



City of Meriden, Connecticut

Purchasing Department

Request for Proposals

For

RFP025-33

Architectural Services for the Roof Replacement at

1355 N Broad St, Meriden, CT 06450

Meriden, CT

Responses Due: April 17, 2025 @ 11:00 A.M.

Purchasing Department

142 East Main Street, Room 210

Meriden, CT 06450

(203) 630-4115

LEGAL NOTICE

REQUEST FOR PROPOSALS

The City of Meriden is accepting proposals for:

RFP025-33 – Architectural Services for the Roof Replacement at 1355 No Broad Street

MERIDEN PUBLIC SCHOOLS

The City of Meriden requests qualifications from professional consultants to provide design, construction documents and contract administration for the replacement of the roof at 1355 No Broad Street, Meriden, CT 06450.

Proposals shall be submitted on forms and in the manner specified. Forms and specifications may be obtained from the Purchasing Department, on the City of Meriden website (www.meridenct.gov/business/bids-rfps/), and on the State of Connecticut Department of Administrative Services website (<https://webprocure.proactiscloud.com>). Qualifications will be accepted at the Purchasing Department, 142 East Main Street, Room 210, Meriden, Connecticut 06450 until **11:00 A.M. local, and Eastern Standard Time on April 17, 2025** at which time they will be opened and recorded. Any response received after the time and date specified shall not be considered.

The right is reserved to reject any or all proposals, in whole or in part, to award any item, group of items, or total proposal, and to waive informality or technical defects, if it is deemed to be in the best interest of the City of Meriden. No proposer may withdraw their submission within sixty (60) days of the date of the opening.

There will be a pre-proposal conference on April 2, 2025 at 9:00 AM at 1355 North Broad Street, Meriden, CT 06450. (Edison Middle School)

This contract is subject to State set-aside and CHRO contract compliance requirements.

The City of Meriden is an Affirmative Action/Equal Opportunity Employer. Disadvantaged, minority, small, and women business enterprises are encouraged to respond.

Rawle Dummett
Purchasing Officer
City of Meriden, CT 06450-8022
Dated: March 19, 2025

CITY OF MERIDEN, CONNECTICUT

RFP025-33 – Architectural Services for the Roof Replacement at 1355 No Broad Street

INFORMATION TO RESPONDERS

1. RESPONSE PROCEDURES

Request for Proposals will be received by the City of Meriden's Purchasing Department, Room 210, City Hall, 142 East Main Street, Meriden, Connecticut, 06450-8022 until 11:00 AM on April 17, 2025.

2. REQUEST FOR PROPOSALS

Please submit 2 copies of the Request for Proposals response package. One shall be an original and two can be copies. **Please submit one complete version of your proposal on a flash drive.**

- a. Responses must be made out and signed in the corporate, or other, name of proposer and must be fully and properly executed by an authorized person.
- b. The sealed envelope must denote the proposer's name and address in the upper left hand corner and the words "PROPOSAL DOCUMENT – RFP025-33 to be opened at 11:00 AM" in the lower left hand corner.
- c. Proposals received later than the time and date specified will not be considered.
- d. Amendments to or withdrawal of proposal received later than the date and time set forth in the Request for Qualifications recording will not be considered.
- e. N/A

3. N/A

4. EXAMINATION OF REQUEST FOR PROPOSAL DOCUMENTS

Proposers are to examine all documents and visit the site in order to make a thorough examination of the conditions so that the proposer may familiarize itself with all of the existing requirements, conditions, and difficulties that will affect the execution of the work in order to determine the amount of work necessary to carry out the true intent of the specifications and work shown on drawings.

The City of Meriden and its agents do not have any responsibility for the accuracy, completeness, or sufficiency of any Request for Proposal document obtained from any other source other than from the City of Meriden. Obtaining documents from any other source(s) may result in obtaining incomplete and inaccurate information. Obtaining documents from

any other source may also result in failure to receive any addenda, corrections, or other revisions to the documents that may be issued.

No request shall be honored if such request is made less than seven (7) calendar days prior to the date fixed for the opening of proposals. Any and all such interpretations, and any supplementary instructions, will be in the form of a written addenda to the specifications which, if issued, will be made available on the City of Meriden website (www.meridenct.gov) unless it is to change the date fixed for the opening of proposals, not later than three (3) days prior to the date fixed for the opening of proposals. Proposers are encouraged to check the website regularly for addenda. Failure of any proposer to receive any such addenda shall not relieve any proposer from any obligations under its proposal as submitted.

Any questions about the Request for Proposal document must be submitted in writing via email to meridenpurchasing@meridenct.gov. Any other format of question will not be answered.

5. PROPOSALS TO REMAIN OPEN

No proposer may withdraw its response within sixty (60) days of the date of the Request for Proposal recording. Should there be reason why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the City of Meriden and the successful proposer.

6. AWARD OF CONTRACT

The Purchasing Officer reserves the right to make an award on the proposal which, by the Purchasing Officer's judgment and recommendation from the Meriden Public Schools following Request for Proposal evaluations, best meets the specifications and is deemed to be in the best interest of the City of Meriden.

The contract will not be awarded to any corporation, firm, or individual which/who is in arrears to the City of Meriden by debt or contract, or who is in default as security or otherwise by any obligation to the City of Meriden.

The right is reserved to reject any or all proposals, in whole or in part, to award any item, group of items, or total response, and to waive informality or technical defects, if it is deemed to be in the best interest of the City of Meriden.

7. N/A

8. N/A

9. N/A

10. SCHEDULE OF WORK

The proposer shall schedule all work in a manner that will not disrupt City of Meriden operations. Once the work has begun, the responder shall work full-time until completion of the Contract.

11. TAXES

The City of Meriden is exempt under Connecticut General Statutes from the payment of the excise taxes imposed by the federal government and the Sales and Use Tax of the State of Connecticut; such taxes should not be included in the bid price. Upon request, exemption certificates will be furnished to the successful proposer.

