

Region School District 14 Nonnewaug High School Renovations Project

Request for Proposal for

Geotechnical Engineering Services

RFP: #2016-009

Issue Date: September 15, 2016

Proposals are Due no later than September 26, 2016 at 3:00 p.m.

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I. Project Overview

The Nonnewaug High School Renovation project is a "renovate-to-new" school project in the Region 14 school district which includes the towns of Woodbury and Bethlehem, Connecticut. Nonnewaug High School complex comprises of three building units – the 3 level Academic Unit, the 2 level Student Services Unit, and the single level Agri-Science Unit. The Agri-Science Unit is immediately adjacent to the Student Services Unit but the units are not currently connected.

The three level Academic Unit, built in 1970, has a total approximate area of 111,520 SF. The two level Student Services unit was built in 1999 and has a total area of approximately 32,030 SF. The Student Services unit houses the school administrative offices, Cafeteria, Media Center and the Board of Education offices.

The detached Agri-Science Unit was built in 1970 with an approximate area of 34,350 SF and is classified as a separate space for building purposes and will be addressed in a separate building project.

This project will involve renovation of the Academic Unit and Student Services Unit, the school auditorium and cafeteria, and site work improvements to the parking lot, athletic fields, and tennis courts.

The SLAM Collaborative, Inc. is the architect of record for the project, Colliers International is the Owner's Project Manager and O&G Industries is the Construction Manager.

II. Scope of Services

A. Comprehensive Geotechnical Engineering Services

The Region 14 Building Committee intends to commission one firm to provide all geotechnical engineering services for the Nonnewaug High School project. The scope of geotechnical services shall include the soil sampling, testing, and analysis that will be necessary to determine the suitability of the site for the proposed construction. The tasks associated with the geotechnical work should include the following paragraphs.

B. Subsurface Investigations: In coordination with The SLAM Collaborative, coordinate a preliminary subsurface exploration program to determine the suitability of the site. Test borings should be located per the attached exhibits A and B. The intent is that borings will be performed during days when school is closed during October and November, 2016. However, if these dates cannot be achieved, the borings will be scheduled for another time through coordination with the school district. Borings may have to be

performed on a Saturday, or multiple Saturdays. A full report will be required by the end of November, 2016.

Subsurface Investigations should also include:

- Existing Geologic Information Review existing geologic data to aid in development of a subsurface exploration and sampling program.
- Layout/Utility Clearance Stake the proposed locations of all borings using an experienced engineer or geologist. Upon completion of the field staking, coordinate the required "Call-Before-You-Dig" notification and drilling efforts.
- Test Borings Subcontract with a drilling contractor to drill the proposed borings as located on Exhibit A. Each boring shall be a minimum of 25-feet deep, or refusal. Boring operations shall include the cost to restore the areas impacted by the boring activities. Borings shall be backfilled with the spoils. An engineer or hydro geologist shall be on-site to observe all test borings. In addition to the requested borings, the proposal shall also include a unit rate per day for additional borings that may be required in the future.
- Test Pits Excavate test pits for the purpose of investigating soil types and conditions. Test pits to be excavated to a depth not to exceed 10 feet where shown on Exhibit A or as directed by the Engineer.
- Permits/Coordination The proposal shall cover the preparation of any permit applications with respect to the borings.
- Material Testing Conduct material testing and inspections to properly identify and determine the properties of the subsurface soils.

C. Geotechnical Report

The scope shall include preparation of a geotechnical engineering report that includes the following:

- <u>Subsurface Conditions</u> Provide a detailed summary of the observed subsurface soil and groundwater conditions.
- <u>Soil Suitability</u> Conduct a qualitative evaluation of the site soils with regard to their suitability as a bearing stratum based upon your review of the Standard Penetration Test data, material testing, and a physical examination of the soil.
- <u>Foundation Types</u> Provide recommendations regarding suitable foundation types for the soils encountered and structure type presented, including recommendations for foundation drainage and slab on grade design. Provide reviews of contract documents to verify

conformance with geotechnical design intent. Foundation design is not to be included in this scope of services.

- <u>Site Recommendations</u> Provide recommendations for the following: pavement design, suitability of onsite material for re-use as fills, methods for preparation of subgrade, placement of fills and compaction options.
- <u>Bearing Pressures</u> Determine the allowable bearing pressures for the anticipated bearing stratum.
- <u>Lateral Earth Pressure</u> Determine the appropriate lateral earth pressure for any below grade structures.
- <u>Seismic Design Criteria</u> Identify the seismic soil profile coefficient, effective peak acceleration, and seismically induced lateral earth pressures for the building site.
- <u>Liquefaction Analysis</u> Address the requirements of the Connecticut State Building Code relative to the potential for seismically induced liquefaction.
- <u>Construction Considerations</u> Provide commentary concerning recommendations and observations as related to construction and other geotechnical aspects of the project to assist with preparation of contract documents (including applicable technical specifications) and construction monitoring.
- <u>Construction Administration</u> Attend construction conference and or project meetings pertaining to geotechnical issues. Review shop drawings, design computations, and other submittals containing geotechnical content for general compliance with the intent and requirements of the contract documents. Answer questions, issue clarifications, and make design modifications as required based upon actual subsurface conditions encountered during construction.
- Geotechnical contractor is responsible for backfilling and immediately patching all pavement and grasses upon completion of the borings each day.

