

REQUEST FOR QUALIFICATIONS/PROPOSALS

for

Colebrook Consolidated School Roof Project

Issue date: March 24, 2023

QUESTIONS: Contact Chris Johnstone, First Selectman in writing by email at

Cjohnstone@colebrooktownhall.org

No questions will be accepted after 5:00 p.m. April 21, 2023

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I. INVITATION TO SUBMIT

The Town of Colebrook, is seeking a qualified Contractor to provide for the installation of a new roof for the Colebrook Consolidated School located at 452 Smith Hill Road, Colebrook Ct. This is a partial roof replacement project and will be limited to the scope within this RFP.

Proposals should be addressed and delivered to:

Attn: **Chris Johnstone, First Selectman**
Town Hall
558 Colebrook Road
Colebrook, Connecticut 06021

All Proposals shall be delivered by: Monday April 24, 2022 at 3:30 p.m.

The documents included as part of this RFP are as follows:

1. Request for Proposals – this document
2. Exhibit A – Scope of Work

II. PROJECT DESCRIPTION - SCOPE OF SERVICE

See attached Exhibit A - Scope of Work

Contractor Requirements

- Contractor(s) must show experience in providing similar scope of work for Connecticut municipalities in the previous five (5) years.
- The awarded contractor is expected to be present for some or all of the meetings which may need to be conducted with user groups, either at the site, or elsewhere (unlimited).

RFP Response

Prospective contractor(s) shall provide the following in response to this RFP;

1. One-page background of firm or firms (project teams are eligible). The background should include a brief description of the contracting firm(s) capabilities and experience associated with the scope of work described above.
2. List individuals and background of employees responsible for this project management.
3. List a minimum of two (2) projects with similar project components. Provide details of the project. Indicate whether the project was; (1) on budget, (2) any and all change orders, and (3) project completed on schedule.
4. Provide a minimum of three (3) customer references.

III. TIMELINE OF THE RFP PROCESS

The following timeline will be followed:

Issue RFP	Friday, March 24, 2023
Mandatory Site Visit	Wednesday April 12, 2023 at the Colebrook Consolidated School at 3:30 pm
No questions will be accepted after 5:00 p.m.	April 20, 2023
RFP due back from qualified firms	Monday April 24, 2023 at 1:00 p.m.
Interviews, if needed	Tuesday, April 25, 2023
Award of Bidder	Thursday, April 27, 2023

IV. INSURANCE REQUIREMENTS

All contractors and vendors are required to provide proof of the required insurance coverage before entering the premises or commencing any work at the Colebrook Consolidated School. Contractors and vendors must obtain, at their own expense, all the insurance required here from an insurance company A.M. Best rated as "A-VII" or better, and acceptable evidence of such insurance must be properly furnished to, and approved by, the Town of Colebrook.

All subcontractors are subject to the same requirements. It is the responsibility of the primary contractor or vendor to obtain acceptable evidence of insurance from subcontractors.

The Town of Colebrook also requires that they be named as an additional insured on your general liability policy(ies). Your general liability policy must be specifically endorsed with ISO Endorsement CG 20 10 (or equivalent) *or* ISO Endorsement CG 20 26 (or equivalent), *and* ISO Endorsement CG 20 37 (or equivalent). Where these forms require a description of locations or projects, enter "Colebrook locations or projects." These form numbers must be specifically referenced on the certificate of insurance, and copies of these endorsements naming the Colebrook Consolidated School as additional insured must be furnished with the required certificate of insurance. If your insurance company uses a different form to provide the Colebrook Consolidated School with additional insured status on your policies, copies must be provided in advance with the insurance certificate for review and approval by the Town.

The amounts of insurance available to the Town as additional insured must be equal to the full policy limits carried by the contractor or vendor, including primary and excess (umbrella) liability policies or the amounts specified below, whichever is greater. Coverage provided under excess or umbrella policies must be at least as broad as that found in required underlying policies. All coverage must be primary and noncontributory as to the Colebrook Consolidated School.

The proper name for the entity to be named as additional insured is: "The Colebrook Consolidated School, and/or related or affiliated entities."

Evidence of compliance with these requirements is with the ACCORD form 25, "Certificate of Liability Insurance", plus copies of any required additional insured endorsements. Certificates should be sent to: Christopher Johnstone, First Selectman, Colebrook Town Hall, 558 Colebrook Road, Colebrook, CT 06021

Current insurance certificates must be furnished to the Town at all times. Replacement certificates must be furnished ten (10) days *prior to the expiration or replacement* of referenced policies.

The Town of Colebrook reserves the right to make commercially reasonable changes in these requirements during the term of any work or project.

Contractor shall agree to maintain in force at all times during which services to be performed the following minimum coverages and shall name the Town of Colebrook and Colebrook Consolidated School as Additional Insured on a primary and non-contributory basis to all policies except Workers Compensation. All policies should also include a Waiver of Subrogation. **These requirements shall be clearly stated in the remarks section on the Certificate of Insurance.** Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best’s Rating of A-VIII. In addition, all Carriers are subject to approval by the Town of Colebrook.

		(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	
	Each Accident	\$1,000,000
Umbrella (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000

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 Employers’ Liability	WC Statutory Limits	
	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

Original, completed Certificates of Insurance must be presented to the Town of Colebrook prior to purchase order/contract issuance. Contractor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of the policy.

