

**Killingly Public School District
and
Killingly Board of Education**

**Request for Qualifications and Request for Proposals
for
Roof Project Programming, Site Evaluation and Feasibility,
and Conceptual Design Services**

Killingly Intermediate School Roof Replacement

RFQ/P# 2027-001

ISSUED: JULY 9, 2026

SUBMISSION DUE DATE: JULY 30, 2026, 11:00 a.m.

KILLINGLY PUBLIC SCHOOL DISTRICT AND KILLINGLY BOARD OF EDUCATION

REQUEST FOR QUALIFICATIONS AND REQUEST FOR PROPOSALS

The Killingly Public School District (the “**District**”) and the Killingly Board of Education (the “**BOE**”) are requesting sealed qualifications and sealed proposals from qualified professional architectural and/or engineering firms to provide professional services for the development of project educational specifications for the BOE and District, professional roof replacement project site evaluation and feasibility services and conceptual design and cost estimating, for a potential project for the full or partial replacement of the roof of the Killingly Intermediate School (the “**Project**”) located at 1599 Upper Maple Street, Killingly, CT 06241, and in connection with a school building project grant from the State of Connecticut which the District may seek for the Project. This solicitation is both a request for qualifications and a request for proposals (“RFQ/RFP”). This RFQ/RFP has been publicly advertised.

The services to be provided by the selected proposer (the “**Services**”) are described in the Instructions to Proposers and Exhibit A of this RFQ/RFP, and will generally include: preparing, with the District and BOE, educational specifications for the Project; site evaluation and structural assessment of existing roof conditions and related building structural elements of the Killingly Intermediate School (“**KIS**”) building, and related building and Project feasibility services; and conceptual design services including the development and preparation of conceptual design options and conceptual design documents and specifications for the Project, and the preparation of preliminary/conceptual cost estimates that comply with the regulations and requirements of the State of Connecticut Department of Administrative Services (“**CTDAS**”) and its Office of Grant Administration (“**OGA**”) for school building project grants under Connecticut General Statutes Chapter 173. If required by the District, the Services may also include assistance to the District with securing funding for the Project from the Town of Killingly or through grant from the State of Connecticut through CTDAS.

Sealed qualifications submissions and sealed fee proposals submitted by proposers in response to this RFQ/RFP (collectively “**Submissions**”) must be **received by the office of the District Assistant Superintendent, Andrea Drake, located at 79 Westfield Avenue, Killingly, CT 06239, no later than Thursday, JULY 30, 2026, at 11:00 a.m.** (“**Submission Due Date**”). Submissions from Proposers are required to include responses to both the Request for Qualifications and the Request for Proposals included in this RFQ/RFP, in accordance with the requirements set forth in the Instructions to Proposers. Proposers must respond to both the RFQ and the RFP **separately**. Responses must be submitted in **separate sealed envelopes**, clearly marked with the name of the Proposer, and the words, as applicable:

“Response to Request for Qualifications for KIS Roof Project RFQ/P#2027-001 Attn: Andrea Drake”

or

“Response to Request for Proposals for KIS Roof Project RFQ/P#2027-001 Attn: Andrea Drake”

with the Proposer’s name on the face of each envelope. Each sealed envelope shall include the original and two (2) copies of the enclosed qualifications submission or fee proposal, as applicable, together with one copy in pdf format submitted on a thumb drive. **No fee or hourly rate information shall be included with any qualifications submission in response to the RFQ,** and may only be included in the proposer’s sealed envelope containing their proposal in response to the Request for Proposals. After

the Submission Due Date, Submissions received by the District may not be modified or withdrawn for ninety (90) days after the Submission Due Date.

Please see Sections 5 through 8 of the following Instructions to Proposers for additional important details about the RFQ/RFP submission process and requirements. This RFQ/RFP, with Instructions to Proposers and other documents which are a part of this RFQ/RFP, are available for downloading on the Connecticut Department of Administrative Services Contracting Portal which may be accessed at https://portal.ct.gov/das/ctsourced/bidboard?language=en_US (“**State Portal**”) and on the District’s website (“**District Website**”) at the following URL:
<https://www.killinglyschools.org/departments/business-office/bids-rfps>

Legal notice of this RFQ/RFP, inviting sealed qualifications and sealed proposals has been published in a local newspaper.

Any questions and requests for information concerning this solicitation shall be submitted by email only to the District Assistant Superintendent Andrea Drake at adrake@killinglyschools.org, no later than **11:00 am, on JULY 16, 2026**. Responses by the District to questions and requests for information will be provided by addendum to this RFQ/RFP, posted on the State Portal and on the District Website no later than **JULY 24, 2026**. Under no circumstances will the District respond to non-written questions or requests for information.

No Proposer or prospective Proposer shall have any contact or communication with any member of the BOE or any District officer, representative, or employee regarding this procurement during the pendency of this procurement, except as expressly provided and permitted in this RFQ/RFP and the Instructions to Proposers. Failure to comply with these conditions will result in the disqualification of a noncomplying Proposer.

The Killingly Board of Education and Killingly Public School District reserve the right to amend or withdraw this RFQ/RFP for any reason, to accept or reject any or all qualifications or proposals submitted, to waive any minor or non-material informalities or deficiencies in any such submission(s), and to make such award (or make no award) of a contract in connection with this RFQ/RFP, all as determined by the BOE through the Superintendent or their designee, in their discretion, to be in the best interest of the BOE and the District. Submissions, including qualifications submissions and/or proposals, may be rejected for irregularities of any kind, including without limitation, alteration of form, additions not called for, conditional proposals, and incompleteness. Submitted qualifications or submitted proposals may also be rejected if, in the opinion of the Superintendent or their designee, the same do not meet the standard of quality established by this RFQ/RFP. Any or all Submissions of qualifications and/or proposals may be rejected if there is any reason to believe that collusion exists among two or more parties who submit qualifications and proposals. The foregoing provisions are for illustrative purposes and shall in no way limit the right of the BOE and District to reject any and all qualifications or proposals submitted, in whole or in part.

The Killingly Public School District and Killingly Board of Education are equal opportunity employers.

Attached Exhibits:

- Exhibit A: Scope of Services
- Exhibit B: Form of Contract
- Exhibit C: Insurance and Indemnification Requirements
- Exhibit D: Non-collusion Affidavit
- Exhibit E: Fee Proposal Form
- Exhibit F: September 2, 2022 Roof Inspection Report

INSTRUCTIONS TO PROPOSERS

1. INTRODUCTION

The BOE and District are requesting sealed qualifications and sealed proposals from qualified professional architectural and/or engineering firms to provide professional services for: programming and the development of educational specifications; site evaluation of existing roof conditions and structural assessment of related building elements, and Project feasibility services; and conceptual design and cost estimating, in connection with the planning, programming, and preliminary design for the Project, which may include -- as determined to be feasible -- partial or full replacement of the existing roof areas at the KIS building Property located at 1599 Upper Maple Street, Killingly, CT 06241, as well as in connection with a school building construction project grant from the State of Connecticut through CTDAS, which the District may seek for the Project (**collectively the Services**). The RFQ/RFP and all documents which are a part of this RFQ/RFP may be downloaded from the State Portal at https://portal.ct.gov/das/ctsource/bidboard?language=en_US and on the District Website at the following URL: <https://www.killinglyschools.org/departments/business-office/bids-rfps>. This solicitation is both a Request for Qualifications (RFQ) and a Request for Proposals (RFP) for the Services for the Project.

Proposers are required to respond to both the RFQ and RFP in accordance with the requirements set forth in these Instructions to Proposers. Please see Sections 5 through 8 of these Instructions to Proposers for important details about the submission process and requirements.

2. PROJECT BACKGROUND

The Killingly Intermediate School building was constructed during 1988 and 1989. The existing roof on the KIS building consists of fiberglass/asphalt multi-tab shingles on sloped roof areas. The original roof may have been replaced on or about the year 2000, and southern sloped roof areas were replaced under warranty on or about 2012 (as well as insulation in adjacent second floor classroom ceiling areas). Miscellaneous repairs were performed in 2017 and 2018 to replace missing or broken shingles and to repair gutters.

The KIS building presently has active roof leaks in multiple areas -- including but not limited to significant leaks over the auditorium and Art Wing areas that have resulted in apparent water damage -- which are exacerbated during winter conditions, which disrupt classroom instruction and educational operations, and which interfere with full and uninterrupted use of all needed areas within KIS building throughout each school year. Proposers are referred to the Roof Inspection Report dated September 2, 2022, appended to this RFQ/RFP as **EXHIBIT F**, for additional information regarding the existing roof construction, leaks and defective roof conditions that could be observed through a visible inspection of various roof areas as of August 2022, and photos of the roof areas of the KIS Building. Proposers are hereby notified that the information in the Roof Inspection Report appended as EXHIBIT F was based on a limited visual inspection of various areas of the roof and is provided for informational purposes only, and that Proposers should **not** assume the information in EXHIBIT F is complete, accurate, and reliable for the purposes of responding to this RFQ/RFP.

If determined to be feasible, the Project is anticipated to include either full replacement of all roof areas or partial replacement of roof areas of the KIS building, as well as removal and replacement of water damaged insulation in adjacent areas as necessary, and replacement of existing water/rain

carrying and drainage systems, all as needed for the Project roof replacement work, whether full or partial, to achieve a long-term and complete solution to the existing roof issues.

The District and BOE anticipate that the scope of construction work for the Project will include full or partial roof replacement including asphalt shingle or standing seam metal roof system(s), designed in accordance with all requirements under applicable Connecticut law and regulations and the Connecticut building code, and the rules and requirements of CTDAS, such that the roof replacement work will be eligible for reimbursement through a priority list or non-priority list school building construction grant from the State of Connecticut through CTDAS.

3. SCOPE OF SERVICES

The scope of Services required to be performed and provided for the Project by the selected architectural and/or engineering firm (the “**Consultant**”) include the services described generally in these Instruction to Proposers, the services described in greater detail in **EXHIBIT A** to this RFQ/RFP and in the form of contract included with this RFQ/RFP as **EXHIBIT B** as “**Basic Services**,” “**Supplemental Services**,” or “**Additional Services**,” all services otherwise identified or described in this RFQ/RFP as part of the Services to be provided by the Consultant, and all services usually and customarily performed in conjunction with and in furtherance of such Services when furnished for the awarding authority in connection with public school building project in Connecticut that is anticipated to be partially funded by a priority list or non-priority list school building project grant administered by CTDAS.

The scope of the Services required to be performed or provided by the Consultant as part of the Basic Services, includes, generally, and without limitation:

- preparing educational specifications for the Project for and with the District and for approval by the Killingly BOE;
- site evaluation and structural assessment of existing roof conditions and related building structural elements at the KIS building, and feasibility services, required to determine the feasibility of the Project incorporating full and/or partial replacement of the existing roof, and for the development of conceptual design options for the Project;
- as to any portion of the roof which as existed for less than twenty (20) years and requires replacement, a specific determination by an architect registered with the State of Connecticut to engage in the practice of architecture or by an engineer registered with the State of Connecticut to engage in professional engineering, whether such portion of the roof was improperly designed or improperly constructed;
- development and preparation of conceptual design documents and conceptual specifications for the Project, that if further developed would comply with following requirements of Connecticut General Statutes Section 10-291(b)(2):
 - A minimum roof pitch that conforms with the requirements of the State Building Code;
 - a minimum twenty-year unlimited manufacturer’s guarantee for water tightness covering material and workmanship on the entire roofing system;
 - the inclusion of vapor retarders, insulation, bitumen, felts, membranes, flashings, metals, decks and any other feature required by the roof design; and
 - that all manufacturer’s materials to be used in the roofing system are specified to meet the latest standards for individual components of the roofing systems of the American Society for Testing and Materials.

- preparation of cost estimates and Roof Key Plans based on conceptual design alternatives that comply with the CTDAS OGA regulations and requirements for school building project grants authorized under Connecticut General Statutes Chapter 173.

The scope of the Supplemental Services required to be performed or provided by the Consultant, if required for the Project or otherwise required by the District and BOE, include:

- Hazardous Material Building Survey by the Consultant or its subconsultants if required for proper completion of the Basic Services or otherwise required by the District.
- assistance to the District and its Superintendent, and the BOE, in obtaining funding from the Town of Killingly for the Project and/or assistance with complying with CTDAS policies, rules, requirements, and the preparation required documentary submissions for an application by the District's Superintendent and the Town of Killingly to CTDAS for a State school building project grant for the Project.

Except for Services specifically anticipated to be provided by the Consultant through subconsultants or for which the Consultant will be compensated on an hourly-fee basis (if any), compensation for the Services shall be on the basis of a lump sum fee amount for all Basic Services and lump sum fee amount(s) for any Supplemental Services.

On each Proposer's Fee Proposal, the Proposer shall include a proposed lump sum fee amount for the Basic Services, and a proposed lump sum fee amount for *each* Supplemental Services as set forth on the Fee Proposal Form included as part of this RFQ/RFP as EXHIBIT E.

4. TIMING OF PROJECT

The District anticipates that the selected architectural and/or engineering firm will be retained for the period of time beginning the date on which a contract between the District and the selected firm is awarded and executed, through completion of the Services. The selected architectural and/or engineering firm will be expected to complete the preparation of documents and deliverables required as part of the Services no later than **OCTOBER 15, 2026**, as needed to allow for and support District and BOE actions relating to prospective funding and appropriations for the Project.

5. IMPORTANT DATES

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|--|------------------------------------|
| 1. Issuance of RFQ/RFP: | July 9, 2026 |
| 2. Submission of Questions/Requests for Information: | By July 16, at 11:00 a.m. |
| 3. Addendum/Responses Requests for Information: | By July 24, 2026 |
| 4. Due Date for Submission of Responses to RFQ/RFP: | July 30, 2026 at 11:00 a.m. |
| 5. Anticipated Contract Award: | Week of August 17, 2026 |

6. PROCESS

6.1 Responses to the RFQ and RFP

Proposers must respond to both the RFQ and the RFP separately. Sealed Submissions in response to this RFQ/RFP must be received **by the District in the office of the Assistant Superintendent, located at 79 Westfield Avenue, Killingly, Connecticut 06239, no later than July 30, 2026, at 11:00 a.m.**

Response Submissions to the RFQ and the RFP must be submitted in **separate sealed envelopes**, clearly marked with (1) the name of the Proposer, and (2) the words, as applicable:

“Response to Request for Qualifications for KIS Roof Project RFQ/P#2027-001 Attn: Andrea Drake”

or

“Response to Request for Proposals for KIS Roof Project RFQ/P # 2027--001 Attn: Andrea Drake”

No fee or hourly rate information or information pertaining to the Proposer’s fees or costs for the Services for the Project shall be included with any qualifications submission in response to the RFQ, and may only be included in the Proposer’s sealed envelope containing their Fee Proposal in response to the Request for Proposals. Responses that are not submitted in this manner will be rejected.

Each sealed envelope must include the original and two (2) paper copies, and a digital copy (thumb drive is acceptable), of the Proposer’s qualifications submission or the Proposer’s fee proposal in response to the RFP, as applicable. Submissions must be delivered by U.S. mail or hand delivered. **Facsimile (FAX) or e-mail Submissions will not be accepted by the District and BOE under any circumstances.**

Submissions timely received by the District as of the Submission Due Date may not be modified or withdrawn for ninety (90) days after the Submission Due Date.