D. Additional Borings During Design

Additional borings may be required to provide additional subsurface soil conditions against the proposed site and building layout and foundation systems. The proposer shall provide a separate cost to provide additional borings per location, if necessary. The proposal shall also include amendments and/or modification required to the original geotechnical report. Unit prices for daily rates shall be provided with the additional borings proposal.

E. Services During Construction

The Geotechnical Engineer may be required to verify subsurface soil conditions during construction. The scope of work shall consist of confirming existing bearing strata and other subsurface conditions as required during construction to confirm soil conditions against the geotechnical report provided for the design of the building. A total of four (4) site visits shall be assumed for this effort. Written field reports will be required for each visit.

III. Geotechnical Engineer Selection Process

A. Review Process

The Region 14 Building Committee will evaluate the written proposals to select a geotechnical engineering firm for this project. Proposals are being requested and anticipated to be received from several firms as provided at the front of this RFP.

B. Evaluation Criteria of Written Proposals

The following criteria, listed in random order, are likely to be considered in evaluating the written proposal submissions:

- 1. Experience of firm in providing geotechnical engineering services of similar projects
- 2. Fees for Services
 - Proposed fees for the geotechnical engineering services shall be in the form of a fixed lump sum for the project as outlined in this RFP.
 The lump sum fee must be provided in three parts as follows:
 - 1. Phase 1: Initial geotechnical services inclusive of borings, test pits and development of the geotechnical report lump sum fee
 - 2. **Phase 2:** Provide daily unit price to mobilize for additional geotechnical borings, to provide modified report, and a unit price per boring to a minimum of 25-ft or refusal
 - 3. Phase 3: Services Provided during the Construction Phase
- Also include hourly billing rates to be used when invoicing optional additional services. Rates for each of the applicable job classification listed below and any other appropriate classifications are to be provided. Secretarial services should be included within these hourly billing rates.
 - Principal
 - Geotechnical Engineer
 - Technician

The Region 14 Building Committee will award the contract to the lowest qualified responsible bidder.

IV. Instructions for Submission of Proposal

A. Submission Logistics

One (1) electronic copy and thirteen (13) copies of each firm's proposal must be received at the following location on or before 3:00 P.M. on, September 26, 2016:

Mr. Wayne McAllister
Director of Finance and Operations
Region 14 Central Office
5 Minortown Road
Woodbury, CT 06798

Questions regarding this request for proposals should be directed to Mr. Scott Pellman via email at scott.pellman@colliers.com. All questions will be responded to via addendum to this RFP: #2016-009 and posted to the Region 14 website: http://www.ctreg14.org, under the "Board of Education / Building Projects" page as well as to the RFP as posted on the State of Connecticut, Department of Administrative Services Contracting Portal. All firms are responsible for checking for new addenda.

Please clearly mark all proposals with "Region 14, Nonnewaug High School Renovations Project - RFP: #2016-009".

B. Bid Opening

Bids will be publicly opened and read aloud on **September 26**, **2016** at **3 p.m.** at the Region 14 Central Office, 5 Minortown Road, Woodbury, CT 06798. It is the intent to have the award approved for execution by the Region 14 Building Committee by **September 27**, **2016**.

V. Other Requirements

A. Insurance Requirements

The Contractor will carry the following insurance coverages with an insurance company(s) licensed in the State of Connecticut and satisfactory to Region 14, in compliance with the law, and in the following form and amount:

Workers Compensation:

Coverage A: Statutory

Coverage B: Employers Liability:

Bodily injury by accident \$100,000 per person Bodily injury by disease \$100,000 per person Bodily injury by disease \$500,000 aggregate

Commercial General Liability:

Each Occurrence \$1,000,000 per person

General Aggregate Limit \$2,000,000
Products/Completed Operations \$2,000,000
Personal & Advertising Injury \$1,000,000
Each Occurrence \$1,000,000
Fire Damage Limit \$300,000
Medical Expenses \$10,000

Umbrella Liability:

Each Occurrence \$5,000,000 Aggregate \$5,000,000

Automobile Liability:

Limits of Liability:

Bodily Injury \$1,000,000 per person

 Aggregate
 \$3,000,000

 Property Damage
 \$1,000,000

The Region 14 School District shall be added as an <u>additional</u> <u>named insured</u> to the Contractors Commercial Liability and Auto policies and so stated in certificates.

