GREENWICH PUBLIC SCHOOLS
Purchasing Department
290 Greenwich Avenue
Greenwich, Connecticut 06830
(203) 625-7411
Fax (203) 625-7677

EUGENE H. WATTS
Manager of School Procurement
February 21, 2025

Dear Sir/Madam:

You are invited to submit a proposal for the Materials Testing for the Old Greenwich School Building Committee/Greenwich Public Schools. The attached bid specifications detail the requirements we are looking for.

Proposers are urged to read all documents carefully and fill out all information requested. Proposals which are incomplete, obscure, or conditional, and which contain irregularities of any kind, will be subject to rejection for failure to comply strictly with these conditions.

Proposals must be submitted on the schedule form attached hereto. All unit prices must be filled in. Each proposal must be submitted with one (1) original and nine (9) copies and one (1) electronic copy (USB Drive) of the proposals. Proposals must submit proposals in a clear, concise and legible manner so as to permit proper evaluation of responsive proposals. Faxed proposals will not be accepted. The original bid and copies must be in a sealed envelope plainly marked:

Materials Testing RFP
Opening Date: **3.14.25**
Opening Time: **12:00 p.m.**
RFP NUMBER: **2506-25**

Sealed Proposals for supplying the above will be received by the Purchasing Department at the above address until 12:00 p.m. at which time they will be opened and read publicly. All proposers and other interested people are invited to be present at the opening of these proposals.

Very truly yours,

Eugene H. Watts

REQUEST FOR
PROPOSALS FOR
MATERIALS TESTING SERVICES
FOR
TOWN OF GREENWICH
OLD GREENWICH
SCHOOL

STATE PROJECT
NO: 057-0115 EA/RR/CV

1. BACKGROUND:

Introduction

The Town of Greenwich, CT ("Town") is about 40 miles northeast of New York City and has a population of more than 60,000 people. The Greenwich Public Schools enjoy a national reputation for excellence and have strong support from the community. The Town's fifteen public schools have a current enrollment of approximately 9,000 students and consist of eleven elementary schools (K-5), three middle schools (6-8), and one comprehensive high school (9-12). Our District also offers some pre-K and alternative high school programs. The Old Greenwich Elementary School is the subject of this solicitation.

The Old Greenwich School Building Committee ("OGSBC") is requesting written proposals for Material Testing Services for the Old Greenwich School Project described below (the "Project"). The Project consists of a phased, occupied alteration of the existing 70,000 + square foot Old Greenwich School building and the design and construction of a new, 7,000 plus square foot 4 classroom addition. The Project includes ADA improvements, site improvements and upgrades to the existing mechanical, electrical, plumbing and fire protection systems as set forth in the Educational Specification dated June 21, 2023. The Project budget is approximately Forty-four Million Dollars ($44,000,000). Construction is expected to start approximately April of 2025.

The Project will be funded in part by a school construction grant from the Connecticut Department of Administrative Services, Office of School Construction Grants (hereinafter referred to as the ("DAS/OSCG"). The Project must comply with the standards of DAS/OSCG, the Connecticut Building Codes governing School Construction, the Educational Specifications and requirements of the Board of Education of the Town of Greenwich and of the OGSBC, the Town regulations, all requirements for accessibility to the handicapped, and any other applicable laws and regulations (hereinafter referred to as the "Project Requirements").

The OGSBC reserves the right to withdraw this Request for Proposals ("RFP") at any time prior to execution of a contract awarded in connection herewith, to accept or reject any or all proposals or any part thereof, to waive defects in same, to waive technicalities, to accept any proposal and to award the contract or contracts, to the proposer or proposers that the OGSBC, in its sole discretion, determines to be the most responsive, qualified, and responsible proposer (which may not be the proposer submitting the lowest priced proposal), and which award would be in the best interests of the Town. The Old Greenwich School Building Committee is requesting proposals for Materials Testing Services. This RFP is being issued by the Old Greenwich School Building Committee/Greenwich Public Schools, hereinafter referred to as the "Owner".

2. CONTRACT LENGTH:

This Request for Proposal is for awarding a contract to cover the period beginning approximately April of 2025 and have a duration of 30 months with the option to extend if agreed upon by both parties. Once this proposal is awarded, the proposer must make arrangements to meet with the Old Greenwich School Building Committee if required.

3. OPTION TO EXTEND:

The Owner may, at their option and with the approval of the Consultant, extend the period of this agreement for the schools. If the Owner intends to extend the contract period, the Consultant shall be notified in writing by the Purchasing Department at least fourteen (14) calendar days prior to the expiration of the original contract.

4. PROPOSAL EVALUATION CRITERIA:

A committee will evaluate proposals. The following criteria guidelines will be used in analyzing and evaluating this proposal.

Conformance to the requirements of this RFP, i.e. conformance to Terms, Conditions and Scope of Work. Proven skills and technical competence.
Background on the firm and resume of the consultant(s). For consultant firm, identification of personnel who will have principal responsibility.

5. A NARRATIVE DESCRIBING THE FIRMS APPROACH TO UNDERTAKING THE SCOPE OF THE WORK INCLUDING:

a. Cost/service fee (overall cost to the Owner with all factors considered).

b. Presentation to the selection committee, if requested.

c. The Owner will not be held responsible for any costs incurred by the proposer for work performed in preparation and production of a proposal or for any work performed prior to the issuance of a contract.

d. The Owner reserves the right to refuse for any reason deemed to be in the Owner's best interest any and/or all proposals submitted under this RFP. This RFP is not an offer to contract. Acceptance of a proposal neither commits the Owner to award a contract with any firm, even if all requirements in this RFP are met, nor limits its right to negotiate in the best interest of the Owner. The Owner reserves the right to contract with any firm.

6. AWARD OF CONTRACT:

The Owner reserves the right to reject any or all proposals submitted, to request additional information from any proposer, and to negotiate with any of the proposers regarding the terms of the engagement. The Owner intends to select the vendor that, in its opinion, best meets the Owner's needs, not necessarily the vendor that proposes the lowest fees.

7. PURPOSE:

The owner is soliciting proposals to provide Materials Testing.

8. THE DETAILED PROPOSAL SHALL INCLUDE:

An outline of the procedures to be used to provide Materials Testing, and the names

and resume of the members of your firm with their certifications responsible for each type of work they will inspect, as well as the firms credentials must be submitted.

9. SCOPE OF SERVICE:

This contract is for the Materials Testing, by persons who are knowledgeable, qualified and trained and who are State of CT licensed.

Inspection and Testing Services per attached 11-page Statement of Special Inspections dated 1.23.25 & Downes Construction attached Draft Phasing plan dated 1.14.25 consisting of 9 phases.

a. This will be a unit cost proposal. See Bid Form for requested pricing.
b. Unit costs are to include all applicable testing equipment and supplies.
c. Billing will be for actual time on site. Travel time to and from the jobsite will not be reimbursed.
d. There will be no cancellation charges if inspections are rescheduled by 3:00 p.m. the prior day.
e. It is understood there will be a four (4) hour minimum for all on-site inspections.
f. All testing and inspections are to be scheduled through the Project Superintendent.
g. Geotechnical Engineering and Special Inspection services will be performed by others and are not part of this proposal.
h. Testing laboratory and individual technician credentials must be in accordance with the Statement of Special Inspections & Specifications and submitted with proposal.
i. Handwritten inspection results are to be provided to the Project Superintendent before the inspector leaves site each day.
j. All formal inspection reports will be provided via e-mail or fax to the designated project team within 72 hours of inspection or test results. Hard copies to be provided within 7 days.
k. Inspection and Testing Services per Statement of Special Inspections and all Applicable Specification Sections.

10. SELECTION CRITERIA:

Proposals will be evaluated by a Selection Committee. Proposals will be evaluated on a predetermined set of criteria including, but not limited to, general qualifications and experience of the proposer, fee proposal, references and whatever other information is provided by the proposer to assist the Selection Committee in making a selection decision.

Prospective Contractors shall submit documentation for the evaluation criteria listed below.

a. Experience

b. Ability to Perform the Work to Schedules

c. Service professionals must hold current any required Connecticut licenses.

d. If invited to interview, it is anticipated that the persons representing the firm will be the same persons assuming the lead roles in the projects. These same persons shall be available to meet with Owner on an as-needed basis throughout the projects.

e. The proposal shall include resumes and experience in similar projects of the intended consultant as well as each professional that will be responsible for work in accordance with the preceding paragraphs.

f. The proposal should demonstrate familiarity with Connecticut requirements.

11. FEE PROPOSAL:

Indicate your Proposed Fee for all services as described in Part 9. The Committee reserves the right to provide payment in accordance with completion of services based on the Project Schedule.

12. PROPRITARY INFORMATION

a. The Owner will not disclose any portion of the proposals except to members of the proposal evaluation team prior to contract award. The Owner retains the right to disclose the name of the successful proposer, the financial considerations and any other information in the proposal that is pertinent to the selection of the proposer.

b. Independent Project Cost Determination and Gratuities

c. By submission of a proposal, the proposer certifies that in connection with its procurement:

d. The financial data in this offer has been arrived at independently, without consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other proposer or competitor.

e. The financial data quoted in this offer will not change for a period of one hundred twenty (120) days after the receipt date, at the Owner, of this offer.

g. Unless otherwise required by law, the financial data which has been quoted in this offer have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to award, directly or indirectly to any other proposer or to any competitor.

h. No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit an offer for the purpose of restricting competition.

i. Proposers submitting proposals to this RFP may not utilize the service of subcontractors without the prior written approval of the Owner.

13. TERMINATION FOR DEFAULT OR FOR THE CONVENIENCE OF THE OWNER

Performance under any contract resulting from this RFP may be terminated by the Owner whenever:

The contractor shall default in the performance of his/her contract and shall default within the period specified by the issuing officer in a notice specifying default; or The issuing officer shall determine that termination is in the best interest of the Owner.

Termination will be effected by delivery to the contractor of a notice to terminate, stating the date upon which the termination becomes effective.

In the event of termination of this agreement as a result of a breach by the contractor hereunder, the Owner shall not be liable for any fees and may, at its sole option, award an agreement of the same services to another qualified firm with the best proposal or call for new proposals and award the agreement thereunder.

The contractor shall be responsible for direct and consequential damages as a result of its breach, including but not limited to, extra costs required under the new agreement of similar services.

14. AMBIGUITY IN THE REQUEST FOR PROPOSALS

Prior to submitting the proposal, the proposer is responsible to bring to the Owner's attention any ambiguity in this RFP. Failure to do so shall result in the proposer forfeiting any claim for adjustment based on such ambiguity as should have been noted by a prudent vendor.

In the event of any ambiguity between the Owner's RFP and the proposer's proposal, then whatever shall be more favorable to the Town as determined in the sole discretion of the Director of Financial Services shall prevail and take precedence.

15. OWNERSHIP INFORMATION

The Owner shall have unlimited rights to use, disclose or duplicate, for any purpose whatsoever, all information developed, derived, documented or furnished by the proposer under any contract resulting from this RFP.

In the event of contract award, all data collected and other documentation produced as part of the contract will become the exclusive property of the Owner and may not be copied or removed by any employee of the proposer without written permission of the Owner.

16. COMPETITION INTENDED

It is the Owner's intent that this RFP permit competition. It shall be the proposer's responsibility to advise the Owner in writing if any language, requirement, scope, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the Owner prior to the date set for acceptance of proposals.

17. QUESTIONS:

All questions must be directed to: bid_department@greenwich.k12.ct.us. In the subject line of your e-mail, please put "**RFP 2506-25 Materials Testing**. All questions must be received no later than noon on **March 5, 2025.** All answers will be posted as an addendum to our website, www.greenwichschools.org no later than noon on **March 11, 2025.** Failure to comply with these conditions will result in the proposer waiving his/her right to dispute the proposal specifications and conditions. It is the proposer's responsibility to check our website for all addenda up to the day before the opening date.

The Owner reserves the right to waive any informalities in the proposal or reject any or all proposals or to accept any proposal which appears to be in the best interest of

the Committee. Any proposal may be withdrawn prior to the opening time and date. Any proposal received after the time and date as specified will not be considered.

18. ACCEPTANCE:

The department will make determination of the acceptability of work. Work shall be completed in a responsive and professional manner and in accordance with the specifications.