No Proposer shall have any contact or communication with any member of the BOE or any District officer, representative, or employee regarding this RFQ/RFP during the pendency of this procurement, except as expressly provided and permitted in this RFQ/RFP and the Instructions to Proposers. All communications between any Proposer and the District regarding this RFQ/RFP, including inquiries, questions and/or requests for information by a Proposer, must be in writing by email ONLY. Inquiries by Proposers may be submitted by email up to **11:00 a.m. on July 16, 2026**, after which time no additional inquiries, questions, or requests for information will be accepted. Inquiries, questions, and requests for information regarding this RFQ/RFP shall be directed to the District’s Assistant Superintendent Andrea Drake at adrake@killinglyschools.org. Any addendums to this RFQ/RFP, including answers to questions and requests for information by prospective Proposers will be posted on the State Portal at the following URL link: https://portal.ct.gov/das/ctsource/bidboard?language=en_US and on the District Website at the following URL link: <https://www.killinglyschools.org/departments/business-office/bids-rfps>, on or before **July 24, 2026**.

6.2 Selection Process

Evaluation of Submissions in response to this RFQ/RFP will be the responsibility of the Assistant Superintendent as the District Superintendent’s designee. The selection of a Proposer as the Consultant will be the responsibility of the Assistant Superintendent as the District Superintendent’s designee, subject to BOE approval. District and/or BOE may reject any or all proposals for any reason as the Assistant Superintendent and/or BOE deem appropriate.

The evaluation and selection process utilize a combined “qualification-based selection process” and proposal process, which will take place in two stages.

First, the Assistant Superintendent, with the assistance of other District personnel as determined by the Assistant Superintendent, will review all Submissions in response to the RFQ and, based on those Submissions and the Qualification Criteria described below, the Assistant Superintendent will identify all proposers which they determine to be responsible qualified proposers (the “**Qualified Proposers**”).

Second, the Assistant Superintendent will open and review the Submissions by the Qualified Proposers in response to the RFP. **Submissions in response to the RFP from Proposers who are not identified as a Qualified Proposer (if any), will be returned unopened to the Proposers.** The Assistant Superintendent, with the assistance of other District personnel as determined by the Assistant Superintendent, will evaluate the Submissions in response to the RFP submitted by the Qualified Proposers, and will determine the “**Most Qualified Proposer**” using the Qualification Criteria and the Proposal Criteria set forth below in Sections 7 and 8, respectively, giving due consideration of each Qualified Proposer’s pricing for the Services for the Project, as well as (i) the Qualified Proposer’s experience with services and work of similar size and scope as the Services required for the Project, (ii) the Qualified Proposer’s organizational and team structure for the Services for the Project, (iii) the Qualified Proposer’s past performance data, (iv) the Qualified Proposer’s approach to the Services required for the Project, (v) and the additional Project specific-criteria set forth in Sections 7 and 8, respectively.

In the review of Submissions in response to this RFQ/RFP and determination of the firm to be awarded a contract for the Services, the District Assistant Superintendent and BOE will be guided by the selection of the Most Responsible Qualified Proposer that would best serve the interests of the District and BOE, and deemed best to provide the Services desired, taking into account cost and the requirements, terms and conditions contained in this RFQ/RFP.

Final selection by the District shall be the Most Qualified Proposer determined to be the most qualified responsible proposer for the Services after consideration of price and all factors necessary for faithful performance of the Services based on the criteria and scope of Services included in this RFQ/RFP.

The District and BOE reserve the right to negotiate with the Most Qualified Proposer, to accept modifications to the scope of the Services and/or fees proposed if such action would be in the best interests of the District and BOE, and to negotiate with the second Most Qualified Proposer in the event negotiations with the Most Qualified Proposer are not or cannot be concluded.

Any Submission in response to this RFQ/RFP shall constitute a declaration by the submitting Proposer that no person or persons other than members of Proposer’s own organization or subconsultants proposed by the Proposer to be part of its Project team if awarded the contract for the Services are interested in the Project or in the contract proposed to be awarded through this RFQ/RFP procurement process; that the Submission is made without any connection with any other person or persons making a proposal for the same services and is in all respects fair and without collusion or fraud; that no persons acting for or employed by the District or

Killingly BOE are directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission therefrom in any manner which is unethical or contrary to the best interests of the BOE and District.

6.3 Form of Contract

The District and BOE intend to use, and the firm selected as the Consultant for the Services will be expected to execute, a contract substantially similar to the form of contract that is included as Exhibit B to this RFQ/RFP (the “**Contract**”) (AIA Document B104-2017 together with AIA Document AIA Document B203-2017 Standard Form of Architect’s Services: Site Evaluation and Project Feasibility, both as modified by the District and BOE).

If a Proposer has objections or takes exception to any of the terms and conditions of the Contract or other contractual requirements set forth in this RFQ/RFP, the Proposer shall include such objections or exceptions in the envelope containing the Proposer’s Submission as part of the Proposer’s response to the RFP, provided that any such objections or exceptions shall be stated on a separate document from the Fee Proposal form. The District will not consider any objections or exceptions to the terms and conditions of the Contract not stated by a Proposer and submitted as required by this RFQ/RFP. The form of contract entered into by the District and the selected Consultant shall include the form of contract included as Exhibit B, as negotiated and amended with the selected Consultant.

6.4 District’s and Board of Education’s Right to Withdraw/Reject

The District and BOE reserve the right to amend or terminate this RFQ/RFP, accept all or any part of a Submission, reject all Submissions and not award the Contract, waive any minor and/or non-material informalities, omissions, or deficiencies in a Submission, and award the Contract to the Proposer that, in the judgment of the Assistant Superintendent, Superintendent, and/or the BOE, will be in the best interests of the District.

7. REQUEST FOR QUALIFICATIONS

7.1 Qualification Criteria

The Assistant Superintendent will identify those proposers deemed to be Qualified Proposers based on the criteria below (the “Qualification Criteria”):

- 7.1.1 The Proposer is a legal entity properly licensed or registered under the laws of the State of Connecticut to perform the services that are the subject of this solicitation and is otherwise authorized to do business in the State of Connecticut.
- 7.1.2 The Proposer has adequate experience in providing project planning, architectural, engineering and other design professional services, generally, and, in particular, has adequate experience in the past five years designing roof construction projects of a similar scope, magnitude, and complexity as the Project that are eligible for reimbursement from the State through a school building project grant administered by CTDAS.
- 7.1.3 The Proposer has adequate experience with the CTDAS OGA processes for applying for priority list and/or non-priority list school building project grants and with the preparation of related documentation that must be filed as part of any such application by school district applicants, and is able to demonstrate knowledge of pertinent CTDAS policies, procedures and regulations, as well all applicable Federal, State and local legal requirements.

- 7.1.4 The Proposer is able to demonstrate its ability, capacity, and skill to perform the Services satisfactorily and within the time required, including that the Proposer has extensive professional expertise and experience in all facets roof design for Connecticut public educational facilities which typically include grade 5 or 6 through grade 8, including the preparation of educational specifications, site and structural existing conditions evaluation, feasibility services, preliminary conceptual designs, and professional cost estimates for public school building roof projects of similar scope, magnitude, and complexity as the Project that are expected to receive funding through a State grant administered by CTDAS OGA.
- 7.1.5 The Proposer is able to demonstrate an adequate level of performance in providing services similar to the Services on at least five (5) prior school building projects similar in scope, magnitude, and complexity as the Project, including, without limitation, adherence to project schedules and the satisfaction of past owners with such performance.
- 7.1.6 The Proposer's staff proposed to be assigned to the Project ("Project Team") has satisfactory qualifications and experience on past projects of similar scope, magnitude, and complexity as the Project, including workload and availability, technical competence, experience in Connecticut public school building projects, including knowledge of and experience with environmental issues and constraints and Connecticut High Performance Building Standards and other sustainable construction technologies and standards that may apply to the Project.
- 7.1.7 The Proposer is able to demonstrate that the members of the Project Team have performed satisfactorily on past projects to the satisfaction of the owners of such projects.
- 7.1.8 The Proposer is able to demonstrate its ability to meet the requirements, terms and conditions outlined in the RFQ/RFP and to successfully fulfill a contract for the Services.
- 7.1.9 The Proposer's resources and stability.
- 7.1.10 The Proposer is able to demonstrate its ability to support the District through completion of the Services within the anticipated timeline, and to commit staff in a timely way when requested.
- 7.1.11 The Proposer is able to demonstrate its understanding of the Services required for the Project, and that the Proposer's approach for the Services, and degree of the Proposer's demonstrated ability to develop and control project costs and quality, as well as the Proposer's methods for doing so, is satisfactory.
- 7.1.12 The Services offered by a Proposer will be of the quality and fitness for intended use of such Services.
- 7.1.13 Evidence of any special innovative approach that the Proposer proposes to use for the Project and the performance of the Services, including without limitation organization and utilization of staff and consultants for and in relation to the Services for educational specifications, site and structural assessment and feasibility services, conceptual design, and cost estimating, respectively.
- 7.1.14 The Proposer is able to demonstrate its ability to submit cost-effective solutions.
- 7.1.15 The Proposer's experience regarding past purchases by the District or other public agencies demonstrates the reliability of the Proposer to perform the Services.
- 7.1.16 The number, context, and, where applicable, outcomes, of claims, disputes, arbitration, and litigation proceedings involving the Proposer are acceptable.

7.2 Content of Response to RFQ

Each Proposer will be evaluated using the above Qualification Criteria. To assist and expedite this evaluation, each Proposer must provide the following information in the order listed below:

7.2.1 A Letter of Transmittal addressed to District Assistant Superintendent Andrea Drake, signed by a principal of the Proposer, not to exceed three (3) pages, describing in narrative form the Proposer and Proposer's qualifications and why such Proposer is the best firm for the Project and the Services.

7.2.2 Proposer Information and overview, including the following information:

- The name and location of the Proposer, including the office location that will be serving the District and Killingly BOE.
- A brief general description of Proposer's business and its primary line of business.
- The number of years the Proposer has been in business.
- Is the Proposer and entity that is a subsidiary of another entity? If so, what is the name of the parent entity?
- The number of personnel employed by the Proposer (please include the number of staff dedicated to provide the requested Services).

7.2.3 Statement of Qualification to include, but not necessarily limited to, the following:

7.2.3.1 Name and address of Proposer.

7.2.3.2 Identify Proposer's contact person for this Project and provide a phone number, and e-mail address that the District may use to issue further information.

7.2.3.3 Background statement on the firm, principals, staff availability, location, and financial stability.

7.2.3.4 Provide a list of Proposer's Project Team Members (including officers, employees, and any consultants' officers and employees), together with each person's qualifications and position with the firm of those key individuals who will be assigned to the Project, along with related responsibilities they will devote to the Project. Include a complete resume and project assignment for each professional to be assigned to the Project, a brief description of relevant experience on similar projects, and an organization chart showing the relationship of the team.

7.2.3.5 List and description of similar projects for work done within the last five years.

7.2.3.6 Work currently under contract and the Proposer's ability to provide the requested Services to support the completion of the Services within the time outlined in the RFQ/RFP.

7.2.3.8 Short description of Proposer's approach to the Project and a general timeline for completion, including phases if any.

7.2.3.9 Short description of Proposer's typical fee structure without any specific fee information regarding this Project. Fee structure information is only for assessing the firm's qualifications and understanding of the Project.

7.2.3.10 Statement as to why the Proposer believes it is the best qualified to meet the needs of District and Killingly Board of Education for the Services.

7.2.4 Client Base: Provide specific reference information for three (3) clients Proposer has served in connection with similar projects, for services relevant to the Services requested. Include for each:

- Client name and location
- Contact name, title, and telephone number for owner (specific individuals).
- Starting date of service

- List of Project Team Members, consultants and staff involved.
- Size (project cost and square feet) and location of project.
- References must be relevant to service in the last five (5) years and shall include specific details on how the project represents a project of similar scope, magnitude, and complexity. Information on Proposer's specific role in each project must be included.

7.2.5 Please state what experience the Proposer has in assisting public school building projects to secure funding. Describe experience with the CTDAS OGA and the CTDAS OGA Audit team.

7.2.6 Project Approach and Methodology: Provide a description of the proposed approach for the requested Services for the Project, including the identification of any unusual circumstances or anticipated problems and proposed solutions. The information will be used by the District to assess the Proposer's understanding of the Project and its methodology for the Services.

7.2.7 Workload Statement: Provide details on the Proposer's current and future workload and ability to provide the Services with the attention required between the date of the Proposer's Submission through the desired completion dates for the Services.

7.2.8 Please indicate the location where the Services for the Project will be accomplished by the Proposer if selected as the Consultant.

7.2.9 Additional information, not included above, that the proposer believes may be useful and applicable to this Project and helpful to the District's evaluation of Submissions (no more than two (2) pages).

7.2.10 Default and Litigation: (a) State whether the Proposer has ever failed to complete any project or portion of a contract for professional services awarded to it. (b) State whether the Proposer has ever been declared to be in default on a contract, and if so, when, by whom, where and reason. (c) Describe any claims, disputes, arbitration or litigation proceedings that have occurred in relation to any contracts for professional services performed by the Proposer in the past 5 years and in which the Proposer may be involved, including the nature and amount of any claims against the Proposer, the status of the proceeding and if concluded.

7.2.11 **A fee schedule for the Services should *not* be included in the RFQ response.**

8. REQUEST FOR PROPOSALS

8.1 Proposal Criteria

The Proposal Criteria includes the following:

- 8.1.1 The Proposer's proposed lump sum fees for the Basic Services, Supplemental Services, and Hourly Rates, using the form included as **EXHIBIT E** in this RFQ/RFP.
- 8.1.2 The proposed schedule for the Services.
- 8.1.3 The level of financial stability of the Proposer.
- 8.1.4 The level of the Proposer's insurance coverage.
- 8.1.5 The degree of resources of the Proposer that will devote to performance of the Services.
- 8.1.6 Objections or exceptions to the terms and conditions of the form of Contract submitted by the Proposer, if any.

8.2 Content of Response to RFP

Please provide the following information in the order listed below:

- 8.2.1 One lump sum proposed fee for all the Basic Services and an amount of the lump sum proposed fee for the Basic Services that is allocated to the various phases and categories of the Basic Services as set forth on the fee proposal form included as EXHIBIT E in this RFQ/RFP.
- 8.2.2 One lump sum proposed fee for **each** Supplemental Service as set forth on the fee proposal form included as EXHIBIT E in this RFQ/RFP.
- 8.2.3 Hourly rates for each of the Proposer's employees who will perform any of the Services for which the Proposer will compensated on an hourly-fee basis pursuant to the Contract or additional services which are not within the scope of the Basic Services or a Supplemental Service.
- 8.2.4 No fee or mark-up may be charged by the Consultant for reimbursable expenses, and all reimbursable items are limited to special request of the District or BOE, or to extenuating circumstances, subject to the District's prior approval, including but not limited to: outside printing, copying, reproducible drawings, travel, staffing, express mail services and overhead, all of which shall be anticipated and included as part of each Proposer's lump sum proposed fee amounts for the Basic Services and Supplemental Services.
- 8.2.5 Bank references and/or financial statements reflecting financial stability.
- 8.2.5 Evidence of proper insurance coverage.
- 8.2.6 Descriptions of other resources of the Proposer that will help facilitate the performance and completion of the Services that will help facilitate the Project (submitted separately from the Proposer's fee proposal form).
- 8.2.7 Any objections or exceptions to the terms and conditions set forth in the form of Contract (submitted separately from the Proposer's fee proposal form).