INSURANCE REQUIREMENTS FOR SUBCONTRACTORS

The Contractor shall ensure that all tiers of their subcontractors shall procure and maintain insurance in like form and amounts including the Additional Insured requirements, all as set forth above. Copies of the certificates of insurance must be provided to the District prior to the subcontractor entering the jobsite.

B. Miscellaneous Requirements

- 1. Any and all modifications to the RFP must be written and not oral.
- 2. The Region 14 School District reserves the right to reject any and all bids in whole or in part or to waive any informality in bidding if it is determined by the Town to be in the best interest of the Town of Stonington.
- 3. Bids may be held by the Region 14 School District for a period not to exceed ninety (90) days from the date of the opening of bids for the purpose of reviewing the bids and investigating the qualifications of the bidder 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 District of information concerning any:
 - a. Listing on the State's Disbarment List or List of Parties Excluded from Federal Procurement.
 - b. Ineligibility, per Connecticut General Statute Section 31-57b to be awarded the contract because of occupational safety and health violations.
 - c. Arbitrations and litigation.
 - d. Criminal proceedings.
 - e. State or local ethics law, regulation, ordinance and /or policy violations.
- 6. The District reserves its right to request additional information from proposers, subsequent to the opening of bids.
- 7. The proposer is solely responsible for the costs of its proposal.
- 8. Submitted proposals are the District's property 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. Any and all information received from proposers is subject to the Freedom of Information Act (FOI) and may be disclosed to the general public. If any information is deemed to be proprietary and

confidential by the proposer, it should be indicated at the time of proposal submission. The proposer should be prepared to defend not disclosing any such information pursuant to a FOI request.

- 11. 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 the District any obligations. A proposer has rights, and the District has obligations, only if and when a contract is executed by the District and the proposer.
- 12. 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.

C. Right to Annul or Terminate

The District reserves the right to amend or terminate the RFP at its sole discretion, before or after receiving proposals.

D. Non-Discrimination Clause

During the performance of any work that results from this RFQ/RFP, the proposer and its subcontractors shall not deny the agreement's benefits to any person on the basis of religion, color, ethnic group identification, sex, age, sexual orientation, physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sexual orientation, physical or mental disability, medical condition, marital status, age or sex. The proposer shall insure that evaluation and treatment of employees and applicants for employment are free of such discrimination. This project must abide by all relevant HUD policies regarding non-discrimination.

The successful proposer shall indemnify the Town, its officers and employees against liability for injury or damage caused by any negligent act or omission of any of its employees or volunteers or agents in the performance of this agreement and shall hold the Town harmless for any loss occasioned as a result of the performance of this contract by the proposer.

Region 14 School District is an Equal Opportunity Employer

REGIONAL SCHOOL DISTRICT #14

REQUEST FOR PROPOSALS FOR **GEOTECHNICAL SERVICES – RFP No. 2016-009**

PROPOSAL FORM

PRICE PROPOSAL

Pursuant to and in full compliance with the RFP, the undersigned proposer, having visited the site or property if applicable, and having thoroughly examined each and every document comprising the RFP, including any addenda, hereby offers and agrees as follows:

To provide the products and/or services specified in, and upon the terms and conditions of the RFP for the following:

Phase 1:	Initial geotechnical services inclusive of borings geotechnical report lump sum fee:	s, test pits and development of the
		Dollars (write out in words)
\$		
Phase 2:	Additional 1-day mobilization and modified ge	otechnical report:
		Dollars (write out in words)
	\$	
	Unit cost per boring to a minimum of 25-ft deep	o, or refusal
		Dollars (write out in words)
	\$	_
Phase 3:	Construction Phase, lump sum fee:	
		Dollars (write out in words)
\$		

Please provide staff hourly rates on separate page.

In submitting this Proposal Form, the undersigned proposer acknowledges that the price(s) include all labor, materials, transportation, hauling, overhead, fees and insurances, bonds or letters of credit, profit, security, permits and licenses, and all other costs to cover the completed products and/or services called for in the RFP. Except as otherwise expressly stated in the RFP, no additional payment of any kind will be made for the products and/or services called for in the RFP.