12. FAIR EMPLOYMENT PRACTICES

The proposer shall agree that neither it or its subcontractors, except in the case of a bona fide occupational qualification or need, to refuse to hire or employ or to bar or to discharge from employment any individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment because of the individual's race, color, religious creed, age, sex, gender identity or expression, marital status, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability, including, but not limited to, blindness or status as a veteran. The aforementioned terms are obtained from Connecticut General Statutes Section 46a-60, *et seq.*, entitled "Discriminatory employment practices prohibited," as amended.

13. FORM OF AGREEMENT BETWEEN CITY OF MERIDEN AND PROPOSER

The Agreement for the work will be written on the Agreement between City of Meriden and proposer, wherein the basis of payment is a stipulated sum.

14. LOCAL SUBCONTRACTORS, SUPPLIERS, etc.

Local subcontractors, material suppliers, and labor in the City of Meriden should be considered and sought out insofar as it is practical in the performance of this project.

15. CITY OF MERIDEN CODE OF ETHICS

The City of Meriden has adopted a Code of Ethics located in Chapter 21 of the Code of the City of Meriden, sections 21-1 through 21-15, inclusive, which are expressly incorporated herein by reference. The terms of the Code of Ethics shall constitute a part of any contract or agreement entered into by the City of Meriden as a result of this bid as if those terms were fully set forth in such contract or agreement.

Proposers are specifically advised that the Code of Ethics prohibits public officers and employees, as well as their immediate families and businesses, with which they are associated from participating in any transaction which is incompatible with the proper

discharge of official duties or responsibilities. Proposers are also advised that the Code of Ethics contain provisions with respect to paid contractors and former employees and officials.

PROPOSERS SHOULD NOTE THAT PROPOSALS, CONTRACTS, AND AGREEMENTS ENTERED INTO OR AWARDED IN VIOLATION OF THE CODE OF ETHICS ARE VOIDABLE BY RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MERIDEN.

Copies of the Code of Ethics may be obtained from the office of the City Clerk or may be found online on the City of Meriden's website.

16. NON-COLLUSION PROPOSAL STATEMENT

Each proposer submitting a Request for Proposal to the City of Meriden for any portion of the work contemplated by the documents on which proposals are based shall execute and attach thereto the sworn Non-Collusive Proposal Statement, to the effect that the proposer has not colluded with any other person, firm, or corporation in the submission of the proposal.

17. SOIL CONDITIONS

The City of Meriden does not guarantee the accuracy of any information which it may have obtained as to the kind or condition of the soil that may be encountered in the performance of the proposed work; neither does the City of Meriden represent that the plans and specifications drawn are based upon any soil data so obtained. The City of Meriden does not make any representations as to the soil data so obtained. The City of Meriden does not make any representations as to the soil conditions to be encountered or as to foundation materials.

18. AWARD IN CASE OF A TIE

In the event there are two or more responsive Request for Proposal, the decision to award will be based by the following criteria and in the following order:

- a. The incumbent will be awarded the response over that of another proposer.
- b. In the case of a multi-item proposal, if one proposer has been awarded other items from the same response and the other proposer has not, the proposer with the multiple awards will be awarded the proposal over that of another proposer.
- c. The proposer located in the State of Connecticut will be awarded the bid over that of another proposer.
- d. The winner of a coin toss will be awarded the proposal over that of another proposer.

19. ASSIGNMENT OF CONTRACT

No contract may be assigned without the written consent of the Purchasing Officer or designee.

20. PERMITS

The Proposer shall be responsible for obtaining any and all necessary permits required by the City of Meriden prior to the commencement of work. The proposer may contact the City of Meriden Building Department for permit information at (203) 630-4091. For all other required permits, contact the City of Meriden Engineering Department at (203) 630-4018.

21. REQUEST FOR PROPOSAL PRICE AND PAYMENT

The City of Meriden is exempt from the payment of the excise taxes imposed by the Federal government and the Sales and Use Tax of the State of Connecticut under Connecticut General Statutes; accordingly, such taxes shall not be included in the proposal price.

The City of Meriden, unless stated otherwise in the Request for Proposal documents or Contract, will make payment to the proposal not less than thirty (30) days following completion of services.

24. QUALITY

All materials, equipment, supplies, and services shall be subject to rigid inspection. If defective material, equipment, supplies, or services are discovered, the proposer shall remove or make good such material, equipment, or supplies without extra compensation. It is expressly understood and agreed that any inspection by the City of Meriden will in no way lessen the responsibility of the proposer or release the proposer from the obligation to perform and deliver to the City sound and satisfactory materials, equipment, supplies, or allow the cost to be deducted from any monies due it from the City of Meriden. All services will be performed in a workmanlike manner.

25. INSURANCE

The successful proposer shall be required to provide a Certificate of Insurance denoting general liability, automobile liability, workers compensation liability, and other coverage required by the City's Risk Manager.

26. CITY HALL CLOSING

If Meriden City Hall is closed due to inclement weather, or any other unforeseen event, proposals will be due at the same time on the next business day that City Hall is open.

**ROOFING REPLACEMENT STUDY
EDISON MIDDLE SCHOOL
MERIDEN, CONNECTICUT**

**MERIDEN PUBLIC SCHOOLS
MERIDEN, CONNECTICUT**

Final Report
15 June 2021

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INTRODUCTION

The purpose of this preliminary study is to recommend a conceptual scope of proposed roofing replacement work for the PVC membrane roofs on the Edison Middle School in order to return the building to a leak-free, low-maintenance condition. The building is located at 1355 North Broad Street in Meriden, CT. This study includes assembling available information from the original building design drawings and construction records, visiting the school to observe existing exterior roofing conditions, and preparing conclusions and recommendations for roofing replacement work based on those observations. Roof replacement concepts will be designed to comply with applicable Connecticut building codes and regulations, as well as State of Connecticut Department of Administrative Services Office of School Construction Grants & Review (OSCG&R) requirements for reimbursement. The study will also offer an opinion of preliminary probable project costs for the recommended work on the school roofs.

