

Agenda
Farmington High School Building Committee
Professional Partnership Subcommittee
Wednesday, July 21, 2021
Town Hall Council Chambers
8:30 AM

****PLEASE NOTE THE MEETING WILL BE HELD IN PERSON IN THE TOWN COUNCIL CHAMBERS****

The in-person meeting will also be streamed over zoom. Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81911921401>

Telephone Call in Information:

Dial: +1 312 626 6799

Webinar ID: 819 1192 1401

- A. Call to Order.
- B. Minutes.
 - 1) To approve the attached September 27, 2019 minutes. (**Attachment A**)
- C. To review the attached draft RFP for Construction Management Services. (**Attachment B**)
- D. To review and approve the score sheet for the Construction Manager RFP.
- E. To review the draft Agreement for Construction Solutions Group.
- F. To discuss the subcommittee meeting schedule.
- G. Other Business.
- H. Adjournment.

cc: Subcommittee Members
Paula Ray, Town Clerk

Minutes are considered "DRAFT" until approved at next meeting.

Minutes
Farmington High School Building Committee
Professional Partnership Subcommittee
Friday, September 27, 2019
Town Hall Council Chambers
8:30 AM

Attendees:

Meg Guerrera
Michael Smith
Garth Meehan
Kathy Blonski
Devon Aldave
Beth Kintner
Mark Garilli
Chris Cykley
Johnny Carrier (via phone)

A. Call to Order.

The meeting was called to order at 8:40 A.M.

B. Minutes.

1) To approve the attached August 15, 2019 minutes.

Upon a motion made and seconded (Meehan/Smith) it was unanimously VOTED: to approve the August 15, 2019 minutes.

C. To review the architect kick-off meeting.

The architect kick-off meeting took place last Friday. Each firm was asked to propose their own schedule including major milestones. The schedules that were provided are not finalized. CSG is working on merging the schedules and creating a timeline that will be provided to the FHS Building Committee at their October 2, 2019 meeting. The idea is to make sure the architects are comfortable working within the major milestone parameters.

In the kick-off meeting there was a discussion about how the competition between the firms will work. CSG created norms/rules around the competition process which is attached as **Exhibit D**. The subcommittee will review this exhibit when reviewing the contracts. Architects will present their work at several committee meetings. To maintain the competition aspect, these presentations will take place during executive session.

CSG explained that there was a discussion with the architect firms about the importance of attendance at upcoming events. There have already been representatives from both firms present at meetings. Both firms generated a list of items and information that they would like to see including CAD drawings, environmental studies, and facility studies from the previous building committee.

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The firms raised the idea of possibly collaborating on option one (the maintain option) rather than fully competing. The subcommittee raised concerns about this. They felt that there is value in the competition aspect of the process and there could be pushback from getting rid of this. The subcommittee remained open to the idea of them collaborating if the firms can clearly explain the value they will gain from a collaboration. It was determined that the maintain option will be completed by both firms.

D. To review and approve the architect contract(s).

The subcommittee reviewed the architect contracts. CSG will add a few more norms and make some minor language changes to Exhibit D for the sake of clarity.

Upon a motion made and seconded (Smith/Meehan) it was unanimously VOTED: to approve the architect contracts as amended.

E. Other Business.

The subcommittee reached a consensus to add Public Comment to the agenda.

F. Public Comment

Bob Bonato, 41 Northwoods Road, asked the subcommittee if he was allowed to share his recommendations and designs to the architects due to the competition norms.

Meg Guerrera stated that the committee will send his designs to the architects and will include Mr. Bonato on the communication.

G. Adjournment.

The meeting adjourned at 9:59 A.M.

Respectfully Submitted,

Devon Aldave
FHS Building Committee Intern

EXHIBIT D
CONCEPTUAL DESIGN PHASE NORMS FOR COMPETITIVE PROCESS

1. Specific to this project, the primary architectural firm and its sub consultants shall refrain from direct contract with Farmington High School and Board of Education staff, without prior coordination from the Owners Representative and or the FHS Building Committee Chair.
2. All communications should be directed through the Owners Representative whereby questions, RFIs, etc. will be coordinated with the appropriate staff and committees.
3. In an effort to maintain a transparent process, all information communicated through the Owners Representative will be shared between the firms.
4. Each firm will be expected to conform to the same milestones incorporated into an agreed upon master schedule.
5. In an effort to create efficiencies, each competing firm will participate in a joint effort to establish a base line program for the Capital Improvement Plan.
6. A blackout date identified on the master schedule where the information gathering period will end and the creative design period will begin, allowing each firm to work independently of one another.
7. Attendance is strongly recommended at all events, meetings, etc. It will be the responsibility of each firm to acquire as much Information as possible as described in these norms.

SPECIAL NOTES:

1. A pre-qualification conference has been scheduled for August 10, 2021 at 10:00 a.m., at Farmington High School, 10 Monteith Drive, Farmington, CT. Please note that this is not a mandatory conference/walkthrough, however no additional walkthroughs are planned for this facility.
2. Masks are required if you plan to attend the pre-bid conference. If you don't have a mask you will not be able to attend the conference. Due to COVID we are only allowing one person per company to attend the Pre-Bid Conference. Walkthrough groups will be limited to XX people, this number includes Town Staff. There will be no additional Scheduling for walkthroughs.
3. Please arrive 10 minutes early to the pre-qualification conference at the school to allow for security badging. A driver's license is preferred but any other type of government/military ID, passport with photo will be accepted to sign-in.
4. Construction Managers (CM's) need to hold an approved and active status under the State of Connecticut DAS pre-qualification.
5. Please provide current Pre-qualification Certificate in with your proposal to show you are DAS Pre-Qualified.

The Town of Farmington is an Affirmative Action/Equal Opportunity Employer; Minority/Women's Business Enterprises are encouraged to apply

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SECTION 2 – SCOPE OF WORK

2.1 QUESTIONS CONCERNING THIS REQUEST FOR QUALIFICATIONS (RFQ)- CONSTRUCTION MANAGER AT RISK

No alleged "verbal interpretation" shall be held valid. No oral interpretations shall be made to any respondent as to the meaning of any of these documents or to be effective to modify any of the provisions of this request. Every request for an interpretation shall be made in writing, or via e-mail.

All questions received as above provided, and the decision regarding each, will be arranged as addenda. Any related addenda shall become a part of the contract. Prospective respondents may obtain a copy of the addenda, if any, online at www.fpsct.org Link: Departments > Finance & Operations > Facilities & Operations > RFP/ Bid Opportunities Non-receipt of said addenda shall not excuse compliance with said addenda. It is the responsibility of each respondent to determine whether any addenda have been issued and if so, whether the respondent has received a copy of each. Addenda issued during the bidding period shall supersede any previous information.

All inquiries relative to the conditions and specifications listed herein as well as clarification of any information contained in the RFQ must be made to Sam Kilpatrick, Director of School Facilities by email at kilpatrick@fpsct.org by 4:30 p.m. on August 12, 2021.

2.2 SCOPE OF WORK - QUALIFICATION OVERVIEW

The Farmington High School Building Committee is hereby soliciting qualifications from a Construction Manager at Risk for the purposes of assisting the Town, Board of Education and the Building Committee with regard to the New Farmington High School and Central Office Renovation.

Total Budget projected for this project is \$135,532,699.00

Budgeted Construction costs- New Construction Farmington High School \$111,904,000

Budgeted Construction costs- Central Office Renovation- \$5,096,000

Budgeted FF&E costs-New Construction Farmington High School- \$4,878,000

Budgeted FF&E costs- Central Office Renovation- \$222,000

PROJECT DESCRIPTION:

The Town of Farmington is seeking Construction Management services for a new Farmington High School located at 10 Monteith Drive, Farmington, CT to replace the existing structure. Construction will occur while the existing school is occupied and active. It is planned that the "900 Wing" addition, constructed in 2003 will remain and be renovated. The new school will be XXXXX square feet and house XXXX students for grades 9 through 12.

The new structure will be located on the same site of the existing occupied Farmington High School. It is anticipated that the construction of the project will be “phased” due to the site constraints. It is expected that the phasing will be thought out thoroughly by the selected candidate and that all academic spaces are constructed in order for the students to move into their “traditional classroom spaces” and access their “specials” in the existing building while demolition of the old classroom spaces are underway. Once the classroom spaces of the existing building are removed, construction can begin on the new auditorium, gymnasium, kitchen and cafeteria.

Background:

Farmington, Connecticut, isThe Town with a population of XXXX people located approximately

Anticipated Milestone Schedule:

See section 2.7 Qualification Submission format.

If your firm has an interest in providing these services, below are the requirements that specifically apply to these submittals.

2.3 SPECIAL INSTRUCTIONS

- A. The Town of Farmington shall evaluate the qualifications and shall invite selected short-list respondents to the RFQ for presentations/interviews. The CM’s proposed Project Manager and Superintendent should be available to attend. The presentations should be 40 minutes long, plus 20 minutes for Q&A.
- B. Respondents are required to submit along with their qualification package, a conceptual Construction Schedule for the proposed new project as well as demolition of the existing school. Such schedule shall include, but not be limited to; design phase milestones, proposed overall phasing plan (if applicable), construction activities, hazmat abatement work, etc. Identify procedures and the methodology the CM will use to isolate construction activities from the educational environment.
- C. Respondents are hereby notified that all qualification submissions and information contained therein and attached thereto shall become public information upon selection of the successful Construction Manager, except financial statements and documents, separately sealed and specifically labeled “Confidential”.

- D. Construction Managers responding to this RFQ must have sufficient staff to assure timely project completion. The Construction Manager must assign personnel to this project who are qualified for this type of work. The Construction Manager must assign for this project an experienced Project Manager thoroughly skilled in Office of School Construction Grants (OSCG) funded projects.
- E. The successful Construction Manager must perform services related to this project from an office located in the Connecticut area. Respondents must identify the location of said office in the qualifications submitted.
- F. The successful Construction Manager would be allowed to self-perform any construction trade work within their licensing capabilities.
- G. Comprehensive responses to the issues raised in the RFQ are expected. Additional information, not specifically requested, will be considered if provided.
- H. The Town of Farmington reserves the right to reject any or all qualifications for any reason it determines to be in its best interests or, in the alternative, to abandon the selection process in whole or in part.
- I. The Town of Farmington's preference is to have the Construction Manager's hold the asbestos and hazardous material removal contracts, if applicable. CM's who are not willing to hold these contracts must identify this within their proposal submission. CM's who are not willing to hold these contracts should advise what services they include for the planning, coordination, supervision, etc. of the abatement activities.
- J. Construction Managers will be required to be in compliance with the State of Connecticut Department of Administrative Services Contractor Prequalification Program. Additional information available online at the following web site address <http://das.ct.gov/cr1.aspx?page=10>
- K. The Construction Managers are expected to be experienced in all Pre-construction Phase and Construction Phase services and will also be judged in accordance with their abilities to provide the following Scope of Services.

2.4 SCOPE OF SERVICES – PRE-CONSTRUCTION

- A. CM shall provide construction cost estimates at the Schematic Design, Design Development, and Construction Document levels. Include breakdowns of all ineligible costs in each estimate level. Construction Manager's estimates must identify ineligible cost items for State reimbursement and project the net cost to the Town of Farmington.

- B. Participate and lead the project team in ongoing value-engineering and constructability reviews, to ensure smooth organization of the project and optimum efficiency. Identify major building design elements and advise on options for their potential constructability, budget, and scheduling impact. The CM shall maintain a method of determining and documenting actual cost savings as a result of value engineering for review by the Town.
- C. Maintaining the project on its originally established budget is of paramount concern to the Town. Regularly review the construction documents as they are developed by the Design Team and provide detailed estimates of project costs at Schematic Design, Design Development and 90% Construction Document levels. Advise on adequacy of contingencies at each design level. Provide recommendations for value engineering or other revisions as required to keep the project on budget at each estimate level, and at final bids if required.
- D. Assist the Town and Design Team in public presentations of the proposed design and related costs as needed.
- E. Develop and present phasing plans and schedules (i.e. phase areas, shift work, weekends, school holiday periods, etc.).
- F. Provide a detailed construction schedule including design milestones and critical path method management for Town review. Update the schedule at least monthly and track progress of the Pre-Construction period. Include planning for all anticipated phasing, including any use of shift work.
- G. Attend all meetings, providing technical support, of the Architect, Town and Office of School Construction Grants and confer with all other public and private agencies involved in or connected with the project.
- H. Make recommendations concerning construction feasibility, availability of labor and materials, and the time required for installations and construction of the project.
- I. Establish site utilization, site security and safety plans.
- J. Attend and provide minutes of scheduled progress meetings with the Town and Design Team to ensure the project is progressing smoothly and according to the established plan. Advise the Town as to any possible delays and cost variance.
- K. Provide bi-weekly forecasts to determine if any critical item will cause a problem to the extent that the project will experience a delay or significant cost impact.

- L. Implement a process that ensures quality and cost control for construction documents and onsite construction, define roles and responsibilities, suggests methods for preventing and resolving disputes and delays, efficiently processes change orders both for the Town of Farmington and the OSCG&R in proper format and time frame for submission to the State, and ensure that all personnel perform in accordance with all OSHA and other safety standards.
- M. CM and the architect shall incorporate requirements for State High Performance Building Standards (HPBS) and commissioning in trade contractor bid packages.

2.5 SCOPE OF SERVICES FOR BIDDING

- A. Develop bid packages to assure optimal trade efficiencies and reduce contract layer mark-ups, and develop contracts for award in conjunction with the Town of Farmington Purchasing Department and the Design Team.
- B. Incorporate Town and funding agency(ies) applicable requirements and regulations into bid documents, including but not limited to compliance with prevailing wage regulations, local hiring ordinances, Commission on Human Rights and Opportunities (CHRO) regulations, OSCG&R formatting...
- C. Provide lists of qualified bidders for trade sub-contractors and suppliers, determine the best methods and means of packaging the various trades for bidding purposes, assist in the selection of specialty consultants, conduct pre-bid conferences, and actively seek and solicit bids from a wide variety of trade contractors in order to ensure that an adequate pool of competitive bids are obtained and that the requirements of CHRO are being met. Self-performance of specific construction activities by the construction manager, in lieu of subcontracting with a Trade contractor, shall be permitted as part of the competitive trade contractor bid process.
- D. Provide Bid Advertisement, Pre-bid meetings, walkthroughs. Handle all bidder questions.
- E. Analyze all bids, and prepare written analysis and comparisons. Review all required bid bonds, payment and performance bonds, and insurance certificates.
- F. Evaluate all bid qualifications to determine and recommend the lowest responsible bidder. Conduct scope review meetings with the apparent low bidders to verify project scope and costs.
- G. Assure that required competitive labor rates and unit pricing are solicited during the bid process to assist the Architect and the Town in determining fair pricing of change orders.

- H. Based on the trade costs, agreed upon CM fees, General Conditions, pass through allowances and Contingency, Construction Manager shall develop a Guaranteed Maximum Price (GMP) to be submitted to the Town for approval, which will then be incorporated as an Amendment to the Construction Management Agreement.
- I. CM shall incorporate appropriate requirements in the bid documents to achieve maximum material recycling and environmental conservation relating to all construction activities.

2.6 SCOPE OF SERVICES – CONSTRUCTION

- A. Develop a comprehensive cost control and reporting system related to the value of the trade-contractor bid packages and all costs within the GMP.
- B. Provide document handling and coordination (i.e. RFI's, Submittals, Change Orders)
- C. Work with the Architect, to establish a thorough and efficient RFI and Submittal Process.
- D. Provide onsite Project Engineering, Safety Control, Schedule Control, General Conditions and Change/ Contract Administration in accordance with the project requirements.
- E. The Town shall perform the FF&E purchasing. The CM shall assist, coordinate, and supervise the deliveries, and installations of all FF&E purchased.
- F. Provide Punch List Administration and Turnover process.
- G. Establish management procedures, including progress reports, contracts, safety plans, insurance status, wage rate verifications, CHRO compliance, invoicing and disbursements.
- H. Develop cash flow schedules for the duration of the project.
- I. Monitor compliance with safety and security plans established for the project.
- J. Assist in the resolution of all labor disputes and shortages affecting the project.
- K. Supervise, direct, and provide coordination of all contracts and subcontracts to maintain progress of the work.

- L. Provide field supervision, inspections and testing, to assure that all work is in conformance to the contract documents.
- M. Manage the Independent Material Testing and Lab Services and Inspections for the project. This shall include but not be limited to testing and inspection services for concrete work, steel work, fireproofing, masonry, soil, etc. CM to schedule and coordinate all required tests and inspections and provide and maintain a separate Materials Testing sign-in log.
- N. Prepare Monthly reports for the Town and the Architect providing the following minimum information:
 - 1. Current cost report including estimates to complete for each budgeted item, including status of all allowances and contingencies.
 - 2. All current and pending change orders.
 - 3. A CPM schedule update including narrative detailing progress and/or delays that might affect the overall project schedule. Include corrective plans and actions taken regarding any project delays.
- O. Attend all meetings of the Farmington High School Building Committee, and participate in FHS Building Committee subcommittee meetings and Land Use meetings as required.
- P. Assume overall responsibility for managing, supervising, coordinating, and maintaining quality control over all aspects of construction.
- Q. Perform new construction in accordance with the State of CT requirements regarding "Indoor Air Quality Guidelines for Occupied Buildings under Construction".
- R. Obtain all required permits. Town will make direct payment for permit costs.
- S. Maintain full-time, on-site experienced personnel required for the administration of all contracts and the execution of the work.
- T. Program and plan the work in advance of actual construction operations to ensure that trade contractors are utilized to their fullest extent.
- U. Inspect the work daily to ensure Town's objectives are being met in accordance with the drawings, specifications, all other contract documents, and local laws.
- V. Coordinate the activities of utility companies and regulatory agencies.
- W. Prepare all change orders and other required construction-related information.

- X. Conduct and provide minutes of weekly progress meetings with the Town, project manager, architects and engineers to ensure all matters of construction are being considered.
- Y. Conduct regular safety meetings.
- Z. Maintain daily coordination with the designated Town's representative of all change orders, and assist in the resolution of disputes and delays. The CM shall make every effort to minimize the need for scope of change orders and obtain the best pricing or multiple prices where applicable.
- AA. Prepare all applications for payment to be submitted to the Town for approval. On a regular (monthly) basis, complete and submit budget control reports that outline cash flow, actual cost vs. budget, etc. Certified payrolls, or acknowledgement of receipt thereof, shall accompany each application for payment in accordance with applicable Labor Department regulations. CM shall serve as Keeper-of Record's during the construction period and shall maintain all certified payrolls and make them available for Town and other entities for their review and inspection. CM shall provide all certified payrolls to the Town as part of the project closeout for project records.
- BB. Provide closeout reports including guarantees, warranties, as-built drawings, maintenance and procedure manuals for new equipment, and provide sign-offs by proper authorities.
- CC. Identify and remedy any incomplete or non-conforming work. Obtain required approvals from State and local building officials to expedite the Certificate of Occupancy.
- DD. Receive and submit partial and final Waivers of Liens and Certified Payrolls from suppliers, contractors, subcontractors, and any other entity in connection with the project.
- EE. Comply with all local codes and ordinances as to means and methods of construction.
- FF. Maintain required insurance and licenses on all sub-contractors and suppliers
- GG. Records retention policy. The following files (at a minimum) must be replicated (x2) with one set being provided to the Town of Farmington, and one set being provided to the Program Manager. CM's must provide a written description of their file organization procedure, including a table of contents.
 - 1. Purchasing files.
 - 2. Accounting files. (Files to include all insurances and bonds. Requisition copies to be limited to cover sheets without backup.)
 - 3. Scheduling files.

4. Estimating files.
 5. Final As-Builts
 6. All approved submittals/shop drawings. (Not including material samples)
 7. Record set of the contract drawings
 8. Safety files.
 9. Final Change Orders (including interim CCA's).
 10. Test & Inspection Reports
 11. Permit and Certificate of Occupancy files
 12. Engineering Logs (RFI's, submittals, etc)
 13. A/E Inspection Reports
 14. Punchlist / Benchmark / Mock Up info
 15. CM Superintendent Reports
 16. Meeting Minutes
 17. CM Monthly Reports and Final Report
 18. Certified Payrolls
- HH. Provide all necessary staff support to complete all incomplete or unresolved project closeout items. Note: release of final payments shall not release the CM from responsibilities relating to any incomplete or unresolved work and or issues.
- II. Provide technical and staff support for project closeout with Office of School Construction Grants.
- JJ. Develop and track completion of punch-list items
- KK. Track and document for the owner eligible vs. ineligible costs as it relates to state reimbursement requirements for the purposes of managing the various phases of design, construction and close-out.

2.7 QUALIFICATION SUBMISSION FORMAT

This RFQ has been developed based on a two steps process. Interested firms shall submit a qualification package outlining all of its experiences, capabilities and qualifications necessary for this project as described herein. This package must include one original, fifteen (15) copies of the proposal, and one electronic copy (Adobe PDF). The Town will evaluate the qualification submittals and develop a shortlist of the qualified firms for interviews.

Subsequent to the interview process, the Town will request the most qualified firm(s) to provide fee proposal(s) in accordance with proposal format to be provided to those invited to submit. The Town will provide a proposal form to the most qualified firms subsequent to the interview process.

Request for Qualifications (RFQ) shall include the following, in this order:

1. Cover Letter. This should include your company name, address, telephone and Fax numbers, email addresses, and proposed project representative.
2. Executive Summary: (no more than 3 pages) provide a brief history of your firm and outline similar current or completed projects. Identify key qualities or services provided that distinguishes your firm from other Construction Managers.
3. Organization and Staffing: (no more than 1 page, not including resumes) Discuss your company organization, along with your proposed project team organization. Include resumes (1 page each) of all key project team members.
 - a. Provide an organizational chart for the firm and the staff for this project, including any consultants.
 - b. Include previous assignment information such as title, length of time on job, references and contract information. Provide a brief description of projects similar to this in which the key personnel have worked together as a team. The Town reserves the right to interview and select key staff members for this project. Estimate the percent of time you will have each staff member working on the assigned project.
 - c. List the Principal of the firm who will be responsible for the project.
4. List the name and address of any consulting firm(s) or sub-consultants to the CM that may be used on this project, with a brief description of qualifications and your association with them.
5. Pre-construction: Briefly describe (no more than 2 pages) how your firm would interact under this phase of the project.
 - a. List any additional services not noted in the preceding Scope of Services.
 - b. Explain how and when the preliminary budget is developed into revised budgets that represent contractor prices, award, and possible change orders.
 - c. Describe methods for notifying the Town of changes to budget and schedule.
 - d. Describe bidding procedures, including the selection of qualified bidders and your plan for soliciting M/WBE contractors in accordance with CHRO requirements).
 - e. Describe award procedures and negotiations with subcontractors and suppliers.
 - f. Describe procedure for dispute resolution.
6. Construction: Briefly describe (no more than 2 pages) how your firm would control this phase of the project.
 - a. List any additional services not noted in the preceding Scope of Services.
 - b. Describe your firm's approach and plan of operation to accomplish the project schedule and control the cost of the work.
 - i .
 - c. Describe your process for change order analysis, management and approval.
 - d. Describe payment to subcontractors and suppliers, and requisitions to Town.
 - e. Describe your quality control procedures.
 - f. Describe how shop drawings and submittals are reviewed for compliance to plans and specifications as well as code and regulatory requirements.
 - g. Describe your post-construction procedures (punch-list, warranties, etc.)
7. Respondents are required to submit along with their qualification package, a Conceptual Construction Schedule for the proposed project. The schedule shall include, but not be limited to: design phase milestones, proposed overall logistics plan, construction activities,

etc. The construction is anticipated to commence in 2022 and is targeted for substantial completion by August 1, 2024. Identify procedures and methodology CM will use to isolate construction activities from occupants and being able to maintain the building in full operation.

8. Forms: Bidder’s Information and Acknowledgement Form Addenda Acknowledgment form, Certificate of Insurance and Exceptions Form (if any).

	Time	Date
Advertise RFQ		7/30/2021
Pre-Qualification Conference	10 AM	8/10/2021
Questions Deadline	4:30 PM	8/12/2021
Final Addenda Issued	4:30 PM	8/13/2021
Deadline for Proposal Submissions	4:30 PM	8/20/2021
Evaluations and Shortlist of Qualifications		9/8/2021
Request for Proposal Issued to those Invited to Interviews		9/10/2021
Interviews		9/22/2021
Request for Proposal Due		At Interview
Tentative Award Date		9/23/2021

2.8 CRITERIA FOR EVALUATING QUALIFICATION SUBMISSIONS

The Farmington High School Building Committee will be responsible for reviewing the qualifications submissions and will evaluate them using the following criteria.

1. Company and project team members’ qualifications and successful experience with construction management of public school construction projects of similar size and scope.
2. Total years in business, financial stability, and bonding capability of the firm. Provide a letter from your bonding company attesting to Firm’s bonding capacities.
3. Significant experience with Office of School Construction Grants (OSCG) rules for construction grants and reimbursement of eligible construction costs as they pertain to managing public school construction projects.
4. Quality of references from previous public school district clients and design firms.
5. Extent of services offered, and depth and extent of overall resources that can be put to use to ensure the success of the project.
6. On-time completion of previous public school projects.

7. Change order cost control process, and demonstrated experience and commitment in assuring fair and reasonable trade contractor pricing for work authorized by change order.
8. Significant experience with construction of public school facilities adjacent to occupied schools, use of phasing, and off shift work experience to minimize impact to the students, staffs, and learning environment.
9. Significant experience performing public school projects using the CM as Constructor (or at risk) delivery model.
10. Safety track record (provide the company's current EMR).
11. Knowledge of and experience with the State of Connecticut's requirements regarding "Indoor Air Quality Guidelines for Occupied Buildings under Construction".
12. Demonstrated ability to manage the preconstruction process; to produce in-house estimates that accurately reflect the current market conditions, provide comprehensive constructability reviews, provide value engineering services, and to provide bid package preparation to provide a comprehensive and economical purchasing approach to the project.
13. Demonstrated ability to provide and maintain strict quality control procedures.
14. Commitment of the CM to provide the staff members proposed, and maintain them for the duration of the project.

General Conditions

1. The Farmington High School Building Committee reserves its rights to examine any other criteria and take the same under consideration and to reject any firm or proposal despite its compliance with this criterion if it determines that to do so would be in its best interests.
2. The Farmington High School Building Committee shall be under no obligation to accept a proposal if it is deemed to be in the best interest of Farmington Public Schools and the Town of Farmington not to do so. The Farmington Board of Education and the Town of Farmington are not responsible for any costs incurred by any Responder in connection with this RFQ. The expenses incurred by any Responder in the preparation, submission and presentation of their proposal are the sole responsibility of the Responder and shall not be charged to the Board of Education, the Town of Farmington or the Building Committee.
3. The Building Committee, Board of Education and the Town of Farmington have the right to use any or all ideas, plans, specifications and estimates presented in responses to this RFP without cost.
4. Timing and sequence of events resulting from this RFP will ultimately be determined by the Town and Board of Education.
5. The Town 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 to do so.

6. The Town reserves the right to reject the proposal of the consultant that is in default of any prior contract or for misrepresentation.

7. Save Harmless. As part of entering into any contract which may be let as a result of this process, the Construction Manager for itself and its successors will be required to covenant and agree with the Town to defend, indemnify and save harmless said Town from any and all action, cases of action, judgments, legal fees, claims and demands whatsoever, which may at any time be instituted, made, tendered or recovered against the Town to the extent caused by the Construction Manager's negligence in the performance of the Construction Manager's services performed pursuant to any such agreement.

8. Proposal submitted by facsimile (FAX) and/or emailed will not be accepted.

9. Award of the contract for Construction Management services as defined herein is contingent upon the parties agreeing to and executing a written contract acceptable to both parties. In the event the parties cannot agree on the terms of the contract, the award shall be cancelled and become null and void and the parties shall owe no obligations to the other.

I. **Insurance Requirements**

Firms shall agree to maintain in force at all times during which services are to be performed the following coverages and shall name the Town of Farmington and Farmington Board of Education and others as may be required as Additional Insured on a primary and non-contributory basis to the Firms' Commercial General Liability, Automotive Liability and Professional Liability policies. **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-. In addition, all Carriers are subject to approval by the Town of Farmington.

(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
Professional Liability	Each Claim or Each Occurrence	\$3,000,000
	Aggregate	\$5,000,000
Umbrella (Excess Liability)	Each Occurrence	\$10,000,000

Worker's Compensation and Employer's Liability	WC Statutory Limits	
	EL Each Accident	\$100,000
	EL Disease Each Employee	\$100,000
	EL Disease Policy Limit	\$500,000

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

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