19. GENERAL TERMS AND CONDITIONS:

Sealed proposals for Material Testing for Greenwich Public Schools, as specified on the attached proposal specification sheets, will be received at the time and date above. All proposers and other interested persons are invited to be present at the opening of these proposals that will take place at the Owner.

The Owner reserves the right to waive any informality in the proposal or reject any or all proposals or to accept any proposal which appears to be in the best interest of the Board. Any proposal may be withdrawn prior to the opening time and date. Any proposal received after the time and date specified will not be considered.

The Board of Education may consider proximity of vendor's service as a factor in determining lowest responsible proposal.

If the Owner deems it necessary, the Owner may postpone the date for the opening of these proposals by notifying each proposer by telephone, mail or the issuing of an addendum through our website.

The Owner shall have the right to take such steps as it deems necessary to determine the ability of the proposer to perform the work and the proposer shall furnish the Owner with information and data for this purpose as the Owner may request. The right is reserved to reject any proposal where, on investigation, the evidence or information submitted by such proposers does not satisfy the Owner that the proposer is qualified to carry out properly the terms of the contract.

Consumption or use of alcohol and/or drugs is prohibited on school property. Any individual with alcohol or drugs will be removed from said property. Smoking is prohibited in all school buildings and on school grounds.

20. TAX:

No amount shall be added for the Connecticut Sales Tax or Federal Tax. The Greenwich Public School system is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Taxes must not be included in the proposal price.

21. COLLUSION AMONG PROPOSERS:

More than one offer from an individual, firm partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a proposer is interested in more than one proposal for the work contemplated will cause rejection of all proposers in which the proposer is interested. Any or all proposers will be rejected if there is any reason for believing that collusion exists among the proposers.

Participants in such collusion may not be considered in future offers for the same work. Each proposer, by submitting a proposal, certifies that it is not a part to any collusive action.

22. EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED:

The successful proposer will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The successful proposer agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause. The successful Proposer in all solicitation or advertisements for employees, placed by or on behalf of the contractor, will state that such successful Proposer is an Equal Opportunity Employer.

Notices, advertisements, and solicitations placed in accordance with Federal Law, rules or regulation shall, be deemed sufficient for the purpose of meeting the requirements of this section.

23. OTHER INFORMATION

A proposer may correct, modify, or withdraw a proposal by sealed written notice, clearly marked as a correction, modification, or withdrawal, and received by the Owner prior to the time and date set forth for proposal submission.

As part of their response to this Request for Proposals vendors shall:

List past projects and references which the proposer feels provide qualifications for this project.

Provide information on current workload and describe how the proposer would accommodate this project.

Competition Intended

It is the Owner's intent that this RFP permit competition. It shall be the proposer's responsibility to advise the Owner in writing if any language, requirement, scope, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the Owner prior to the date set for acceptance of proposals.

Provide any other information that you believe will assist the Owner in making its selection. Such information may be in this last section of your proposal or may be presented in one or more appendices.

The Bidder is required to do Employee Background Checks as imposed by Section 2 of Public Act 16-67, which amended Conn. Gen. Stat. 10-222c. if applicable.

GREENWICH PUBLIC SCHOOLS

REQUEST FOR Proposal #2506-25 DEADLINE: 3.14.25

Materials Testing for Old Greenwich School Building Committee REPLY SHEET (Page 1of 2)

STATEMENT OF NON-COLLUSION

In submitting this bid/proposal, the undersigned declares that this is made without any connection with any persons making another bid/proposal on the same contract; that the bid/proposal is in all respects fair and without collusion, fraud, or mental reservation; and that no elected or appointed official of the Town, or any person or entity in the employ of the Town, is directly or indirectly interested in said bid/proposal or in the supplies or work to which it relates, or in any portion of the profits thereof, except as permitted under the Town of Greenwich Code of Ethics.

CODE OF ETHICS

In submitting this bid, the undersigned further declares and certifies that a) it has not, and will not induce or attempt to induce any Town of Greenwich employee or officer to violate the Town of Greenwich Code of Ethics in connection with its offer to provide goods or services under, or otherwise in the performance of, such contract, and b) if an elected or appointed official or any person in the employ of the Town has a direct or indirect interest in Vendor or any supplier or Subcontractor expected to be involved with the contract, such person or entity is in compliance with the safe harbor procedures established by the Town of Greenwich Board of Ethics or has received an advisory from the Town's Board of Ethics with respect to such involvement.

The undersigned further understands that the above declarations are material representations to the Town of Greenwich made as a condition to the acceptance of the bid/proposal. If found to be false, the Town of Greenwich retains the right to reject said bid/proposal and rescind any resulting contract and/or purchase order and notify the undersigned accordingly, thereby declaring as void said bid/proposal and contract or purchase order.

The Town of Greenwich Code of Ethics can be found at www.greenwichct.gov. Relevant provisions of the Town's Code of Ethics state:

> **Section 2. DEFINITIONS**. (1) Indirect interest, without limiting its generality, shall mean and include the interest of any subcontractor in any prime contract with the Town and the interest of any person or his immediate family in any corporation, firm, or partnership which has a direct or indirect interest in any transaction with the Town. (2) Substantial financial interest shall mean any financial interest, direct or indirect, which is more than nominal, and which is not common to the interest of other citizens of the Town. (3) Town officer shall mean and include any official, employee, agent, consultant, or member, elected or appointed, of any board, department, commission, committee, legislative body, or other agency of the Town. (4) Transaction shall mean and include the offer, sale, or furnishing of any real or personal property, material, supplies, or services by any person, directly or indirectly, as Vendor, prime contractor, subcontractor, or otherwise, for the use and benefit of the Town for a valuable consideration, excepting the services of any person as a Town officer.
>
> **Section 3. GIFTS AND FAVORS**. No Town officer or his immediate family shall accept any valuable gift, thing, favor, loan, or promise that might influence the performance or nonperformance of his official duties.
>
> **Section 4. IMPROPER INFLUENCE**. No Town officer having a substantial financial interest in any transaction with the Town or in any action to be taken by the Town shall use his office to exert his influence or to vote on such transaction or action.

By signing below, the undersigned acknowledges reviewing and understanding the Non-Collusion and Code of Ethics statements contained herein and confirms compliance with the contents:

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

PROPOSER'S COMPANY NAME: _____

REQUEST FOR Proposal #2506-25 DEADLINE: 3.14.25

Materials Testing for Old Greenwich School Building Committee REPLY SHEET (Page 2of 2)

PROPOSER INFORMATION:

PROPOSER'S COMPANY NAME _____

ADDRESS _____

_____

TELEPHONE # _____ **FAX #** _____

E-MAIL ADDRESS _____

WEB SITE _____

AUTHORIZED SIGNATURE _____

PRINT NAME _____

TITLE _____

STATE OF CT TAXPAYER ID # _____

FEDERAL TAXPAYER ID # _____

INCORPORATED IN THE STATE OF _____ **Corporate Seal** ☐ **Yes** ☐ **No**

AWARD/CONTRACT SIGNATURE

The Proposer shall indicate below, the full name, title, and the complete mailing address of the authorized person (i.e., **officer of the company**) who will sign the contract (if applicable) for this procurement:

_____

_____

_____

_____

_____

_____

_____

BID FORM

Material Testing and Inspections Services - Bid Form		
Description of Service		
Note: **Travel Time to and from the jobsite is prohibited** **Bill only for hours on Site and not "portal to portal"** **Do not submit multiple charges for concurrent tests and inspections by the same technician.** **All rates to include all equipment and supplies required for testing or inspection.** **All rates to include time offsite and at home office, as needed to process all paperwork and issue reports as needed via email to at least 15 people, etc..** **All rates to include printed reports at the end of EACH Phase, 3 ring bound.**		
	Unit	**Unit Cost - To be Filled Out by Bidder**
Soils and Foundations		
1. Shallow Foundation Inspection Agency #2 PE/GE	N/A by Langan	N/A
Review and Inspect the following noted in the statement of special inspections 2. Controlled Struct. Fill - Inspect Placement, lift thickness and compaction of controlled fill, & test density of each lift of fill by nuclear methods and verify extent and slope of fill placement	1/2 Day	
Review and Inspect the following noted in the statement of special inspections 2. Controlled Structural Fill - Inspect Placement, lift thickness and compaction of controlled fill, & test density of each lift of fill by nuclear methods and verify extent and slope of fill placement	Full day	
Review and Inspect the following noted in the statement of special inspections 2. Controlled Structural Fill Tests - Perform sieve tests & modified proctor tests of each source of material	each	
5. Other - Underpinning		
Review and inspect the following noted in the statement of special inspections Verify that procedure and installation of underpinning matches the submitted design and procedure submitted by the underpinning engineer	1/2 Day	
Review and inspect the following noted in the statement of special inspections Verify that procedure and installation of underpinning matches the submitted design and procedure submitted by the underpinning engineer	Full day	
Concrete		
Review and inspect the following noted in the statement of special inspections 1. Mix Design 2. Material Certification 3. Reinforcement Installation 4. Formwork Geometry 6. Anchor Rods 7. Concrete Placement 8. Sampling and Testing of Concrete - including slump, air content and temperature 9. Curing and Protection	1/2 Day	

Material Testing and Inspections Services - Bid Form		
Review and inspect the following noted in the statement of special inspections 5.Welding of Reinforcing – NOT REQUIRED	**N/A**	**N/A**
Review and Inspect the following noted in the statement of special inspections 1. Mix Design 2. Material Certification 3. Reinforcement Installation 4. Formwork Geometry 6. Anchor Rods 7. Concrete Placement 8. Sampling and Testing of Concrete - including slump, air content and temperature 9. Curing and Protection	Full day	
Review and Inspect the following noted in the statement of special inspections 8. Sampling and Testing of concrete Cylinder Tests - compressive strength	each	
Review and Inspect the following noted in the statement of special inspections 10. Other Inspect that drilled and epoxied anchors are the proper size and are installed per the manufacturer's recommendations. Adhesive anchors installed in horizontally or upwardly inclined orientations to resist sustained tension loads. Mechanical and adhesive anchors not defined above.	1/2 Day	
Review and Inspect the following noted in the statement of special inspections 10. Other Inspect that drilled and epoxied anchors are the proper size and are installed per the manufacturer's recommendations. Adhesive anchors installed in horizontally or upwardly inclined orientations to resist sustained tension loads. Mechanical and adhesive anchors not defined above.	Full day	
Combined Inspection		
Combined Soils, concrete and reinforcing steel field inspection	1/2 Day	
Combined Soils, concrete and reinforcing steel field inspection	Full day	
Masonry		
Review and inspect the following noted in the statement of special inspections 1. Material Certification	**N/A**	**N/A**
Review and inspect the following noted in the statement of special inspections 2. Mixing of Mortar and Grout 3. Installation of Masonry 4. Mortar Joints 5. Reinforcement Installation 6. Prestressed Masonry (None) 7. Grouting Operations 8. Weather Protection 10. Anchors and Ties 11. Wall Bracing	1/2 Day	

Material Testing and Inspections Services - Bid Form		
Review and Inspect the following noted in the statement of special inspections 2. Mixing of Mortar and Grout 3. Installation of Masonry 4. Mortar Joints 5. Reinforcement Installation 6. Prestressed Masonry (None) 7. Grouting Operations 8. Weather Protection 10. Anchors and Ties 11. Wall Bracing	Full day	
Review and inspect the following noted in the statement of special inspections 9. Evaluation of Masonry Strength Test Compressive strength of mortar and grout cube samples	each	
Review and inspect the following noted in the statement of special inspections 9. Evaluation of Masonry Strength Test compressive strength of masonry prisms	each	
Review and Inspect the following noted in the statement of special inspections 12. Other Inspect that drilled and epoxied anchors are the proper size and are installed per the manufacturer's recommendations. Adhesive anchors installed in horizontally or upwardly inclined orientations to resist sustained tension loads. Mechanical and adhesive anchors not defined above.	1/2 Day	
Review and inspect the following noted in the statement of special inspections 12. Other Inspect that drilled and epoxied anchors are the proper size and are installed per the manufacturer's recommendations. Adhesive anchors installed in horizontally or upwardly inclined orientations to resist sustained tension loads. Mechanical and adhesive anchors not defined above.	Full day	
Structural Steel		
Review and inspect the following noted in the statement of special inspections 1. Fabricator Certification/Quality Control Procedures	1/2 Day	
Review and inspect the following noted in the statement of special inspections 1. Fabricator Certification/Quality Control Procedures	Full day	
Review and inspect the following noted in the statement of special inspections 2. Material Certification	1/2 Day	
Review and inspect the following noted in the statement of special inspections 3. Open Weld steel Joists. 4. Bolting. 5. Welding - visual inspection 6. Shear Connectors 7. Structural Details 8. Metal Deck	1/2 Day	