9. INSURANCE AND INDEMNIFICATION REQUIREMENTS

Prior to the execution of the Contract for the Services, the District and BOE will require the selected Consultant to provide to the District, certificates of insurance (Accord or other approved format), and if specifically requested, policy declaration pages and policy endorsements, evidencing the insurance coverage which satisfies the requirements set forth in **Exhibit C** to this RFQ/RFP.

The Contract for the Services will require the Consultant to agree to the indemnification provisions included in Exhibit C.

10. PROJECT FUNDING

The obligations of the District and BOE under any contract executed by the District or BOE and the selected Consultant in connection with the Services are conditioned upon and subject to the appropriation of funds for the cost thereof.

11. ADDITIONAL INFORMATION

- 11.1 The District and Killingly Board of Education prohibit harassment and discrimination on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, or past or present physical or mental disability in accordance with Titles VI, VII of the Civil Rights Act of 1964, Section 504 of the

Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and applicable state laws.

- 11.2 The Killingly Public School District and BOE are equal opportunity employers. The selected Consultant shall be required to have a non-discrimination policy as condition of being awarded a contract for the Services. The Consultant must agree to this condition of doing business with the District should the District choose to audit the Consultant for its compliance, the Consultant agrees to cooperate fully.
- 11.2 The District, Killingly BOE, the selected Consultant, and the Services, will be governed by the applicable Connecticut General Statutes, Connecticut regulations, and the CTDAS rules, requirements, and policies which govern school building projects receiving State assistance and in particular, school building project grants through CTDAS.
- 11.3 The District and BOE reserve the absolute right to reject the Submissions of any Proposer offering services which, in the opinion of either the Assistant Superintendent, Superintendent, or the BOE, do not meet the standard or quality established and required by this RFQ/RFP.
- 11.4 Any Proposal that is conditional shall be rejected.
- 11.5 The District and BOE are exempt from the payment of federal excise taxes and Connecticut sales and use taxes.
- 11.6 If it becomes necessary for the District to revise any part of this RFQ/RFP or if additional data is necessary to enable interpretation by Proposers of provisions of this RFQ/RFP, revisions or addenda will be posted on the State Portal and the District Website. The District may at any time before the receipt and opening of Submissions in response to this RFQ/RFP, in its sole discretion, clarify, modify, amend, or terminate this RFQ/RFP if the District determines it is in the District's best interests.
- 11.7 Questions regarding this RFQ/RFP must be referred by email to District Assistant Superintendent Andrea Drake at adrake@killinglyschools.org. Any addenda to this RFQ/RFP, including a summary of all questions and answers, will be posted on the State Portal and the District Website as an addendum to this RFQ/RFP, on or before **JULY 24, 2026**. Under no circumstances will the District or BOE respond to non-written questions or requests for information.

EXHIBIT A

SCOPE OF SERVICES

The firm selected as the Consultant by the District to provide the Services, and the Consultant's Project Team, shall provide the school building project planning, programming, site evaluation and structural assessment, project feasibility, preliminary and conceptual architectural, engineering and design professional Services for the Project, including the Basic Services set forth and otherwise described in the RFQ/RFP and this Exhibit A, in addition to the Basic Services required under the form of Contract included with the RFQ/RFP as Exhibit B or by subsequent Addendum. In addition to the Basic Services, the Consultant's Project team shall provide the Services described and/or identified as Supplemental Services in the RFQ/RFP and this Exhibit A or in the form of Contract included with the RFQ/RFP as Exhibit B or by subsequent Addendum. The Services shall be performed by the Consultant through its own officers and employees, and the Consultant's subconsultants as necessary.

All Services shall be consistent with, and as required by, all applicable federal, State of Connecticut, and local laws and regulations, and all CTDAS rules, requirements, and policies which will govern and apply to the Project if the District and the Town of Killingly apply for and are awarded a State school building project grant through CTDAS. In performing and providing the Services, the Consultant is to assume that all State of Connecticut building codes and life safety codes, as well as the Connecticut High Performance Building requirements applicable to public school construction projects (to the extent applicable to the anticipated scope of the Project), will apply to the Project.

All Services by the selected Consultant and any of its subconsultants must be provided with the highest level of professional skill, care, and judgment and in compliance with all federal, state, and local requirements. Because the Project may be partially funded by a State of Connecticut school building project grant pursuant to Connecticut General Statutes Chapter 173, the Consultant's Services shall be performed with the assumption that the Project will be funded by a State school building project grant pursuant Connecticut General Statutes Chapter 173, and the Consultant's Services will be required to meet the requirements and conditions imposed by CTDAS and OGA for such projects and/or otherwise facilitate the District's, BOE's, and the Town of Killingly's future compliance with such requirements and conditions. All site evaluation and structural assessment reports, conceptual design plans and specifications, project cost estimates, the educational specifications must comply with applicable Connecticut statutes and regulations, and the rules and requirements of CTDAS OGA for the school building construction project grants.

BASIC SERVICES

BASIC SERVICES: PROGRAMMING AND PROJECT EDUCATIONAL SPECIFICATIONS

1. Under Conn. Agencies Regs. Section 10-287c-1(5): "Educational Specifications" means a document that describes the general nature and purpose of the proposed school building project, has been approved by the applicant's local or regional board of education or the governing body, and includes: the applicant's long range educational plan and the relationship of the proposed school building project to such plan; enrollment data and proposed project capacity; the nature and organization of the educational program; support facilities; space needs; accommodation for educational technology; specialized equipment; proposed site improvements; and identification of any planned use of space for non-student purposes."

2. Collaborate with the District Assistant Superintendent, Superintendent, Operations and Maintenance Director, and other District personnel for the development and preparation of Educational Specifications that establish the Killingly BOE's plan and goals for the Project and align the same with the BOE's overall planning goals, and current and future educational needs, for the Killingly Intermediate School building and students.
3. The Educational Specifications must be suitable for use by the BOE and District as the Project program and guideline for the analysis and design solutions for the roof replacement options to be potentially incorporated into the Project.
4. Educational Specifications shall comply with and conform to the applicable requirements of CTDAS OGA for school building construction grant application procedures.
5. If requested by the District, attend public meetings with the BOE to provided presentation and facilitate discussion about preliminary drafts of the Educational Specifications as necessary to obtain the BOE's approval of the Educational Specifications.

BASIC SERVICES: ROOF/SITE EVALUATION, PROJECT FEASIBILITY, AND CONCEPTUAL DESIGN SERVICES

A. Basic Services: School Building Roof/Site Evaluation and Structural Assessment, and Project Feasibility

1. Meet with District and BOE representatives to discuss: the District's goals and objectives for the Project; anticipated Project scope, timelines, and milestones; State school building project grant application and approval process that will apply to this Project if a school building project grant pursuant to Connecticut General Statutes Chapter 173 will be applied for by the District Superintendent and to Town of Killingly and granted by the State through CTDAS; any other relevant programming, planning, design, and funding approval items that will be required for this Project.
2. Review available site plans, and conduct site visits as necessary to gain an understanding of existing conditions and identify issues to be addressed in conceptual plans for the Project, including:
 - i. Existing as-built and record drawings, including architectural, structural, and mechanical plans;
 - ii. Prior roof studies, surveys, assessments, and inspection reports;
 - iii. Existing roof system warranties, manufacturer specifications, and guarantees;
 - iv. Maintenance and repair history, work orders, and leak logs;
 - v. Prior capital improvement plans or reports referencing roof systems;
 - vi. Building department records, permits, and certificates of occupancy;
 - vii. Prior environmental or hazardous materials surveys (asbestos, PCBs, lead) provided by the District; and
 - viii. Any other documents identified by the District as relevant to the existing roof conditions.
3. Plan site evaluation, structural assessment and Project feasibility services that will accomplish full evaluation of existing conditions of the roof of the Killingly Intermediate School building, related structural elements, and water/rain carrying systems that will or may be the subject of the Project, to identify and determine conceptual design options and alternatives for full or partial

replacement of the roof that are feasible based on existing conditions, the District's Project objectives, and the District's anticipated financial constraints for the cost of work for the Project.

4. Perform a site investigation, structural assessment, and Project feasibility services as otherwise required in accordance the Form of Contract included with the RFQ/RFP, including but not limited to the following:

- i. Conduct a complete field evaluation and survey of existing roof conditions, related water/rain and drainage carrying systems, and building structural elements pertinent to either a full or partial replacement of the roof areas, including but not limited to (as applicable):
 - Roof membranes and systems, identified by type, age, and manufacturer (where determinable);
 - Flashings (base, counter, through-wall, reglet, and edge flashings);
 - Parapets, copings, and parapet wall conditions;
 - Expansion joints, control joints, and area dividers;
 - Roof drains, scuppers, gutters, leaders/downspouts, and internal drainage components;
 - Curbs, equipment supports, and roof penetrations;
 - Skylights, roof hatches, and smoke vents;
 - Rooftop-mounted equipment, including HVAC/mechanical units, condensers, exhaust fans, and associated ductwork or piping;
 - General roof surface conditions, including evidence of deterioration, blistering, cracking, ponding, debris accumulation, and biological growth;
 - Survey and documentation of Roof-mounted and roof-related components, such as: Lightning protection systems; fall protection systems, roof anchors, and OSHA-compliant anchor points; photovoltaic/solar arrays and associated mounting systems (if any); satellite dishes, communication antennas, and related equipment; snow, ice, and drainage patterns, including evidence of ice damming, drift zones, and snowmelt patterns;
 - Assessment and documentation of roof access points, edge conditions, guardrail/parapet adequacy, fall hazards, and overall rooftop safety conditions, including compliance with applicable OSHA standards for work at heights;
 - Measurement and documentation of existing roof conditions, including: measurement and verification of all roof area, dimensions, and elevations; prepare roof survey/plan identifying distinct roof sections, zones, system types, and observed conditions; photographic documentation of all observed conditions, keyed to the roof survey/plan; and identification of existing roof system assembly and composition, including number of membrane layers, insulation type and thickness, vapor retarder (if present), and decking type, etc.
- ii. Evaluate the adequacy of existing roof drainage, including identification of areas of ponding water, inadequate slope, and the condition and capacity of tapered insulation systems, roof drains, scuppers, and overflow provisions.
- iii. Determine obsolete or problematic mechanical, electrical, plumbing and/or other roof penetrations that impact feasibility of Project design options.
- iv. Identification of existing building conditions that may be asbestos-containing materials or may contain other hazardous substances.

- v. Structural assessment of existing roof conditions performed by a Connecticut-licensed structural professional engineer, to assess structural condition of the KIS building roof and related structural elements pertinent to potential partial or full replacement of the roof areas to verify it is structurally sound in accordance with applicable code requirements. The structural assessment shall include, but not be limited to:
- Review of existing structural drawings, calculations, and records to understand the existing roof structural framing systems, decking, and load paths, including original design loads and any subsequent modifications or reinforcements;
 - Assessment of the condition and adequacy of the existing roof structural framing and decking systems, including steel, concrete, wood, or composite structural elements, connections, bearing conditions, and load transfer mechanisms;
 - Evaluation of the structural capacity of the existing roof to support the loading conditions in accordance with the Connecticut State Building Code or other design standards that would apply at the time of construction;
 - Identification and documentation of indicators of structural distress, deterioration, or deficiency, including but not limited to: visible deflection, sagging, or deformation of structural members or decking; corrosion, rust, or section loss in steel framing or metal decking; rot, decay, insect damage, or moisture damage in wood framing or decking; cracking, spalling, or reinforcement corrosion in concrete structural elements; connection or fastener deterioration; and moisture damage to decking substrate that may affect the viability of a re-roofing approach;
 - Identification of any structural deficiencies and any required reinforcement, repairs, or upgrades, including an assessment of whether roof replacement triggers code-mandated structural upgrades under the current Connecticut State Building Code, together with recommendations for addressing any identified deficiencies.
 - Recommendations for any further investigation, testing, or selective destructive/exploratory openings (test cuts, roof cores) needed to confirm: roof assembly composition, layer count, and insulation type/thickness; moisture content within the roof assembly (utilizing infrared thermographic scanning, nuclear moisture detection, electronic moisture surveys, or other appropriate methods); deck conditions; concealed conditions not observable through visual inspection alone.
- vi. Identify necessary Project scope elements and building improvements to ensure recommendations as to Project scope will include all work necessary and appropriate to ensure the Project will achieve a long-term and complete solution to the existing roof issues, including but not limited to: perimeter fascia; drainage; roof ventilation; interior ventilation (beneath existing roof underlayment); maintenance access; gutters; and compromised areas and related improvements which should be included in the Project.
- vii. Based on the findings and determinations of the Consultant and its subconsultants, including but not limited to the structural assessment, analyze and identify potential roof repair or replacement alternatives, and develop design criteria for conceptual design options to be further developed through conceptual design plan(s), conceptual design documents, and cost estimates. Design criteria, and the conceptual design options identified, shall be based on, address, incorporate, and/or satisfy: the District's Project objectives stated in the Project Background section of the RFQ/RFP or otherwise discussed and provided by District representatives; cost analysis/comparison for construction; life cycle costs; permitting requirements; code requirements; potential asbestos or other hazardous substance investigation or remediation work that may be necessary; other appropriate and applicable factors; and design standards and

requirements applicable to school building projects funded by a State of Connecticut school building project grant pursuant to Connecticut General Statutes Chapter 173, including:

- A minimum roof pitch that conforms with the requirements of the State Building Code;
- a minimum twenty-year unlimited manufacturer's guarantee for water tightness covering material and workmanship on the entire roofing system;
- the inclusion of vapor retarders, insulation, bitumen, felts, membranes, flashings, metals, decks and any other feature required by the roof design; and
- that all manufacturer's materials to be used in the roofing system are specified to meet the latest standards for individual components of the roofing systems of the American Society for Testing and Materials.