We understand that the City of Meriden will issue a separate Request for Proposals (RFP) in accordance with State OSCG&R requirements after this initial study phase has been completed. The conceptual scope established in this study could be used as the basis of the subsequent RFP for Professional Services that we recommend include Existing Conditions Documentation, Schematic Roof Replacement Design and Probable Project Budgeting, Construction Documents, Bidding, and Contract Administration phases. The subsequent RFP for Professional Services should include performing a more detailed analysis of existing conditions, including roofing test cuts, and the development of detailed construction drawings and specifications based on the recommended roofing replacement work.

We were requested to focus this preliminary study on the existing PVC membrane roofing areas installed in the year 2000. This preliminary study does not include the existing three skylights, one barrel-vault canopy, and one small greenhouse; which were all glazed with code-compliant safety glazing and are reported as not leaking. The repairs and renovations that may be necessary to the interior of the building as a result of roofing replacement should be addressed by the subsequent RFP for Professional Services and not included in this study. Hazardous materials survey, abatement design and budgeting should not be included in the subsequent RFP for Professional Services, as the roofs were certified to not include any hazardous materials when originally constructed in 2000.

This study is intended to provide the City of Meriden the information necessary to do a preliminary cost benefit analysis of the roofing replacement work they would wish to move forward with.

INITIAL OBSERVATIONS

Initial observations indicate that the existing PVC membrane roofing areas were installed as part of new building construction project designed by Antinozzi Associates and completed in 2000. The roofs appear to be as originally constructed in the 2000 with evidence of some ongoing repairs. The maintenance staff reported that there have been reoccurring leaks in a couple areas of the building over the years that have apparently required the repairs we observed. Most recently leaks have been reported below the penthouses into the second floor classroom wing, as well as along the Media Center corridor.

Photographs of Observed Conditions:

We have attached appendix pages A-1 through A-6 to the back of this report with photographs documenting some of the observed conditions described below.

OBSERVATIONS AND CONCLUSIONS

Membrane Roofs - General:

All roof surfaces on the building are covered with a fully-adhered white PVC membrane that is over 20 years old. The PVC membrane, seams, and walkway pads are all showing signs of age with repair patches visible in a few areas. (Photos A-1) Original specifications called for .080-inch thick reinforced PVC membrane adhered to two base layers of 2-inch polyisocyanurate insulation mechanically fastened to metal deck on sloped structural steel framing. There are limited areas of tapered insulation over the base layers of insulation in flat valleys and against penthouses to direct rain water flow laterally into the spaced roof drains. The PVC membrane roofing has exceeded its life expectancy and should be replaced.

There is an existing lightning protection system installed on top of the membrane roofing, and must be removed in order to replace the roofing system. (Photo A-2) There also are three aluminum domes installed for visually aesthetic purposes on steel posts over the top of membrane roofing that must be removed in order to gain access to the underlying membrane to replace those covered sections of roofing. (Photos A-3 & A-4) Re-installing the lightning protection system to replace the existing system, and re-installing the domes, would not likely be considered reimbursable by the State OSCG&R. However, I recommend that the lightning protection be reinstalled to protect building's electronic systems, and the domes be reinstalled for aesthetic reasons.

The existing perimeter white aluminum fascia and drip edge flashings are installed over the membrane roofing, and must be removed in order to replace the roofing system. (Photo A-2) Re-installing new fascia and drip edge flashings to replace existing would not likely be considered reimbursable by the State OSCG&R. However, we recommend that new fascia and drip edge flashings be reinstalled throughout.

There are existing walkway pads installed between all the mechanical penthouse doors, and from the third floor stair door out to the third floor penthouses. There are currently no existing walkway pads from the second floor stair door out to the second floor penthouses. New walkway pads should be reinstalled in all the existing locations, as well as out from the second floor stair door to the closest penthouse.

Barrel-Vault-Shaped Membrane Roofs:

There are two areas of the building with barrel-vault-shaped PVC membrane roofs. The barrel-vault roofs equate to approximately 15% of the overall roof area, and have a roof slope that varies from flat at the ridge to upwards of 6 to 7 inches per foot at the eaves. These roof surfaces are visible from the grounds, and therefore membrane material and color should be considered with aesthetics in mind. (Photo A-3) The existing membranes are white, which easily shows dirt and mold on the roof surface. We recommend installing a darker colored PVC membrane roof that would tend to hide dirt and mold on the roof surface. PVC membranes are available in many colors, including a medium gray color that would be similar to the existing gray masonry accent bands on the adjacent exterior walls. (Photo A-3) We also recommend adding standing PVC ribs to these visible roof surfaces to further enhance the aesthetics.

The barrel-vault roofs have visible snow-slide damage to the gutters along the eaves and to upright roof penetrations on or adjacent to bottom of these roofs. (Photo A-3) Snow guards should be added to all barrel-vault roofs to stop potential snow-slides. We recommend installing a continuous two-pipe style snow guard system supported up off the roof surface with one base plate between each standing rib fastened to solid blocking below the PVC field membrane. Each base plate would then be flashed with a

matching PVC membrane target patch, making the base plates structurally anchored to the blocking and watertight.

There are existing hung gutters along both eaves on the Gym barrel-vault roof. The vertical drop from the Gym eaves on the south side down to grade is about two-stories high, and about one-story high down to the lower roof on the north side. Re-installing new hung gutters and downspouts to replace existing would not likely be considered reimbursable by the State OSCG&R. However, I recommend that new hung gutters and downspouts be reinstalled along both Gym eaves for functional reasons.

There are existing hung gutters along both eaves of the barrel-vault roof in the Music area. The vertical drop from the eaves down to the adjacent low-slope roofs in this area is only about two feet. With such a short vertical drop, large gutters with downspouts only about a foot long seems like unnecessary overkill. We recommend eliminating all gutters at short vertical drops between adjacent roof surfaces such as these; which are not necessary, and would save costs on the Probable Project Budget.