REQUIRED DISCLOSURES

Exceptions to/Clarifications of/Modifications of the RFP
This proposal does not take exception to or seek to clarify or modify any requirement of the RFP, including but not only any of the Contract Terms set forth in the Standard Instructions to Proposers. The proposer agrees to each and every requirement, term, provision and condition of this RFP.
OR
This proposal takes exception(s) to and/or seeks to clarify or modify certain of the RFP requirements, including but not only the following Contract Terms set forth in the Standard Instructions to Proposers. Attached is a sheet fully describing each such exception.
State Debarment List
Is the proposer on the State of Connecticut's Debarment List?
Yes No
Occupational Safety and Health Law Violations
Has the proposer or any firm, corporation, partnership or association in which it has an interest (1) been cited for three (3) or more willful or serious violations of any occupational safety and health act or of any standard, order or regulation promulgated pursuant to such act, during the three-year period preceding the proposal (provided such violations were cited in accordance with the provisions of any state occupational safety and health act or the Occupational Safety and Health Act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency or court having jurisdiction) or (2) received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the proposal?
Yes No

If "yes," attach a sheet fully describing each such matter.

Arbitration/Litigation

Has either the proposer or any of its principals (current or former, regardless of place of employment) been involved for the most recent ten (10) years in any pending or resolved arbitration or litigation?
Yes No
If "yes," attach a sheet fully describing each such matter.
<u>Criminal Proceedings</u>
Has the proposer or any of its principals (current or former, regardless of place of employment) ever been the subject of any criminal proceedings?
Yes No
If "yes," attach a sheet fully describing each such matter.
Ethics and Offenses in Public Projects or Contracts
Has either the proposer or any of its principals (current or former, regardless of place of employment) ever been found to have violated any state or local ethics law, regulation, ordinance, code, policy or standard, or to have committed any other offense arising out of the submission of proposals or bids or the performance of work on public works projects or contracts?
Yes No
If "ves" attach a sheet fully describing each such matter

END OF PROPOSAL FORM

REGIONAL SCHOOL DISTRICT #14

REQUEST FOR PROPOSALS FOR

GEOTECHNICAL SERVICES – RFP No. 2016-009

PROPOSER'S LEGAL STATUS DISCLOSURE

Please fully complete the applicable section below, attaching a separate sheet if you need additional space.

For purposes of this disclosure, "permanent place of business" means an office continuously maintained, occupied and used by the proposer's regular employees regularly in attendance to carry on the proposer's business in the proposer's own name. An office maintained, occupied and used by a proposer only for the duration of a contract will not be considered a permanent place of business. An office maintained, occupied and used by a person affiliated with a proposer will not be considered a permanent place of business of the proposer.

IF A SOLELY OWNED BUSINESS:

F	Proposer's Full Legal Name	e	
S	Street Address		
٨	Mailing Address (if differen	nt from Street Address)_	
(Owner's Full Legal Name		
1	Number of years engaged	d in business under sole	proprietor or trade name
[Does the proposer have	a "permanent place	of business" in Connecticut, as
(defined above?		
	Yes	No	
IE A CO		state the full street add nent place of business.	dress (not a post office box) of
	Proposer's Full Legal Name		
	Street Address		-
٨	Mailing Address (if differen	nt from Street Address)_	
(Owner's Full Legal Name		
1	Number of years engaged	d in business	
1	Names of Current Officers		
- F	President	Secretary	Chief Financial Officer

es the proposer h ove?	nave a "permanent pla	ce of business" in Connecticut, as defined
	Yes	No
	If yes, please state the that "permanent place	e full street address (not a post office box) of ce of business."
A LIMITED LIABILIT	IY COMPANY:	
Proposer's F	ull Legal Name	
Street Addre	ess <u> </u>	
Mailing Add	ress (if different from Str	eet Address)
Owner's Full	Legal Name	
Number of y	ears engaged in busine	ess
Names of C	urrent Manager(s) and	Member(s)
Name & Title	e (if any)	Residential Address (street only)
Name & Title	e (if any)	Residential Address (street only)
Name & Title	e (if any)	Residential Address (street only)
Name & Title	e (if any)	Residential Address (street only)
Name & Title	e (if any)	Residential Address (street only)
Does the pro	·	nent place of business" in Connecticut, as
	Yes	No
	If yes, please state the that "permanent plac	e full street address (not a post office box) of ce of business."

IF A PARTNERSHIP:

Proposer's Fu	ull Legal Name	
Street Addre	ess	
Mailing Add	ress (if different from	Street Address)
Owner's Full	Legal Name	
Number of y	ears engaged in bus	siness
Names of Cu	urrent Partners	
Name & Title	e (if any)	Residential Address (street only)
Name & Title	e (if any)	Residential Address (street only)
Name & Title	e (if any)	Residential Address (street only)
Does the pro	pposer have a "pern	nanent place of business" in Connecticut, as
defined abo	veş	
	Yes	No
	If yes, please state that "permanent p	the full street address (not a post office box) of lace of business."
	Propo	ser's Full Legal Name
) e and Title of Proposer's Authorized esentative
	(signo Propo	ture) oser's Representative, Duly Authorized
	 Date	

