



Veritas Preparatory Charter School **Window Replacement**

370 Pine Street | Springfield, MA 01105

RFQ / RFP Issue Date:	June 18, 2021	
Proposal Due Date:	<u>No Later Than July 19, 2021</u>	at 2:00 pm
Pre-Proposal Meeting / Site Visit:	July 6, 2021	at 2:00pm - Mandatory

TABLE OF CONTENTS

I. PROJECT OVERVIEW

- A. Project Background
- B. Project Scope Description
- C. Project Budget
- D. Project Schedule
- E. Project Delivery Method

II. DESIGNER SELECTION PROCESS

- A. Review Process
- B. Evaluation Criteria of Written Proposals
- C. Interview Presentation

III. SCOPE OF DESIGN SERVICES

- A. Comprehensive Design Services
- B. Phases of Services
- C. Site Visit Requirements
- D. Owner/Architect Agreement

IV. INSTRUCTIONS FOR SUBMISSION OF DESIGN SERVICES PROPOSAL

- A. Submission Logistics
- B. Contents of Written Proposals
- C. Fee Proposals

V. MISCELLANEOUS CONDITIONS

- A. Terms
- B. Right to Annul or Terminate

VI. EXHIBITS

Exhibit A – Proposal Form

Exhibit B – Proposed “A/E Control Budget”

Exhibit C – Proposed Overall Project Schedule

Exhibit D – Insurance Requirements

Exhibit E – Hourly Rates

Exhibit F - Owner/Architect Agreement

- Draft AIA Document B102-2017 Standard Form of Agreement Between Owner and Architect
- Draft AIA Document B201-2017 Standard Form of Architect’s Services
- Draft AIA Document A201-2017 General Conditions of the Contract for Construction

Exhibit G – Tax Compliance Certificate

Exhibit H – Certificate of Non-Collusion

Exhibit I – Floor Plan

Exhibit J – Building Photographs

I. PROJECT OVERVIEW

A. Project Background

Veritas Preparatory Charter School is a public charter school serving grades 5-8 located at 370 Pine Street in Springfield, MA. The building was constructed in 1971, and has been occupied by the school since 2010. The building is a 2-story masonry building with a partially below-grade lower level. The building is oriented in a V shaped footprint with the main entrance facing Pine Street.

Colliers Project Leaders (CPL) is the Owner's Project Manager represented by Kate Turner.

B. Project Scope Description

Veritas is seeking Architectural Design services to undergo a Window Replacement project. An alternate will also be pursued to remove and replace exterior entrance doors to be designed and bid simultaneously with the window project.

The windows are believed to be original to the 1971 building construction. The main window type consists of approximately:

(89) triple-section double hung windows approximately 60x42"

(25) double hung windows at 36x42"H.

The project will look to remove and replace these windows in-kind with thermal aluminum or steel framed double hung windows.

Alternate #1 shall be priced as a separate service as noted on the proposal form Exhibit A. This alternate looks to remove and replace existing entrances, associated hardware and access control in an effort to upgrade to secure entrances with ballistic coating. The scope of this alternate would include

Main Entrance - Ballistic Double Door Storefront System – r.o 75"W x 84"H

West Main Level Entrance – Half lite door & sidelite w/ ballistic film - r.o. 52"Wx86"H

West Lower Level Entrance – Half lite door & sidelight w/ ballistic film – r.o. 52"Wx86"H

West Lower Level Gym Entrance #1– Half lite door & sidelight w/ ballistic film – r.o. 52"Wx 86"H

West Lower Level Gym Entrance #2 – Half Lite Door & Sidelight w/ ballistic film r.o. 64"Wx86"H

Rear Courtyard Exterior Entrance – Half Lite Door & Sidelight w/ ballistic film - r.o. 64"W x 86"H

Rear Courtyard Vestibule Entrance – Double Door Storefront System – r.o. 60"W x 80"H

All quantities and dimensions to be verified by Designer as part of existing conditions survey. Interior modifications and repairs as required.