Low-Slope Membrane Roofs:

The majority of the building's overall roof area, approximately 85%, has low-slope PVC membrane roofs that parallel the sloped structural steel framing at approximately ¼-inch per foot slope. The existing membranes are white, which easily shows dirt and mold on the roof surface. We recommend installing the same darker colored PVC membrane as recommended for the barrel-vault roofs, which would tend to hide dirt and mold on the roof surfaces visible from the second floor of the classroom wing.

The low-sloped membrane roofs have both primary and secondary overflow roof drains. The secondary overflow roof drains appear on the building plans to be piped separately to discharge spouts visible on exterior walls, which is a requirement of the Plumbing Code. There is one location inside one of the penthouses where it appears that the overflow line was piped into the adjacent primary line. This apparent cross-connection should be investigated as part of the subsequent RFP for Professional Services and, if necessary, corrected as part of the scope in the future Construction Documents.

There are existing hung curved gutters along the eaves of the dome-covered round roofs in three locations adjacent to low-sloped membrane roofs. The vertical drop from the eave down to the adjacent low-slope roofs in these three locations is only about three feet. (Photo A-4) With such a short vertical drop, large curved gutters with downspouts only about a two feet long seems like unnecessary overkill. We recommend eliminating all gutters at short vertical drops between adjacent roof surfaces such as these; which are not necessary, not reimbursable, and would save costs on the Probable Project Budget.

There are a significant number of roof penetrations that are located mostly on low-sloped membrane roofs. We counted over 330 separate roof penetrations, about a dozen different types, including some types which we were unable to identify their purpose. The penetration types we identified include; roof and overflow drains, plumbing vents, electrical conduits, lightning protection grounds, radon vents, air conditioning condenser curbs, small and large exhaust fan curbs, smoke vent curbs, hot stacks and flues, fuel oil tank vents, and structural steel posts to support the three aluminum domes. Each roof penetration requires materials and labor to flash, and could be a potential source of a future leak. We recommend eliminating all penetrations that are no longer necessary, saving costs on the Probable Project Budget.

There are several air conditioning condensers that are supported by wood timbers that are merely loose-laid on top of the existing PVC membrane over roof insulation. (Photo A-4) This lack of properly flashed equipment curbs that are anchored to the structural deck appears to be a lack of coordination during the original building construction. We recommend installing preservative-treated wood blocking curbs with proper base and counterflashing for all roof-top equipment curbs.

Penthouses:

There are six separate clerestory penthouses that house several mechanical rooms, upper portions of the Gym and Auditorium, as well as a stairwell. Penthouses are constructed with the same masonry cavity-walls as the remainder of the building. The penthouse on the west side of the classroom wing has been a potential source of ongoing leaks into the classrooms below for a number of years. Apparently, several attempts to stop that leak have been made. A while back a local contractor installed surface-mounted aluminum flashing directly over the cavity-wall weep holes along the base of that penthouse, which apparently didn't solve the leaks. (Photos A-5) Also, more recently, the pair of metal doors into this penthouse were replaced, including all new weather stripping, which may have worked. Our initial recommendation is to remove the added flashing installed over the cavity-wall weep holes, which we believe is causing more harm than good. We also recommend conducting water testing as part of the subsequent RFP for Professional Services to isolate any potential leak source in this area. If a leak is found, correcting the leak should be included as part of the scope in the future Construction Documents.

Several of the penthouses on the first floor roofs have masonry wall controls joints and pipe penetrations that apparently were never caulked back when building was originally constructed. (Photos A-6) There also are a number of caulk joints around mechanical louvers and other wall openings that have voids in the sealant. All of these visible gaps in the weather tightness of the penthouse walls should be caulked as part of the scope in the future Construction Documents.

CONCEPTUAL DESIGN RECOMMENDATIONS

Barrel-Vault-Shaped Membrane Roofs:

The barrel-vault membrane roofs should be replaced with a roofing assembly that will provide a minimum 20-year non-prorated roofing warranty, which is a minimum requirement of all roofing projects that are funded by the State OSCG&R. We recommend removing and replacing the existing membrane roofs with a fully-adhered 80-mil PVC membrane roofing system installed over an adhered roof cover board that, if the system is detailed properly, should provide a 30-year non-prorated warranty.

The barrel-vault roof surfaces are visible from the grounds. Therefore we recommend installing a darker colored PVC membrane roof in a medium gray color similar to Sarnafil's "Lead Gray". To further enhance the aesthetics, we also recommend adding standing PVC ribs similar to Sarnafil's Dacor Roof System in the same "Lead Gray" color.

We recommend installing new polyisocyanurate cover board and multi-layer roof insulation system which is appropriately sized to meet the minimum prescriptive R-Values required by the State's energy codes at the time of construction. The multi-layer base roof insulation system should have staggered joints and be mechanically fastened to the metal deck. The cover board should be adhered to the base insulation system with adhesive to eliminate exposed fasteners directly under the PVC membrane.

We recommend removing and replacing the hung gutters on the Gym roof only with a more conventional hung gutter assembly that is designed to allow for expansion and contraction with seasonal temperature changes. Gutters should be fabricated from long-lasting solderable sheet metal material, not from caulked non-solderable metal that the joints are not likely to last as long as the PVC membrane roofing. We recommend using a zinc-tin-coated copper sheet material that is solderable, and would be similar in color to Sarnafil's "Lead Gray" colored membrane. Gutters should have expansion joints where straight runs exceed 50-feet in length. We recommend eliminating all gutters at short vertical drops between roofs.

We recommend installing new fascia, drip edge and wall counter flashings throughout using a zinc-tin-coated copper sheet material that is solderable, and would be similar in color to Sarnafil's "Lead Gray" colored membrane.

We recommend that a new certified lightning protection system be installed after the roofing and flashing work is completed. The lightning protection system would protect the building's electronic systems.