5. Prepare and provide to the District and BOE for their review a draft of a comprehensive written site investigation and Project feasibility report, consolidating pertinent information collected or generated by the Consultant or its subconsultants, applicable laws rules, and regulations, design criteria and acceptable architectural/engineering practices, applicable building code requirements, applicable State and CTDAS requirements for school building project grants, and applicable requirements for local, state and/or federal permits, which report includes, without limitation:

- i. site evaluation findings and roof condition assessment;
- ii. a structural assessment findings, deficiencies, and any necessary and/or recommended structural modifications, reimbursements, demolition, repairs and/or improvements;
- iii. an evaluation and comparison of the feasibility of replacing portions of the existing roof or replacing the entirety of all roof areas, which includes an estimate of the remaining useful life of each existing roof system/section, considering age, condition, warranty status, and anticipated maintenance requirements;
- iv. hazardous materials findings and abatement implications, which recognize, consider, and account for: the possibility that existing roof systems on the KIS building contain hazardous materials (including but not limited to asbestos-containing materials (ACM) in roofing felts, flashings, adhesives, and mastics, polychlorinated biphenyls (PCBs) in caulks, sealants, and coatings and lead-based paint or coatings); that survey/abatement design may be necessary; and the potential impact of hazardous materials abatement in the Consultant's findings as part of their feasibility analyses, cost opinions, and schedule projections. If Hazardous Material Building Survey is provided the Consultant as a Supplemental Service, the Consultant's report shall include the foregoing information based on actual hazardous materials conditions verified or indicated in the Hazardous Materials Building Survey report provided by the Consultant;
- v. as to any portion of the roof which as existed for less than twenty (20) years and requires replacement, a specific determination by an architect registered with the State of Connecticut to engage in the practice of architecture or by an engineer registered with the State of Connecticut to engage in professional engineering, whether such portion of the roof was improperly designed or improperly constructed;
- vi. conceptual design options for not less than two (2) and up to three (3) feasible Project design options each of which addresses the District's Project objectives and financial constraints, and reflects a focus on energy efficiency, sustainability, and operational cost-effectiveness, and, if selected as the plan and conceptual design for the Project, will maximize the District's and Town of Killingly's ability to receive State reimbursement through a school building project grant administered by CTDAS OGA and other

available grants and/or rebates. Include for each conceptual design option, at a minimum:

- preliminary typical roof plan sections/cross-sections, sketches, and preliminary/outline specifications, which sufficiently detailed to communicate the intended basis of design for further development by any architect that might be retained by BOE, District and/or Town of Killingly in the future as the architect-of-record for the Project (if any). Preliminary conceptual design plans and specifications must be consistent with the requirement of applicable Connecticut statutes and regulations, and the rules and requirements of CTDAS Office of Grant Administration (“OGA”), for school building construction project grants, including but not limited to, space standards that meet the CTDAS guidelines for reimbursement (to the extent applicable to the Project);
 - a preliminary site plan indicating relevant building locations;
 - supporting narratives with architectural descriptions for proposed roofing systems and perimeter fascia, drainage, roof ventilation, interior ventilation, maintenance access, gutters, and other compromised related building areas requiring repair or improvement which should be included in the Project, as well as proposed related and necessary construction to or improvements for building structural elements and/or mechanical, electrical and plumbing systems needed to support proposed roof replacement work (e.g., proposed renovations and recommended structural modifications, reinforcements, or demolition that will be necessary);
- vii. an opinion of probable cost for each viable roof replacement option, which includes, at a minimum, estimated construction costs for: Roof system removal and replacement costs by section/zone; allowances for hazardous material abatement (asbestos, PCBs, lead); allowances for structural repairs, reinforcement, or upgrades; code-mandated upgrades (insulation, drainage, accessibility, fire protection); design and construction contingencies; and professional fees, testing, and permitting costs; and a life-cycle cost comparison among the viable options, including anticipated maintenance, warranty, and replacement cycles over a 20-year analysis period;
- viii. comparative analyses and recommendations which advise the District regarding the cost each conceptual design option for each roof systems, based on relative estimated cost of construction, durability, anticipated service life, energy performance characteristics, maintainability, manufacturer warranty availability (including No-Dollar-Limit warranties), and compatibility with existing building conditions of each conceptual option;
- ix. a conclusion section which summarizes and compares the conceptual design options the cost estimates for each; and
- x. appendices with supporting documentation (as applicable).

6. Following the submission of the draft report, the Consultant will participate meetings with District representatives and/or the BOE as required in the Form of Contract included in the RFQ/RFP, to among other things, discuss the draft report and the conceptual design options and probable costs of each, the Consultant’s recommendations, and the selection or elimination of one or more conceptual options.

7. Following the submission of the draft report and meetings with stakeholders, the District and BOE may comment on the report as to desired or suggested changes or revisions, or approve the

draft report as-submitted. As applicable, the Consultant will revise the draft report and resubmit and prepare a final report.

B. Basic Services: Conceptual Design Documents and Professional Cost Estimates

1. The Consultant will further develop conceptual design documents for conceptual option(s) selected by the District and BOE which incorporate and/or address comments from District representatives, and as necessary for the District and Town of Killingly to be able to use such conceptual design documents in applying to CTDAS for a school building project grant for the Project.
2. The Consultant will provide a professional conceptual cost estimate for the selected conceptual design option(s), which cost estimate is consistent with the District's Project objectives as stated in the Project Background section of the RFQ/RFP. The Consultant shall assume that CTDAS OGA review and approval of one of the Project professional cost estimates will be utilized in connection with an application to CTDAS and OGA for a school building project grant from the State of Connecticut.
3. Professional cost estimate(s) by the Consultant must:
 - i. comply with the CTDAS OGA regulations and requirements for school building project grants authorized under Connecticut General Statutes Chapter 173, including without limitation those pertaining to format, and eligible versus non-eligible costs;
 - ii. As required by Conn. Agencies Regs. Section 10-287c-24, include (1) an estimate with evidence, sufficient to the CTDAS Commissioner, that such estimate is based upon cost containment principles and value engineering, and (2) an estimate prepared using the Grant Application Phase Cost Estimate calculated and completed through the CTDAS BizNet Public School Construction Cost Database (PSCCD) website or a successor system utilized by CTDAS;
 - iii. Also be provided in CSI Masterformat and UniFormat formats; and
 - iv. Be accompanied by a Roof Key Plan in the form and format, and which includes the information, that is required by CTDAS to apply for school building project grant (currently CTDAS Form SCG-3045).

SUPPLEMENTAL SERVICES

A. Hazardous Material Building Survey

1. Perform or provide a professional Hazardous Material Building Survey of materials that are part of, or relate to, the existing roof assembly(ies) which are identified as potentially containing asbestos, lead-based paint, or other hazardous or regulated substances (collectively "Hazardous Building Materials"), in accordance with all applicable federal, state, and local laws, regulations, and guidelines, as well as visual-only identification of existing materials which may contain polychlorinated biphenyls (PCBs).
2. Upon completion of the field investigation and receipt of all laboratory analytical results, the Consultant (or its subconsultants) shall prepare and deliver to the District Hazardous Building Material Survey report ("HBM Report") containing, at a minimum, the following items.

- i. Executive Summary. A plain-language summary of findings, including identification of all confirmed Hazardous Building Materials, their locations, estimated quantities, and current condition.
 - ii. Survey Methodology. A description of the survey scope, sampling protocols, equipment used, and applicable regulatory standards followed.
 - iii. Building and Roof Description. A description of the roof assembly, roof system type(s), approximate age, and associated building components surveyed.
 - iv. Sample Location Documentation. A sample location diagram or annotated roof plan identifying each sample location by unique sample number, with corresponding photographs of sample locations and materials sampled.
 - v. Analytical Results. A tabulated summary of all laboratory analytical results, including sample identification numbers, material descriptions, locations, and analytical findings for each Hazardous Building Material tested.
 - vi. Laboratory Reports. Complete copies of all laboratory analytical reports and chain-of-custody records, appended to the HBM Report.
 - vii. Findings and Conclusions. A detailed discussion of all confirmed and presumed Hazardous Building Materials identified, including: Type, location, estimated quantity, friability (where applicable), and assessed condition of each identified material; classification of identified asbestos-containing materials as friable or non-friable, and categorization by condition pursuant to AHERA or applicable state standards, identification of any other Hazardous Building Materials subject to regulatory requirements for abatement, removal, or special handling during roof replacement activities. Further discuss existing building materials visually identified as potentially containing PCBs and provide recommendations regarding related further action by the District.
 - viii. Regulatory Implications and Recommendations. A summary of applicable regulatory requirements triggered by the identified Hazardous Building Materials, including: required notifications to federal, state, and local agencies; abatement, removal, encapsulation, or management requirements applicable to each identified material prior to or during roof replacement; recommended abatement or removal approach for each material (e.g., full removal, partial removal with encapsulation of remaining materials, or other compliant method); waste characterization, handling, transportation, and disposal requirements, including identification of applicable waste classifications; any recommended supplemental investigations, air monitoring, or third-party oversight during abatement or roof replacement activities.
 - ix. Cost Opinions. Preliminary opinions of probable cost for the abatement, removal, handling, and disposal of identified Hazardous Building Materials, presented as a range of estimated costs to inform the District's project budgeting and feasibility analysis.
 - x. Certifications. Certification by the Consultant or subconsultant, as applicable, that the survey was conducted in accordance with all applicable regulatory requirements and the approved survey work plan, and identification of all personnel who performed the survey, including their qualifications and applicable license or certification numbers.
3. Qualifications and Licensing. All Hazardous Building Materials Survey Services shall only be performed by or under the direct supervision of persons possessing current and valid licenses, certifications, or accreditations required by applicable federal, state, and local law for the inspection, assessment, and identification of Hazardous Building Materials.

B. Funding and CTDAS Grant Assistance

1. Assist with the development of materials to be used in the event the Town holds a public referendum relating to funding for the Project, including a finalized preliminary project cost estimate, a project scope board which includes roof plans, elevations, and site plans (if applicable) depicting the proposed improvements to the building.
2. Assist the District Superintendent, District Assistant Superintendent, the BOE, and the Town of Killingly in complying with CTDAS policies, rules, requirements, and required documentary submissions relating to the District's application to CTDAS for a State school building project grant for the Project.

EXHIBIT B

FORM OF CONTRACT

AIA Document B104-2017 and AIA Document B203-2017
(as modified by the District)

AIA® Document B104® – 2017

Standard Abbreviated Form of Agreement Between Owner and Architect

AGREEMENT made as of the day of in the year 2026.
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
Killingly Public School District ("District" or "Owner")
54 East Main Street
Killingly, Connecticut 06413

and the Architect:
(Name, legal status, address and other information)

for the following Project:
Roof Project Programming, Site Evaluation and Feasibility, and Conceptual Design
Services for replacement of the roof at the Killingly Intermediate School located at 1599
Upper Maple Street, Killingly, Connecticut 06241 ("Project").

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:
The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.



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ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth below:

(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget for the Cost of the Work, and other information relevant to the Project.)

.1 See Project information in the *Request for Qualifications and Request for Proposals for Roof Project Programming, Site Evaluation and Feasibility, and Conceptual Design Services for Killingly Intermediate School Roof Replacement, RFQ/P# 2027-001*, issued July 9, 2026, and any Addenda, appended to the Agreement as **Exhibit 1** (the '**RFQ/RFP**').

.2 (Reserved).

§ 1.2 The Owner and Architect may reasonably rely on the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form.

§ 1.3.1 .Intentionally omitted.

§ 1.3.2 For the purpose of this Agreement, the term "Consultant" as used in Exhibit 1, shall mean and refer to the Architect.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect's services shall include all of the services to be performed under this Agreement and all professional services usually and customarily performed in conjunction with the services to be performed under this Agreement (collectively, the "**Architect's Services**"). The relationship of the Architect to the Owner will be solely that of an

independent contractor and nothing contained herein will be construed as creating any other relationship. The Architect represents that it is properly licensed and registered in the jurisdiction where the Project is located to provide the Architect's Services. To the extent that this Agreement provides that any of the Architect's Services will be performed by Architect's consultants, the Architect shall be responsible for causing such services to be performed by appropriately licensed and registered design professionals.

§ 2.1.1 The Architect shall perform the Architect's Services as an independent contractor and in a good and workmanlike manner (i) consistent with the instructions, guidance and directions provided by the Owner to the Architect; (ii) consistent with the terms and conditions of this Agreement; (iii) consistent with the highest prevailing applicable professional or industry standards; (iv) consistent with sound architectural practices; (v) consistent and in compliance with all applicable laws, rules, regulations, ordinances, codes, orders and permits of all federal, state and local governmental bodies, agencies authorities and courts having jurisdiction; and (vi) as expeditiously as is consistent with such professional skill and care, the orderly progress of the Project, the instructions of the Owner and this Agreement.

§ 2.1.2 The Architect shall be solely responsible for all of its consultants and all lower-tier subconsultants performing any part of the Architect's Services and for the performance of such services in accordance with the requirements and standards set forth in Section 2.1.1. By appropriate written agreement, the Architect shall require each of its consultants, to the extent of the Architect's Services to be performed by such consultant, to be bound to the Architect by terms of this Agreement, and to assume toward the Architect all the obligations and responsibilities, which the Architect, by this Agreement, assumes toward the Owner. Each consulting agreement shall preserve and protect the rights of the Owner under this Agreement with respect to the services to be performed by the consultant so that subcontracting thereof by the Architect will not prejudice such rights, and shall allow to the consultant, unless specifically provided otherwise in the subcontracting agreement, the benefit of all rights, remedies and redress against the Architect that the Architect, by this Agreement, has against the Owner. Where appropriate, the Architect shall require each consultant to enter into similar agreements with subconsultants.

§ 2.1.3 The "Conditions" are all statutory and regulatory requirements and all guidelines and standards imposed on the Project by the Agencies, as defined in Sections 2.1.4 and 2.1.5 below.

§ 2.1.4 The "Agencies" are the Department of Administrative Services of the State of Connecticut (the "CTDAS"), Department of Education of the State of Connecticut and all other governmental authorities having regulatory or administrative jurisdiction over the Project and all representatives or designees of CTDAS or such other governmental authorities. The term "Agencies" shall also include any individuals or entities designated by CTDAS or such other governmental authorities or by the Owner to monitor or oversee compliance of the Project's energy and environmental design with the requirements of CTDAS or such other governmental authorities.

§ 2.1.5 The term "Agencies" shall also include any individual or entity not described in Section 2.3.2 from whom the Owner intends to request certification of the Project's energy and environmental design, to the extent the Architect is required, under this Agreement, to provide services relating to such certification.

§ 2.1.6 The Architect understands that performance of the Architect's Services will require communication with the Agencies and with individuals designated by the Agencies, and the Architect will, at no additional cost to the Owner, so communicate and take all steps necessary to ensure compliance with the Conditions.

§ 2.2 Architect's Insurance

§ 2.2.1 The Architect shall maintain the insurance coverages as required under Exhibit C of the RFQ/RFP, and in accordance with the requirements set forth in Exhibit C of the RFQ/RFP until one year after the Architect's Services are complete with the exception of the required professional liability insurance which shall be maintained for three years after completion of the Architect's Services.

(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)

.1 General Liability

Commercial General Liability with policy limits of not less than One Million Dollars (\$1,000,000) for

each occurrence and Two Million Dollars (\$2,000,000) general aggregate per project, and Two Million Dollars (\$2,000,000) for products and completed operations. Commercial general liability shall include coverage for Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors. The policy shall provide a waiver of subrogation in favor of the Killingly Public School District, Killingly Board of Education, and the Town of Killingly.

.2 Automobile Liability

Automobile Liability covering vehicles owned, non-owned and hired by the Architect with policy limits of not less than One Million Dollars (\$1,000,000) combined single limit per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage. The policy shall provide a waiver of subrogation in favor of the Killingly Public School District, Killingly Board of Education, and the Town of Killingly.

.3 Umbrella/Excess Liability

Follow-form Umbrella or Excess Liability insurance with policy limits not less than One Million Dollars (\$1,000,000) for each occurrence and One Million Dollars (\$1,000,000) in the aggregate. The policy shall provide a waiver of subrogation in favor of the Killingly Public School District, Killingly Board of Education, and the Town of Killingly. In no event shall the Umbrella or Excess Liability insurance provide narrower or more restrictive coverage than the primary insurance policy. The Umbrella or Excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

.4 Workers' Compensation and Employer's Liability.

Worker's Compensation insurance at statutory limits.

Employer's Liability insurance with policy limits not less than One Million Dollars (\$1,000,000) each accident, One Million Dollars (\$1,000,000) each employee, and One Million Dollars (\$1,000,000) policy limit.

.5 Professional Liability

Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than Two Million Dollars (\$2,000,000) per claim and Two Million Dollars (\$2,000,000) in the aggregate. This policy will provide coverage for the Architect's indemnification obligation under Section 2.3 of this Agreement.