Material Testing and Inspections Services - Bid Form		
Review and Inspect the following noted in the statement of special inspections 3. Open Weld steel Joists. 4. Bolting. 5. Welding -Visual Inspection 6. Shear Connectors 7. Structural Details 8. Metal Deck	Full day	
Review and inspect the following noted in the statement of special inspections 5. Welding - Ultrasonic Testing of all full-penetration welds	1/2 Day	
Review and inspect the following noted in the statement of special inspections 5. Welding - Ultrasonic Testing of all full-penetration welds	Full day	
Note Steel rates to include all individual material test costs done in the course of the work		
Cold Formed Steel Framing		
Review and inspect the following noted in the statement of special inspections 1. Member sizes 2. Material thickness. 3. Material Properties. 4. Mechanical Connections. 5. Welding 6. Framing Details 7. Trusses N/A	1/2 Day	
Review and Inspect the following noted in the statement of special inspections 1. Member sizes 2. Material thickness. 3. Material Properties. 4. Mechanical Connections. 5. Welding 6. Framing Details 7. Trusses N/A	Full day	
Wood Construction		
Review and inspect the following noted in the statement of special inspections 1. Fabricator Certification / Quality Control Procedures N/A 2. Material Grading. 3. Connections 4. Framing and Details 5. Diagrams and Shear walls N/A 6. Prefabricated Wood Trusses N/A 7. Permanent Truss Bracing N/A	1/2 Day	
Review and inspect the following noted in the statement of special inspections 1. Fabricator Certification / Quality Control Procedures N/A 2. Material Grading. 3. Connections 4. Framing and Details 5. Diagrams and Shear walls N/A 6. Prefabricated Wood Trusses N/A 7. Permanent Truss Bracing N/A	full Day	

INSURANCE PROCEDURE

PLEASE NOTE:

THIS PAGE MUST BE RETURNED WITH YOUR BID/PROPOSAL. FAILURE TO DO SO MAY RESULT IN YOUR BID/PROPOSAL BEING REJECTED.

Please take the insurance requirements of the Contract to your agent/broker immediately upon receipt of the bid documents to determine your existing coverage and any costs for new or additional coverage required for the work noted in this Request for Bid/Proposal. Any bids/proposals with deficient insurance requirements will be rejected. The firm who is awarded the Bid/Proposal must return the contract, agent/broker and insurance form within two (2) weeks from the date on the award letter.

PLEASE CHECK THE APPROPRIATE BOX	**YES**	**NO**
1. General Liability $2,000,000.00 general aggregate $1,000,000 per occurrence		
2. Town as Additional Insured		
3. Automobile Liability $1,000,000.00		
4. Excess Liability $5,000,000.00		
5. Professional Liability $1,000,000.00		
6. Worker's Compensation and Employer's Liability		
7. Ability to Return Contract and Insurance Documents Within Two (2) Weeks		
8. Able to Provide the Town with Thirty (30) Days Prior Written Notice of Cancellation		

STATEMENT OF VENDOR:

I have read the insurance requirements for this work and have taken the documentation to my insurance agent/broker. The bid/proposal cost reflects any additional costs relating to insurance requirements for this work.

_____ _____

Signature Date

_____

Contractor

Statement of Special Inspections

Project: *Old Greenwich Elementary School*

Location: *285 Sound Beach Avenue – Old Greenwich, Connecticut*

Owner: *Town of Greenwich*

Structural Engineer of Record: *Michael Horton Associates, Inc.*

This *Statement of Special Inspections* is submitted as a condition for permit issuance in accordance with the Special Inspection and Structural Testing requirements of the Building Code. It includes a schedule of Special Inspection services applicable to this project as well as the name of the Special Inspection Coordinator and the identity of other approved agencies to be retained for conducting these inspections and tests. This *Statement of Special Inspections* encompass the following disciplines:

☒ Structural ☐ Mechanical/Electrical/Plumbing
☐ Architectural ☐ Other: _____

The Special Inspection Coordinator shall keep records of all inspections and shall furnish inspection reports to the Building Official and the Structural Engineer of Record. Discovered discrepancies shall be brought to the immediate attention of the Contractor for correction. If such discrepancies are not corrected, the discrepancies shall be brought to the attention of the Building Official and the Structural Engineer of Record. The Special Inspection program does not relieve the Contractor of his or her responsibilities.

Interim reports shall be submitted to the Building Official and the Structural Engineer of Record.

A *Final Report of Special Inspections* documenting completion of all required Special Inspections, testing and correction of any discrepancies noted in the inspections shall be submitted prior to issuance of a Certificate of Use and Occupancy.

Job site safety and means and methods of construction are solely the responsibility of the Contractor.

Interim Report Frequency: *Monthly* or ☐ per attached schedule.

Prepared by:

Paul J. Sheehan, P.E
(type or print name)

Signature _____ *01-23-2025* Date

Design Professional Seal

STATE OF CONNECTICUT
PAUL J SHEEHAN
No. 0033406
LICENSED
PROFESSIONAL ENGINEER

Owner's Authorization:

Signature _____ 01-27-2025 Date
James Waters
Chairman, OGS Building Committee

Building Official's Acceptance:

Signature _____ 1/27/25 Date

CASE Form 101 • Statement of Special Inspections • ©CASE 2004

Schedule of Inspection and Testing Agencies

This Statement of Special Inspections / Quality Assurance Plan includes the following building systems:

- ☒ Soils and Foundations
- ☒ Cast-in-Place Concrete
- ☐ Precast Concrete
- ☒ Masonry
- ☒ Structural Steel
- ☒ Cold-Formed Steel Framing
- ☐ Spray Fire Resistant Material
- ☒ Wood Construction
- ☐ Exterior Insulation and Finish System
- ☐ Mechanical & Electrical Systems
- ☐ Architectural Systems
- ☐ Special Cases

Special Inspection Agencies	Firm	Address, Telephone, e-mail
1. **Special Inspection Coordinator**	*Michael Horton Associates, Inc.*	*780 East Main Street* *Branford, Connecticut 06405* *203-481-8600* *jthompson@mha-eng.com*
2. Inspector	*Langan*	*Taylor Dalling* *tdalling@Langan.com* *Mobile: 203.695.4133* *555 Long Wharf Drive, New Haven, CT 06511-6107* *www.langan.com*
3. Inspector		
4. Testing Agency	*TBD*	
5. Testing Agency		
6. Other		

Note: The inspectors and testing agencies shall be engaged by the Owner or the Owner's Agent, and not by the Contractor or Subcontractor whose work is to be inspected or tested. Any conflict of interest must be disclosed to the Building Official, prior to commencing work.

Quality Assurance Plan

Quality Assurance for Seismic Resistance

Seismic Design Category	*B*
Quality Assurance Plan Required (Y/N)	*N*

Description of seismic force resisting system and designated seismic systems:
Steel systems not specifically detailed for seismic resistance and intermediate reinforced shear walls

Quality Assurance for Wind Requirements

Basic Wind Speed (3 second gust)	*130 (Vult) 101(Vasd)*
Wind Exposure Category	*B*
Quality Assurance Plan Required (Y/N)	*Y*

Description of wind force resisting system and designated wind resisting components:
Steel systems not specifically detailed for seismic resistance and intermediate reinforced shear walls

Statement of Responsibility

Each contractor responsible for the construction or fabrication of a system or component designated above must submit a Statement of Responsibility.

Qualifications of Inspectors and Testing Technicians

The qualifications of all personnel performing Special Inspection and testing activities are subject to the approval of the Building Official. The credentials of all Inspectors and testing technicians shall be provided if requested.

Key for Minimum Qualifications of Inspection Agents:

When the Registered Design Professional in Responsible Charge deems it appropriate that the individual performing a stipulated test or inspection have a specific certification or license as indicated below, such designation shall appear below the *Agency Number* on the Schedule.

PE/SE	Structural Engineer – a licensed SE or PE specializing in the design of building structures
PE/GE	Geotechnical Engineer – a licensed PE specializing in soil mechanics and foundations
EIT	Engineer-In-Training – a graduate engineer who has passed the Fundamentals of Engineering examination

American Concrete Institute (ACI) Certification

ACI-CFTT	Concrete Field Testing Technician – Grade 1
ACI-CCI	Concrete Construction Inspector
ACI-LTT	Laboratory Testing Technician – Grade 1&2
ACI-STT	Strength Testing Technician

American Welding Society (AWS) Certification

AWS-CWI	Certified Welding Inspector
AWS/AISC-SSI	Certified Structural Steel Inspector

American Society of Non-Destructive Testing (ASNT) Certification

ASNT	Non-Destructive Testing Technician – Level II or III.

International Code Council (ICC) Certification

ICC-SMSI	Structural Masonry Special Inspector
ICC-SWSI	Structural Steel and Welding Special Inspector
ICC-SFSI	Spray-Applied Fireproofing Special Inspector
ICC-PCSI	Prestressed Concrete Special Inspector
ICC-RCSI	Reinforced Concrete Special Inspector

National Institute for Certification in Engineering Technologies (NICET)

NICET-CT	Concrete Technician – Levels I, II, III & IV
NICET-ST	Soils Technician - Levels I, II, III & IV
NICET-GET	Geotechnical Engineering Technician - Levels I, II, III & IV

Exterior Design Institute (EDI) Certification

EDI-EIFS	EIFS Third Party Inspector

Other

_____ _____

Soils and Foundations

Item	Agency # (Qualif.)	Scope	Inspection Frequency
1. Shallow Foundations	*2 PE/GE*	*Inspect soils below footings for adequate bearing capacity and consistency with geotechnical report.* *Inspect removal of unsuitable material and preparation of subgrade prior to placement of controlled fill*	*P* *P*
2. Controlled Structural Fill	*4*	*Perform sieve tests (ASTM D422 & D1140) and modified Proctor tests (ASTM D1557) of each source of fill material.* *Inspect placement, lift thickness and compaction of controlled fill.* *Test density of each lift of fill by nuclear methods (ASTM D2922)* *Verify extent and slope of fill placement.*	*P* *C* *P* *P*
3. Deep Foundations	*N/A*	*N/A*	
4. Load Testing	*N/A*	*N/A*	
5. Other: *Underpinning*	*4*	*Verify that procedure and installation of underpinning matches the submitted design and procedure submitted by the underpinning engineer.*	*P*

Inspection Frequency:
C: Continuous
P: Periodic Inspections. Inspection frequency shall be determined by the Geotechnical Engineer (GE.) During ongoing soil and foundation operations, daily (minimum) inspections shall be performed.

Notes:

Cast-in-Place Concrete

Item	Agency # (Qualif.)	Scope	Inspection Frequency
1. Mix Design	*4 ACI*	*Review concrete batch tickets and verify compliance with approved mix design. Verify that water added at the site does not exceed that allowed by the mix design.*	*P*
2. Material Certification	*4*	*Verify on site materials (reinforcing, forms, accessories, embed items) are in accordance with plans and approved submittals.*	*P2*
3. Reinforcement Installation	*4 ACI*	*Inspect size, spacing, cover, positioning and grade of reinforcing steel including dowels. Verify that reinforcing bars are free of form oil or other deleterious materials. Inspect bar laps and mechanical splices. Verify that bars are adequately tied and supported on chairs or bolsters.*	*P2*
4. Formwork Geometry	*4 ACI*	*Inspect formwork for shape, location and dimensions of the concrete member being formed.*	*P2*
5. Welding of Reinforcing	*4 AWS-CWI*	*Verify weldability of reinforcing steel other than ASTM A706. Inspect preheating of steel when required.* *Visually inspect single-pass fillet welds, maximum 5/16"* *Visually inspect all other welds.*	*P* *P* *C*
6. Anchor Rods	*4 ACI*	*Inspect size, positioning and embedment of anchor rods. Inspect concrete placement and consolidation around anchors.*	*P2*
7. Concrete Placement	*4 ACI*	*Inspect placement of concrete. Verify that concrete conveyance and depositing avoids segregation or contamination. Verify that concrete is properly consolidated.*	*C*
8. Sampling and Testing of Concrete	*4 ACI*	*Test concrete compressive strength (ASTM C31 & C39), slump (ASTM C143), air-content (ASTM C231 or C173) and temperature (ASTM C1064).*	*P3*
9. Curing and Protection	*4 ACI*	*Inspect curing, cold weather protection and hot weather protection procedures.*	*P4*

10. Other:	*4* *ACI*	*Inspect that drilled and epoxied anchors are the proper size and are installed per the manufacturer's recommendations:* *Adhesive anchors installed in horizontally or upwardly inclined orientations to resist sustained tension loads.* *Mechanical and adhesive anchors not defined above.*	 *C* *P*

Inspection Frequency:
C: Continuous
P: Periodic Inspections.

