

GEORGETOWN PUBLIC SCHOOLS

REQUEST FOR PROPOSALS

Perley Elementary School Roof Replacement Project

DESIGN SERVICES

The Georgetown School Committee seeks proposals for Design Services in connection with the Roof Replacement/Repair Project at the Perley Elementary School, 51 North Street, Georgetown, MA. The original building built in 1898, rebuilt after a fire in 1936, with the latest repair done in 1996, is the area that will need replacement.

Request for Proposals and Proposal Forms may be obtained from the Office of the Director of Finance and Operations, Georgetown School District, 51 North Street, Georgetown, MA 01833 during normal business hours. Sealed proposals, clearly marked "Perley Elementary School Roof Replacement/Repair Project Design Services" must be received by 2:00 P.M. on Friday, April 11, 2014 in the Office of the Director of Finance and Operations, Georgetown Public Schools, 51 North Street, Georgetown, MA 01833.

The Design Selection Committee will make a recommendation to the Georgetown School Committee for award of the contract. The District reserves the right to reject any and all proposals, wholly or in part, and make such award as it determines to be in the best interest of the Georgetown Public Schools.

Georgetown Public Schools

Joan Liporto
Director of Finance & Operations

GEORGETOWN PUBLIC SCHOOLS

REQUEST FOR PROPOSALS

Perley Elementary School Roof Replacement/Repair Project

DESIGN SERVICES

I. General Information

The Georgetown Public Schools seeks proposals for design services for the “Roof Replacement/Repair Project” at the Perley Elementary School, 51 North Street, Georgetown, MA. The original building, built in 1898 and rebuilt after a fire in 1935, are the areas the will need repair/replacement.

Plans, specifications and bid forms may be obtained through the Town of Georgetown’s web site at www.georgetownma.gov by clicking on “**Georgetown’s Web Procurement Desk**”, or at the Office of the Director of Finance and Operations Monday through Friday between 8:00 a.m. and 4:00 p.m.

All interested parties must submit ten (10) copies of their proposals containing complete information as requested in the PROPOSAL SUBMISSION REQUIREMENTS described herein by Friday, April 11, 2014 at 2:00 P.M. in the Office of the Superintendent.

II. Project Description

The Project will result in the development and preparation of final plans, specifications and other bid documents for replacement/repair of the roof at the Perley Elementary School. The Designer selected will be responsible for providing full investigation, design, bidding, and construction services.

In 2011, an architectural investigation was performed on the roof. This report will be available for review. (See Appendix A)

III. Scope of Services

The general scope of work shall include, but not be limited to the following tasks:

- A. Investigation: A detailed investigation of the existing conditions is required and shall include necessary test cuts, material testing, etc. A detailed report documenting the results of the investigation shall be provided, to include a description of existing conditions, photographs, schematic details, options and priorities for the proposed repairs. A

detailed construction cost estimate shall also be provided. Attendance at meetings with the School Department will also be required to review the report and to develop project priorities and milestone schedule.

B. Design Development. This phase will consist of preparing detailed design and program documents and related services. The program documents will consist of:

1. Complete and well detailed construction drawings and specifications including a bid form, contract form, general conditions of the contract for construction and supplementary general conditions, technical specifications, plans, and detailed drawings. The Designer must attend meetings with the School Department to review the design documents, the bidding schedule, and the construction schedule.
2. Capital construction cost estimates and schedules, including phasing, site development and construction staging areas.
3. The Designer shall be responsible for compliance with all applicable building and life safety codes.
4. The Designer shall be required to cooperate with the District's Project Manager, if any, in the provision of services for the project including but not limited to, value engineering, construction phasing, and overall coordination.

C. Construction Documents.

1. The Designer shall prepare complete working plans and specifications in sufficient detail to permit firm bids in open competition for construction of the Project.
2. Detailed cost estimates for the Project shall be further developed, and shall include quantities of all materials and unit prices for labor and materials as well as cost estimates for each item of work.

D. Bidding.

1. The Designer shall prepare the final construction contract documents, including advertising for receipt of bids from construction contractors.
2. The Designer shall assist in distributing the bidding documents to prospective proposers.
3. The Designer shall prepare and distribute all addenda, and shall

conduct a pre-bid conference.

4. The Designer shall review all bids and make a written recommendation of award to the Awarding Authority.

E. Construction Administration Services.

1. The Designer will be charged with the general administration of the construction contract, although the District reserves the right to contract with a separate project management firm for certain services.
2. The Designer must be present and active on the site periodically during the lifetime of the project. Construction oversight should be coordinated with the Clerk of the Works and Project Manager (if any) to assure work is in accordance with specifications until the completion and acceptance of the Project.
3. Participation, on-site, in weekly project meetings with General Contractor, Site Coordinator, Clerk of the Works and Project Manager (if any) and others as required by the Town.
4. Require each consultant employed by the Designer to make site visits periodically for the same purposes during the progress of that portion of the construction to which the consultant's services relate; and to report in writing thereon to the Designer.
5. Check and approve samples, schedules, shop drawings and other submissions by the General Contractor.
6. Recommend condemnation of all Project work observed by the Designer that fails to conform to the contract documents.
7. Decide all questions regarding interpretation of or compliance with the construction documents, except as the Town may, in writing, otherwise determine.
8. Review and act on all requests for changes in the plans, specifications or contracts for the Project.
9. Report to the District, in writing, on the progress of the construction.
10. Conduct semi-final and final inspections of the construction and report the results of such inspections in writing to the Town.