Project Budget

Veritas has established a preliminary budget for the Project and the Project team. The portion of this budget available for the construction of this Project will be delineated by the Owner's Project Manager in the attached sample Exhibit B, entitled "A/E Control Budget." The Owner will allow for additional Project related costs not included in these budgets such as professional fees and Project expenses. The values developed and shown in the "A/E Control Budget" will be the contractual budget parameters within which the Design Team is responsible to maintain costs for these Projects. Any items listed and noted as 'By Owner' are costs that will be budgeted in the Owner's Total Project Budget and will be administered by the Owner. Those items that may be listed as "Not Included" are items that will not be included in the Project.

As Exhibit B illustrates, construction, abatement, and demolition, and inflation for a construction start in 2022 will be included within the budget responsibilities of the Design Team as identified in Exhibit B.

The total budget for work under the responsibility of the Design Team has been established to be **\$317,200** as identified in Exhibit B.

The A/E Control Budget as depicted in Exhibit B also identifies those areas that are not the responsibility of the Design Team. The A/E Control Budget as shown in Exhibit B will be made part of the Owner-Architect Agreement. The modified B102-2017 Owner - Architect Agreement included in the Appendix delineates the budget responsibilities of the Design Team and the significance of the Designer Control Budget.

C. Project Schedule

Architect selection will be per the milestone schedule listed below.

Veritas is approaching the Project with the intent to fully design, then bid and construct in a traditional sequence. This anticipated Project schedule will be as shown in Exhibit C and illustrated below:

Tentative Milestones for the Project are as follows:

- | | |
|-----------------------------------------------|------------------------------------|
| 1. <u>Mandatory Site Visit</u> | 7/6/2021 @ 2:00pm |
| 2. <u>RFQ / RFP Response Due</u> | 7/19/2021 @ 2:00pm |
| 3. <u>A/E Firm Interviews</u> | 7/21/2021 – Time TBD |
| 4. <u>A/E Firm Selection</u> | Anticipated to be 7/23/2021 |
| 5. <u>Conceptual / Schematic Design Phase</u> | 7/26/2021 – 9/3/2021 |
| 6. <u>Initial Estimating Phase</u> | 9/3/2021 – 9/17/2021 |
| 7. <u>Contract Documents Phase</u> | 9/20/2021 – 11/12/2021 |
| 8. <u>Final Estimating Phase</u> | 11/15/2021 – 11/29/2021 |
| 9. <u>Bidding Phase</u> | 12/6/2021 – 1/14/2022 |
| 10. <u>Permitting</u> | 3/25/2022 – 4/29/2022 |
| 11. <u>Construction Phase</u> | 5/6/2022 – 8/19/2022 |
| 12. <u>Occupancy</u> | 8/22/2022 |
| 13. <u>Commissioning & Closeout Phase</u> | 8/1/2022 – 9/23/2022 |

D. Project Delivery Method

For purposes of the proposal fee, all proposals shall assume a **Design-Bid-Build** Project delivery method, bid to pre-qualified contractors, and then constructed through a Lump Sum / General Contractor contract.

II. DESIGNER SELECTION PROCESS

A. Review Process

The Owner is utilizing a combination of written qualifications, proposal evaluation, and fee to select a Design firm for this Project. Proposals are being requested and anticipated to be received from multiple firms. VPCS will review these written proposals (inclusive of fee proposals) and will determine which firms will be short listed for interviews.

B. Evaluation Criteria of Written Proposals

The following criteria, not listed in priority order, are likely to be considered in evaluating and selecting proposing firms to be interviewed based upon qualifications and written proposal submissions:

1. Quality of proposal
2. Experience of firm with similar Projects
3. Success of completed Projects, including adherence to schedule and budget
4. Experience of proposed Design Team and consultants
5. Comprehensiveness of services
6. Project approach and organization
7. Litigation history
8. Adherence to terms of proposed Owner/Architect Contract
9. Fee for services

C. Interview Presentation

The Owner will interview selected firms. Key members of the proposed Design Teams are expected to participate in the interview/presentation including the Principal-in-Charge, Project Architect, Mechanical Designer, and/or other individuals proposed to play key roles in the planning and design of the Project and that will likely be interfacing with the Owner and its representatives for the duration of the Project interviews / presentation evaluation process.

The following criteria, not listed in priority order, are likely to be considered in evaluating and selecting the Design Team after presentation interviews:

- Personal chemistry of Design Team members
- Project specific ideas and thoughts
- Clarity and method of presentation
- Comments on budget, cost control, and schedule to execute the Project
- Site knowledge, creativity and sensitivity

Although the Owner plans to select the design firm through a "Quality Based Selection Process" not solely based on proposed fee, the selected firm's proposed fee will be examined to ensure its consistency with that of competing firms. If agreement upon terms of the contract and a fee for services from the firm of first choice cannot be reached, the Owner may choose to engage an alternate firm.

III. SCOPE OF DESIGN SERVICES

A. Comprehensive Design Services

The Owner intends to commission one firm to provide all Design services necessary. This firm will have the responsibility to provide these comprehensive Design services through the firm's own capabilities and sub-consultants as necessary. It should be noted that this Project may not require all the disciplines traditionally included in architectural contracts, i.e. structural, fire protection, plumbing, mechanical and electrical, but the architect should propose all sub-consultants required to perform the design services outlined in this RFP. Required services will include existing conditions assessment, cost estimating, code research, and any other services as needed for the complete design of the Project. This expertise must be provided by in-house personnel or through engaging sub-consultants as part of basic design services.

The Owner will engage the services of Environmental Engineering consultants, and/or any other consultants the Owner deems necessary beyond the contractual requirements of the Design Team under a separate contract. The Architect is expected to coordinate with these and any other Owner hired consultants and incorporate their drawings, specifications and/or other documentation into all bid documents.

Please refer to the modified Owner/Architect Agreement form included in the Appendix for further details.

B. Phases of Services

The Owner anticipates the Project and its design process to continue through the full design, bid, pre-construction, and construction as depicted in the Project Schedule. The Project services will be divided into three parts as follows to ensure conformance with approved charge:

Part 1: Conceptual / Schematic Design Documents and Estimating for the Project. This portion of the Project will result in deliverables for a presentation to the Owner. If Veritas approves the Project scope and estimate, then Parts 2 and 3 will be accepted.

Part 1A: Alternate #1 Door Replacement/Security Upgrades

Part 2: Full Design Documents and Bidding for the Project. This portion of the Project also includes the estimating, value engineering and regulatory approval process as required / noted within this document.

Part 2A: Alternate #1 Door Replacement/Security Upgrades

Part 3: Construction Administration. These services will include (but are not limited to) weekly site visits for monitoring of progress, or more frequently as required by phase of construction, conformance with regulatory requirements, review and timely processing of

submittals and answering of construction questions. Services will also include full Closeout Phase activities.

Part 2A: Alternate #1 Door Replacement/Security Upgrades

C. Site Visit Requirements

Proposers will be required to visit the project site at the date and time indicated in section I.C to gain a full and thorough understand of the project facility and existing conditions. Any discrepancies noted between the RFP and Existing Conditions should be noted in the proposal.

Any exceptions to the site visit requirement should be sent in writing to Kate Turner at Kathleen.turner@colliers.com prior to 7/6/2021.

D. Owner/Architect Agreement

Included in the Appendix is a copy of the modified "Form of Agreement between Owner and Architect." The Agreement has deletions, additions, and modifications to the standard form with changes clearly designated for ease of differentiation. This document will serve as the contract for this commission. All firms submitting proposals should review this document to become familiar with the contract requirements and Owner's contract expectations. **The proposals should include services as described in the attached form of agreement.** Any terms of this contract that are unacceptable to the proposing firm must note these unacceptable terms and/or quantify the effects on fee within the proposal submission. **Exceptions to the contract terms not identified in the written proposals will not be considered if the firm is selected for the commission.** The Owner reserves the right to negotiate terms and conditions with the successful firm and reserves the right to make minor modifications.

IV. INSTRUCTIONS FOR SUBMISSION OF DESIGN SERVICES PROPOSAL

A. Submission Logistics

(3) Hard copies and **One (1) electronic copy** (PDF format on flash drive) of each firm's proposal must be received at the following location on or before 2:00pm on **7/19/2021**.

Kate Turner
Colliers Project Leaders
135 New Road
Madison, CT 06443
Kathleen.turner@colliers.com

Questions regarding this request for qualifications & proposal should be in writing and directed to Kate Turner, Owner's Project Manager, Colliers Project Leaders by **7/12/2021** at 2:00pm
Email: Kathleen.turner@colliers.com .

Answers are to be distributed to all proposers by **7/14/2021** by 2:00pm via Addenda. Please clearly mark all proposals with "VPCS Window Replacement Proposal"

B. Contents of Written Proposals

Care should be taken by the proposing firms to present a succinct but informative proposal. The following is a list of minimum information to be included in the written proposals to be submitted:

1. **Description of Firm:** History and description of the firm, including number of personnel in each discipline and a complete description of in-house services.
2. **Licensure:** Copy of Architectural / Engineering licensure by the Commonwealth of Massachusetts Department of Consumer Protection. A copy of the lead firm and all proposed sub-consultants shall be provided.
3. **Organization:** Proposed Project organization, including resumes of key personnel proposed for this Project, and an organization chart delineating internal relationships and external consultant responsibilities. Provide geographic location of the Design Team and a statement of financial condition of the firm.
4. **Consultants:** List any and all consultants, including their disciplines, which the firm will utilize on this Project. A description of each consultant's firm must be supplied. The Owner reserves the right to approve or refuse all consultants. Note that the modified AIA contract calls for consultants to be included as part of basic services.
5. **Initial Project Thoughts:** Present any initial thoughts and reactions you may have to this design commission if chosen. Specific experience, and/or thoughts that your firm and team have in response to this Project's challenges and opportunities are encouraged.
6. **Project Approach:** A narrative outlining the firm's intended approach to the Project and plan for working with the Owner and Owner's consultants to ensure a successful Project in conformance with the Project schedule should be presented.
7. **Similar Project Experience:** Description of similar Project experience with at least (3) three window replacement Projects, including at a minimum:
 - Name of Project, location and Owner
 - Owner's Representative and telephone number
 - Dollar value of the Project
 - Design schedule
 - Completion date
 - Principal-in-Charge and Project Manager/Engineer
 - Original design fee including services during the construction and closeout phases
8. **Current Workload:**
 - Name of Project
 - Owner's Representative and telephone number
 - Dollar value of the Project
 - Design schedule
 - Completion date
 - Principal and Project Manager/Engineer

9. **Litigation History:** Describe any pending litigation, arbitration or mediation proceedings in which your firm is currently involved or has been involved within the preceding five (5) years.
10. **Contract Comments:** As noted within this RFQ / RFP, any terms of this contract that are unacceptable to the proposing firm must be listed within the proposal submission.
11. **Insurance:** The successful Proposer must keep in force, at its sole cost and expense, at least the insurance listed in the Insurance Requirements that are as part of this RFP in Exhibit D.
12. **Tax Compliance Certificate**
13. **Certificate of Non-Collusion**

C. Fee Proposals

Proposing firms are requested to submit fee proposals in a ***separately sealed envelope*** and should not be included with the remainder of the written proposal. Please provide (3) copies of the fee proposal in a separate envelope marked with the following:

“VPCS Window Replacement - A/E Firm RFP Fee Proposal”

Proposed fees for design services shall be provided on the form included in *Exhibit A* in the form of a fixed lump sum for the Project as outlined in this RFP. The lump sum fee must be provided in separate parts as follows:

Part 1 - Lump sum fee for base scope to include the following breakdown:

- Conceptual / Schematic Design Phase per Terms of the Contract
 - Includes Cost Estimating and Reconciliation with Owner’s Cost Estimator
- Presentation of Design to Owner

Part 1A – Lump Sum Fee for Alternate #1 to include the following breakdown:

- Conceptual / Schematic Design Phase
 - Includes Cost Estimating and Reconciliation with Owner’s Cost Estimator
- Presentation of Design to Owner

Part 2 - Lump sum fee for base scope to include the following:

- Construction Documents Phase per Terms of the Contract
 - Above Includes Cost Estimating and Reconciliation with Owner’s Cost Estimator at Each Design Phase
- Bid Phase, including Scope Reviews

Part 2A – Lump Sum Fee for Alternate #1 to include the following breakdown:

- Construction Documents Phase per Terms of the Contract
 - Above Includes Cost Estimating and Reconciliation with Owner’s Cost Estimator at Each Design Phase
- Bid Phase, including Scope Reviews

Part 3 - Lump sum fee for base scope to include the following breakdown:

- Construction Administration per Terms of the Contract
- Commissioning / Occupancy
- Closeout Phase

Part 3A – Lump Sum Fee for Alternate #1 to include the following breakdown:

- Construction Administration per Terms of the Contract
- Commissioning / Occupancy
- Closeout Phase

Part 4 - Total fee for Phases 1-3 for Base Scope of Services

Part 5 – Total fee for Phases 1A-3A for Alternate #1

The fee must be based on the contractual terms of the Owner/Architect Agreement included in Appendices. **Any objections to the contract terms MUST BE IDENTIFIED WITHIN THE PROPOSAL SUBMISSION.**

Also include hourly billing rates to be used when invoicing optional additional services. Rates for each of the applicable job classifications (including consultants) and any other appropriate classifications are to be provided on *Exhibit E*. Secretarial services should be included within these hourly billing rates.

Billing rates for consultants shall be comparable to those listed above.

V. MISCELLANEOUS CONDITIONS

A. Terms

1. All modifications to the RFP must be written and not oral.
2. Veritas reserves the right to reject any and all proposals in whole or in part or to waive any informality in selection if it is determined to be in the best interest of Veritas.
3. Proposals may be held by Veritas for a period not to exceed thirty (30) days from the date of the opening of proposals for the purpose of reviewing the bids and investigating the qualifications of the proposing firm prior to awarding the contract.
4. The proposer is required to prepare its proposal in accordance with the RFP, including any modifying addenda. Proposers must disclose in writing any exceptions to the RFP.
5. Proposers must inform the Owner of information concerning any:
 - a. Arbitrations and litigation
 - b. Criminal proceedings
 - c. State or local ethics law, regulation, ordinance and /or policy violations
6. Veritas reserves its right to request additional information from proposers, after the opening of proposals.
7. The proposer is solely responsible for the costs of its proposal.
8. Submitted proposals are the property of Veritas and will not be returned.

9. The proposer is presumed to have full knowledge of the RFQ / RFP and any addenda, the Project scope or work to be done, and all applicable laws.
10. The making of a preliminary award to a proposer does not constitute a contract and does not provide the proposer with any rights and does not impose upon Veritas any obligations. A proposer has rights, and Veritas has obligations, only if and when a contract is executed by Veritas and the proposer.
11. By offering a submission to this RFP the respondent certifies that it has not divulged to, discussed or compared its proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever.

B. Right to Annul or Terminate

Veritas reserves the right to amend, annul or terminate the RFQ / RFP at its sole discretion, before or after receiving proposals. Veritas reserves the right to reject any or all respondents, to request additional information, to waive any informalities or non-material deficiencies in a response, and to take any and all other action that, in the Owner's sole judgment, will be in its best interests. Veritas reserves the right to ask any respondent to clarify its response or to submit additional information that the Owner in its sole discretion deems desirable.