

**REQUEST FOR PROPOSAL  
ARCHITECT SELECTION  
ADDENDUM**

Project: Saugatuck Elementary School  
Westport Public Schools  
#21-006 - RFP  
Addendum No. 1 – March 1, 2021

Westport Public Schools is issuing this Addendum to the Request for Proposals for the named-above (the “RFP”) to respond to questions and requests for clarifications received regarding the RFP, as well as issue additional information that shall be incorporated as part of the RFP.

- ITEM 1: All references to the Office of School Construction Grants and Review shall be disregarded by all proposers. This project will NOT be seeking grant reimbursement from the state of Connecticut.
- ITEM 2: The fee proposal form has been modified slightly to clarify that the Base Fee shall include all services as noted in the AIA B101 contract. For purposes of construction field visits and reporting, all proposers shall assume 12 weekly field visits. The fee proposal form is requesting a unit price per field visit for any additional field visits beyond the assumed 12 visits and as requested by the Owner.
- ITEM 3: The construction budget shall be assumed at \$1,800,000. The architect shall provide a professional cost estimate for the work with the 100% design documents. The architect shall review the construction documents and estimate with the Owner to determine if any elements of the work shall be removed from the project or delineated as alternates in an effort to manage the budget.
- ITEM 4: All proposers shall include a hazardous materials consultant with their proposals to procure roof cut samples and provide a visual inspection of the existing roofs. The Base Fee shall include the one initial inspection and efforts to receive the roof cuts and send them to certified testing labs for analyzation to confirm presence of asbestos and PCBs. The roof cuts shall be performed by an independent roofing contractor to be hired by the Owner. Proposers shall include a separate unit price listing for such tests by a third-party testing lab. Such tests will be reimbursed as a direct expense.

Should hazardous materials abatement documents be required with the project, they will be done so as an additional service as agreed to by the Owner and the Architect.

- ITEM 5: Section IV.A.3 shall be replaced with the following:

“Subsequent to the Architect’s initial field visits and field verifications, the Architect shall prepare a list of additional concerns and review with the Owner and advise of any issues that may pose a risk to the construction budget. The new roof shall be assumed to be a 60-mil EPDM roofing system as a complete tear-off of the existing roof. The Architect shall provide a preliminary cost estimate to the owner based on their initial field visits as well as their current costs trends for similar roofing projects.”

ITEM 6: As a supplement to article IV.A5.F, the Architect will be responsible for tying into the existing roof plumbing system unless prohibited by code.

ITEM 7: Proposer Question: *Per Virtual tour discussion, please confirm OSCGR scope of work is not included.*

**Answer:** This is correct. As noted in Item 1, this project is not subject to OSCGR reimbursement and processes.

ITEM 8: Proposer Question: *The current CT Code 2018- includes the IBC 2015 and the IEBC 2015 (existing bldgs.). The current IEBC requires both roof diaphragm and uplift analyses to determine whether the existing roof systems have sufficient strength to resist a minimum 75% of the current wind load requirements. Are there as built, original design drawings, etc. that will provide the information required for an 'in-office' analysis? If documentation is not available, extensive field verification may be required. How should this be handled?*

**Answer:** Below is a link containing structural drawings from the 1966 original project. However, based on an initial review of such documents, they do not appear to have sufficient data to permit a proper analysis of the roof diaphragm and uplift capacities. The Architect shall provide a lump sum cost (location provided in revised fee proposal form) to provide an initial inspection of the existing structural roofing systems from below the roof decks in all areas of the building where the roof is being replaced. The initial inspection shall be used to provide the Owner, if necessary, an add service request to prepare the roof diaphragm and uplift analyses.

[1966 Saugatuck ES Structural Drawings](#)

ITEM 9: Proposer Question: *Beyond the initial assessment; please confirm if roof cores will be provided by owner to assess Hazmat scope of work.*

**Answer:** Please refer to Item #4, regarding the extent of the hazardous materials investigations.

ITEM 10: Proposer Question: *Is this building considered an 'Emergency Shelter'?*

**Answer:** No.

ITEM 11: Proposer Question: *In the Bid Proposal Form, it asks for "Cost for weekly oversight during construction". We understand this as a breakout cost, separate from submittal review, etc., which can be performed in office. Does this breakout include weekly project meetings also?*

**Answer:** Please refer to Item 2 of this addendum.

ITEM 12: Proposer Question: *Per Virtual tour discussion, it was mentioned that Page 5, task 5 would be removed from project scope... please confirm.*

**Answer:** Task 5 will remain however see Item 5 regarding the roof drain scope.

ITEM 13: Proposer Question: *What are the ages of the roofs being replaced as part of this project? Are they original?*

**Answer:** The areas to be replaced are estimated to be approximately 20-years old.

ITEM 14: Proposer Question: *If the roofs being replaced are not original, was an asbestos inspection performed of the previous roof system and if so can those reports be produced as well as any documentation of any identified asbestos roofing that may have been removed at that time?*

**Answer:** Asbestos roof inspection reports are not available from the time the roofs were last replaced.

ITEM 15: Proposer Question: *Are there any previous testing records available for asbestos or PCBs?*

**Answer:** Previous testing records are not available for asbestos or PCBs thus the need for an initial investigation.

ITEM 16: Proposer Question: *Using the Thermal Report roof map on page 9 of Exhibit B as a guide, can you please indicate what roof areas (area 1-14) have been replaced and the year replaced?*

**Answer:** Thee roof areas are estimated to have been replaced approximately 20 years ago.

ITEM 17: Proposer Question: *In order to level the playing field, can you indicate approximately how many samples will be required for asbestos and PCBs? Unit prices will be the competitive factor then, not overall price.*

**Answer:** Please see Item #4. The fee proposal form has clarified this scope further. An independent roofer will be retained by the Owner to perform the actual cuts and subsequent patching. The Architect's hazardous materials consultant will be required to take the samples and have them analyzed and ultimately report back on the findings. This effort must be included in the base fee proposal. Architects shall provide a unit pricing for the analyzing of the samples. They will be reimbursed on a unit price basis.

End of Addendum

**BID PROPOSAL FORM for ARCHITECTURAL SERVICES  
SAUGATUCK ELEMENTARY SCHOOL  
ROOF REPLACEMENT PROJECT**

<b>Base Fee (Saugatuck School)</b> The base fee shall include all services as required in this RFP and the AIA B101. It shall assume 12 weekly site visits for construction observation and reporting.	\$
<b>Unit price for site visits beyond the 12 weekly site visits in the Base Fee</b>	\$
<b>Provide separate unit price fees for hazardous materials analysis for roof cuts.</b>	\$
<b>Fee to provide initial inspection of existing roofing structural systems.</b>	\$

**List of Reimbursable Expenses:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Firm Name and Address:


Phone #	Fax#
Authorized Official (printed):	
Authorized Signature:	
Title:	