REGIONAL SCHOOL DISTRICT #14

REQUEST FOR PROPOSALS FOR

GEOTECHNICAL SERVICES - RFP No. 2016-009

PROPOSER'S NON COLLUSION AFFIDAVIT FORM

PROPOSAL FOR:

The undersigned proposer, having fully informed himself/herself/itself regarding the accuracy of the statements made herein, certifies that:

- (1) the proposal is genuine; it is not a collusive or sham proposal;
- (2) the proposer developed the proposal independently and submitted it without collusion with, and without any agreement, understanding, communication or planned common course of action with, any other person or entity designed to limit independent competition;
- (3) the proposer, its employees and agents have not communicated the contents of the proposal to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal; and
- (4) no elected or appointed official or other officer or employee of Region #14 School District is directly or indirectly interested in the proposer's proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

The undersigned proposer further certifies that this affidavit is executed for the purpose of inducing Region #14 School District to consider its proposal and make an award in accordance therewith.

Proposer's Representative, Duly Authorized
Name of Proposer's
Authorized Representative
Title of Proposer's Authorized Representative
Date
day of, 201 .
Notary Public

My Commission Expires:

REGIONAL SCHOOL DISTRICT #14

REQUEST FOR PROPOSALS FOR **GEOTECHNICAL SERVICES – RFP No. 2016-009**

PROPOSER'S STATEMENT OF REFERENCES FORM

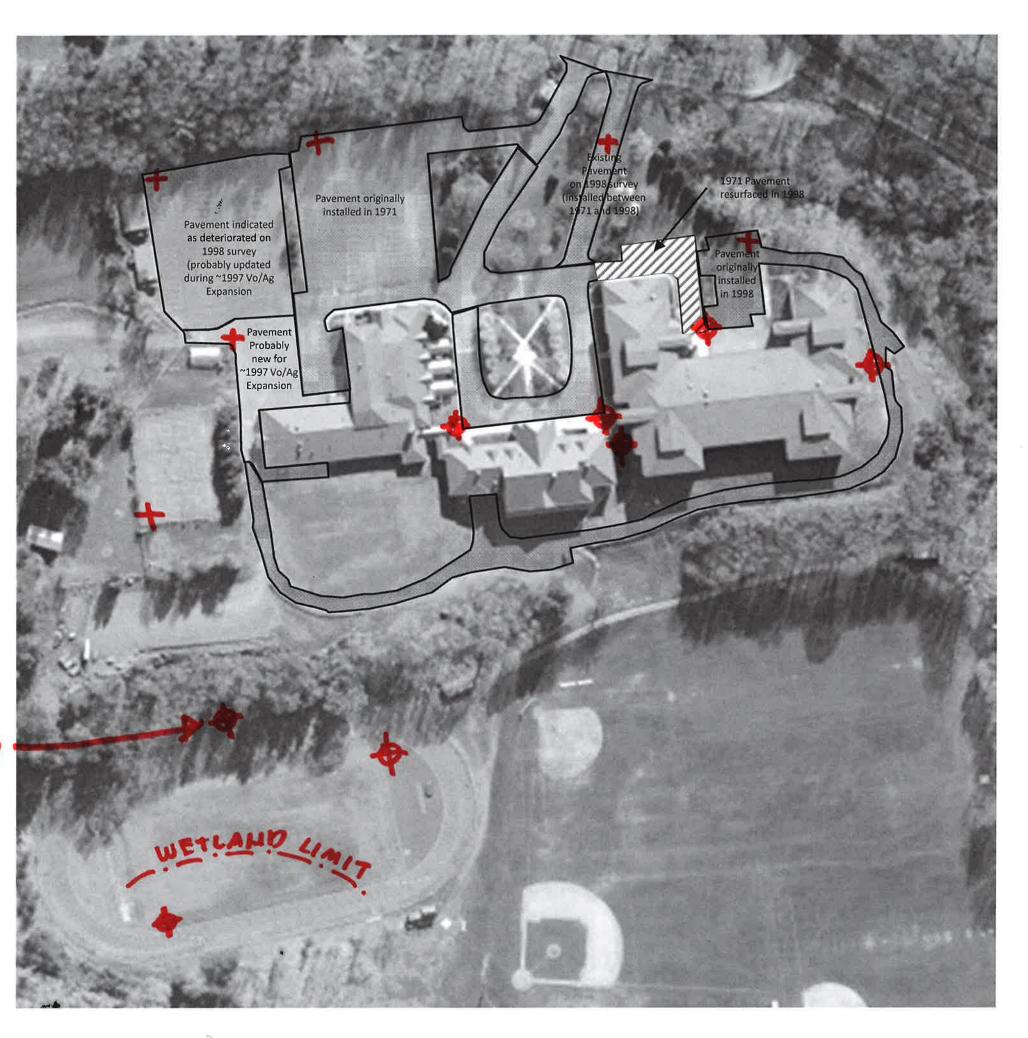
Provide at least three (3) references:

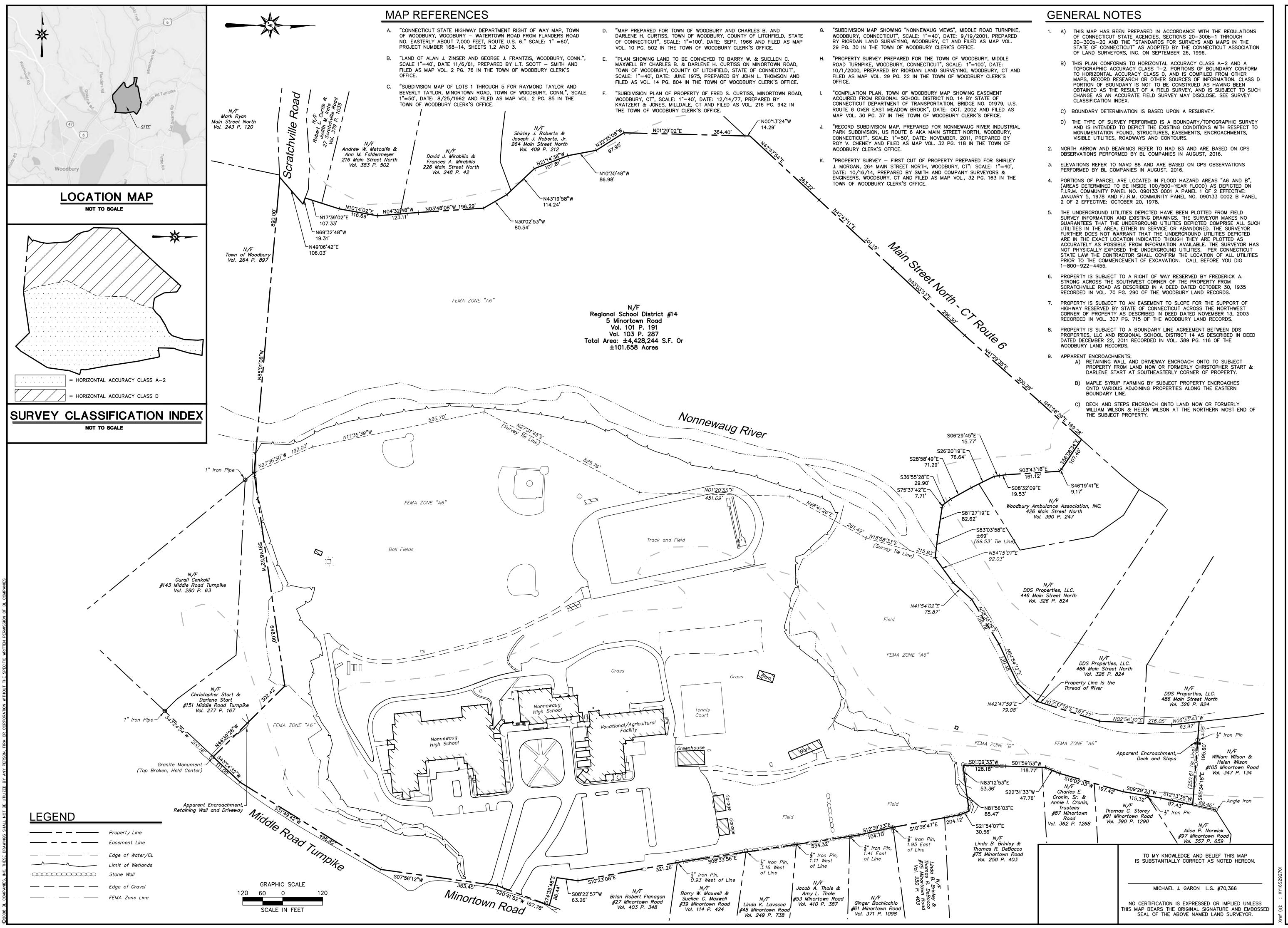
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CITY, STATE	
INDIVIDUALC	ONTACT NAME AND POSITION
BUSINESS NAM	IE
ADDRESS	
CITY, STATE	
TELEPHONE:	
INDIVIDUALC	ONTACT NAME AND POSITION
BUSINESS NAA	IE
ADDRESS	
CITY, STATE	
TEL EDI LOVIE	
TELEPHONE:	

END OF STATEMENT OF REFERENCES FORM

+ TEST PIT + BOPING

> IF GRANDSTAND IS IN BUDGE





ENGINEERING **ENVIRONMENTAL** LAND SURVEYING

355 Research Parkway Meriden, CT 06450 (203) 630-1406 (203) 630-2615 Fax

RC

AV,PM,SC Surveyed Checked Approved 1"=120' Scale 16S2927

Project No

8/26/16 Field Book

CAD File: EX16S292701

BOUNDARY/ **TOPOGRAPHIC** SURVEY

Sheet No.

ENVIRONMENTAL LAND SURVEYING

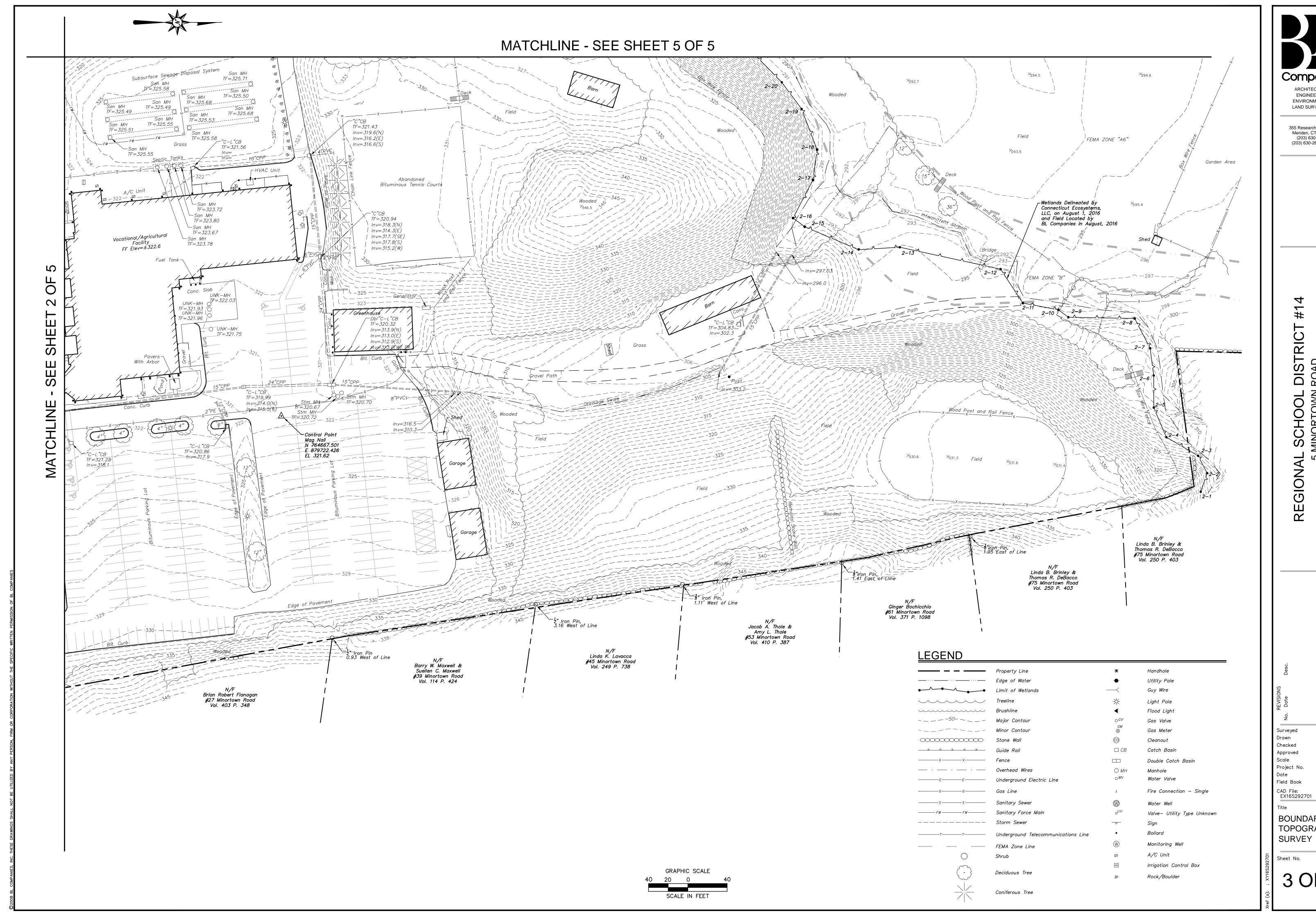
355 Research Parkway Meriden, CT 06450 (203) 630-1406 (203) 630-2615 Fax

Surveyed Drawn Checked Approved Scale

16S2927 Project No. 8/26/16

Field Book CAD File: EX16S292701

BOUNDARY/ TOPOGRAPHIC SURVEY



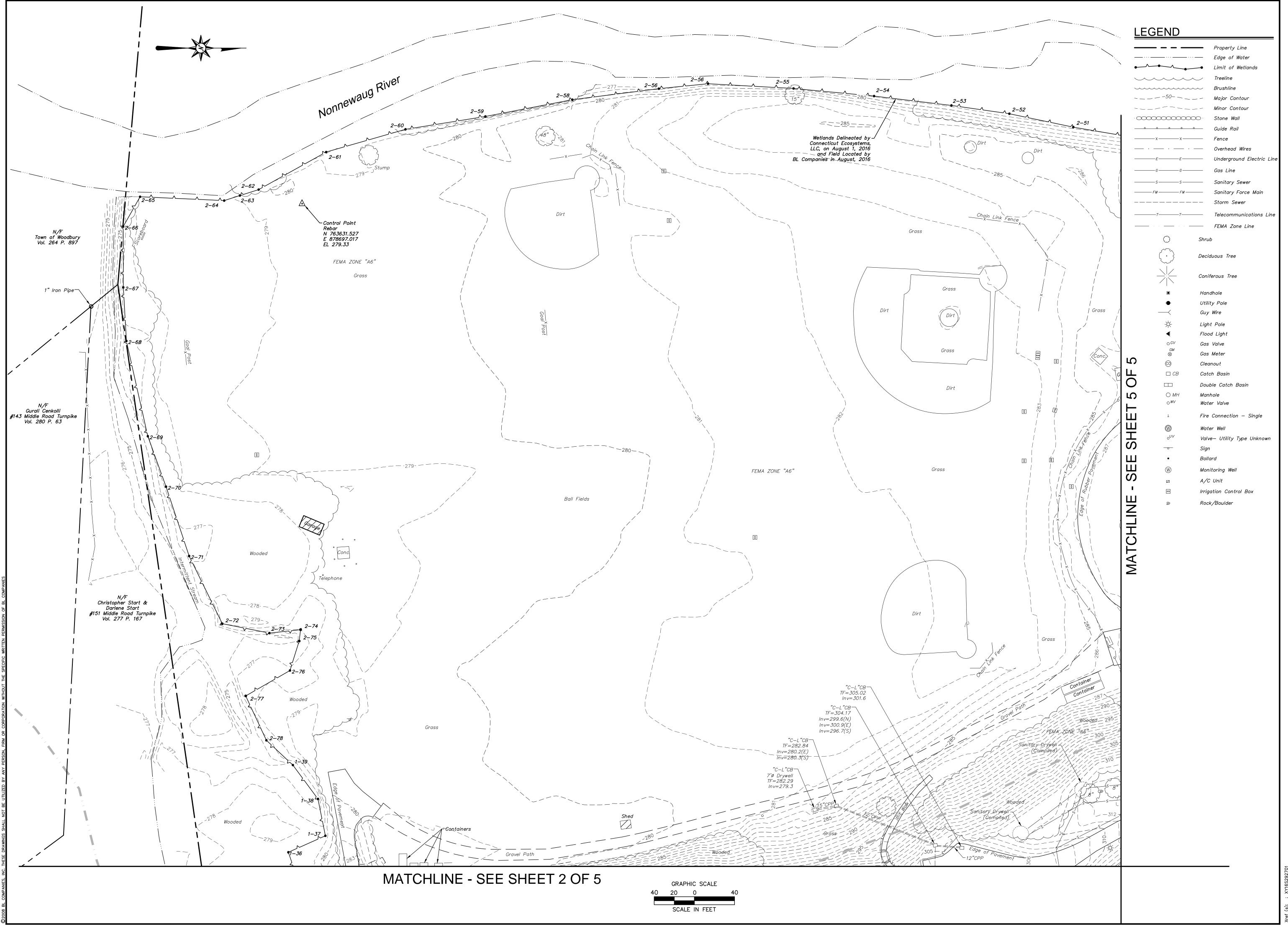
ENVIRONMENTAL LAND SURVEYING

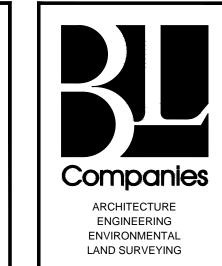
355 Research Parkway Meriden, CT 06450 (203) 630-1406 (203) 630-2615 Fax

AV,PM,SC

1"=40' 16S2927 8/26/16

BOUNDARY/ TOPOGRAPHIC





LAND SURVEYING

355 Research Parkway
Meriden, CT 06450

Meriden, CT 06450 (203) 630-1406 (203) 630-2615 Fax

ONAL SCHOOL DISTRICT #15 MINORTOWN ROAD WOODBURY, CONNECTICUT

Desc.

REVISIONS
No. Date

Surveyed AV,PM,SC
Drawn AV
Checked MG
Approved MG
Scale 1"=40'
Project No. 16S2927
Date 8/26/16

Date 8/26/16
Field Book 502
CAD File:
EX16S292701

CAD File:
EX16S292701

Title

BOUNDARY/

TOPOGRAPHIC SURVEY

Sheet No.