Low-Slope Roofs:

The low-slope membrane roofs should be replaced with a roofing assembly that will provide a minimum 20-year non-prorated roofing warranty, which is a minimum requirement of all roofing projects that are funded by the State OSCG&R. We recommend removing and replacing the existing membrane roofs with a fully-adhered 80-mil PVC membrane roofing system installed over an adhered roof cover board that, if the system is detailed properly, should provide a 30-year non-prorated warranty. We recommend installing the same darker colored PVC membrane roof as on the barrel-vault roof surfaces, in a medium gray color similar to Sarnafil's "Lead Gray".

We recommend installing new polyisocyanurate cover board and roof insulation system which is appropriately sized to meet the minimum prescriptive R-Values required by the State's energy codes at the time of construction. The multi-layer base roof insulation system should have staggered joints and be mechanically fastened to the metal deck. The cover board should be adhered to the base insulation system with adhesive to eliminate exposed fasteners directly under the PVC membrane. We also recommend installing tapered polyisocyanurate insulation crickets in flat valleys and against penthouses to direct rain water flow laterally into the spaced roof drains.

We recommend installing new fascia, drip edge and wall counter flashings throughout using a zinc-tin-coated copper sheet material that is solderable, and would be similar in color to Sarnafil's "Lead Gray" colored PVC membrane.

We recommend that a new certified lightning protection system be installed after the roofing and flashing work is completed. The lightning protection system would protect the building's electronic systems.

OPINION OF PRELIMINARY PROBABLE PROJECT COSTS

We prepared an Opinion of Preliminary Probable Project Costs for the proposed roofing replacement work based on our conceptual design recommendations. We understand that the roof replacement work is scheduled to bid early in 2023 with construction starting in spring or summer of 2023. Our Opinion of Preliminary Probable Project Costs includes an escalation markup based on the construction work being performed in 2023. If this timeline changes, we should update our Opinion of Preliminary Probable Project Costs accordingly. Attached is a detailed worksheet outlining our Opinion of Costs.

ROOFING REPLACEMENT STUDY
EDISON MIDDLE SCHOOL
Meriden, Connecticut



Numerous patches on classroom wing roof around penthouse where ongoing leaks have occurred.



Roof walkway pads over main corridor showing signs of age.

ROOFING REPLACEMENT STUDY
EDISON MIDDLE SCHOOL
Meriden, Connecticut



Lightning protection system installed on top of roofing that must be removed to replace membrane.



White aluminum fascia flashing installed over roofing that must be removed to replace membrane.

ROOFING REPLACEMENT STUDY
EDISON MIDDLE SCHOOL
Meriden, Connecticut

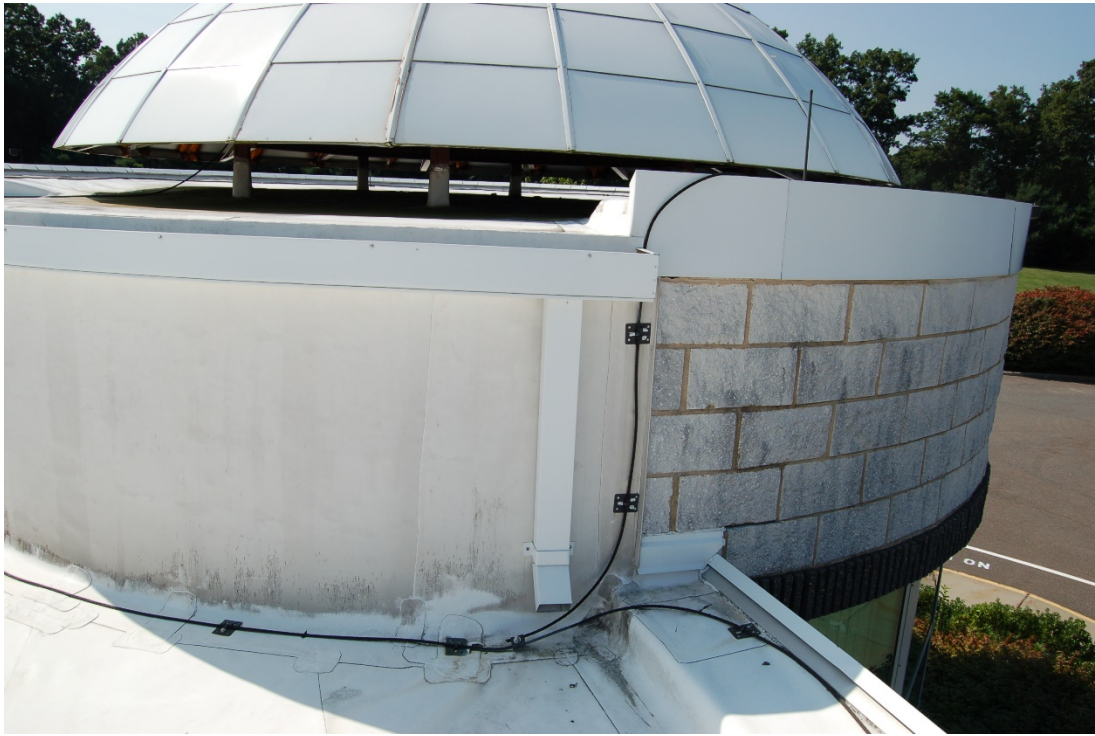


Pushed over electrical sensor conduit and torn open end of gutter showing signs of snow-slide damage.



Overall view towards south showing Gym barrel-vault, gray masonry accent bands on exterior walls, and one of the three aluminum domes that must be removed to replace underlying membrane.

ROOFING REPLACEMENT STUDY
EDISON MIDDLE SCHOOL
Meriden, Connecticut



Aluminum domes installed over roofing must be removed to replace underlying membrane.



Air conditioning condenser installed on timbers loose-laid directly on membrane and insulation.



Surface-mounted aluminum flashing installed directly over cavity-wall weeps should be removed.