P1: If all requirements are met, only one inspection is required.
P2: Inspect before concrete placement.
P3: Per Section 033000 "Cast-in-Place Concrete" specification.
P4: Daily when required by weather conditions (See ACI305R, ACI 306R, ACI 306.1.)

Notes:
1. Nonstructural concrete slabs supported directly on the ground.
2. Concrete patios, driveways and sidewalks on grade.

Masonry

Required Inspection Level: ☐ A ☒ B ☐ C

Item	Agency # (Qualif.)	Scope	Inspection Frequency
1. Material Certification			
2. Mixing of Mortar and Grout	*4 ICC-SMSI*	*Inspect proportioning, mixing and retempering of mortar and grout.*	*P*
3. Installation of Masonry	*4 ICC-SMSI*	*Inspect size, layout, bonding and placement of masonry units.*	*P*
4. Mortar Joints	*4 ICC-SMSI*	*Inspect construction of mortar joints including tooling and filling of head joints.*	*P*
5. Reinforcement Installation	*4 ICC-SMSI* *4 AWS*	*Inspect placement, positioning and lapping of reinforcing steel.* *Inspect welding of reinforcing steel.*	*P* C
6. Prestressed Masonry	*None*		
7. Grouting Operations	*4 ICC-SMSI*	*Inspect placement and consolidation of grout. Inspect masonry clean-outs for high-lift grouting.*	*P*
8. Weather Protection	*4 ICC-SMSI*	*Inspect cold weather protection and hot weather protection procedures. Verify that wall cavities are protected against precipitation.*	*P*
9. Evaluation of Masonry Strength	*4 ICC-SMSI*	*Test compressive strength of mortar and grout cube samples (ASTM C780).* *Test compressive strength of masonry prisms (ASTM C1314).*	*P*
10. Anchors and Ties	*4 ICC-SMSI*	*Inspect size, location, spacing and embedment of dowels, anchors and ties.*	*P*
11. Wall Bracing	*4*	*Verify that masonry walls have been braced to the structure per the project details and notes.*	*P*
12. Other:	*4 ACI*	*Inspect that drilled and epoxied anchors are the proper size and are installed per the manufacturer's recommendations:* *Adhesive anchors installed in horizontally or upwardly inclined orientations to resist sustained tension loads.* *Mechanical and adhesive anchors not defined above.*	 C P

Inspection Frequency:
C: Continuous
P: Periodic Inspections.

Structural Steel

Item	Agency # (Qualif.)	Scope	Inspection Frequency
1. Fabricator Certification/ Quality Control Procedures ☐ Fabricator Exempt	*4*	*Review shop fabrication and quality control procedures.*	*P1*
2. Material Certification	*4*	*Review certified mill test reports and identification markings on wide-flange shapes, high-strength bolts, nuts and welding electrodes*	*P2*
3. Open Web Steel Joists	*4 AWS/AISC*	*Inspect size, installation, field welding and bridging of joists.*	*P2*
4. Bolting	*4 AWS/AISC-*	*Inspect installation and tightening of high-strength bolts. Verify that splines have separated from tension control bolts. Verify proper tightening sequence. Continuous inspection of bolts in slip-critical connections.*	*C*
5. Welding	*4 AWS*	*Visually inspect all welds. Inspect pre-heat, post-heat and surface preparation between passes. Verify size and length of fillet welds.* *Ultrasonic testing of all full-penetration welds.*	*P3*
6. Shear Connectors	*4 AWS*	*Inspect size, number, positioning and welding of shear connectors. Inspect suds for full 360 degree flash. Ring test all shear connectors with a 3 lb hammer. Bend test all questionable studs to 15 degrees.*	*C*
7. Structural Details	*1/4*	*Inspect steel frame for compliance with contract documents, including bracing, member configuration and connection details.*	*P2*
8. Metal Deck	*4 AWS*	*Inspect size and fastening of metal floor and roof*	*P2*

Inspection Frequency:
C: Continuous
P: Periodic Inspections.

Add'l Requirements as follows:
P1: If all requirements are met, only one inspection is required.
P2: While steel erection operations are ongoing, daily inspections shall be performed, unless otherwise noted. This inspection frequency may be increased or decreased at the Special Inspections Coordinator's discretion.
P3: Refer to Section 051000 Structural Steel

Cold-Formed Steel Framing

Item	Agency # (Qualif.)	Scope	Inspection Frequency
1. Member Sizes	*4*	*Inspect size of members for conformance to the Contract Documents and shop drawings, for work constructed as part of specification Sections 05410.*	*P*
2. Material Thickness	*4*	*Review product data submission for conformance with the Contract Documents and shop drawings, for work constructed as part of specification Sections 05410.*	*P2*
3. Material Properties	*4*	*Review product data submission for conformance with the Contract Documents and shop drawings, for work constructed as part of specification Sections 05410.*	*P1*
4. Mechanical Connections	*4*	*Review installation of screw connections for conformance with the Contract Documents and shop drawings, for work constructed as part of specification Sections 05410.*	*P*
5. Welding	*4 AWS*	*Review installation of welded connections for conformance with the Contract Documents and shop drawings, for work constructed as part of specification Sections 05220 and 05400.*	*C*
6. Framing Details	*4*	*Review installation of cold formed structural metal framing for conformance with the Contract Documents and shop drawings, for work constructed as part of specification Sections 05410.*	*P2*
7. Trusses	*N/A*		
8. Other:			

Inspection Frequency:
C: Continuous
P: Periodic Inspections.

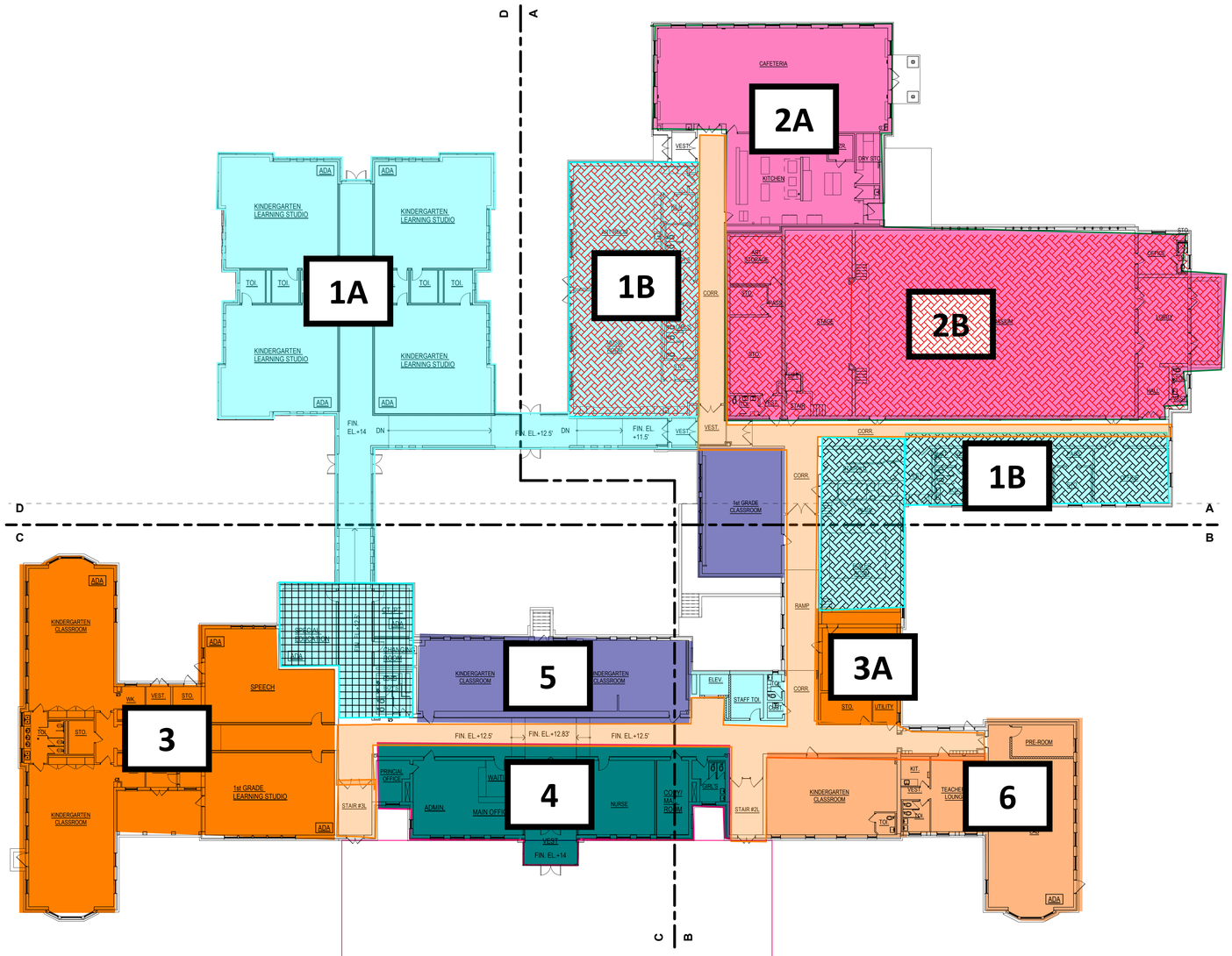
Add'l Requirements as follows:
P1: If all requirements are met, only one inspection is required.
P2: While cold-form metal framing operations are ongoing, daily inspections shall be performed, unless otherwise noted. This inspection frequency may be increased or decreased at the Special Inspections Coordinator's discretion.

Wood Construction

Item	Agency # (Qualif.)	Scope	Inspection Frequency
1. Fabricator Certification/ Quality Control Procedures ☒ Fabricator Exempt	*N/A*		
2. Material Grading	*1/4*	*Inspect the wood framing for compliance to the drawings and specifications*	*P*
3. Connections	*4*	*Review connections for compliance with Contract Documents*	*P*
4. Framing and Details	*1/4*	*Review for compliance with Contract Documents*	*P*
5. Diaphragms and Shearwalls	*N/A*	*N/A*	
6. Prefabricated Wood Trusses	*N/A*	*N/A*	
7. Permanent Truss Bracing	*N/A*	*N/A*	
8. Other:			

Inspection Frequency:
C: Continuous
P: Periodic Inspections.

