



WINCHESTER BOARD OF EDUCATION

338 MAIN STREET, P.O. BOX 648 • WINSTED, CT 06098
TELEPHONE: 860-379-0706; FAX: 860-738-0638
MELONY BRADY-SHANLEY - SUPERINTENDENT OF SCHOOLS

INVITATION TO BID

SPECIFICATIONS AND BID FORMS FOR:
“Architect for Renovation of Hinsdale Elementary School”

Sealed bids for the above will be accepted until:
Monday, September 10, 2018
11:00 A.M.

Bid should be addressed to:
Winchester Board of Education
Winchester Public Schools Director of Finance
338 Main Street
PO Box 648
Winsted, CT 06098

Envelope should clearly be noted:
“Architect for Renovation of Hinsdale Elementary School”
Winchester Public Schools

AWARD AND CONTRACT TERMS AND CONDITIONS

A. BIDDING PROCESS

1. The Board of Education in the Town of Winchester hereinafter referred to as “BOE” will be receiving sealed bids from qualified contractors at the Business Office of, Winchester Public Schools, for the hiring of an architect to renovate Hinsdale Elementary School. Bid specifications are available beginning Wednesday, August 1, 2018, at the Board of Education Offices, 338 Main Street, Winsted, CT 06098, between 8:30am and 2:30pm Monday-Friday. The bid specifications will also be available for download on the Winchester Public Schools website at <http://winchesterschools.org>.
2. Bids should be sealed and the envelope clearly marked “Architect for Renovation of Hinsdale Elementary School”.
3. All bids are to be received at the Business Office of the BOE by 11:00 A.M. on Monday, September 10, 2018. Bids will be opened in public at 11:15 A.M. Monday, September 10, 2018, in the BOE Business Office, 338 Main Street (4th Floor), Winsted, CT 06098. Interviews and reference checks will be conducted. Interviews will be conducted on Monday, September 24, 2018 and Tuesday, September 25, 2018.
4. Bids, or withdrawal of bids submitted, if received by the Owner after the date and time specified for bid opening will not be considered.
5. No oral, telephone, electronic or telegraphic proposals will be considered. All bids shall stand available for acceptance for a period of forty-five (45) days from the date proposals are publicly opened.
6. The Owner reserves the right to reject any or all bids, or to award the one Bid that, in the Owner’s judgment, will be in the best interest of the Town of Winchester; regardless whether a bid is the lowest submitted bid or not, taking into consideration of reliability of the bidder and quality of the service and their conformity with specifications. The Owner further reserves the right to waive any defects or technical deficiencies in the bids, and to enter into direct negotiations with any bidders.
7. The Winchester Board of Education is exempt from all Federal, State, or Local taxes.
8. For further information, please call Melony Brady-Shanley, Superintendent of Schools (860) 379-0706 or Nancy O’Dea-Wyrick, Director of Finance & Business Services, Winchester Public Schools, (860) 379-0706.

B. PERFORMANCE CONDITIONS AND REQUIREMENTS

1. The Winchester Board of Education is furnishing this document to request quotations for the hiring of an architect for the renovation of Hinsdale Elementary School.
2. Each bidder is required to visit the site of the proposed work and fully acquaint themselves with the conditions as they exist so they may fully understand the work required under this contract.
3. It is the intent of these specifications to cover all labor, materials, tools, equipment, transportation and other appliances or services required to complete work, herein specified, and or described in any accompanying addenda.

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4. Bidders must agree to give this project top priority to assure completion by Friday, November 16, 2018.

5. The successful bidder will be required to carry the following insurance: Worker's Compensation, Commercial General Liability covering bodily injury and property damage with a limit of liability no less than \$1,000,000 for each occurrence and \$2,000,000 in the aggregate. Such policy shall contain contractual liability coverage and name both the Town of Winchester and Winchester Board of Education as additional insured's. Commercial automobile liability insurance covering bodily injury and property damage with a limit no less than \$1,000,000 for each accident. Certificates of Insurance evidencing such coverage shall be provided as part of the bid package.

6. The Contractor guarantees to save the Winchester Board of Education, its agents or employees, harmless for liability of any nature or kind of connection with this contract and to furnish adequate protection from damage to Board of Education property and to repair damages of any kind for which he (she) or his (her) worker's are responsible. The Contractor is to replace or put in good working condition everything damaged in carrying out the work and keep the premises free of all unauthorized or objectionable persons.

7. No work shall be subcontracted.

8. The Owner maintains the right to withhold payment for unsatisfactory performance/documentation until such time that the defect is corrected. If the defect is not satisfactorily recertified within 60 days, the Owner may elect to have the report made by an alternate vendor and subtract the cost from the contractor's invoice. The Owner also reserves the right to deduct from the vendor's billing any costs incurred as a result of inferior or unsatisfactory performance/documentation.

C. BID FORM

1. The Owner reserves the right to cancel the contract at any time, or, with both parties consent to extend any contract beyond the originally contracted time period.

2. Bidders are required to submit their proposals using the "Architect for Hinsdale Elementary School Bid Form" (attached) as part of the bid package.