§ 2.2.2 Each of the policies for the insurance required above in Section 2.2.1 shall be issued by an insurance company or companies insurers authorized to issue insurance in the State of Connecticut, having a minimum AM Best's Rating of A-; VII, or who are otherwise acceptable to the Owner.

§ 2.2.3 Excepting the Employer's Liability and Professional Liability policies, each of the insurance policies required above in Section 2.2.1 shall include the Killingly Public School District, Killingly Board of Education, and the Town of Killingly as Additional Insureds on a primary and non-contributory basis.

§ 2.2.4 Each of the policies for the insurance required above in Section 2.2.1 shall include a Waiver of Subrogation in favor of the Killingly Public School District, Killingly Board of Education, and the Town of Killingly.

§ 2.2.5 Certificates of insurance evidencing such coverages as required in this Section 2.2 will be filed with the Owner on or prior to the time this Agreement is executed. Such certificates shall clearly indicate the Project name, location, name of and reference to the relationship to the Owner and the identification of the required additional insureds. At any

time requested by the Owner, the Architect will provide to the Owner a copy of any of the aforementioned policies, and any endorsements or amendments thereto. Architect agrees to provide replacement/renewal certificates at least sixty (60) days prior to the expiration date of any such insurance policy. Should any of the insurance policies required under this Section 2.2 be cancelled, limits reduced, or coverage altered, thirty (30) days prior written notice must be given to the Owner and all other Additional Insureds under any such policy.

§ 2.2.6 If any policy required under Section 2.2.1 is written on a “Claims Made” basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this Agreement. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the agreement for two (2) years from the completion date.

§ 2.3 Indemnification

The Architect shall, to the fullest extent permitted by law, indemnify and hold the Killingly Public School District, Killingly Board of Education, and the Town of Killingly and their respective officials, directors, trustees, officers, agents, employees, consultants and representatives (each, hereafter an “**Indemnitee**”) harmless from and against (i) all claims, suits and/or legal actions of any type by third parties, including, without limitation, claims for loss of or damage to property, personal or bodily injury, including death, and claims for losses of any type, and from all judgments or decrees recovered therefore and from all expenses for defending such claims, suits or legal actions, including without limitation court costs and attorneys’ fees, and (ii) all loss, cost and expense (including all reasonable attorney’s fees and court costs) of the Owner for damage or destruction to the Project or other real or personal property of the Owner, to the extent that the foregoing result or arise from the negligent acts or omissions of the Architect, its consultants, any of their respective employees, agents, contractors or representatives or anyone for whom or which any of them is responsible. The Architect’s indemnification obligations set forth in this Section 2.3 shall not include liability for damage arising out of bodily injury to persons or damage to property to the extent caused by or resulting from the negligence of the Indemnitee, such Indemnitee’s agents or employees.

ARTICLE 3 SCOPE OF ARCHITECT’S BASIC SERVICES

§ 3.1 The Architect’s Basic Services consist of those described in this Article 3, the services described as the “Services” in the RFQ/RFP appended hereto as **Exhibit 1** excluding services described in the RFQ/RFP as “Supplemental Services” and identified in Section 4.2 as a Supplemental Service, and the Services selected in AIA Document B203-2017 appended hereto as **EXHIBIT 2** (including all such services as are usually and customarily performed in conjunction therewith), and include usual and customary structural, mechanical, and electrical engineering services. Services not included as Basic Services are Supplemental or Additional Services.

§ 3.1.1 The Architect shall coordinate its services with those services provided by the Owner and the Owner’s consultants. The Architect shall be entitled to reasonably rely on the accuracy and completeness of the services and written information furnished by the Owner. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.2 If requested by the Owner, as soon as practicable after the date of this Agreement, the Architect shall submit for the Owner’s approval a schedule for the performance of the Architect’s services. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner’s approval, the Architect shall adjust the schedule, if necessary, as the Services proceed until the Services are complete.

§ 3.1.3 The Architect shall assist the Owner in connection with the Owner’s responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 Programming and Design Phase Services

§ 3.2.1 Promptly after the date of this Agreement, the Architect shall proceed with performance of the Architect’s Basic Services required under the Contract Documents (as defined in Section 13.2), including without limitation all Programming and Project Educational Specifications Services, site evaluation, structural assessment and Project feasibility Services, and Conceptual Design Services.

§ 3.2.2 The Architect shall review Initial Information and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect’s Services.

§ 3.2.3 The Architect shall discuss with the Owner's District representatives the District's goals and objectives for the Project, schedule, potential budget for the Cost of the Work, the existing Project site, and alternative approaches to design and construction to meet the needs of the District and the Killingly Board of Education ("BOE"). The Architect shall reach an understanding with the Owner regarding the Project requirements as relate to the Architect's Basic Services.

§ 3.2.3.1 The Architect shall review and confirm with the Owner's authorized representatives the educational program objectives for the Project.

§ 3.2.3.2 The Architect shall prepare, provide, review and comment on the assessment of the existing conditions of Killingly Intermediate School building roof conditions that are the subject of the Project, and related existing conditions that may affect Project design and construction, in accordance with Exhibit A of the RFQ/RFP and AIA Document B203-2017 appended hereto.

§ 3.2.3.3 The Architect shall review and comment on the District's and BOE's functional requirements and educational and/or operational programs relating to the Project.

§ 3.2.3.4 The Architect shall make recommendations regarding design and program options and alternatives for the Project.

§ 3.2.3.5 The Architect (and its consultants as appropriate given the subject matter of the meeting) shall attend meetings with user groups as required by authorized District representatives and or the BOE, and as otherwise necessary for the performance of the Architect's Basic Services, and keep and timely distribute meeting minutes of such meetings.

§ 3.2.4 The Architect shall consider the relative value of alternative materials, building systems and equipment, together with other considerations based on program, aesthetics, and any sustainable objectives, in developing a conceptual design options and alternatives for the Project as required by Exhibit A and the other Contract Documents ("**Design Alternatives**"), and which are consistent with the Owner's anticipated schedule and budget for the Cost of the Work, other Project goals and objectives.

§ 3.2.5 Based on the Project requirements, the Architect shall prepare Educational Specifications, and all other Conceptual Design Documents required under the Contract Documents as part of the Basic Services, for review and approval by the District and BOE, as applicable, including drawings, cost estimates, other documents appropriate for the Project and/or required as part of the Basic Services. As applicable, Conceptual Design Documents shall illustrate the scale and relationship of the Project components for each of the Design Alternative, and detail the estimated cost of the Work for such Design Alternative.

§ 3.3 Intentionally Omitted

§ 3.4 Intentionally Omitted

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services are not included in Basic Services but may be required for the Project. The Architect shall provide the Supplemental Services indicated below, and the Owner shall compensate the Architect as provided in Section 11.2. Supplemental Services may include, if and to the extent not part of the Architect's Basic Services, services for programming, site evaluation and planning, environmental studies, civil engineering, measured drawings of existing conditions, coordination of separate contractors or independent consultants, detailed cost estimates, value analysis, interior architectural design, and any other services not otherwise included in this Agreement.

(Identify below the Supplemental Services that the Architect is required to provide and insert a description of each Supplemental Service, if not further described in an exhibit attached to this document.)

- .1 Funding Assistance and CTDAS Grant Assistance per the RFQ/RFP and RFQ/RFP Exhibit A.**
- .2 Hazardous Building Material Survey**

§ 4.2 The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Upon recognizing the need to perform Additional Services, the Architect shall notify the Owner. The Architect shall not provide the Additional Services until the Architect receives the Owner's written authorization. If the Architect performs such services without first submitting such notice and receiving Owner's authorization to proceed, the Architect shall be deemed to have waived any right to additional compensation for such services and the same shall be deemed part of the Basic Services. If the Owner and the Architect cannot reach agreement on whether or not the subject services constitute Additional Services, the dispute shall be resolved pursuant to Article 8 of this Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3.

§ 4.2.1 The Architect shall provide services necessitated by a material change in the Initial Information or a material change in the anticipated Project size; quality; complexity; the Owner's schedule or budget for Cost of the Work; as an Additional Service.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including to the extent known or determined by the District's representatives or the BOE, District's and BOE's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements.

§ 5.2 Intentionally omitted.

§ 5.3 Intentionally omitted.

§ 5.4 The Owner shall coordinate the services of its own consultants (if any) with those services provided by the Architect.

§ 5.5 Intentionally omitted

§ 5.6 Intentionally omitted

§ 5.7 Intentionally omitted.

§ 5.8 Intentionally omitted

§ 5.9 The Owner shall provide the Architect access to the Project site prior to commencement of the Basic Services to provide the Architect access to the site wherever required for the Architect's performance of the Architect's Services.

§ 5.10. Intentionally omitted.

§ 5.11 Notwithstanding anything to the contrary in this Agreement and the Contract Documents, provision, review and approval of any and all documents or other matters required herein by the Owner, its District representatives, or the BOE shall be for the purpose of providing the Architect with information as to the District's and BOE's objectives and goals for the Project and not for the purpose of determining the accuracy or completeness of such documents. Further, such provision, review, and approval by the Owner, its District representatives, or the BOE shall in no way create any liability on the part of the Owner for errors, inconsistencies or omissions in any approved documents or alter the Architect's responsibilities under this Agreement.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work as applicable to a Design Alternative shall be the total cost to the Owner to construct all elements of the Project based on such Design Alternative as prepared by the Architect, including without limitation estimated costs for contractors' general conditions costs, overhead and profit, and the reasonable value of labor, materials, and equipment. The Cost of the Work does not include the compensation of the Architect for the Architect's Services; costs for services by other design professionals; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 Estimates of the Cost of the Work prepared by the Architect, as part of the Basic Services under this Agreement represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment; the Contractor's methods of determining bid prices; or

competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from any estimate of the Cost of the Work, or evaluation, prepared by the Architect.

§ 6.3 In preparing estimates of the Cost of Work for each Design Alternative, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the scope of construction work for the Project for the purpose of each such conceptual Design Alternative; to recommend reasonable adjustments in the program and scope of the Project as included in such Design Alternative. The Architect's estimates of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques.

§ 6.4 .Intentionally omitted.

§ 6.5 Intentionally omitted.

§ 6.6 Intentionally omitted.

§ 6.7 Intentionally omitted.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 All plans, drawings, specifications, models, reports and other materials and work product prepared or furnished by the Architect or on its behalf, including such materials and work product as are produced by the Architect's consultants, pursuant to this Agreement (collectively, the "**Instruments of Service**") are and shall be owned solely and exclusively by and shall be the property of the Owner, free and clear of any claim or retention of rights thereto by the Architect and the Architect's consultants. The Instruments of Service cannot be used by the Architect or the Architect's consultants for any purpose beyond the scope of this Agreement without the prior written consent of the Owner. In addition to the immediately preceding sentence, the Architect agrees to obtain, and convey and assign to the Owner absolutely and exclusively, all intellectual property rights including, but not limited to, copyrights, in and to the Instruments of Service, and the Architect hereby does so grant, convey, and assign to the Owner absolutely and exclusively such of those rights that it owns. All Instruments of Service may be used by the Owner, in whole or in part, or in modified form, for any purpose, including the completion of the design documents.

§ 7.2 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.3 The Architect and the Architect's consultants shall be deemed the authors of their respective Instruments of Service.

§ 7.3 Intentionally omitted.

§ 7.3.1 Intentionally omitted.

§ 7.4 Intentionally omitted.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other, for damages, except such rights as they may have to the proceeds of such insurance. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 Intentionally omitted.

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 Mediation, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.3 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box.)

- [☐] Arbitration pursuant to Section 8.3 of this Agreement
- [☒] Litigation in a court of competent jurisdiction
- [☐] Other: (Specify)

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

§ 8.3 Intentionally Omitted

§ 8.3.4 Intentionally Omitted.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner repeatedly fails to make payments to the Architect when due and payable in accordance with this Agreement due to no fault of the Architect, and provided such failed payment(s) is not the subject of a good faith dispute by the Owner as to Architect's entitlement to such payment, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services or terminate this Agreement under this Section 9.1, the Architect shall give fourteen days' prior written notice and opportunity to cure to the Owner before the suspension services or the termination of this Agreement shall take effect. In the event of a suspension of services under this Section 9.1, the Architect shall have no liability to the Owner for delay or damage caused to the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project due to no fault of the Architect for more than sixty consecutive days, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for reasonable expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 120 cumulative days in any one calendar year due to no fault of the Architect, the Architect may terminate this Agreement by giving not less than fourteen days' written notice.

§ 9.4 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect should the Architect fail substantially to perform in accordance with the terms of this Agreement through no fault of the Owner,

District representatives, or the BOE.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.1 or Section 9.3, the Owner shall compensate the Architect for services performed in accordance with this Agreement prior to termination and reasonable costs directly attributable to termination.

§ 9.7 Intentionally Omitted.

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year after completion of the Architect's Services, excepting the parties' respective obligations regarding insurance and which otherwise necessarily may require performance later than one year after completion of the Architect's Services.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the laws of the State of Connecticut, excluding its choice of law rules.

§ 10.2 Intentionally omitted.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and prospective obligations under this Agreement.

§ 10.4 If the Owner requests the Architect to execute certificates or consents, the proposed language of such certificates or consents shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 The Architect shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site; provided, this Section 10.6 shall not apply to the extent the Architect's Services include services for or relating to the discovery, presence, handling, removal, or disposal of hazardous materials or toxic substances at the Project site.

§ 10.7 Intentionally omitted.

§ 10.8 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Services that Basic Services under this Agreement, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum
(Insert amount)

§ 11.2 For Supplemental Services identified in Section 4.1, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

- .1 For Funding Assistance and CTDAS Grant Assistance per the RFQ/RFP and RFQ/RFP Exhibit A, the stipulated sum of _____ and ____/100 Dollars (\$ _____).

.2 For Hazardous Building Material Survey by the Architect or its consultants, the stipulated sum of _____ and ____/100 Dollars (\$ _____).

.3 For Supplemental Services other than Supplemental Services under subparts .1 and .2 of this Section 11.2, compensation for such services shall be on the basis of a stipulated sum agreed to by the Owner and Architect or on the basis of time expended at applicable Hourly Rates.

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

On the basis of time expended at applicable Hourly Rates.

§ 11.4 Intentionally omitted.

§ 11.5 Where compensation for Basic Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as follows:

Programming and Project Educational Specifications Phase	_____ percent (_____ %)
Roof/Site Evaluation, Structural Assessment, Project Feasibility	_____ percent (_____ %)
Conceptual Design Documents/Professional Cost Estimates	_____ percent (_____ %)
Total Basic Compensation	one hundred percent (100 %)

§ 11.6 Intentionally omitted.

§ 11.6.1 Intentionally omitted.

§ 11.7 To the extent that the Architect’s compensation for services under this Agreement is to be based on hourly billing rates, such hourly billing rates for such services of the Architect and the Architect’s consultants shall be those rates set forth below (the “**Hourly Rates**”). The Hourly Rates shall be all inclusive rates which shall include, but are not limited to, base salary, fringe and other benefits, insurance, taxes, miscellaneous personnel expenses, meals, travel, travel time, training, holidays, sickness, medical, lost time, miscellaneous absences, general and corporate supervision and management expenses, overhead and profit, legal costs and accounting costs and profit. The Hourly Rates shall remain unchanged for the duration of the Architect’s Services and this Agreement.

_____	_____
Employee or Category	Rate
_____	_____

§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Unless otherwise agreed by the Owner, the Architect shall not be entitled to reimbursement of any expenses beyond that included in the stipulated sum set forth in Section 11.1.

§ 11.9 Payments to the Architect

§ 11.9.1.Intentionally omitted.

§ 11.9.2 Progress Payments

§ 11.9.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable within thirty (30) days after presentation of the Architect's invoice to the Owner along with such supporting documentation as required by the Owner.

§ 11.9.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.9.2.3 Records of services performed on the basis of Hourly Rates shall be available to the Owner upon request.

§ 11.9.2.4 The Architect shall make payment to its consultants (if any) within seven days after the Architect's receipt of payment from the Owner for services provided by such consultants. As requested by the Owner from time to time, the Architect shall provide evidence satisfactory to the Owner that Architect's consultants are being paid on a timely basis.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

(Include other terms and conditions applicable to this Agreement.)

Not applicable.

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below (together the "Contract Documents"):

- .1 AIA Document B104™-2017, Standard Abbreviated Form of Agreement Between Owner and Architect, as modified by the Owner and Architect.
- .2 Exhibits:
(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits identified in Section 4.1.)

EXHIBIT 1 - Request for Qualifications and Request for Proposals for Roof Project Programming, Site Evaluation and Feasibility, and Conceptual Design Services for Killingly Intermediate School Roof Replacement, RFQ/P# 2027-001, issued July 9, 2026, and any Addenda, appended hereto.

EXHIBIT 2 - AIA Document B203-2017 Standard form of Architect's Services: Site Evaluation and Project Feasibility, appended hereto.

- .3 Other documents:
(List other documents, if any, including additional scopes of service forming part of the Agreement.)

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

BY:

(Printed name and title)

ARCHITECT (Signature)

BY:

(Printed name, title, and license number, if required)

AIA® Document B203™ – 2017

Standard Form of Architect's Services: Site Evaluation and Project Feasibility

for the following **PROJECT**:

Roof Project Programming, Site Evaluation and Feasibility, and Conceptual Design Services for replacement of the roof at the Killingly Intermediate School located at 1599 Upper Maple Street, Killingly, Connecticut 06241 (“**Project**”).

THE OWNER:

Killingly Public School District (“**District**” or “**Owner**”)
54 East Main Street
Killingly, Connecticut 06413

THE ARCHITECT:

(Name, legal status and address)

THE AGREEMENT

This Standard Form of Architect's Services is part of the accompanying AIA B104-2017 Owner-Architect Agreement (hereinafter, together referred to as the “**Agreement**”) dated the day of in the year 2026 .
(In words, indicate day, month and year.)

TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 SITE EVALUATION AND PROJECT FEASIBILITY SERVICES
- 3 ADDITIONAL SERVICES
- 4 OWNER'S RESPONSIBILITIES
- 5 COMPENSATION
- 6 SPECIAL TERMS AND CONDITIONS

ARTICLE 1 INITIAL INFORMATION

§ 1.1 The Architect's services (“**Services**”) are based on the Initial Information set forth in this Article 1.

(For each item in this section, insert the information or a statement such as “not applicable” or “unknown at time of execution.”)

§ 1.1.1 Site(s) to be evaluated:

(Identify the site or sites to be evaluated by the Architect and existing buildings that are a part of the evaluation.)

ADDITIONS AND DELETIONS:

The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services only and must be used with an Owner-Architect agreement. It may be attached as an exhibit to AIA Document B102™–2017, Standard Form of Agreement Between Owner and Architect without a Predefined Scope of Architect's Services or used with AIA Document G802™–2017, Amendment to the Professional Services Agreement, to create a modification to any Owner-Architect agreement.

ELECTRONIC COPYING of any portion of this AIA® Document to another electronic file is prohibited and constitutes a violation of copyright laws as set forth in the footer of this document.

Killingly Intermediate School located at 1599 Upper Maple Street, Killingly, Connecticut 06241 Eliot Middle School building located at 69 Fairy Dell Road, Clinton, Connecticut 06413.

§ 1.1.2 The Owner's Development Objectives:

(Identify the Owner's program for the Project or otherwise state the Owner's Development Objectives for the Project in terms of space requirements, anticipated structures, site features, sustainable objectives, and other relevant information.)

See Project Background Section and other Project information in the Owner's *Request for Qualifications and Request for Proposals for Roof Project Programming, Site Evaluation and Feasibility, and Conceptual Design Services for Killingly Intermediate School Roof Replacement, RFQ/P# 2027-001*, issued July 9, 2026, and any Addenda, appended to the Agreement as **EXHIBIT 1** (the "**RFQ/RFP**").

§ 1.1.3 The Architect shall retain the following consultants:

(List name, discipline, address, and other information.)

§ 1.1.4 Other Initial Information on which the Architect's Services are based:

(List below other information that will affect the Architect's performance, such as the Owner's contractors and consultants, existing entitlements for land use or construction, existing encumbrances to land use, the Owner's budget for the Project, authorized representatives, and Owner confidentiality requirements.)

See the RFQ/RFP appended to the Agreement as Exhibit 1.

§ 1.1.5 The Owner and Architect may reasonably rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect may appropriately adjust the Architect's Services, schedule for the Architect's Services, and the Architect's compensation.

ARTICLE 2 SITE EVALUATION AND PROJECT FEASIBILITY SERVICES

§ 2.1 The Architect shall manage the Site Evaluation and Project Feasibility Services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 2.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 2.3 The Architect shall prepare, and periodically update, a schedule of Site Evaluation and Project Feasibility Services that identifies milestone dates for decisions required of the Owner, Services furnished by the Architect, and completion of documentation to be provided by the Architect. The Architect shall coordinate the schedule of Site Evaluation and Project Feasibility Services with the Owner's schedule for the Services.

§ 2.4 The Architect shall submit documents regarding the Site Evaluation (including without limitation roof structural analysis) and Project Feasibility Services to the Owner's District representatives and Killingly Board of Education ("**BOE**"), as applicable, and in accordance with the requirements for the Architect's Services set forth in the Contract Documents (as defined in Section 13.2 of the Agreement) at appropriate intervals for purposes of their evaluation and approval. The Architect shall be entitled to rely on approvals received from the Owner to complete the Site Evaluation, Structural Assessment, and Project Feasibility Services.

§ 2.5 The Architect shall prepare a site evaluation, structural assessment, and feasibility report based on the Architect's Services selected in Section 2.6 and as part of the Architect's Services required under Contract Documents, which report shall be in accordance with the requirements for the Architect's Services set forth in the Contract Documents. The report may incorporate written or graphic materials, and shall include, without limitation:

- .1 an executive summary,
- .2 documentation of the methodology used to conduct the Architect's Services,
- .3 the Owner's Development Objectives,
- .4 relevant facts upon which the report is based,
- .5 conclusions and recommendations, and
- .7 other: Information required to be included in the "written site investigation and Project feasibility report" in accordance with the Scope of Services – Exhibit A to the RFQ/RFP.

§ 2.6 The Architect shall provide the listed Site Evaluation and Project Feasibility Services designated below as the Architect's responsibility or otherwise required under the requirements for the Architect's Basic Services set forth in the Contract Documents. Unless otherwise specifically addressed in the Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Site Evaluation and Project Feasibility Service is not being provided.

(Designate the Architect's Site Evaluation and Project Feasibility Services and the Owner's Site Evaluation and Project Feasibility Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Site Evaluation and Project Feasibility Service.)

Services	Responsibility (Architect, Owner or Not Provided)
§ 2.6.1 Preliminary assessment of Owner's Development Objectives	Architect
§ 2.6.2 Site evaluation	Architect
§ 2.6.3 Identification of environmental requirements	Architect
§ 2.6.4 Site context description	Not Provided
§ 2.6.5 Cultural factor assessment	Not Provided
§ 2.6.6 Historic resource inventory	Not Provided
§ 2.6.7 Building evaluation, including roof structural assessment	Architect
§ 2.6.8 Conceptual drawings	Architect
§ 2.6.9 Estimate of the cost of the Work	Architect
§ 2.6.10 Public hearings and meetings	Architect
§ 2.6.11 Other Site Evaluation and Project Feasibility Services	
.1 Programming and Educational Specifications Per § 2.8	Architect

§ 2.7 Description of Services

A brief description of each Site Evaluation and Project Feasibility Service is provided below, and in the RFQ/RFP.

(If necessary, attach as an exhibit, or provide in Section 2.7, expanded or modified descriptions of the Site Evaluation and Project Feasibility Services listed below.)

§ 2.7.1 Preliminary Assessment of Owner's Development Objectives. Provide a preliminary assessment of the Owner's Development Objectives and identify constraints and opportunities that will impact them.

§ 2.7.2 Site Evaluation. Evaluate the site by, as applicable: (1) performing on-site observations; (2) assessing the physical characteristics of the site; (3) assessing codes, ordinances, and regulations that impact the Owner's Development Objectives; (4) if required for the Project, assessing utilities available to the site; and (5) if required for the Project, assessing the access, circulation, and parking for the site. The Architect shall make recommendations to the Owner based on its site evaluation.

§ 2.7.3 Identification of Environmental Requirements. If required for the Project based on the nature and scope of the desired construction work for the Project, identify environmental requirements that may apply to the Owner's Development Objectives for the site, such as the need for environmental impact statements, assessments, documentation, testing, or monitoring.

§ 2.7.4 Site Context Description. Describe the physical characteristics and context of areas immediately surrounding the site, including existing land uses, proposed development, and public transportation. The Architect shall also describe land use patterns, trends, or potential uses of areas immediately surrounding the site and assess the impact of the Owner's Development Objectives on the surrounding sites and community.

§ 2.7.5 Cultural Factor Assessment. Research the history of the site, which may include historic land uses, existing structures on or adjacent to the site, archaeological significance, and other cultural factors. The Architect shall also assess the impact of the Owner's Development Objectives on the cultural significance of the site, surrounding sites, and community.

§ 2.7.6 Historic Resource Inventory. Prepare an inventory of buildings and other features on the site that have been identified by local, state, or federal authorities as historic, or that may have historic significance.

§ 2.7.7 Building Evaluation. Conduct an evaluation, based on visual observation, of the roof conditions of the existing building on the site, as well as structural roof assessment in accordance with the requirements for the Architect's Services set forth in the Contract Documents. Without limiting or reducing any of the Architect's obligations for the Architect's Services set forth in any other provision of the Contract Documents, the evaluation shall, among other requirements set forth in the Contract Documents, summarize in general terms: (1) the building's existing uses; (2) elements or components of the building that are relevant to the anticipated scope of the Project and that do not comply with applicable codes and regulations; (3) the building's predominant materials which relate to the Project and their conditions; (4) the buildings' structural systems which relate to the Project and their conditions; (5) the buildings' mechanical, electrical, and plumbing systems which relate to the Project and their conditions; and (6) potentially hazardous materials or toxic substances in areas of the building which are within the scope of the Project. If necessary, the Architect shall recommend further investigation of any of the above.

§ 2.7.8 Conceptual Drawings. Prepare conceptual development drawings in accordance with the requirements for the Architect's Services set forth in the Contract Documents, and which are based on the Owner's Development Objectives. The drawings may show, as the Architect deems necessary for the Project, land use, building placement, access and circulation of vehicles and pedestrians, parking, utilities, site drainage, landscaping, and development phasing.

§ 2.7.9 Estimate of the Cost of the Work. Based on the Conceptual Drawings and other services provided, prepare estimates of the cost of the work for the Project and in accordance with the requirements for the Architect's Services set forth in the Contract Documents

§ 2.7.10 Public Meetings and Hearings. Attend public hearings and citizen information meetings as required to perform the services or as requested by the Owner. Prepare presentation materials as necessary for such public meetings and hearings.

§ 2.7.11 Other Site Evaluation and Project Feasibility Services Identified in Section 2.6.11:
(Describe the Site Evaluation and Project Feasibility Services, if any, identified in Section 2.6.11.)

.1 Educational Specifications and Programming and Services per § 2.8

§ 2.8 Educational Specifications and Programming

§ 2.8.1 Develop and prepare Project Educational Specifications with and for the District and Killingly BOE, in accordance with the requirements for the Architect's Services set forth in the Contract Documents, including those applicable to Programming and Educational Specifications Services. To the extent necessary and/or appropriate for preparation of the Project Educational Specifications, the Services include services set forth in Sections 2.8.2 through 2.8.5.2, and include identifying, discussing, and prioritizing values, goals, and objectives to establish performance and design criteria for the Project.

§ 2.8.2 Information Gathering

§ 2.8.2.1 The Architect shall compile and review Project-related information, including the following as need for the Project:

- .1** Available data on existing facilities, record documents, and other Owner documents, including existing

- program material and design and facility standards;
- .2 Relevant documents from authorities having jurisdiction over the Project, such as applicable codes, regulations, and ordinances;
- .3 Applicable non-governmental building and planning standards; and
- .4 Relevant historical documents and archival materials.

§ 2.8.2.2 The Architect shall identify the constraints and opportunities that may impact the Project, such as location, access, visibility, and site and building services.

§ 2.8.2.3 The Architect shall conduct interviews with Project stakeholders. In preparation for the interviews, the Architect shall:

- .1 assist the District Superintendent and Assistant Superintendent in identifying individuals to be interviewed;
- .2 establish a work plan and schedule for the interviews;
- .3 determine the types of data that could impact the design of the Project; and
- .4 determine how interviews will relate to other information-gathering techniques, such as observations and surveys.

§ 2.8.2.4 The Architect shall conduct a walkthrough of the Project site and existing facilities with the appropriate personnel, such as the District's Superintendent, Assistant Superintendent, Director of Operations and Maintenance, and shall, if and to the extent appropriate and necessary for this Project:

- .1 prepare a space inventory;
- .2 identify foot traffic and circulation patterns, use levels, and general adequacy of spaces to accommodate the users; and
- .3 prepare a written description, a graphic illustration, or both, that includes relevant criteria, such as space utilization data; area allowances; adjacencies; communication, technology, and security systems; and operating procedures.

§ 2.8.2.5 The Architect shall identify, in consultation with BOE and District representatives, similar facilities and operations for the programming participants to observe for evaluation and comparison to the Project. The Architect shall observe the identified facilities and operations with programming participants.

§ 2.8.2.6 The Architect shall facilitate meetings, as applicable, with programming participants to (1) review data obtained from information gathering activities; (2) consider and discuss design and planning issues, such as future growth and expansion projections; and (3) endeavor to achieve consensus as to how the values, goals, objectives, and information should influence the design of the Project.

§ 2.8.3 Data Analysis

§ 2.8.3.1 Based on the identified values, goals, objectives, and information gathered, the Architect shall develop performance and design criteria for the Project in accordance with and consistent with the requirements for the Architect's Services set forth in the Contract Documents.

§ 2.8.3.2 The Architect shall make a preliminary determination of requirements applicable to the Project and consider special requirements, such as aesthetics; flexibility; sustainability; surrounding environment; safety; security; and site information, as appropriate.

§ 2.8.3.3 The Architect shall identify unresolved programming issues, discuss them with the District representatives, and recommend solutions for the BOE's approval prior to preparing the Architect's initial draft of the Educational Specifications for the Project.

§ 2.8.4 Initial Program Document and Presentation

§ 2.8.4.1 In accordance with the requirements for the Architect's Services set forth in the Contract Documents, the Architect shall compile the results of its findings and analyses concerning (1) the values, goals, and objectives for the Project; (2) information gathering; and (3) data analysis in an initial draft of the Educational Specifications as an initial Project program document/report for the Killingly BOE.

2.8.4.2 Subject to the limits set forth in Section 3.2.3, the Architect shall present its initial Project program document/draft of Project Educational Specifications to the District Superintendent and Assistant Superintendent, in a format consistent with the requirements set forth in the Contract Documents for the Educational Specifications Services, for discussion with the District Superintendent and Assistant Superintendent, other authorized District representatives, and the BOE. The Architect shall make special presentations to individuals or groups not included as programming participants, as required by the BOE.

§ 2.8.5 Development of Final Program of Project Requirements

§ 2.8.5.1 Based on the BOE's approval of the initial program document/draft Educational Specifications, including the BOE's and/or District Superintendent's and Assistant Superintendent's authorization of any adjustments, the Architect shall prepare the Project Educational Specifications for the BOE's approval.

§ 2.8.5.2 The Architect shall incorporate the BOE's design and facility standards and recommend Project standards in accordance with laws and regulations of the State of Connecticut and rules and requirements of the Connecticut Department Administrative Services ("CTDAS") applicable to public school building projects receiving a school building project grant pursuant to Connecticut General Statutes Chapter 173.

§ 2.8.5.3 The Architect shall determine specific space requirements for the Project by, as applicable to the Project

- .1 identifying required spaces;
- .2 establishing sizes and relationships;
- .3 establishing efficiency factors; and
- .4 documenting special requirements, such as structural, mechanical, electrical, lighting, acoustical, FF&E, technology, security, or site development.

§ 2.8.5.4 The Architect shall prepare a final program document/final Educational Specifications for the Project, which includes all information and items required by applicable State laws and regulations and CTDAS rules and requirements applicable to public school building projects receiving a school building project grant pursuant to Connecticut General Statutes Chapter 173, including without limitation laws, rules, and requirements governing the documentary submissions required as part of an application to CTDAS for such grants, and as appropriate and necessary for this Project further detail all items identified in Sections 2.8.5.1 through 2.8.5.3, incorporating written and graphic materials that may include

- .1 an executive summary;
- .2 documentation of the methodology used to develop the program/Educational Specifications;
- .3 value and goal statements;
- .4 relevant facts upon which the program/Educational Specifications was based;
- .5 photo documentation of relevant existing site and building features;
- .6 aspirational images;
- .7 conclusions derived from data analysis;
- .8 relationship diagrams;
- .9 flow diagrams;
- .10 matrices identifying space allocations and relationships;
- .11 space listings by function and size; and
- .12 space diagrams, as needed, to convey program information.

§ 2.8.5.5 The Architect shall review the District's anticipated budget and anticipated Project schedule and provide a preliminary opinion of the program/Educational Specifications with respect to the anticipated budget and Project schedule. The Architect's opinion of the budget shall be based on current area, volume, or other similar conceptual data.

ARTICLE 3 ADDITIONAL SERVICES

§ 3.1 Additional Services may be provided after execution of the Agreement, without invalidating the Agreement.

Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this

Article shall entitle the Architect to compensation pursuant to Section 5.2 and an appropriate adjustment in the Architect's schedule.

§ 3.2 The Architect shall provide Educational Specifications and Programming, and Site Evaluation and Project Feasibility Services, exceeding the limits set forth below, and which are not part of Supplemental Services, as Additional Services. When the limits below are reached as part of the Architect's Basic Services, the Architect shall notify the Owner:

- .1 Three (3) in person meetings with the Owner or the Owner's consultants;
- .2 Two (2) visits to the site by the Architect;
- .3 One (1) presentations of any portion of the Services to third parties as requested by the Owner;
- .4 Two (2) preparation for, and attendance at, public hearings and meetings.

ARTICLE 4 OWNER'S RESPONSIBILITIES

§ 4.1 The Owner's District representatives and/or BOE, as applicable, shall provide the Architect with information necessary to perform the Educational Specifications and Programming Services and/or the Site Evaluation and Project Feasibility Services, which may include a program or other Owner-provided information regarding the development objectives for the Project. If necessary, and included as part of the Architect's Services, the Owner shall provide the services of a surveyor or environmental consultant.

§ 4.2 The Owner shall provide the Architect with any available previous studies, data, reports, surveys, or other documents which have a direct bearing on the Educational Specifications and Programming Services and/or Site Evaluation and Project Feasibility Services.

§ 4.3 The Owner shall provide access to the property and buildings as necessary for the Architect to complete the Educational Specifications and Programming and the Site Evaluation and Project Feasibility Services.

ARTICLE 5 COMPENSATION

§ 5.1 If not otherwise specifically addressed in the Agreement, the Owner shall compensate the Architect for the Site Evaluation and Project Feasibility Services described in Article 2 as follows:

(Insert amount of, or basis for, compensation.)

§ 5.2 For Additional Services that may arise during the course of the Project, including those under Section 3.2, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

In accordance with Article 4 of the Agreement.

§ 5.3 Intentionally omitted.

ARTICLE 6 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Standard Form of Architect's Services: Site Evaluation and Project Feasibility are as follows:

None.

EXHIBIT C

INSURANCE AND INDEMNIFICATION REQUIREMENTS

INSURANCE

The Consultant agrees to always maintain in force while the agreement for the Services between the Consultant and the District is in effect, and agrees to cause the Consultant's consultants (if any) to always maintain in force while the agreement is in effect, the following minimum insurance coverages, issued by an insurer or insurers authorized to issue insurance in the State of Connecticut, having a minimum AM Best's Rating of A-; VII, or who are otherwise acceptable to the District.

The Consultant shall cause the Killingly Public School District, Killingly Board of Education, and the Town of Killingly, to be named and endorsed as Additional Insured on a primary and non-contributory basis to all policies except Workers Compensation and Professional Liability.

All policies must also include a Waiver of Subrogation in favor of the Killingly Public School District, Killingly Board of Education, and Town of Killingly.

(Minimum Limits)

Workers' Compensation:

Statutory Limits

Employers' Liability:

EL Each Accident	\$1,000,000
EL Disease Each Employee	\$1,000,000
EL Disease Policy Limit	\$1,000,000

Commercial General Liability including coverage for
Premises & Operations, Products and Completed Operations,
Personal and Advertising Injury, Contractual Liability and
Independent Contractors:

Each Occurrence	\$1,000,000
General Aggregate (per project)	\$2,000,000
Products/Completed Operations Aggregate (per project)	\$2,000,000

Auto Liability (includes all owned, hired & non-owned autos):

Combined Single Limit Each Accident	\$1,000,000
-------------------------------------	-------------

Professional Liability:

Each Wrongful Act	\$2,000,000
Aggregate	\$2,000,000

Umbrella (Excess) Liability:

Each Occurrence	\$1,000,000
Aggregate	\$1,000,000

In no event shall the Umbrella (Excess) Liability insurance provide narrower or more restrictive coverage than the primary insurance policy. The Umbrella (Excess) policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

If any policy is written on a “Claims Made” basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of the agreement for the Services between the Consultant and the District. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the agreement for two (2) years from the completion date.

Original, completed Certificates of Insurance must be presented to the District prior to issuance of the agreement for the Services. The Consultant agrees to provide replacement/renewal certificates at least sixty (60) days prior to the expiration date of any insurance policy. Should any of the above-described policies be cancelled, limits reduced, or coverage altered, thirty (30) days prior written notice must be given to the District and all other Additional Insureds under any such policy.

INDEMNIFICATION

To the fullest extent permitted by law, the Consultant shall indemnify and hold harmless the Killingly Public School District, Killingly Board of Education, Town of Killingly, and their consultants, agents, public officials and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) arising out of or resulting from the Services performed or provided by the Consultant, provided that such claim, damage, loss or expense is caused in whole or in part by a negligent act or omission of the Consultant and/or any person or organization directly or indirectly employed or engaged by the Consultant to perform or furnish any part of the Services, or anyone for whose acts the Consultant may be liable.

EXHIBIT D

NON-COLLUSION AFFIDAVIT

State of _____)

ss

County of _____)

_____, being first duly sworn, deposes and says:

1. That he/she is a () Partner; () Officer; () Member; () Owner of the firm of:

the party making the foregoing proposal or bid;

2. He/she is fully informed respecting the preparation and contents of the attached proposal or bid and all circumstances regarding the same;
3. Said proposal or bid is genuine and is not a collusive or sham proposal or bid;
4. Neither the said proposer or bidder nor any of its officers, partners, members, owners, agents, representatives, employees, or parties-in-interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any proposer or bidder, or person, to put in a sham proposal or bid or to refrain from submitting a proposal or bid, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price or bid price or affiance of any other proposer or bidder, or to fix any overhead, profit or cost element of said proposal price or bid price, or of that of any other proposer or bidder, or to secure any advantage against the **Killingly Public School District and Killingly Board of Education** any person interested in the proposed contract;
5. The price or prices in the attached proposal or bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of this Proposer or Bidder or any of its agents, representatives, owners, employees, or parties-in-interest, including this affiant; and
6. All statements in said proposal or bid are true.

(Signed): _____

(Title): _____

Subscribed and sworn to before me, on this ____ day of _____, 20__.

Notary Public

My Commission Expires: _____

EXHIBIT E

FEE PROPOSAL – RFQ/P#2027-001

To: Killingly Public School District (“**District**”)
79 Westfield Avenue
Killingly, CT 06239
Attn: Andrea Drake

From: _____ (“Proposing Firm”)
Address: _____
Email: _____
Tel. No.: _____
Proposer’s
Contact Person: Name and Title: _____
E-mail: _____
Tel. No.: _____

Project: Roof Replacement at the Killingly Intermediate School located at 1599 Upper Maple Street, Killingly, CT 06241 (the “Property”).

The Proposing Firm hereby proposes and agrees to provide the Services described in the Request for Qualifications and Request for Proposals for school building project planning, programming, site evaluation and project feasibility, roof structural assessment, conceptual design and cost estimating, educational specifications, and other professional services issued by the District and Killingly Board of Education on July 9, 2026 and referred to as RFQ/P#2027-001 (the “RFQ/RFP”) for the following sums of money as fees and compensation for the Services. Fees proposed herein represent all-inclusive prices and compensation and include, but are not limited to, base salary, fringe and other benefits, insurance, taxes, miscellaneous personnel expenses, meals, travel time, training, holidays, illness, medical leave time, general and corporate supervision and management expenses, overhead and profit, legal costs, and accounting costs.

A. Basic Services:

1. Lump Sum Fee for Basic Services (including compensation for the Proposing Firm and its subconsultants, if applicable): _____ and ____/100 Dollars (\$ _____)
2. Allocation of the Lump Sum Fee for Basic Services to each phase of the Services for:
 - a. Programming and Project Educational Specifications \$ _____ (____ % of Lump Sum Fee)
 - b. Roof/Site Evaluation, Structural Assessment, Project Feasibility \$ _____ (____ % of Lump Sum Fee)
 - c. Conceptual Design Documents/Professional Cost Estimates \$ _____ (____ % of Lump Sum Fee)

B. Supplemental Services

1. Lump Sum Fee for Hazardous Building Material Survey and reporting, if required by the District (including compensation for the Proposing Firm and its subconsultants, if applicable):
_____ and ____/100 Dollars (\$ _____).
2. Lump Sum Fee for Funding and CTDAS Grant Assistance, if required by the District (including compensation for the Proposing Firm and its subconsultants, if applicable):
_____ and ____/100 Dollars (\$ _____).

All expenses incurred by the Proposing Firm (and its subconsultants, if applicable) in providing the Basic Services or the Supplemental Services shall be included in the proposed Lump Sum Fee Amounts. The District will not reimburse the successful proposer for any such expenses.

B. Hourly Rates for Supplemental or Additional Services

For all Supplemental Services or Additional Services for which the Proposer and the District are unable to agree on to lump sum amount, compensation for such services shall be based on time spent by the Consultant and/or any of its Subconsultants, as applicable, at the hourly rates set forth below or the hourly rates set forth on a schedule appended to this Fee Proposal for employees and officers of the Proposing Firm and all its proposed consultants for the Services (the “**Hourly Rates**”). Any Additional Services or Supplemental Services for which the Proposer and District are unable to agree on a lump sum amount, and which are compensated based on the Hourly Rates, shall be subject to a not-to-exceed amount approved in writing by the Owner prior to the commencement of any such Additional Services or Supplemental Services. The Proposing Firm agrees that the Hourly Rates shall remain unchanged for the duration of the contract for the Services between the District and selected Proposer.

The Hourly Rates represent all-inclusive prices per hour and include, but are not limited to, base salary, fringe and other benefits, insurance, taxes, miscellaneous personnel expenses, meals, travel time, training, holidays, illness, medical leave time, general and corporate supervision and management expenses, overhead and profit, legal costs, and accounting costs.

1. Hourly Rates for Proposer’s Employees/Officers

Principal	\$ _____	per hour
Project Manager	\$ _____	per hour
Assistant Project Manager	\$ _____	per hour
Director	\$ _____	per hour
Engineer	\$ _____	per hour
Engineering Designer	\$ _____	per hour
Architect	\$ _____	per hour
Architectural Designer	\$ _____	per hour
Draftsman	\$ _____	per hour
Estimator	\$ _____	per hour
Secretarial	\$ _____	per hour

2. Hourly Rate- Proposer’s Employees/Officers

Subconsultant (Firm) Name	Position	Hourly Rate
_____	_____	\$ _____ per hour
_____	_____	\$ _____ per hour
_____	_____	\$ _____ per hour
_____	_____	\$ _____ per hour
_____	_____	\$ _____ per hour
_____	_____	\$ _____ per hour
_____	_____	\$ _____ per hour
_____	_____	\$ _____ per hour
_____	_____	\$ _____ per hour
_____	_____	\$ _____ per hour
_____	_____	\$ _____ per hour
_____	_____	\$ _____ per hour

The Killingly Public School District and Killingly Board of Education are exempt from all Federal and State excise, transportation, and sales taxes.

Receipt of Addenda to the RFQ/RFP, if applicable is acknowledged:

Addendum No. 1 _____	Date: _____	Addendum No. 2 _____	Date: _____
Addendum No. 3 _____	Date: _____	Addendum No. 4 _____	Date: _____

Under penalty of perjury, the undersigned declares that no person or persons other than members of Proposing Firm's own organization are interested in the contract proposed to be awarded for the Services; that the submission is made without any connection with any other person or persons making a proposal for the same services and is in all respects fair and without collusion or fraud; that no person acting for or employed by the Town of Killingly, Killingly Public School District, or Killingly Board of Education, is directly or indirectly interested therein, or in the services or works to which it relates or will receive any part of the profit or any commission therefrom in any manner which is unethical or contrary to the best interests of the District or the Killingly Board of Education.

Signed: _____

Name: _____
(print name)

Title: _____

Date: _____

EXHIBIT F

SEPTEMBER 2, 2022 ROOF INSPECTION REPORT



**SUSCA ROOF
CONSULTING**

INSPECT, DIAGNOSE, DESIGN

860-212-7810
September 2, 2022

email: rich@suscaroof.com

www.suscaroof.com

Mike Vassar
Killingly Public Schools
Operations and Maintenance
1599 Upper Maple Street
Dayville, CT 06241

RE: KILLINGLY INTERMEDIATE SCHOOL 1599 UPPER MIDDLE STREET DAYVILLE, CT

Dear Mr. Vassar,

Introduction: Per your request I visited the subject property on August 24 to inspect and assess the asphalt shingle roof and rain carrying systems on the referenced building. My inspection included observations from the ground, from the surface of the roof, from the interior of the building and from the attic. As you know, you accompanied me during the interior inspection, the tour of the main attic and the tour of the space over the stage. Access to the roof was gained by use of a portable ladder.

Objective: The purpose of my inspection was to assess the asphalt shingle roof to determine the source of loss of shingle tabs and to investigate several active leaks.

Description: The roofing on the school building consists of fiberglass/asphalt multi-tab shingles similar to GAF Slateline shingles installed at slopes of approximately 5"-6" per foot. The individual shingle tabs are approximately 8 1/4" wide with 8" exposure. There appears to be a self-adhering modified bitumen membrane installed along the eaves and possibly higher in some locations. The valleys are open style and flashed with lead coated copper "W" valleys (IMAGE 1). There are a number of pad style Campbell brand copper snowguards installed throughout the roof (IMAGE 2). There is a lightning protection system consisting of air terminals and cable installed on the roof. There is a small section of standing seam aluminum roofing over the northeast entrance (IMAGE 3). The roof drains to 6" aluminum K-style gutters serviced by 3" x 4" corrugated aluminum leaders which are attached to 4" x 4" cast iron drain pipe hubs at grade.

It is my understanding the school was built in 1989, reroofed around 2000 and the southern slopes replaced under warranty perhaps 10 years ago. The roof is framed with 2" x 4" trusses spaced 24" on center with 5/8" plywood sheathing joined with metal H-clips. The attic space is ventilated by a number of powered exhaust fans connected to humidistats and thermostats which are set at 60% RH and 80°F respectively (IMAGE 4). The fan system draws intake air through strip soffit vents and soffit louvers and exhausts through the roof below the ridge. The ceiling is insulated with 12 inches of fiberglass batt insulation and there is a polyethylene plastic vapor retarder attached to the underside of the bottom chord of the trusses (IMAGE 5).

Continued

Reported Leak Activity (See Attachment A):

1. Chronic leaks during ice damming conditions.
2. Leaks at rising masonry walls.
3. Leaks at the greenhouse roof and gutter.
4. Leaks at the cupola.

Observations / Defects:

1. There is excessive loss of shingle tabs and tab seal failure throughout the roof likely the result of wind in combination with defective or otherwise inactive tab seal, ice chopping or snow removal, shingle installation in cold weather and installation of shingles in extremely dusty environments (IMAGES 6-8). The loss of shingle tabs is extensive on the older shingle roof and very limited on the newer southern (front) slope.
2. There are random nails backing-out of the substrate and piercing the shingles (IMAGE 9).
3. The drip edge was installed incorrectly on top of the self-adhering underlayment. This is a very serious installation defect and allows water to travel under the eave shingles and behind the gutter in ice-damming conditions (IMAGE 10).
4. There is random damage to the shingle from chopping ice during ice-damming conditions (IMAGE 11).
5. The glass glazing at the greenhouse has failed.
6. The gutters are pulled away from the fascia in some locations allowing water to travel behind the gutters (IMAGE 12).
7. The drip edge extension is out of place in some locations allowing water to travel behind the gutters (IMAGE 13).
8. The shingles lack proper overhang at the cupola roof (IMAGE 14).
9. The gutters are drastically undersized for the potential volume of water. Based on gutter capacity and 100-year storm rainfall rates in the SMACNA Architectural Sheet Metal Manual the existing 6" K-style gutters provide only 35% of the required capacity.
10. The rain leaders are undersized for the calculated volume of water. Based on capacity and 100-year storm rainfall rates in the SMACNA Architectural Sheet Metal Manual the leaders should be no smaller than 4" x 4" which corresponds to the size of the existing cast iron drain hubs. The existing 3" x 4" corrugated leaders provide approximately 70% of the require drainage capacity.
11. The copper cricket at the back of the cupola has failed (IMAGE 15).
12. The wet seal caulking at the windows of the cupola has failed (IMAGE 16).
13. There is a leader offset missing from the gutter at the west end of the west courtyard (IMAGE 17).
14. The gutter at the greenhouse is poorly detailed and is causing water to run down the masonry (IMAGES 18 & 19).
15. The metal step flashings along the rising masonry walls are improperly installed and placed (IMAGES 20 & 21).
16. The sealant at the counterflashings at some of the rising walls has failed (IMAGE 22).
17. There is some ridging and buckling of plywood joints suggesting the joints are improperly fastened (IMAGE 23).
18. There are air terminal and cable fasteners through the ridge that are unsealed (IMAGE 24).
19. Large holes were observed in the masonry veneer at one location (IMAGE 25).
20. There is insufficient coverage of the counterflashing to step flashings at the fan units (IMAGE 26).
21. Birds are getting into the roof and soffit on the cupola (IMAGE 27).

Continued

22. There is a fan cover on the roof (IMAGE 28).
23. There is displaced insulation in the attic and the polyethylene vapor retarder has become brittle and failed in places (IMAGE 29).

Further Investigation:

- Ice damming is typically the result of the combination of three elements; heat loss caused by lack of insulation and poor ventilation, frozen precipitation and below freezing temperatures. It would be prudent to contract with a MEP engineer who could inspect the attic ventilation system, insulation and vapor retarder and provide corrective repairs and design improvements.

Opinion: The shingle roof and rain carrying systems are too flawed as a result of poor design, poor workmanship and physical damage to consider repair. Replacement of damaged or missing shingles would likely be a temporary repair and shingle tabs would continue to blow-off of the roof. The newer southern slope is better sealed and is performing better than the older roof, but nonetheless is losing tabs in some locations. You would be better served by planning for complete replacement of the roof and rain carrying systems with adequately designed and properly installed systems. In the interim you should consider the following:

- Replacement of the damaged shingles.
- Cleaning and refastening of the gutters.
- Reinstallation and fastening of the drip edge extension.
- Replacement of the step flashings and counterflashings at the leaking masonry walls.
- Replacement of the missing leader offset.
- Application of EPDM rubber to the metal cricket behind the cupola.
- Installation of heating cables at areas where there is chronic ice-damming.
- Ventilation and insulation improvements.
- Replacement of the wet sealing at the cupola windows.
- Replacement of the wet sealing and gutter at the greenhouse.
- Repairs to the metal roof at the northeast entrance.
- Installation of a gutter and leader at the northeast eave above the masonry wall.

Recommendations:

1. Investigate the heat loss, insulation and ventilation conditions contributing to the formation of ice dams.
2. Determine if the attic is properly ventilated and balanced between unobstructed intake at the soffits and the fan exhausts. Relocate the displaced insulation and install a new vapor retarder.
3. Replace the glazing on the greenhouse.
4. Replace the wet seal and cladding on the cupola.
5. Replace the roof and rain carrying systems on the entire building including:
 - a. New 8" x 8" flanged gutters serviced by 4" x 4" leaders.
 - b. Installation of through-flashings at the masonry walls.
 - c. Installation of full self-adhering modified bitumen underlayment provided the attic is adequately ventilated.
 - d. Replacement of the metal cricket behind the cupola.
 - e. Box-off the soffits where they terminate into the roof.
 - f. Installation of a new asphalt shingle or standing seam metal roof. The shingle roof should be designed to resist wind speeds of 130 mph. The metal roof will likely require a full snow retention system and related structural review and improvements.

Continued

Disclaimer: The roof inspection was limited to random visible locations in the field of the roof, walls, ridges, rakes and eaves and the observed conditions are assumed to be representative of the entire roof and typical of all workmanship. It is impractical to lift every shingle and doing so would likely damage the roof. In addition, certain components, such as underlayment membranes and metal flashings, are concealed and cannot be inspected without the removal of shingles.

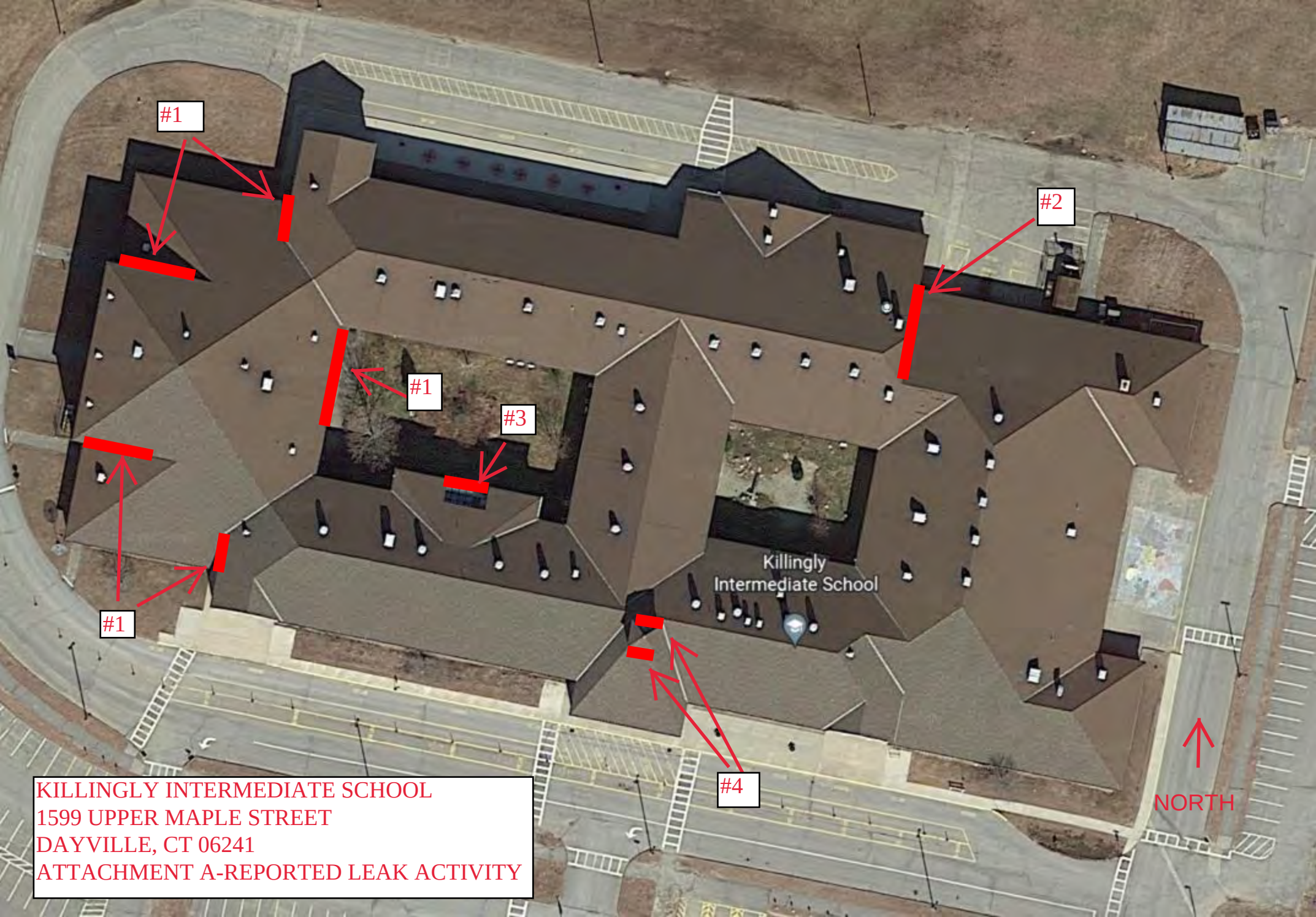
Attachments:

- A. Leak Activity Aerial Image
- B. Images 1-29

References:

- The NRCA Roofing Manual –Steep-Slope Roof Systems 2017
- NRCA Guidelines for Asphalt Shingle Roof Systems 2014
- SMACNA Architectural Sheet Metal Manual

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KILLINGLY INTERMEDIATE SCHOOL
1599 UPPER MAPLE STREET
DAYVILLE, CT 06241
ATTACHMENT A-REPORTED LEAK ACTIVITY



IMAGE 1



IMAGE 2



IMAGE 3

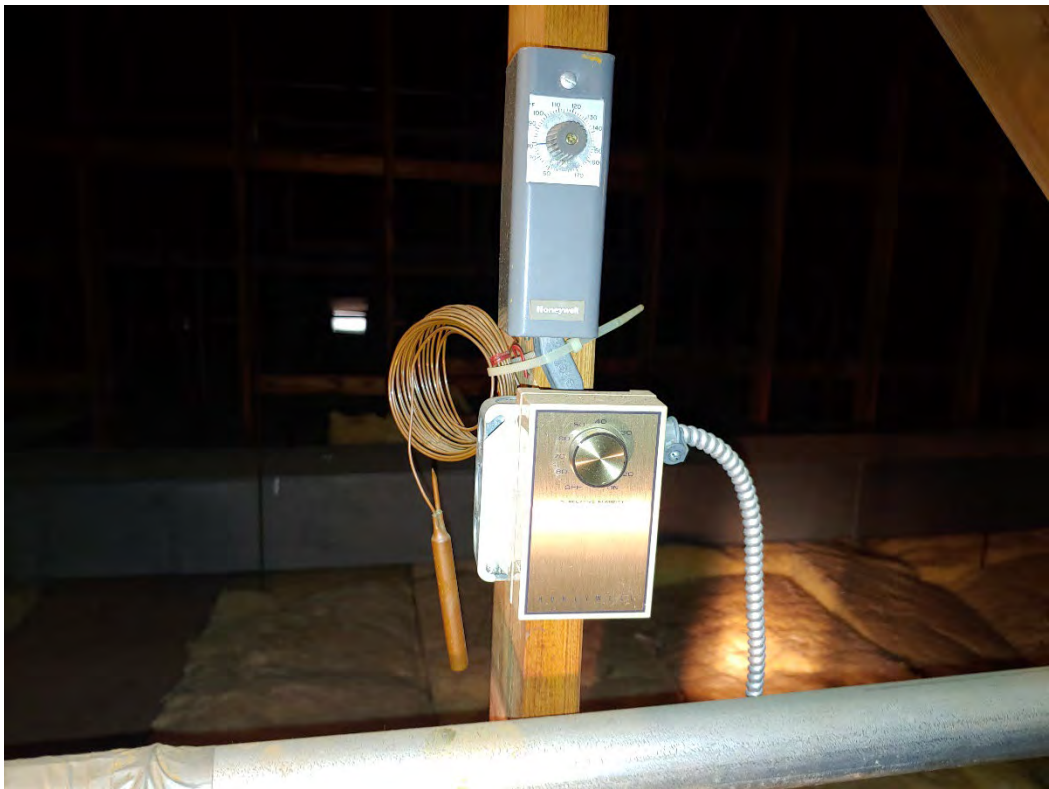


IMAGE 4



IMAGE 5



IMAGE 6



IMAGE 7



IMAGE 8



IMAGE 9



IMAGE 10



IMAGE 11



IMAGE 12



IMAGE 13



IMAGE 14



IMAGE 15



IMAGE 16



IMAGE 17



IMAGE 18



IMAGE 19



IMAGE 20



IMAGE 21



IMAGE 22



IMAGE 23



IMAGE 24



IMAGE 25



IMAGE 26



IMAGE 27



IMAGE 28



IMAGE 29