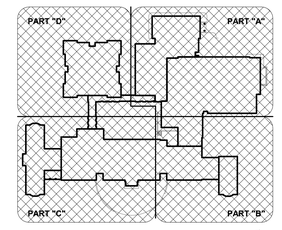
SCHEDULE - APPROX. SUMMER 2025 THROUGH DECEMBER 2027



ENTRANCE REVISIONS

PHASE	AREA	DATE
1A	NEW KINDERGARTEN ADDITION	JULY 2025 – AUGUST 2026
1B	MUSIC AND ART ROOMS	JULY 2025 – OCTOBER 2025
2A	CAFETERIA / KITCHEN	JUNE 2026 – OCTOBER 2026
2B	GYMNASIUM	JUNE 2026 – SEPTEMBER 2026
3	PRE-K THRU 3RD GRADE	JULY 2026 – DECEMBER 2026
3A	SWING SPACE	JULY 2026 – AUGUST 2026
4	ADMIN / RESOURCE / MATH / ACCELERATED LEARNING / 4TH GRADE	JANUARY 2027 – AUGUST 2027
5	BAND/ORCHESTRA / 1ST GRADE / LITERACY / ACCELERATED LEARNING / 4TH GRADE	JULY 2027 – SEPTEMBER 2027
6	1ST GRADE / STAFF / SCIENCE / MEDIA CENTER / 4TH & 5TH GRADES	JULY 2027 – DECEMBER 2027

SOUND BEACH AVENUE



KEY PLAN

Project Title:
ADDITIONS & ALTERATION TO:
Old Greenwich Elementary School
285 SOUND BEACH AVENUE
OLD GREENWICH, CONNECTICUT 06870

OVERALL INTERIOR PHASING DRAWING

Drawing Title:

DOWNES CONSTRUCTION

Date: Issue Date
Scale: 1/16" = 1'-0"