D. BIDDER QUALIFICATIONS

1. The "Statement of Bidders Qualification" (attached) must be completed, signed, and returned with the bid package. The Owner may make such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish for the Owner all such information and data for this purpose. The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of, or the Owner's previous experience with, such bidder fails to satisfy the Owner that such bidder is properly qualified to carry out and satisfactorily complete the obligations of the contract.

2. On the "Statement of Bidders Qualifications" the Contractor shall furnish to the Owner a list of five (5) similar jobs with references that the Contractor has completed within the last two (2) years. Specific competencies should be noted in the areas of environmental abatement and school construction.

3. Contractor must be a licensed certified architect in the State of Connecticut and a copy of the license must be submitted with the bid. Certified substantiation of a license.

4. The Owner reserves the right to cancel at any time with no cost to the Owner. If the cancellation is for inadequate performance, then the cancellation shall be immediate. If the cancellation is for

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budgetary considerations or is based upon the discretionary right of the Owner, then the cancellation shall be upon thirty (30) days written notice.

E. SPECIFICATIONS

All potential bidders will be required to participate in a walkthrough of building prior to bid submission on Friday, August 10, 2018 at 2:30 PM – 15 Hinsdale Ave. Winsted, CT. All questions that arise should be submitted in writing to melony.brady-shanley@winchesterschools.org by Friday, August 31, 2018 and will receive written response by in five business days.

1. Detailed Construction Cost Estimate. Provide a detailed construction plan of construction costs in preparation for a Town Referendum. The architect shall review the Scope of Work and provide a narrative evaluation and analysis of the accuracy of the proposed project Construction Cost Estimate in their technical proposal based on their professional experience and opinion. Inclusive would be contingency funding and architectural, engineering, structural, and managerial costs. Final cost estimates will be used for the purposes of a town referendum. Usage of value engineering process to seek cost reduction opportunities.

a. Areas to be addressed with regards to the Construction Cost Estimate: (see included CREC Report dated April 16, 2018):

- Resurfacing of parking and walking surfaces – Surface pave all parking lot areas, address repairs as needed; Ensure that all drainage needs are appropriately addressed. (See item #2)
- Review and provide guidance regarding the door in the basement of Hinsdale that leads to the stream;
- ADA Compliance - Installation of a one-stop elevator (interior installation), upgrade whole facility to be ADA compliant;
- Ceiling tiles - Replacement of all ceiling tiles;
- Interior wall surfaces - Paint all walls, install/repair/upgrade bulletin boards, install/repair/upgrade all classroom spaces to include white boards;
- Cabinetry - Removal of existing cabinetry, installation and purchase of new cabinetry in all spaces;
- Bathrooms - Installation of new bathroom fixtures (mirrors, electric hand dryers, sinks, facets, toilets, etc.), removal and replacement of 2nd floor bathroom floor, installation of 10 additional prekindergarten and kindergarten bathrooms (sink, toilet, mirror).
- Heating and Air Conditioning - Installation of a new HVAC/HEPA system with embedded environmental monitoring; Review current boiler system;
- Hardware – installation of new door and cabinetry hardware;
- Redesign of main office;
- Reinstall SmartBoards and accessories,
- Design and installation of a wall to divide Library Media Space,
- Patch/strip/wax all floors,
- Communication System (phones, PA, etc)
- Full roof replacement,
- Ballistic film on all windows,
- Interior and Exterior Security System,
- Removal of old fuel tanks,
- Exterior paint/patch/brickwork,
- Address exterior building ascetics of the building.
- Removal and investigation (prior reports available) of potential hazardous materials.

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2. Detailed cost and planning associated with proper drainage of property. Contact for previous reports.
3. Rendering of potential exterior and interior changes (classroom, main lobby, exterior)
4. Investigation of potential energy efficient options including solar (pricing with and without)
5. Electrical Assessment and Back-up Generator System
6. Design a plan to address traffic flow inclusive of busses, emergency vehicles, and parent pick-up/drop-off

**Winchester Board of Education
Architect for Renovation of Hinsdale Elementary School**

This bid submitted by:

Company:

Address:

Telephone:

Fax:

Signature of Company Representative:

Email address:

Total Cost:

List Any Exclusions/Deviations from the Specifications:

**Winchester Board of Education
Architect for Hinsdale Renovation Project**

STATEMENT OF BIDDERS QUALIFICATIONS

COMPANY: _____

ADDRESS: _____

TELEPHONE: _____ **YEARS IN BUSINESS:** _____

COMPANY REPRESENTATIVE: _____

POSITION: _____

SCOPE OF REGION OPERATED IN: _____

BUSINESS ORGANIZATION DATE: _____

HAS THIS COMPANY DONE BUSINESS WITH EITHER THE WINCHESTER BOARD OF EDUCATION OR THE TOWN OF WINCHESTER? _____

IF YES, TYPE OF CONTRACT: _____

DURATION: _____

REFERENCES: LIST UP TO FIVE SIMILAR CONTRACTS WITHIN THE PAST FIVE (5) YEARS.

HAVE YOU EVER REFUSED TO SIGN A CONTRACT AT YOUR ORIGINAL BID?

IF YES, PLEASE EXPLAIN: _____

HAVE YOU EVER DEFAULTED ON A CONTRACT AT YOUR ORIGINAL BID?

IF YES, PLEASE EXPLAIN: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE **DATE**

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