IV. Minimum Qualifications.

All applicants must possess the following minimum qualifications:

1. Massachusetts professional registration and licensing in all applicable disciplines.
2. Thorough knowledge of the Massachusetts State Building Code and all statutes and regulations governing public building construction projects.
3. Maintain sufficient levels of staff to complete the Project in an acceptable time frame.
4. Must have prior to signing of the contract:
 - a. Professional liability insurance of \$1,000,000.00, or such other higher amount as may be agreed to during contact negotiations.
 - b. Workers' Compensation insurance in accordance with all applicable state laws.

V. Proposal Submission Requirements.

1. Ten (10) copies of the proposal shall be submitted no later than 2:00 p.m. on Friday, April 11, 2014. Proposals should be submitted to and addressed as follows:

Georgetown Public Schools
51 North Street
Georgetown, MA 01833

ATTN: Office of the Superintendent

Postmarks will not be considered. It is the sole responsibility of the proposer to insure that its proposal arrives on time at the designated place.

2. Proposal should be submitted in a sealed envelope clearly marked on the outside as follows: "Perley Elementary School Roof Replacement/Repair Project".
3. Complete proposals must include the following:
 - a. Completed Designer Selection Committee Application. Use attached form or your own, provided the same information, similarly organized, is provided.

- b. A list of five (5) current and past public and private projects of similar nature with the name and telephone number of reference person to contact. Photos may also be submitted. The description should include the scope of work, the extent of your involvement with the community, and a description of the final project. Include the date of completion and the construction cost.
- c. A general company/firm profile or brochure and list of key personnel who will participate on this Project with resumes included.
- d. The identification of any and all consultants who will work with the applicant with resumes attached. Please identify the individual who will bear primary responsibility for this Project.
- e. A work plan outlining the applicant's approach to the Project, schedule and sequencing of tasks, along with a proposed completion date.
- f. Documentation of "Minimum Qualifications" as set forth above.
- g. Conditions of proposal offered, if any; and
- h. Any other information that the applicant considers relevant for the purpose of evaluating its qualifications for the Project.

VI. Selection Process.

- 1. In evaluating proposals, the District will review all proposals and base its selection on the following criteria:
 - a. Prior experience with similar projects.
 - b. Past performance on public projects and working knowledge of the Massachusetts General Laws relating to public construction projects.
 - c. Financial stability of the proposer.
 - d. Professional qualifications of staff and consultants who will work on the Project.
 - e. Current workload or clearly established capacity to complete scope of work on a qualitative, timely basis.

- f. Completeness of proposal submitted by each firm; and
 - g. Any other criteria considered relevant to the Project.
2. Based upon the ranked proposals, at least three (3) firms will be selected and ranked according to preferences and an award recommendation will be made by the District. At the discretion of the District, interviews may be conducted.
 3. During the evaluation and interview process, the District reserves the right to request additional information or clarification from any proposer, or to allow corrections of errors or omissions.

VII. Fee.

The fee for services shall be negotiated with the selected designer in accordance with G.L. c.7C.

VIII. General and Special Provisions.

1. The District reserves the right to reject any and all proposals, waive informalities, and to recommend the award of a contract as may be in the best interest of the District.
2. All proposals, materials, drawings, plans, and other documents submitted in conjunction with the selection process shall become the property of the District and may be disposed of without notification and shall be considered public information.
3. The Designer selected shall be expected to comply with all applicable federal and state laws in the performance of services.
4. The consideration of all proposals and subsequent selection of the successful proposal shall be made without regard to race, color, sex, age, handicap, religion, political affiliation or natural origin.
5. The Designer shall adhere to the provisions of the Fair Employment Practices Law of the Commonwealth of Massachusetts (Chapter 151B of the Massachusetts General Laws).
6. The provisions relating to nondiscrimination and affirmative action in employment shall follow through all contacts and subcontracts that the successful applicant may receive or award as a result of this contract.
7. Services provided by the Designer shall be rendered through a Contract for Designer Services prepared by Town Counsel, which shall be substantially in the form of the contract attached hereto. The successful Designer will not be considered an employee of the Town and will not

receive any benefits of any employee.

8. Prospective applicants who have any questions regarding this Request for Proposals should contact:

Mrs. Joan Liporto
Director of Finance and Operations
Georgetown Public Schools
51 North Street
Georgetown, MA 01833

All inquiries must be made in writing, responses will be sent to all proposers of record.

Requests for Information (RFI) submitted: April 4, 2014
Answers to RFI Faxed or e-mailed to participants: April 8, 2014

Proposal due date (by 2:00 P.M.): April 11, 2014
Anticipated Date of Award (estimated): May 11, 2014

- IX. Certification of Non Collusion and Tax Compliance.

A “Certificate of Non-Collusion” and “Certificate of State Tax Compliance” must be signed and included with the proposal (forms attached).