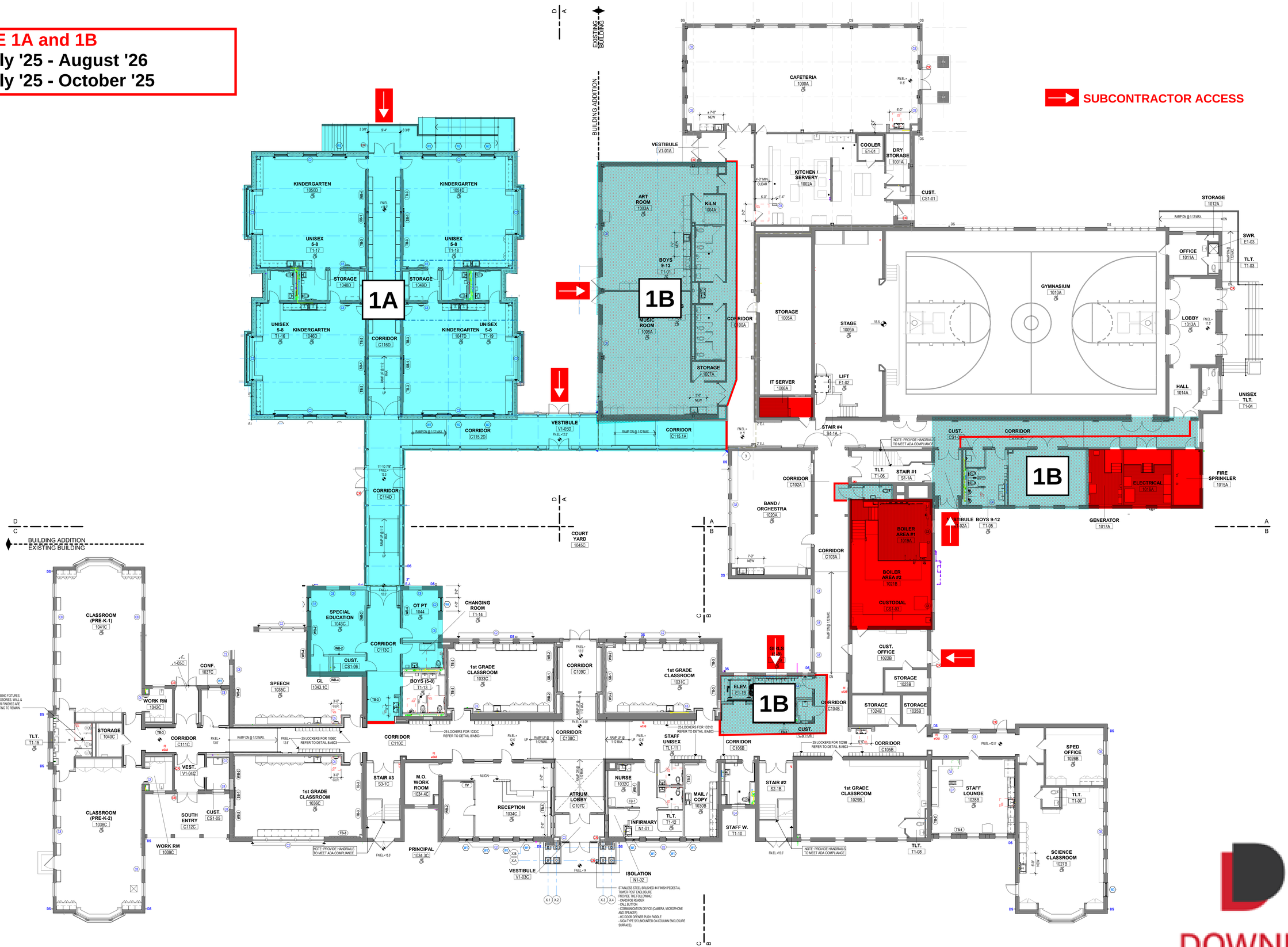
Drawing Number: IP - 1

Revised: 01/14/2025

5/19/2023 2:09:18 PM

PHASE 1A and 1B
1A: July '25 - August '26
1B: July '25 - October '25

SUBCONTRACTOR ACCESS

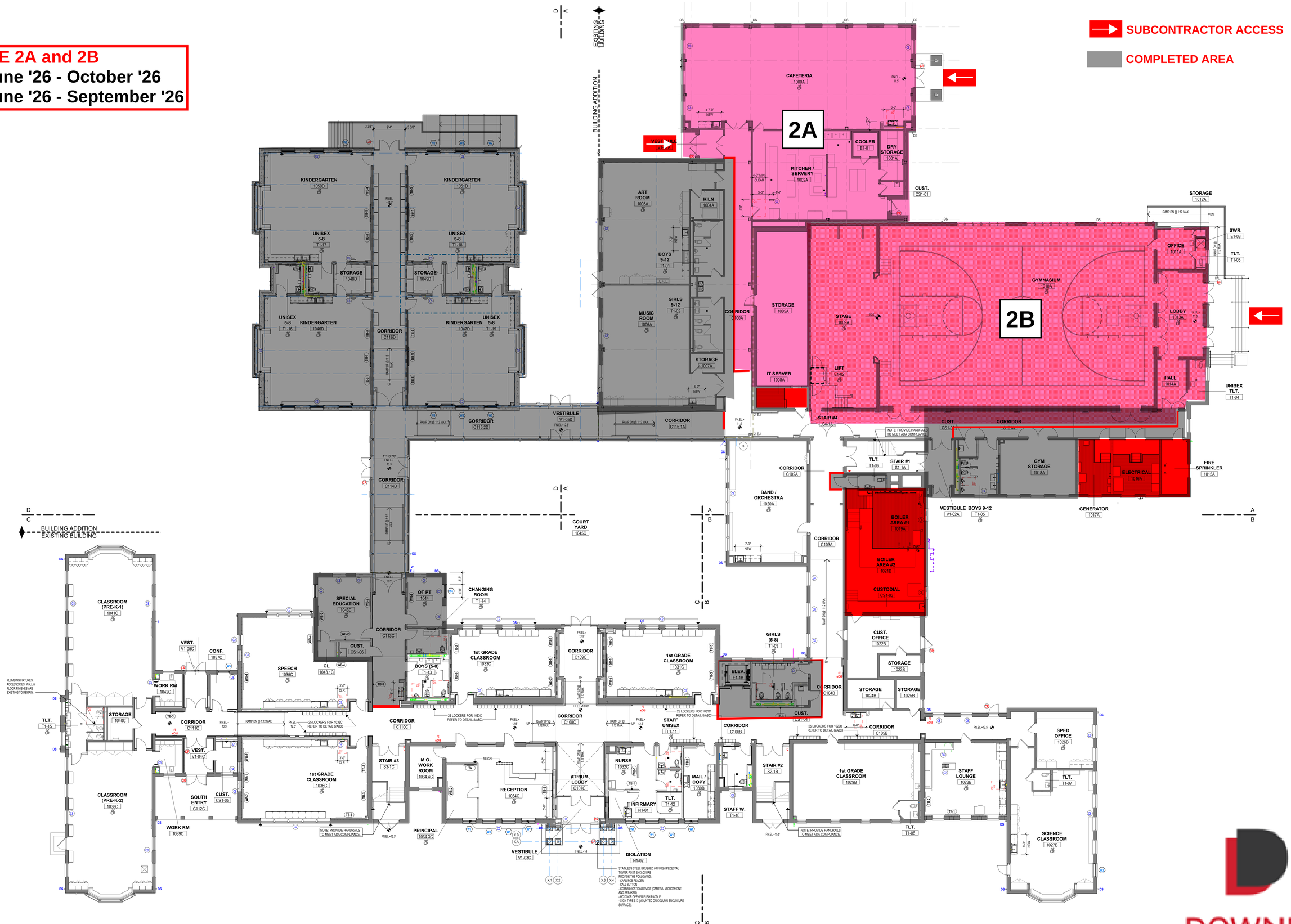


DOWNES CONSTRUCTION

PHASE 2A and 2B
2A: June '26 - October '26
2B: June '26 - September '26

SUBCONTRACTOR ACCESS

COMPLETED AREA



DOWNES CONSTRUCTION

PHASE 3 and 3A
3: July '26 - December '26
3A: July '26 - August '26

SUBCONTRACTOR ACCESS

COMPLETED AREA

SWING SPACE

3

3A

TEMP STAIRS / SCAFFOLDING

BUILDING ADDITION
EXISTING BUILDING

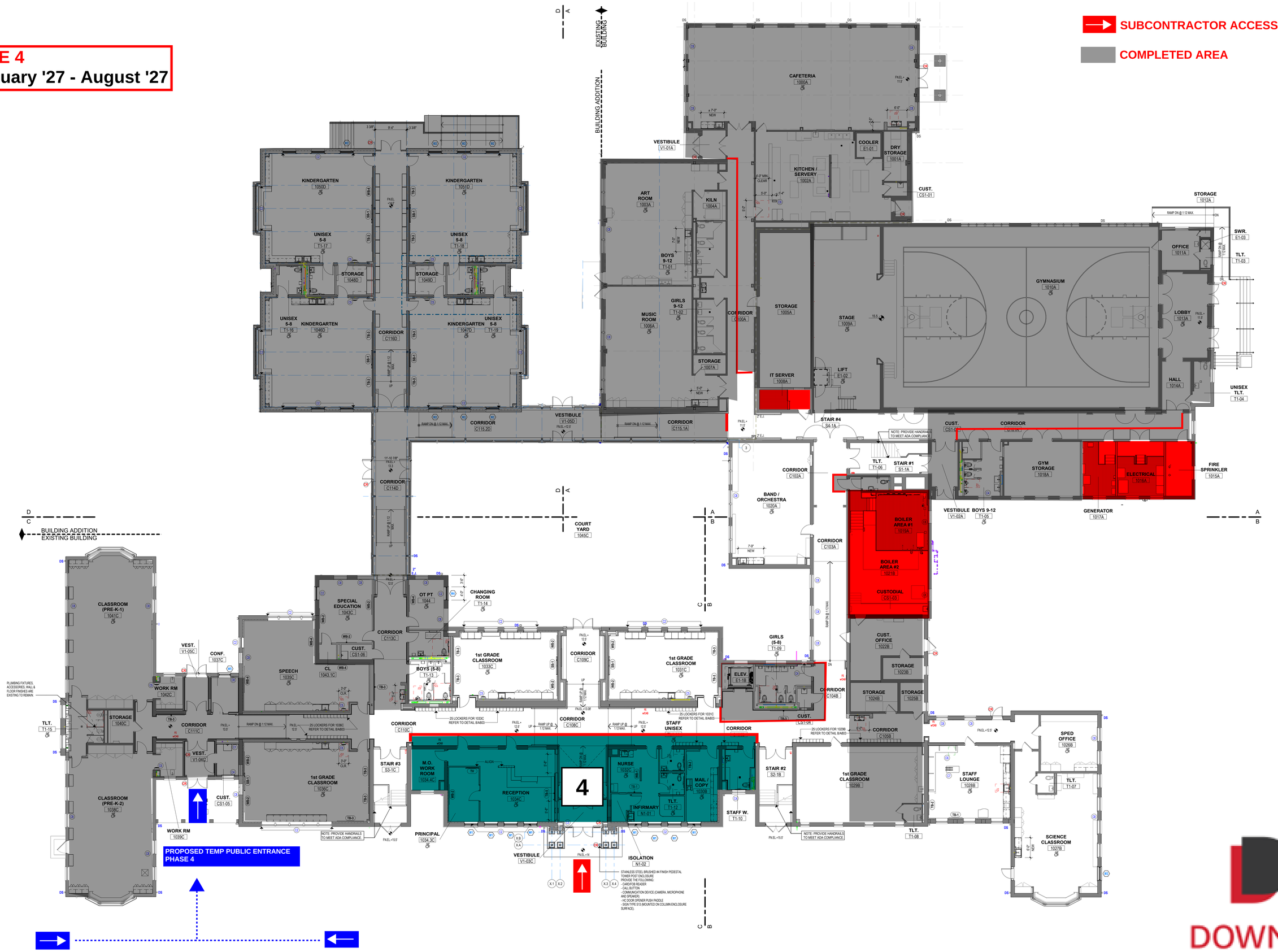
CAFETERIA 1000A
KITCHEN / SERVERY 1002A
COOLER E1-01
DRY STORAGE 1007A
VESTIBULE V1-01A
CUST. CS1-01
ART ROOM 1003A
KILN 1004A
BOYS 9-12 T1-01
GIRLS 9-12 T1-02
MUSIC ROOM 1006A
STORAGE 1007A
CORRIDOR C100A
STORAGE 1005A
IT SERVER 1008A
STAGE 1009A
LIFT E1-02
GYMNASIUM 1010A
STORAGE 1012A
OFFICE 1011A
LOBBY 1013A
HALL 1014A
SWR. E1-03
TLT. T1-03
UNISEX TLT. T1-04
KINDERGARTEN 1050D
KINDERGARTEN 1051D
UNISEX 5-8 T1-17
UNISEX 5-8 T1-18
STORAGE 1048D
STORAGE 1049D
UNISEX 5-8 T1-16
KINDERGARTEN 1046D
CORRIDOR C116D
KINDERGARTEN 1047D
UNISEX 5-8 T1-19
CORRIDOR C115.2D
VESTIBULE V1-05D
CORRIDOR C115.1A
STAIR #4 S4-1A
CUST. CS1-02
CORRIDOR C101A
NOTE: PROVIDE HANDRAILS TO MEET ADA COMPLIANCE
CORRIDOR C102A
TLT. T1-06
STAIR #1 S1-1A
GYM STORAGE 1018A
ELECTRICAL 1016A
FIRE SPRINKLER 1015A
BAND / ORCHESTRA 1020A
VESTIBULE V1-02A
BOYS 9-12 T1-05
GENERATOR 1017A
CORRIDOR C114D
COURT YARD 1045C
CORRIDOR C103A
BOILER AREA #1 1019A
BOILER AREA #2 1021B
CUSTODIAL CS1-03
CUST. OFFICE 1022B
STORAGE 1023B
CLASSROOM (PRE-K-1) 1041C
SPECIAL EDUCATION 1043C
OT PT 1044
CHANGING ROOM T1-14
CORRIDOR C113C
CUST. CS1-06
BOYS (5-8) T1-13
1st GRADE CLASSROOM 1033C
CORRIDOR C109C
1st GRADE CLASSROOM 1031C
ELEV. E1-18
GIRLS (5-8) T1-09
CUST. CS1-04
CONF. 1037C
SPEECH 1035C
CL 1043.1C
WORK RM 1042C
STORAGE 1040C
TLT. T1-15
VEST. V1-04C
CORRIDOR C110C
CORRIDOR C108C
STAFF UNISEX TLT. T1-11
CORRIDOR C106B
CORRIDOR C104B
1st GRADE CLASSROOM 1036C
STAIR #3 S3-1C
M.O. WORK ROOM 1034.4C
RECEPTION 1034C
ATRIUM LOBBY C107C
NURSE 1032C
MAIL / COPY 1030B
INFIRMARY N1-01
TLT. T1-12
STAFF W. T1-10
STAIR #2 S2-1B
1st GRADE CLASSROOM 1029B
STAFF LOUNGE 1028B
SPED OFFICE 1026B
TLT. T1-07
TLT. T1-08
SCIENCE CLASSROOM 1027B
CLASSROOM (PRE-K-2) 1038C
CUST. CS1-05
WORK RM 1039C
PRINCIPAL 1034.3C
VESTIBULE V1-03C
ISOLATION N1-02
CHANGING ROOM T1-14
BOYS (5-8) T1-13
GIRLS (5-8) T1-09
PLUMBING FIXTURES, ACCESSORIES, WALL & FLOOR FINISHES ARE EXISTING TO REMAIN.
NOTE: PROVIDE HANDRAILS TO MEET ADA COMPLIANCE
25 LOCKERS FOR 1033C REFER TO DETAIL 8/A803
25 LOCKERS FOR 1031C REFER TO DETAIL 8/A803
25 LOCKERS FOR 1029B REFER TO DETAIL 8/A803
RAMP DN @ 1:12 MAX.
RAMP UP @ 1:12 MAX.
STAINLESS STEEL BRUSHED #4 FINISH PEDESTAL TOWER POST ENCLOSURE PROVIDE THE FOLLOWING:
- CARD/FOB READER
- CALL BUTTON
- COMMUNICATION DEVICE (CAMERA, MICROPHONE AND SPEAKER)
- HC DOOR OPENER PUSH PADDLE
- SIGN TYPE S13 (MOUNTED ON COLUMN ENCLOSURE SURFACE)

DOWNES CONSTRUCTION

PHASE 4
4: January '27 - August '27

SUBCONTRACTOR ACCESS

COMPLETED AREA

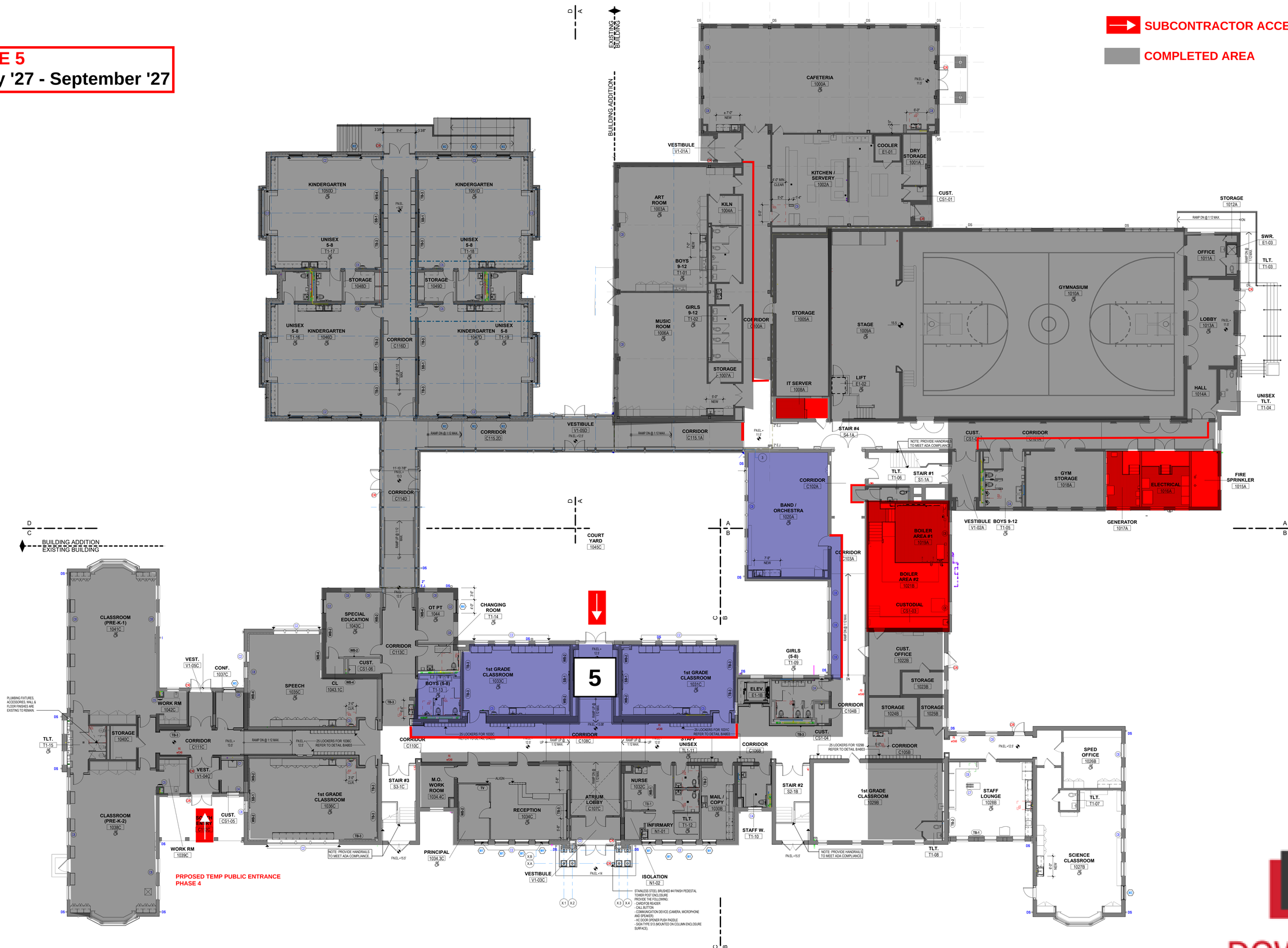


DOWNES CONSTRUCTION

PHASE 5
5: July '27 - September '27

SUBCONTRACTOR ACCESS

COMPLETED AREA

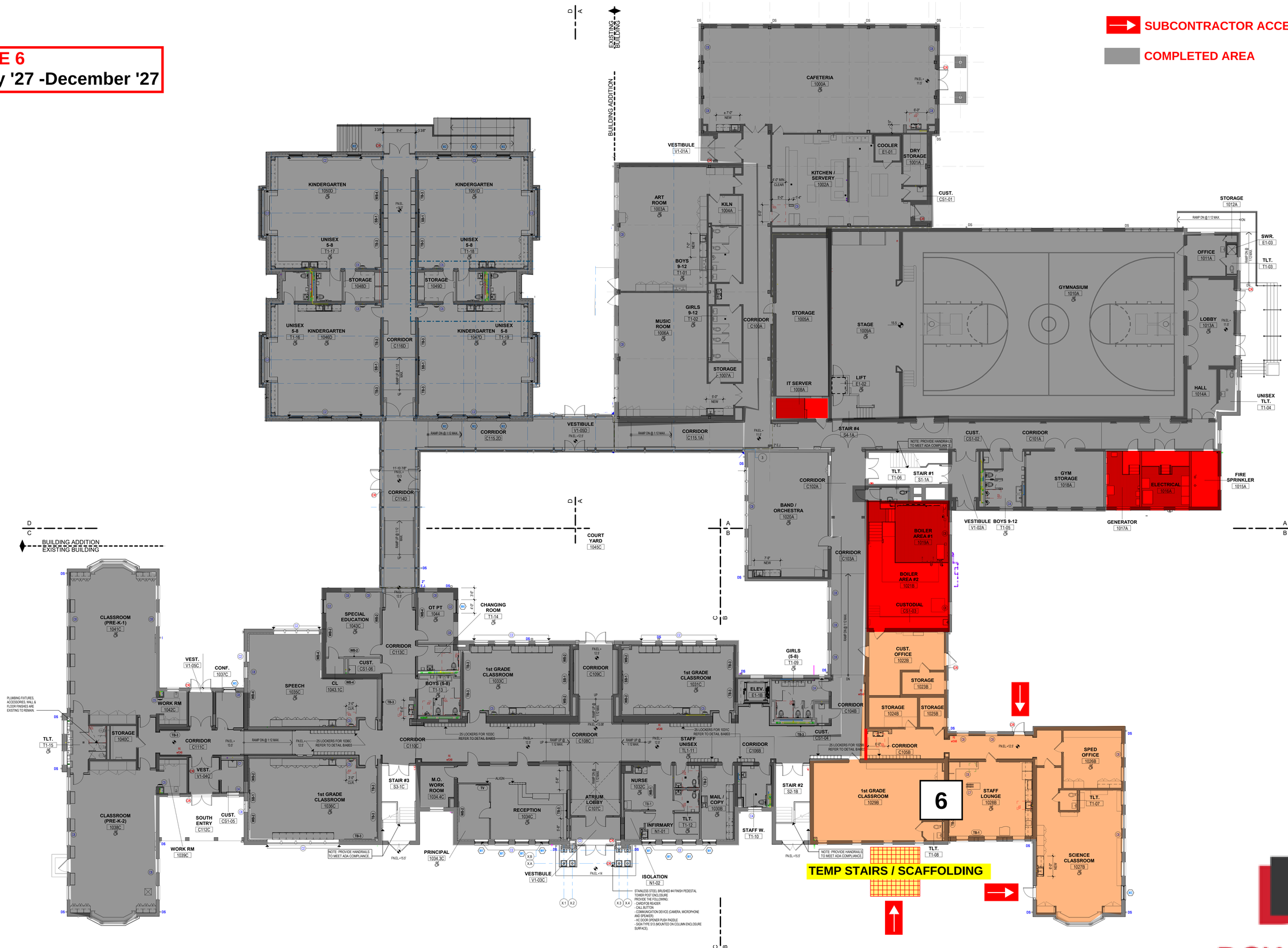


DOWNES CONSTRUCTION

PHASE 6
5: July '27 -December '27

SUBCONTRACTOR ACCESS

COMPLETED AREA

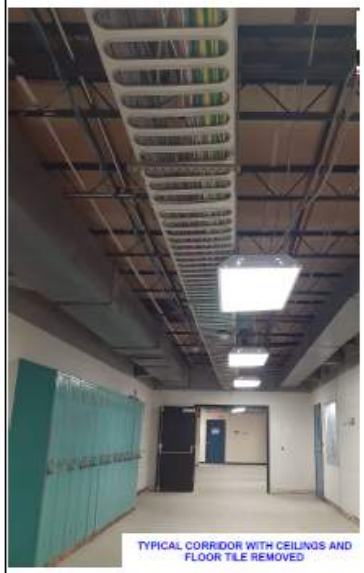


DOWNES CONSTRUCTION



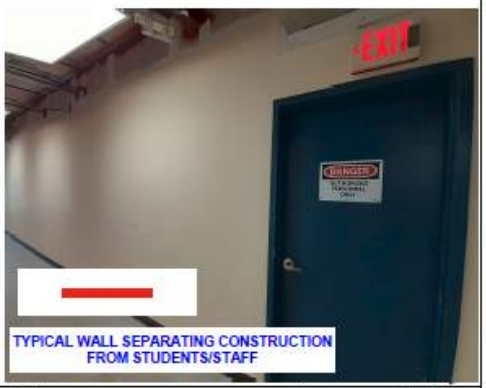
LEGEND:

- 1 — PHASE 1 CONSTRUCTION AREA
- STUDENT & STAFF SAFE AND CLEAR EGRESS PATHS
- FIRE RATED SEPARATION WALL
- CONSTRUCTION FENCE


TYPICAL CORRIDOR WITH CEILINGS AND FLOOR TILE REMOVED

1 1st FLOOR - Existing Conditions

SOUND BEACH AVENUE



TYPICAL WALL SEPARATING CONSTRUCTION FROM STUDENTS/STAFF

ADDITIONS & ALTERATION TO:
Old Greenwich Elementary School
285 SOUND BEACH AVENUE
OLD GREENWICH, CONNECTICUT 06870

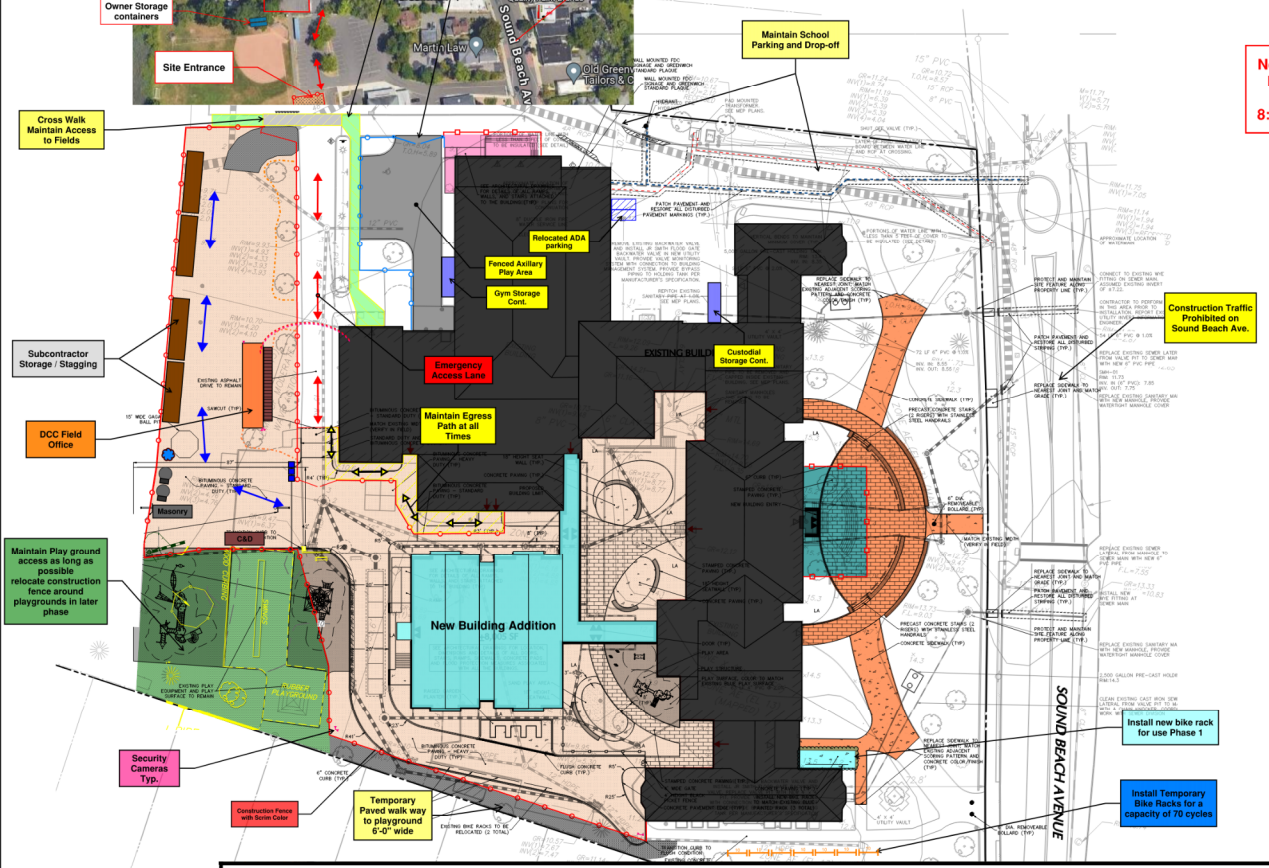
DOWNES CONSTRUCTION COMPANY

PHASE 1 - PHASING CONCEPT DRAWING

FIRST FLOOR EXISTING CONDITIONS PLAN W/ NEW ADDITION OVERLAYED

PH 1





No Construction Deliveries to be Received During Parent Drop/Pick-up Times:
8:00 - 9:00AM & 1:00 - 3:30PM

DOWNES CONSTRUCTION COMPANY

General Notes:

1 - All Workers shall In designated lot only.
2 - Confirm location of all gates and fence, with CM prior to installation.
3 - Provide anti-tracking mats at all vehicle gates.
4 - All Deliveries are to be coordinated with the Construction Manager.
5 - All material storage must be coordinated and approved by the Construction Manager.
6 - The Site work Subcontractor is responsible to coordinate and provide stable/level base for all rigging and/or pump locations.
7 - The Site work Subcontractor is responsible to maintain access points for forklifts and/or deliveries to structure.
8 - Site work Subcontractor shall provide measures to ensure cleanliness of existing parking lots and driveways. Provide street sweeping and dust control throughout construction.
9 - Protect all existing items and utilities scheduled to remain.
10 - Provide and maintain all temp. construction fence, enclosures, barricades etc. required to ensure security and separation of construction activities.
11 - Site work Subcontractor is responsible to make sure all egress pathways from the existing building are clear of obstructions at all times all times
12 -Site work Subcontractor is responsible to restore all areas disturbed by construction activity at project conclusion without exclusion.
13 - This site logistics plan should not be considered all inclusive and does not relieve the Subcontractors from complying with the Contract Documents. Refer to Division 01 General Requirements, Scopes of Work and other Specifications for additional related work required.
14 - The Site work Subcontractor is responsible to provide and maintain clean compacted gravel base access throughout the site for scaffold or lift access, free of debris and accessible at all times. Site Subcontractor to maintain through out the duration of construction activities. Use of recycle or reclaim products are prohibited for use as temporary base materials
15 - Construction fence shall have a continuous top rail, wire bottom, and diagonal bracing at all change of directions. Height 6'-0" U.O.N. Screening shall be New material. Color to be selected by Owner. Gates to have full frames and commercial hardware.
16 - Site Contractor to coordinate temp power and water to trailer compounds, mixing station etc. etc. with MEP trades.

DANGER CONSTRUCTION SITE UNAUTHORIZED ENTRY TO THIS SITE IS PROHIBITED	Site Contractor to provide install & maintain signage install at 30lf intervals on the perimeter of all construction fences Typ.	DANGER EYE PROTECTION REQUIRED IN THIS AREA	Site Contractor to provide install & maintain signage install at All Construction Gates (2set per location) Typ.	NOTICE Hard Hat, Hi-Vis Vest & Safety Glasses Required.	Site Contractor to provide install & maintain signage install at All Construction Gates (2set per location) Typ.	MUSTER POINT 1 / MUSTER POINT 2	Site Contractor to provide install & maintain Muster signage through all phases coordinate locations with CM.
DANGER HARD HAT AREA	Site Contractor to provide install & maintain signage install at 30lf intervals on the perimeter of all construction fences Typ.	THIS IS A SMOKE FREE WORKPLACE YOUR COOPERATION IS EXPECTED	Site Contractor to provide install & maintain signage install at All Construction Gates (2set per location) Typ.	NOTICE All visitors MUST report to site office.	Site Contractor to provide install & maintain signage install at All Construction Gates (2set per location) Typ.		

Sign Key

Site Contractor to coordiante design, professionally fabricate, install, and maintain All custom signage as noted on each site phasing drawing.

Site Contractor to provide all road work plans for ON and Off site work for approval by the CM and the AHJ. Provide and maintain all safety sign-age, lights, barriers etc. for the duration of work in active traffic lanes and pedestrian walkways.

Old Greenwich School

SL-1

6-26-24 | NTS

THE FOLLOWING PAGES ARE A SAMPLE COPY OF THE TOWN OF GREENWICH CONTRACT FOR YOUR REVIEW. YOU MUST BE ABLE TO SIGN THIS CONTRACT AND MEET THE NECESSARY INSURANCE AS REQUIRED BY THE TOWN OF GREENWICH IN ORDER FOR YOUR PROPOSAL TO BE CONSIDERED.

State of Connecticut
Town of Greenwich
Contract

Town Department: Greenwich Public Schools
Division:

Contract No.:
Account Name:

Name and Address Of Contractor

Account Code
Total Amount of Contract

This Agreement made this ____ day of _____2025 between Town of Greenwich hereafter called the Town and _____ hereafter called the Contractor
Witnessed as follows:

1. The contractor agrees to furnish materials and perform services as shown in specifications and contract documents hereto attached and made a part hereof, and consisting of numbered pages from 1 to .
2. The Town agrees to pay the price designated for such materials and services upon certification by the proper agent of the Town.
3. This contract shall not be valid until approved by the Town Counsel and countersigned by the Town Comptroller.

OLD GREENWICH SCHOOL BUILDING COMMITTEE

By_____
Its Chairman James Waters

CONTRACTOR

By_____
Its

Approved as to legal sufficiency

Date_____ _____
Assistant Town Counsel

I hereby certify that the estimated amount of this contract does not exceed the unencumbered balances of amounts duly appropriated and against which this contract is chargeable as indicated hereon.

Date_____ _____
Comptroller

PERSONAL SERVICE CONTRACT

Contract No. _____

THIS AGREEMENT made and entered into this _____ day of _____ 2025, by and between the TOWN OF GREENWICH (hereinafter referred to as "Town"), acting herein by the undersigned official, and _____ (hereinafter referred to as "Contractor"), whose principal office is located at _____acting herein by _____, hereunto duly authorized,

W I T N E S S E T H:

WHEREAS, the Town contemplates:

WHEREAS, the Town desires to retain the services of the Contractor to perform the following work:

_____

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

1. Describe services to be performed: Services as described in the attached Exhibits B & C.

2. Describe method and terms of payment: For services rendered and invoices approved by _____.

This agreement consists of:

Personal Service Contract form (pp. 1-);

Exhibit A, Insurance Requirements & Certificate of Insurance (pp.);

Other attachment(s) (yes/no) entitled (pp.);

Other exhibit(s) (yes/no) entitled B (pp.)

Other exhibit(s) (yes/no) entitled C (pp.)

for a total number of _____numbered pages (hereinafter collectively referred to as "Contract")

3. Any conflict between this Contract and any invitation to bid, request for proposal, exception that any provision of an invitation to bid, request for proposal, bid or response to request for proposal, that is attached as an Exhibit to this Contract, which Exhibit provides bid or response to request for proposal shall be resolved in favor of this Contract, with the for a higher standard of obligation or service by Contractor, shall control as to the standard of obligation and service required of the Contractor and shall thereby supplement this Contract.