V. MINIMUM QUALIFICATIONS

The minimum requirements for qualification are as follows:

- A minimum of 2 roofing projects constructed within the last 2 years.
- Attendance at the Wednesday April 12, 2023 mandatory site visit

VI. WRITTEN PROPOSAL

The written proposal is due Monday, April 24, 2023 at 1:00 p.m. Firms are required to submit three (3) hardcopies and one (1) electronic copy of their proposal to:

**Colebrook Town Hall
558 Colebrook Road
Colebrook CT 06021
Attn. Chris Johnstone, First Selectman**

Submissions are to be clearly identified with the title; **Colebrook Consolidated School Roof Project, Proposal.**

VII. GENERAL TERMS AND CONDITIONS

A prospective respondent must be willing to adhere to the following terms and conditions and by submitting a proposal hereby accepts and will comply with them in their response to this Request for Proposal.

1. **Acceptance or Rejection by the Colebrook Consolidated School** – The Town of Colebrook reserves the right to accept and/or reject any or all proposals submitted for consideration to serve the best interests of the Colebrook Consolidated School. Respondents whose proposals are not accepted will be notified in writing.
2. **Ownership of Documents** – All proposals submitted in response to this RFP are to be the sole property of the Town of Colebrook and subject to the provisions of Section 1-19 of the Connecticut General Statutes (re: Freedom of Information).
3. **Ownership of Subsequent Products** – Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP is to be the sole property of the Town of Colebrook unless stated otherwise in the RFP or contract.
4. **Timing and Sequence** – Timing and sequence of events resulting from this RFP will ultimately be determined by the Colebrook Consolidated School.
5. **Oral Agreements** – Any alleged oral agreement or arrangement made by a respondent with any agency or employee will be superseded by the written agreement.

6. **Amending or Canceling Requests** – The Town of Colebrook reserves the right to amend or cancel this RFP prior to the due date and time, if it is in the best interest of the Town of Colebrook to do so.
7. **Rejection for Default or Misrepresentation** – The Town of Colebrook reserves the right to reject the proposal of the consultant that is in default of any prior contract or for misrepresentation.
8. **Clerical Errors in Awards** – The Town of Colebrook reserves the right to correct inaccurate awards resulting from its clerical errors
9. **Rejection of Submission** – Submissions will be rejected in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFP.
10. **Changes to Submissions**– No additions or changes to the original RFP will be allowed after submittal.
11. **Contract Requirements** – A formal agreement will be entered into with the firm selected. The contents of the proposal submitted by the successful respondent and the RFP will become part of any contract award.
12. **Rights Reserved to Colebrook** – the Town of Colebrook reserves the right to award in part, to reject any and all proposals, in whole or in part, and to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the library will be served.
13. **Withdrawal of Submission** – Negligence on the part of the respondent in preparing the RFP confers no right of withdrawal after the time fixed for the acceptance of the submission, which is set for 120 days.
14. **Assigning, Transferring of Agreement** – The successful respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the agreement, its rights, title or interest therein or its power to execute such agreement to any other person, company, or corporation without the prior consent and approval in writing by Colebrook.
15. **Cost of Preparing Proposal** – The Town of Colebrook shall not be responsible for any expenses incurred by the organization in preparing and submitting a Proposal. The Proposal shall provide a straightforward, concise delineation of the firm’s capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.
16. **Definition of Terms** – For the purpose of this RFP, whenever the word “respondent” appears, it shall refer to “Contractor” and whenever the word “Contractor” appears, it shall refer to “respondent”.

EVALUATION CRITERIA

Contractors will be evaluated on the following criteria

- Contractor references from clients of previous completed projects
- Meeting the minimum requirements of this RFP
- Bid price

BID FORM

The cost for providing a new roof, per scope of work for the Colebrook Consolidated School is:

Base Bid Proposal Amount \$ _____

Add Alternate # 1 – Air Vent at roof edge per 100 l.f. \$ _____

Add Alternate # 2 – Gutters and leaders per Scope \$ _____
See attached exhibit for leader locations

Exclusions: Hazardous materials investigations or testing

By signing the Bid Form, the contractor acknowledges that the bid pricing submitted per this RFP will be held for a minimum of 60 days

Firm: _____

Name: _____
(Please Print)

Signature: _____ Date: _____

EXHIBIT A - SCOPE of WORK

Base Bid Scope of Work (see photo below, roofing project scope area in yellow)

- Provide grounds protection and all dumpsters necessary for the removal of all asphalt shingles, trim metals, step flashings, and loose underlayment.
- Perform the removal of all items stated above.
- Due to the low slope of much of the roof and the presence of tongue and groove decking, ice and water shield will be applied to the entire decking surface of approximately 12,500 square feet.
- New aluminum trim and rake metal will be supplied and installed.
- New approved starter shingles will be applied at the perimeters.
- New 30-year architectural shingles will be installed (6 nails per shingle) complete with engineered ridge caps. (Owner to approve style and color)
- New oversized (6") aluminum gutters and leaders to be installed at locations noted
- All new gutters are to be fastened to Facia with metal brackets screwed to Facia.
- New gutters applied to the front roof area of the multi-purpose room, due to DRYVIT, fastening will be determined on site.
- New aluminum step flashing and skirt flashings will be included in the roof replacement.
- Debris must be cleaned and disposed of daily.
- A watertight condition must be maintained while work is performed.