One of the cavity-wall weep holes at base of a penthouse that should remain uncovered for drainage.



Piping penetrations through penthouse cavity-wall that was never caulked when originally constructed.



One of the cavity-wall control joints that was never caulked when building was originally constructed.

CITY OF MERIDEN, CT
REQUEST FOR PROPOSAL

RFP025-33

Architectural Services for the Roof Replacement at 1355 North Broad Street

The City of Meriden is looking for qualified Architectural/Engineering firms to provide comprehensive design services, construction documents (plans and specifications) and contract administration for the replacement of the existing roof at Edison Middle School, 1355 North Broad Street, Meriden, CT 06450.

Interested consultants will need to demonstrate at least 10 years of experience designing roofing. Please include resumes of senior personnel who will be responsible for implementing the agreement.

The Request for Proposal shall not exceed ten (10) pages, double sided (printed on both sides) or twenty (20) pages, single sided (printed on one side). Sectional Dividers may be used; they will not be counted towards the maximum number of pages allowed. The proposal shall include a clear table of contents addressing all the requirements of the RFP. **A complete digital version of your response must be submitted on a flash drive.**

The City of Meriden reserves the right to reject any or all Requests for Proposal. This invitation does not commit the City of Meriden to accept any Request for Proposal and does not obligate the City for any cost associated with the preparation of the same.

Professional Services:

The following is a general framework of services that could be provided by the Architect/Engineer selected. Services will not be limited by this framework.

- Schematic Design Phase
- Design Phase
- Construction Document Phase
- Bidding Phase
- Contract Administration Phase

GSA Form SF330

The proposers are required to provide an up-to-date and complete General Services Administration (GSA) Form SF330. This form will not be counted as part of your pages for this submission.

Manpower Commitment:

Provide information regarding Manpower Commitment in the following order:

1. A statement clearly indicating that your firm has the capacity to enter into the Agreement for Design Services.
2. Indicate the location of the office(s) where the work would be performed. List current or anticipated obligations, which will require professional or technical manpower commitments from the same office that will be utilized for this project. Indicate the size of these jobs and their aggregate manpower requirements.
3. An organizational chart indicating the staff that may be assigned to the contract and their responsibilities.
4. Indicate the percentage of minority personnel, at the firm and in particular on the project team.
5. Provide a disclosure indicating, by name, any principal or staff member presently employed by you who was employed by the City in the year prior to the date of this RFP. This disclosure shall also include the individual's title and the department within the City of Meriden for whom the employee worked.

Submittals:

Submittals and presentation materials will be transmitted with minimum delays to all parties involved in each project (including all authorities: State Agencies, etc). To this end, submittals shall be issued in both electronic and hardcopy formats.

Quality Assurance and Control:

The Quality Control and Assurance of Professional Services are of importance to the City. The firm must address their approach to Quality Control and Assurance. A detailed discussion of the methodology to be used should be included.

General Information:

The Consultant needs to demonstrate that their firm is licensed and authorized by the State of Connecticut to practice Architecture/Engineering.

The Consultant must meet City of Meriden's Standard Insurance Requirements.

The Consultant will be responsible for all communications, correspondence and compliance with the State of Connecticut CHRO, The City of Meriden Building & Engineering Departments, Meriden Public Schools and any other groups, committees, departments and all others as deemed necessary by the City.

Proposed Project Schedule:

RFP Release Date:	March 19, 2025
Pre-Proposal Conference:	April 2, 2025
Deadline for Questions:	April 10, 2025
RFP Submission Deadline:	April 17, 2025
Interviews of Shortlisted Firms:	By June 20, 2025
Notice of Award:	July 2025
Contract Execution:	July 2025
Complete Programming and Schematic Design Phases:	November 2025
Complete Design Development:	December 2025
Complete Construction Bid Documents:	January 2026
Advertisement to Bid:	February 2026
Bid Opening:	April 2026
Contract Execution:	May 2026
Construction Begins:	June 2026
Project Completion:	September 2026

Project Deliverables:

Schematic Design Phase Deliverables: Services shall include, but are not limited to, the preparation and submission of design alternatives, plans, drawings, submittals, outline specifications and determination of all State and local governmental approvals required and shall require the successful Architect to attend and participate at meetings of various committees and groups. More specifically, at a minimum it is anticipated that the following professional services will be required during Schematic Design Phase:

- Meetings and Design Consultation: Attend all meetings with City agencies and confer with all other public and private agencies involved in or connected with the project. Prepare minutes of meetings for record.
- Measured Drawings and Existing Conditions Evaluation: It shall be the responsibility of the successful Architect to conduct a thorough investigation of the existing roof conditions as they relate to any proposed improvements. Architect shall create CAD documents as necessary. Include field verification of all existing construction, site conditions and utilities.
- Environmental Investigations: Within the Architect's proposed scope of work and City has established an allowance for Environmental Consulting Services in the amount of \$5,000.00. The Architect/Engineer shall separately identify a licensed environmental consultant.
- Architectural Design Services: Architect shall complete site analysis and all services as referenced above. Thereafter, the Architect shall develop design options for approval. Deliverable for this phase shall be as necessary for the Architect to present the options in sufficient detail (including but not limited to square footage costs and preliminary schedule) for the City to decide on the preferred option. Upon acceptance of the preferred option by the City, the Architect shall proceed with Schematic Design Phase. Services shall include, but not limited to, architecture, structural, and code compliances required. At minimum, the deliverables to be prepared by the architect at the completion of the Schematic Design Phase shall consist of the following:
 1. Diagrammatic details at scale or 1/2 inch scale as appropriate.
 2. 2. Material/Systems Outline Specifications at a minimum addressing the following:

Roofing Materials Systems - Describing proposed materials, design criteria to be employed in meeting the requirements of a school roofing system. Modification of Roof Framing Structure - Describing any proposed materials, design modifications to be employed in meeting the requirements of a similar structure. Estimate of Probable Construction Cost - Based on the schematic design documents, the Architect shall assist the City in the development of a Preliminary Construction Cost Estimate for the project. Schedule – The Architect shall assist the City to develop, as a component of this process, potential phasing possibilities to reflect availability of funding constraints. Reimbursable Expenses: No fee or mark-up may be charged for reimbursable expenses. Expenses of printing, postage, copying and reproducible drawings shall be reimbursed at the architect’s direct cost.

Final Design Phase Deliverables:

Upon completion of the Schematic Design Phase, the Architect shall proceed with the Final Design Development Phase and thereafter Construction Document Phase. Services shall include, but not limited to, the preparation and submission of final plans, drawings, submittals, specifications and all documents necessary for competitive bidding. The Architect shall coordinate with all State and Local governmental approvals and attend and participate at meetings of various committees and groups. The Architect and all sub-consultants shall continue with the development of all required design disciplines, tasks and deliverable as specified in the Schematic Design Phase and the level of services and deliverables shall exceed minimum professional standards as set forth for project Design Development and Construction Document Phases. In addition, it is anticipated that the following additional professional services will be required:

- State and Local Permits and Approvals: Coordination and attend all meetings for all required state and local permits. Architect shall respond to comments and implement all required changes in a timely fashion.
- Sub-consultant Deliverable: The Architect shall coordinate/manage deliverables from all consultants and incorporate all drawings, specifications and requirements into a complete set of bid documents for bidding.
- Estimate of Probable Construction Cost: The Architect shall provide the City with all necessary Final Design Development Phase documents and at the 90% construction document, to assure that the project is being kept within it approved budget. In the event of cost overruns, the Architect will be responsible to take all necessary action and implement necessary design modifications to bring the project within approved budget at no additional cost to the City.
- Miscellaneous:
 1. Existing field measured plans at 1/8 inch or 1/4 inch scale.
 2. All elevations shall be 1/8 inch or 1/4 inch scale.
 3. Drawings shall include, but are not limited to, roofing materials, structural, exterior finishes and code requirements. All exterior work must be clearly identified on elevations. Architect shall provide sizes, materials, colors, etc... for all exterior architectural elements and shall be in full compliance with aforementioned rehabilitation and preservation guideline documents.
 4. Schedule: Update the project schedule to reflect the completion of scheduled activities and refine the schedule of activities for the construction document phase and finalize the project purchase and construction schedule.

Additional Services:

Additional Services beyond the scope of the Basic Services shall be performed by the Architect only upon the written request of the City. In the event the Architect does not obtain written permission from the City for any Additional Service, the City shall not be liable to the Architect for the cost of any such service.

Reimbursable Expenses:

Items such as travel time, travel expenses, mailing (including overnight mail), telephone (including long distance and cell phone use), responses to RFP questions for Addenda purposes, in-house printing, printing of final/progress reports and documents as required for submission are not subject to separate reimbursement. Said costs shall be included as part of the fee proposals.

Printing of bid documents will be considered a reimbursable expense as well as items which have been received prior approval from the City.

Proposal Submission Format:

All responses to this RFP must be in sealed envelopes and marked with the RFP reference title, the RFP number, and due date and time. The Firm's name and address must appear on the envelope. Proposals should put forth full, accurate, and complete but concise information as required by this request. In addition to the Proposal Response Form, the proposal should include:

1. Title Page. This should include your company name, address, telephone and person to contact regarding this proposal with e-mail address.
2. Executive Summary: Provide a brief history of your firm, company structure, and identify key qualities or services provided that distinguishes your firm from other architectural firms.
3. Scope of Services: Identify specific services that will be provided by the Architect/Engineer and any other recommended services in addition to those identified herein for consideration and possible incorporation. List any services or consultants that are specifically excluded from this proposal. List the name and address of any consulting firm(s) that may be used on this project with a brief description of their qualifications and your prior association with them, if any. Include form SF330 for key consultants.
4. Project Team Organization and Staffing: Provide an organizational chart for the proposed staff for this project, including any consultants. Identify the Principal of the firm who will be responsible for the project and include resumes of all key project team members. In addition;
 - a. Provide a brief description of similar projects in which the key personnel may have worked together as a team. Include previous assignment information such as title, length of time on job, references and contact information.
 - b. Estimate the percent of time you will have each staff member working on the assigned project. The City reserves the right to interview and specify key staff members on this project.
5. Describe your project approach and how your staff and consultants will be organized and utilized both during design and construction administration phases.

6. Provide three references that will be able to verify the quality of the firm's services, technical ability and proposed key staff, with title, position, their relationship to the project, and telephone numbers.
7. Proposal Response Forms: Include an allowance and schedule of anticipated reimbursable expenses broken down by Programming/Schematic Design, Final Design, Construction Document and Construction Administration phases.
8. All candidates must be available for interview. (if requested)
9. Candidates are advised that the selection of Architects/Engineers by the City will be made in full compliance with the Freedom of Information laws and regulations.

Criteria for Evaluating Proposal Submissions:

Proposal submissions will be evaluated based on the following criteria:

1. The key personnel to be assigned to the project and their present workload.
2. The firm's qualifications, experience, and demonstrated expertise with similar building projects in general and specifically school roofing renovation and or repair projects of a similar, size, scope, and nature.
3. The firm's experience, and demonstrated expertise with State of CT School Grant Projects.
4. The project team's experience with projects of similar nature and scope.
5. Previous design and oversight experience in projects involving alterations, renovations and or repairs to similar facilities.
6. The proposed project approach and how staff and consultants will be organized and utilized both during design and construction administration phases.
7. Extent of services offered, and depth and extent of overall resources that can be put to use to ensure the success of the project.
8. Quality of references from previous clients.
9. Preliminary schedule of time needed to initiate and complete the project and identifying key phases of design.
10. Proposal Response Forms, and Fees.
11. Quality and completeness of the proposal submission document. The City reserves its right to examine any other criteria and take the same under consideration and to reject any firm or proposal despite its compliance with these criteria if it determines that to do so would be in its best interests.

Proposal Review and Selection Process:

Following initial review, it is anticipated that candidates will be short-listed to three (3) or four (4) semi-finalists. Semi-finalists will be invited to make a presentation, not to exceed twenty (20) minutes, followed by a question and answer period of approximately twenty (20) minutes. The interview date is TBD. Thereafter, the City may choose to select one firm for the project or to conduct a second round of interviews.

INSURANCE REQUIREMENTS

The responder shall agree to maintain in force at all times during the contract the following minimum coverages and shall name the City of Meriden as an **Additional Insured on a primary and non-contributory basis** to all policies except Workers Compensation and Professional Liability. All policies should also include a Waiver of Subrogation. Umbrella/Excess shall state that it follows form over General Liability, Auto Liability and Workers Compensation. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's rating of "A-"-VIII. In addition, all Carriers are subject to approval by the City of Meriden.

(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
Workers' Compensation and Employers' Liability	WC Statutory Limits	
	EL Each Accident	\$1,000,000
	EL Disease Each Employee	\$1,000,000
	EL Disease Policy Limit	\$1,000,000
Errors & Omissions	Each Occurrence	\$1,000,000

Original, completed Certificates of Insurance must be presented to the City of Meriden prior to contract issuance. The responder agrees to provide replacement/renewal certificates at least 60 days prior to the expiration date of the policies.

Response Forms:

Addenda:

Information is available on the City of Meriden website (www.meridenct.gov) and the State of Connecticut Department of Administrative Services website (<https://webprocure.proactiscloud.com>). It is strongly suggested that you check for any addenda a minimum of seventy-two hours in advance of the proposal deadline.

Summaries:

Summaries will be available any time after 5:00 PM on the day of the proposal opening on the City of Meriden website.

Award Notification:

A Notice of Award will be issued by email.

Form of Proposal:

The objectives of this request for proposals are to identify the organizations best qualified to perform the services and to identify the most practical proposals. All responses to this RFP must be in sealed envelopes and marked with the RFP reference title, the RFP number, and due date and time. The Candidate's name and address must appear on the envelope. Proposals should put forth full, accurate, and complete but concise information as required by this request. In addition to the Proposal Response Form, the proposal should include:

1. Title Page. This should include your company name, address, telephone and fax numbers, and person to contact regarding this proposal with e-mail address.
2. Executive Summary: Provide a brief history of your firm, company structure, and identify the key acquired proficiencies in the practice of services that distinguishes your firm from other architectural firms. Outline the firm's experience with similar current or completed building projects and include form SF330.
3. Scope of Services: Identify specific services that will be provided by the Architect/Engineer and any other recommended services in addition to those identified herein for consideration and possible incorporation. List any services or consultants that are specifically excluded from this proposal. List the name and address of any consulting firm(s) that may be used on this project with a brief description of their qualifications and your prior association with them, if any. Include form SF330 for key consultants.
4. Project Team Organization and Staffing: Provide an organizational chart for the proposed staff for this project, including any consultants. Identify the Principal of the firm who will be responsible for the project and include resumes of all key project team members. Provide a brief description of similar projects in which the key personnel may have worked together as a team. Include previous assignment information such as title, length of time on job, references and contact information. Estimate the percent of time you will have each staff member working on the assigned project. The City reserves the right to interview and specify key staff members on this project.
5. Describe your project approach and how your staff and consultants will be organized and utilized both during design and construction administration phases.
6. Provide three references that will be able to verify the quality of the firm's services, technical ability and proposed key staff, with title, position, their relationship to the project, and telephone numbers phases.
7. Proposal Response Forms: Include an allowance and schedule of anticipated reimbursable expenses broken down by Programming & Schematic Design, Design Development, Construction Document and Construction Administration phases.



Pricing Response Form
RFP025-33

Architectural Services for the Roof Replacement at 1355 No Broad Street.

(Please Note: These pages do not count toward your submission total of 20 pages)

<u>Firm Name:</u>
<u>Address:</u>
<u>Telephone:</u>
<u>Email:</u>
<u>Manager:</u>
<u>Federal Tax ID:</u>

In submitting this proposal, the undersigned declares that this is made without any connection with any persons making another bid or the same contract; that the proposal is in all respects fair and without collusion, fraud or mental reservation; and that no official or the City, or any person in the employ of the City is directly or indirectly interested in said proposal or in the supplies or work to which it relates, or in any portion of the profits thereof.

The undersigned also hereby declares that he/she or they have carefully considered objectives of each element of this project and the desired end result, and understands that in signing this proposal all right to plead any misunderstanding regarding the same is waived.

The undersigned further understands and agrees that he / she will furnish and provide all the necessary services and other items of whatever nature, and to do and perform all the services necessary, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Consultant and the City.

Proposed Fees:

A. Schematic Design Phase:	\$
B. Final Design Phase:	\$
C. Construction Documents and Bidding Negotiation Phase:	\$
D. Construction Administration Phase:	\$
E. Environmental Allowance:	\$5,000.00.
F. Total Fee:	\$
Total Fee in Words:	

Certification:

Authorized Agent of Firm (Name & Title):
Signature:
Date:

The above signatory acknowledges receipt of the following addenda issued during the proposal period and understands that they are a part of the proposal documents (if applicable):

Addendum #	Dated:
Addendum #	Dated:
Addendum #	Dated:
Addendum #	Dated:

For Informational Purposes Please Identify the Estimated Time in Staff Hours:

A. Schematic Design Phase:	
B. Design Phase:	
C. Construction Documents Phase:	
D. Bidding/Negotiation Phase:	
E. Contract Administration:	

Identify the Key Project Team Members who will Provide these Services:

Name:	Title:	% Involved & Hourly Rate:
A.	Principal-In-Charge	
B.	Project Manager	
C.	Project Architect	
D.		

End of Request for Proposal Document