4. The Town may at any time, and for any reason, direct the discontinuance of the services and work contemplated under this Contract for a period of time. Such direction shall be in writing and shall specify the period during which the work shall be discontinued. The work shall be resumed on the dates specified in such direction, or upon such other date as the Town may thereafter specify in writing. The period during which such work shall have been discontinued shall be deemed added to the time for performance. Stoppage of work under this article shall not give rise to any claim against the Town.

5. The service and work contemplated under this Contract shall be completed in full on or before ____ with the option, if agreed by both parties, to extend the contract by mutual written agreement for up to _____.

6. The Town may at any time and for any reason terminate this Contract by written notice specifying the termination date, which shall be not less than seven (7) days from the date such notice is given. In the event of such termination, services shall be paid for in such amount as shall compensate for the portion of the work satisfactorily performed prior to termination. Such amount shall be fixed by the Town after consultation with the Contractor and shall be subject to audit by the Town Comptroller. Termination under this section shall not give rise to any claim against the Town for damages for compensation in addition to that provided hereunder.

7. It is the intent of this Contract to secure the personal services of the Contractor or a duly authorized and competent representative(s) of the Contractor acceptable to the Town. Failure of the Contractor for any reason to make the personal service of such a person available to the Town to the extent necessary to perform the services required skillfully and promptly shall be cause for termination of this Contract.

8. The Contractor shall not assign this Contract without prior consent of the Town in writing.

9. In the event of death or disability of the principal of the Contractor, any qualified partner or associate of the Contractor may be authorized, at the option of the Town, to continue to perform and complete all the terms, covenants and provisions contained in this Contract.

10. If the Contractor has been delayed and as a result will be unable, in the opinion of the Town, to complete performance fully and satisfactorily within the time allowed therefor, the Contractor, upon submission of evidence of the cause of the delay, satisfactory to the Town, shall at the discretion of the Town, be granted an extension of time for performance equal to the period that the Contractor was actually and necessarily delayed.

11. When the Town shall have reasonable grounds for believing that a) the Contractor will be unable to perform this Contract fully and satisfactorily within the time fixed for

performance, or b) a meritorious claim exists or will exist against the Contractor or the Town arising out of the negligence of the Contractor or the Contractor's breach of any provision of this Contract,
then the Town may withhold payment of any amount otherwise due and payable to the Contractor hereunder. Any amount so withheld may be retained by the Town for such period as it may deem advisable to protect the Town against any loss and may, after written notice to the Contractor, be applied in satisfaction of any claim herein described. This provision is intended solely for the benefit of the Town. No person shall have any right against the Town or claim against the Town by reason of the Town's failure or refusal to withhold monies. No interest shall be payable by the Town on any amounts withheld under this provision. This provision is not intended to limit or in any way prejudice any other right of the Town.

12. The acceptance by the Contractor, his successors or assigns, of any payment made on the final requisition under this Contract, or of any final payment due on termination of this Contract, shall constitute a full and complete release of the Town from any and all claims, demands and causes of action whatsoever which the Contractor, his successors or assigns, have or may have against the Town under the provisions of this Contract.

13. The Contractor shall not assert any claim arising out of any supervisory act or omission by any agent, officer or employee of the Town in the execution or performance of this Contract against any such agent, officer or employee. The Contractor shall require each person supplying labor or materials to the Contractor to agree in writing to the Contractor not to make any claim against the Town, its officers, agents or employees by reason of such labor or materials, or by reason of any acts or omissions of the Contractor.

14. The Contractor shall indemnify and save harmless the Town and its officers, agents, servants and employees, from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorneys' fees, on account of bodily injury, sickness, disease, death or other damages sustained by any person or persons injury or damage to or destruction of any property, directly or indirectly arising out of, relating to, or in connection with the work called for in the Contract, whether or not due or claimed to be due in whole or in part to the active, passive or concurrent negligence, fault, or contractual default of the Contractor, its officers, agents, servants or employees, any of its subcontractors, the Town, any of its respective officers, agents, servants, or employees and/or any other person or persons, and whether or not such claims, demands, suits or proceedings are just, unjust, groundless, false, or fraudulent, and the Contractor shall and does hereby assume and agrees to pay for the defense of all such claims, demands, suits and proceedings, provided, however, that the Contractor shall not be required to indemnify the Town, its officers, agents, servants, or employees, against any such damages occasioned solely by acts or omissions of the Town, its officers, agents, servants or employees, other than supervisory acts or omissions of the Town, its officers, agents, servants, or employees, in connection with the work called for in the Contract.

15. The Contractor shall take out and maintain during the life of this Contract the types and amounts of insurance as are set forth in the attached Exhibit B. Before commencing the work called for in this Contract, the Contractor shall furnish the Town with a completed certificate of insurance on the Acord form that is referenced in the attached Exhibit B evidencing such coverage.

16. Contractor agrees to comply in every respect with applicable State and Town laws, regulations and ordinances.

17. Contractor shall at all times be deemed to be an independent contractor and shall be wholly responsible for the manner in which it performs the services required of it by the terms of this Contract. Nothing herein contained shall be construed as creating the relationship of employer

and employee or principal and agent, between the Town, its agencies, employees, agents and Contractor, its employees and agents. Contractor assumes exclusively the responsibility for the acts of its employees and agents as they relate to the services to be provided during the course and scope of their employment. Contractor, its agents and employees shall not be entitled to any rights and privileges of Town employees and shall not be considered in any manner to be Town employees.

18. The laws of the State of Connecticut shall govern this Contract and any and all litigation related to this Contract. In the event of litigation related to this Contract, the exclusive forum shall be the State of Connecticut and the exclusive venue for such litigation shall be the Judicial District for Stamford/Norwalk at Stamford.

19. The Contractor is required to perform and submit to Greenwich Public Schools, Employee Background Checks as imposed by Section 2 of Public Act 16-67, which amended Conn. Gen. Stat. 10-222c.

Dated at Greenwich, Connecticut,

_____

By: James Waters

Its: Chairman

THE CONTRACTOR

By:_____

Its:_____

Insurance Requirement Sheet

Insurance Requirements: Before starting and until final completion and acceptance of the work called for in the Contract and expiration of the guarantee period provided for in the Contract, the Contractor and its subcontractors, if any, shall procure and maintain insurance of the types and amounts checked in paragraphs A through F below for all Contract operations.

☒ **A. General Liability, with minimum coverages for combined bodily injury and property damage liability of $2,000,000 general aggregate, $1,000,000 per occurrence including:**

- ☒ **1. Commercial General Liability.**
- ☒ **2. Town as additional insured.**
- ☐ **3. Owners and Contractors Protective Liability (separate policy in the name of the Town).**

☒ **B. Comprehensive Automobile Liability, with minimum coverages of $1,000,000 combined single limit for bodily injury and property damage, including, where applicable, coverage for any vehicle, all owned vehicles, scheduled vehicles, hired vehicles, non-owned vehicles and garage liability.**

☒ **C. Excess Liability, with minimum coverage of $5,000,000 in umbrella form, or such other form as approved by Town Department Head and Risk Management Director.**

☒ **D. Workers' Compensation and Employer's Liability, with minimum coverages as provided by Connecticut State Statutes.**

☒ **E. Professional Liability (for design and other professionals for Errors and Omissions), with minimum coverage of $1,000,000. If the policy is on a claims-made basis, coverage shall be continually renewed or extended for three (3) years after work is completed under the Contract.**

☐ **F. Other (Builder's Risk, etc.):_____.**

☒ **G. CERTIFICATE HOLDER: TOWN OF GREENWICH AND GREENWICH BOARD OF EDUCATION. (Also fill in on ACORD Certificate of Insurance) 101 Field Point Road, Greenwich, CT 06830.**

The **Acord certificate of insurance form** must be executed by your insurance agent/broker and returned to this office. Company name and address must conform on all documents including insurance documentation. It is required that the agent/broker note the individual insurance companies providing coverage, rather than the insurance group, on the Acord form. The Contract number (provided to the awarded Contractor), project name and a brief description must be inserted in the "Description of Operations" field. It must be confirmed on the Acord Form that the Town of Greenwich The Greenwich Board of Education and The Old Greenwich Building Committee are endorsed as an additional insured by having the appropriate box checked off and stating such in the "Description of Operations" field. **A letter from the awarded vendor's agent/broker certifying that the Town of Greenwich, The Greenwich Board of Education and have been endorsed onto the general liability policy as an additional insured is also mandatory.** This letter **must follow exactly the format provided by the Purchasing Department.** If the insurance coverage required is provided on more than one Acord certificate of insurance, then additional endorsement letters are also required. Contract development will begin upon receipt of complete, correct insurance documentation.

The Contractor shall be responsible for maintaining the above insurance coverages in force to secure all of the Contractor's obligations under the Contract with an insurance company or companies with an AM Best Rating of A:VII or better, licensed to write such insurance in Connecticut and acceptable to the Risk Manager, Town of Greenwich. For excess liability only, non-admitted insurers are acceptable, provided they are permitted to do business through Connecticut excess line brokers per listing on the current list of Licensed Insurance Companies, Approved Reinsurers, Surplus Lines Insurers and Risk Retention Groups issued by the State of Connecticut Insurance Department.

(SAMPLE ENDORSEMENT LETTER)

AGENT/BROKER
(LETTERHEAD)

(Date)

Eugene H. Watts, Senior Buyer
Purchasing Department
Town of Greenwich/Board of Education
290 Greenwich Avenue – Havemeyer Building
Greenwich, CT 06830

Town of Greenwich/Board of Education / **Contract_____**

Project Name:

Dear Mr. Watts:

The undersigned hereby certifies as follows:

(1) I am a duly licensed insurance agent under the laws of the State of **[insert State]** and an authorized representative of all companies affording coverage under the Acord form submitted herewith;

(2) The Town of Greenwich, The Greenwich Board of Education and The Old Greenwich School Building Committee have been endorsed as an additional insured under the general liability policy no. [insert policy number], issued by **[insert company affording coverage] to [name of insured]**;

(3) The general liability policy referenced in paragraph (2) above meets or exceeds the coverage in Commercial General Liability ISO form CG 00 01 10 01, including contractual liability;

(4) The policies listed in the Acord form submitted to the Town of Greenwich in connection with the above-referenced contract have been issued to the insured in the amounts stated and for the periods indicated in the Acord form; and

(5) The Town of Greenwich shall be given thirty (30) days prior written notice of cancellation, lapse or restrictive amendment (except ten days notice of nonpayment) of the policies listed in the Acord form.

Sincerely,

Authorized Representative for all companies listed in the Acord form

ACORD **CERTIFICATE OF LIABILITY INSURANCE**

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
	INSUREERS AFFORDING COVERAGE
INSURED **Contract #**	INSURER A: INSURER B: INSURER C: INSURER D: INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS
	GENERAL LIABILITY COMMERCIAL GENERAL ☐ CLAIMS MADE ☒ OCCUR ☐ _____ ☐ _____ GENERAL AGGREGATE LIMIT ☐ POLICY ☐ PROJECT ☐				EACH OCCURENCE FIRE DAMAGE (Any one fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGRREGATE PRODUCTS-COMP/OP AGG
	AUTOMOBILE LIABILITY ☐ ANY AUTO ALL OWNED AUTOS ☐ SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS ☐ _____ ☐				COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
T	GARAGE LIABILITY ☐ ANY AUTO ☐				AUTO ONLY-EA ACCIDENT OTHER THAN EA ACC AUTO ONLY: AGG
	EXCESS LIABILITY ☐ OCCUR ☐ CLAIMS ☐ DEDUCTIBLE ☐ RETENTION $				EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND				WC STATU- OTH- ER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
	Professional Liability				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

The Town of Greenwich, The Greenwich Board of Education and The Old Greenwich School Building Committee are named as additional insured for Contract # _____. It is agreed by both parties to Contract No _____ that the Contractors insurance will be primary and non-contributory

CERTIFICATE HOLDER	X	ADDITIONAL INSURED; INSURER LETTER: _	CANCELLATION
Certificate Holder: **Town of Greenwich, The Greenwich Board of Education & The Old Greenwich School Building Committee** **101 Field Point Road** **Greenwich, CT 06830**			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS