

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

AGENDA

OSWEGATCHIE FIRE STATION BUILDING COMMITTEE

November 21, 2023

Oswegatchie Fire Station

2nd Floor Meeting Room

7:30 PM

1. Call to order
2. Pledge of Allegiance
3. Public comment
4. Opening remarks
5. Review and approval of meeting minutes, November 9th 2023
6. Review of RFP Comments and Creation of Comment Policy
7. Formation of Sub-Committee to Gather and Tabulate Current Fire House Configuration and Future Needs
8. New Business, Follow-on Actions
9. Adjournment

TITLE PAGE

DRAFT

On behalf of the Oswegatchie Fire Station Building Committee (“Committee”), the Town of Waterford (“Town”) Purchasing Agent is requesting management and fee proposals to provide Program Management Services during the design, construction, commissioning and close-out phases for the construction of the Oswegatchie Fire Station.

The Consultant will work under the auspices of the building committee and will coordinate a project team generally consisting of the architect/engineer (A&E), independent specialty consultants, and the construction contractor. Services provided by the Program Manager (Consultant) will be those necessary to complement the efforts of team members, and to provide the appropriate oversight and monitoring to ensure the successful completion of the project.

Overview

Built in **YEARS** on a site consisting of **XX** acres, the existing fire station no longer meets the space, personnel, or apparatus and equipment storage needs of the Fire Department, whose members serve as first responders for fire and medical emergencies, therefore, it is imperative that the existing building remain fully operational during the design and construction of the new building.

The Committee is in the process of selecting an architectural and engineering firm who will guide the design, specialty consulting, and construction administration processes; the A&E selection process is estimated to be completed in October 2023. The Committee intends to use a bid/build project delivery method for construction of the new building.

Scope of Services

The Committee anticipates that the Program Management assignment will include, but may not be limited to the following suggested scope:

1. Provide program management on behalf of the Committee while reporting directly to the Committee.
2. Attend all committee meetings, which are presently scheduled for twice per month, and all special meetings as requested by the Committee.
3. Assume the lead role in developing / vetting the project budget, schedule, and construction phasing during the preconstruction phase, including coordination between the project architect, engineer and specialty consultants, and assist with preparation of the project construction documents, budget and schedule.
4. Assist the Owner (if requested) in preparing presentations to the Boards of Selectmen and Finance and the Representative Town Meeting that are required for full project funding.
5. Provide input and guidance regarding constructability issues, risk, material selection, long lead deliverables, scheduling and potential schedule conflicts, possible value engineering options, site access and logistics, site security, and physical project interface with the neighborhood and public.
6. Review bid documents developed by the team to ensure documents are complete and coordinated, and include all applicable bidding requirements (e.g. DAS prequalification, CHRO set-aside requirements).
7. Coordinate building permits, trade submittals, requests for information and shop drawings.
8. Perform site visits during construction.

9. Represent the Owner at construction meetings, which are typically scheduled weekly.
10. During the construction phase assist in and monitor clear, timely and effective communication between and among members of the project team.
11. Perform on-going monitoring of the project budget for total cost – both construction and soft costs; report cost and budget status monthly to the owner:
 - a. Review and monitor the constructor's general conditions costs and use of contingency funds;
 - b. Provide real-time reporting on change orders / potential change orders.
 - c. Advise the owner of cash flow projections and eligibility for any Federal and/or State reimbursement.
12. Review all invoices / applications for payment for accuracy, work-in-place, validity with contract, and documentation of reimbursable expenses / indirect work.
13. Develop and maintain detailed proposed change order and change order logs submitted by the constructor; review / monitor those between the constructor and trade/sub-contractors; review and provide recommendations on all change order requests; track changes due to existing conditions, owner-requested, errors and omissions.
14. Monitor requests for information (RFIs), design sketch and design bulletin logs; track / follow-up on deliverables and due dates.
15. Monitor and review performance of the A&E construction administration services.
16. Monitor and remain fluent in regard to the project schedule, critical milestone events, work completed, and productivity on site.
17. Monitor and report on the implementation and effectiveness of the constructor's site and construction safety program.
18. Monitor and ensure that the constructor maintains adequate, accessible, complete, timely, secure and protected project files and records, including inspection reports, safety reports, requests for information, communications, field reports, certified payroll records for prevailing wage, etc.
19. Monitor and report on regulatory, construction and any special inspections.
20. Manage project punch list, commissioning and close-out, delivery of operating manuals and attic stock, and obtaining a certificate of occupancy.
21. Assist with the financial and documentation close-out of the project.

Format of Proposal

All responses to this RFP must conform to these instructions.

I. Delivery of responses:

- Responses must be in sealed envelopes and marked with the reference title, the number **XXX**, and due date and time. The Candidate's name and address must appear on the envelope.
- The Town of Waterford is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Bidders are encouraged to submit bids that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the bid for review. All bid pages should be secured with a binder clip, staple or elastic band, and may not be submitted in plastic binders or covers, nor may the bid contain any plastic inserts or pages.

II. Information should be complete, accurate and concise; your submittal should include as a minimum:

- Company overview, including history, identification of business and management structure.

- A narrative explaining your approach to providing project management oversight regarding the subject project – especially given the project size, duration, public exposure and interest, schedule and potential risks.
- Proposed project team – personnel and resumes.
- Information regarding any proposed management systems or project management oversight procedures to be employed.
- List all municipal and/or public projects in Connecticut that have been completed and/or are in-process during the past seven (7) years; provide the owner's name and contact information, project description and value, start and completion dates, and other pertinent information.
- Sample of all reports (financial, progress / status, schedule, etc.).
- List of sub-consultants (if any) and all attendant fees.

Qualifications Review and Selection Process

Following initial review, candidates will be short-listed to semi-finalists, who will be invited to make a presentation to the building committee; the presentation may not exceed thirty (30) minutes and will be followed by a question and answer period of approximately thirty (30) minutes. Interviews will begin at **TIME** p.m. on **DATE** at **LOCATION** Waterford, Connecticut. Semi-finalists will be advised approximately **DATE** 2023 of their presentation time, and should be available to attend on the above dates. The Owner may opt to hold a second interview with two or more finalists.

Selection Criteria

The Owner will evaluate qualifications and proposals based on the following criteria:

- A. Candidate's background and professional expertise, including size and scope of previous projects, and specific expertise coordinating the design and construction of municipal and/or coastal projects, the rebuild of damaged spaces, special qualifications (e.g. sustainable design), and the quality and experience of assigned personnel.
- B. The Candidate's ability to complete the project within the required timeline, and to commit staff in a timely way when requested.
- C. The Candidate's demonstrated understanding of the work.
- D. Evidence of any special or innovative approach that the firm will use.
- E. The proven ability to submit cost-effective solutions.
- F. Fee proposal.

After review of all factors, terms and conditions, including price, the Town of Waterford reserves the right to reject any and all proposals, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the Town of Waterford.

Fee Proposal and Agreement

- State your firm fee proposal per month, and its basis per month (the number of hours per employee) for that rate. Submit hourly rates per discipline / employee for additional work that may be required; rates should include any annual increases anticipated beyond the first year of the work.
- Submit a sample contract between your firm and the Town of Waterford.

Proposed Project Schedule

Submission of detailed qualifications	DATE
Notification of short-list status	DATE
Candidate interviews	DATE
Selection and notice to proceed	approximately DATE
Bidding and start of construction	DATE
Final completion	DATE

Notes to Candidates

Questions concerning this Request for Proposal shall be in writing and directed only to:

Shea Moses, Purchasing Agent

EMAIL

Inquiries must reference RFP #**XXX** and must be received no later than noon on **DATE**. Failure to comply with these conditions will result in the Candidate waiving the right to dispute the bid specifications and conditions.

Response will be in the form of an addendum that will be posted approximately **DATE** to the Town of Waterford website, which is www.WEBSITE. It is the responsibility of each bidder to retrieve addenda from the website. Any contact about this bid between a Bidder and any other Town official and/or department manager and/or Town of Waterford employee, other than as set forth above, may be grounds for disqualification of that Bidder. No questions or clarifications shall be answered by phone, in person or in any other manner than specified above.

You must submit two (2) written copies of your qualifications, with a copy on disk; because proposals will be emailed to building committee members, file size may not exceed 5 MB for any single file. Proposals must be received by 2:00 p.m. on **DATE** to:

Shea Moses, Purchasing Agent

Town of Waterford

ADDRESS

**Town of Waterford – Purchasing Agent
Request for Proposal #XXX**

Program Management Services – Design, Construction and Close-out of Oswegatchie Fire Station

Item Number	Description	Proposed Amount
I	The number of hours and total fee for services (including salary, overhead, profit, etc.) provided during Phase I design development and bidding phases.	\$ _____ not-to-exceed fee for Phase I, based on _____ total hours.
II	The fee per month and the estimated hours per month for services provided during Phase II construction and project closeout	\$ _____ not-to-exceed fee per month for Phase II, based on _____ hours per week
III	Markup and estimated total for reimbursable expenses ¹ (mailings, reproduction costs, etc)	\$ _____ total reimbursable expenses Multiplier _____
IV	Estimated not-to-exceed total	\$ _____ Estimated not-to-exceed total for the project.

Having carefully examined the specifications and requirements contained herein for program management services for the Town of Waterford, the undersigned: certifies that it has examined and fully comprehends all available information and requirements and submits this proposal for consideration:

Proposal of _____
(name of company / firm)

Located at: _____
(street address)

(city / state / zip code)

Name: _____
(authorized representative)

Title: _____

Signature _____ Date _____

¹ Reimbursable expenses to be agreed-up by the Owner and must comply with all State and Federal guidelines for rate and application.

ACCEPTANCE PERIOD

In submitting the proposal, the Candidate agrees that the proposal will remain valid for a period of ninety (90) days after the closing date for submission, and may be extended beyond that time by mutual agreement. Prices quoted must be firm, for acceptance by the Town of Waterford, for a period of ninety (90) days.

ADDENDA TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all prospective firms who have received the RFP documents.

THE CANDIDATE

The Candidate shall be thoroughly familiar with the requirements of all specifications and the actual physical conditions of the various actual and proposed project sites. The submission of a proposal shall be construed as evidence that the Candidate has examined the actual job conditions, requirements, and specifications. Any claim for labor, equipment or materials required or difficulties encountered that could have been foreseen will not be recognized.

ASSIGNMENT OF CONTRACT

No contract may be assigned or transferred without the consent of the Purchasing Agent.

INSURANCE COVERAGE

The successful Candidate will be required to furnish and maintain professional liability insurance and a comprehensive general liability certificate of insurance naming the Town of Waterford as additional insured. The insurance is to be suitable liability, worker's compensation, and professional coverage. The Certificates of Insurance will be provided by companies licensed in the State of Connecticut and will be in reasonable amounts satisfactory to the Town.

FEDERAL, STATE AND LOCAL LAWS

All applicable Federal, State, and local laws, and rules and regulations of all authorities having jurisdiction over the locality of the project shall apply to the contract and are deemed to be included herein.

RIGHT TO ACCEPT / REJECT

AFTER REVIEW OF ALL FACTORS, TERMS AND CONDITIONS, INCLUDING PRICE, THE PURCHASING AUTHORITY OF THE TOWN OF WATERFORD RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, OR ANY PART THEREOF, OR WAIVE DEFECTS IN SAME, OR ACCEPT ANY PROPOSAL DEEMED TO BE IN THE BEST INTEREST OF THE TOWN OF WATERFORD.