly fees and expense schedule.
- Professional references.
- A fee proposal corresponding to the scope of work stated from Item 1 above.
- All respondents should provide three (3) hard copies of proposals and one (1) electronic copy which should be submitted in a sealed envelope, clearly marked "BID DOCUMENT – RFQ/RFP October 21,2022 "Project Management Services – School Roofs Replacement and HVAC systems" on the outside of the envelope, to: Town of East Windsor Jason Bowsza, First Selectman 11 Rye Street, Broad Brook, CT 06016 by 11:00 AM on October 21,2022 Firms are requested to submit (3) hard copies of their proposal. Emailed or faxed bids will not be accepted.

All questions about the proposals should be directed to, Joseph Sauerhoefer by e-mail at jsauerhoefer@eastwindsorct.com no later than 12:00PM October 14,2022. The Town of East Windsor will award this contract to a qualified Project Manager based on the overall ranking of the firm by the selection committee and the fairness and reasonableness of the proposed fee. All proposals will be subject to review by the Town's selection committee Interviews may be required.

The Town of East Windsor reserves the right to reject any or all proposals, to negotiate with any or all companies submitting qualifications, and to enter into an agreement with any company for any services mentioned in this RFP if it is deemed to be in the best interest of the Town. Proposals may not be withdrawn for sixty (60) days from the proposal due date. Proposals will be evaluated by Town of East Windsor, who reserves the right to reject any or all proposals received. The Town of East Windsor also reserves the right to exercise its discretion and be the sole judge of the proposal. The following will serve as the basic criteria for the selection of the consultant eventually selected.

- a. Understanding of the work required by the project manager as evidenced by the proposal and the ability of the contractor to commence work in a timely manner. Completeness of proposal will be critical.
- b. The qualifications of the company.
- c. The scope of the services offered.
- d. Completeness and responsiveness to the requirements of the RFP.
- e. Experience of the individual and/or team that will be assigned to the Town.
- f. Experience in evaluating operations and making recommendations that are feasible.
- g. Understanding of the project's objectives and scope as evidenced by the quality of the proposal submitted.
- h. Good service and good value shall weigh heavily in the selection process.
- i. Costs: Firm (s) may be asked to present and explain their proposals. If interviews are held, they will be 30-45 minutes long. Initial presentations will be limited to 15 minutes. The final 15-30 minutes will be reserved for questions from the Selection Committee and subsequent discussion.

The key person to be assigned to this project must be present at this interview. The Town reserves the right to waive non-material deficiencies in any proposal.

Addendums to RFP: In the event it becomes necessary to revise any part of the RFP, an addendum will be provided to all prospective firms submitting proposals.

Incurring Costs: The Town is not liable for any cost incurred by the Firms prior to the issuance of a contract and purchase order.

Ownership of Proposals: All proposals in response to the RFP are to be the sole property of the Town.

The selected firm must meet all municipal, state and federal AA and EEO practices and requirements.

MBEs/WBEs/SBEs are encouraged to apply.

CONFIDENTIALITY: The Town of East Windsor is subject to the requirements of the Freedom of Information Act. If a respondent believes the information contained in its proposal should be treated as confidential, that material shall be clearly marked. The Town of East Windsor shall endeavor to protect confidential materials from disclosure to non-Town employees or contractors to the extent required by State or Federal law. Any proprietary information submitted for review should be submitted in a separate sealed envelope plainly marked as proprietary information. The Town of East Windsor will disclose this information only to those

involved in the selection process. In no event will the Town be responsible for the inadvertent disclosure of a response to this RFP. All information and material returned with proposals shall become part of any contract, which results from this proposal.