



Stonington K-12 Building Committee
West Vine Street School & Deans Mill School
Request for Proposal for Geotechnical Engineering Services

RFP: #2016-005 Issue Date: March 24, 2016

Proposals are Due no later than April 7, 2016 at 3:00 p.m.

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- Bid Proposal Form
- Exhibit A, West Vine Street Elementary School proposed Site Plan
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I. Project Overview

The Stonington K-12 Modernization project consists of two separate building projects that will consist of building renovations, partial demolition and new additions. It also consists of a roof replacement project that will not require geotechnical services.

The West Vine Street Elementary School is located on West Vine Street in Pawcatuck, Connecticut. The project will consist of demolishing approximately 1,800 square feet of the existing building and construction of a 34,900 square foot addition. The new addition will consist of a new classroom wing, gym, lobby area and other support spaces. The new addition is anticipated to be two-stories high. Please refer to Exhibit A for the existing site plan and proposed boring locations.

The Deans Mill Elementary School is located on Deans Mill Road in Stonington, Connecticut. The project will consist of demolishing approximately 35,350 square feet of the existing building and construction of a 40,200 square foot addition. The new addition will consist of a new classroom wing, gym, lobby area and other support spaces. The new addition is anticipated to be two-stories high. Please refer to Exhibit B for the existing site plan and proposed boring locations.

Drummey Rosane Anderson (DRA), Inc. is the architect of record for the project. Gilbane Building Company is the Construction Manager and Colliers International is the Owner's Project Manager.

II. Scope of Services

A. Comprehensive Geotechnical Engineering Services

The Stonington K-12 Building Committee intends to commission one firm to provide all geotechnical engineering services for both building projects. The scope of geotechnical services shall include the soil sampling, testing, and analysis that will be necessary to determine the suitability of the site for the proposed construction. The tasks associated with the geotechnical work should include the following paragraphs.

- B. Subsurface Investigations:** In coordination with DRA, coordinate a preliminary subsurface exploration program to determine the suitability of the site. Test borings should be located per the attached exhibits A and B. The intent is that borings will be performed from **April 18th to April 22nd, 2016**. This is during the scheduled spring break for both schools. However, if this date is not achieved, the borings will be scheduled for another time through coordination with the school district. Borings may have to be performed on a Saturday, or multiple Saturdays. A full report will be required by the end of May, 2016.

Subsurface Investigations should also include:

- Existing Geologic Information – Review existing geologic data to aid in development of a subsurface exploration and sampling program.
- Layout/Utility Clearance – Stake the proposed locations of all borings using an experienced engineer or geologist. Upon completion of the field staking, coordinate the required “Call-Before-You-Dig” notification and drilling efforts.
- Test Borings – Subcontract with a drilling contractor to drill the proposed borings as located on Exhibits A and B. Each boring shall be a minimum of 25-feet deep, or refusal. Boring operations shall include the cost to restore the areas impacted by the boring activities. Borings shall be backfilled with the spoils. An engineer or hydro geologist shall be on-site to observe all test borings. In addition to the requested borings, the proposal shall also include a unit rate per day for additional borings that may be required in the future. *Please note additional requirements on the boring location plans attached hereto as Appendix A and B.*
- Permits/Coordination – The proposal shall cover the preparation of any permit applications with respect to the borings.
- Material Testing – Conduct material testing and inspections to properly identify and determine the properties of the subsurface soils.

C. Geotechnical Report

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

- Subsurface Conditions – Provide a detailed summary of the observed subsurface soil and groundwater conditions.
- Soil Suitability – Conduct a qualitative evaluation of the site soils with regard to their suitability as a bearing stratum based upon your review

of the Standard Penetration Test data, material testing, and a physical examination of the soil.

- Foundation Types – Provide recommendations regarding suitable foundation types for the soils encountered and structure type presented, including recommendations for foundation drainage and slab on grade design. Provide reviews of contract documents to verify conformance with geotechnical design intent. Foundation design is not to be included in this scope of services.
- Site recommendations – Provide recommendations for the following: pavement design, suitability of onsite material for re-use as fills, methods for preparation of subgrade, placement of fills and compaction options.
- Bearing Pressures – Determine the allowable bearing pressures for the anticipated bearing stratum.
- Lateral Earth Pressure – Determine the appropriate lateral earth pressure for any below grade structures.
- Seismic Design Criteria – Identify the seismic soil profile coefficient, effective peak acceleration, and seismically induced lateral earth pressures for the building site.
- Liquefaction Analysis – Address the requirements of the Connecticut State Building Code relative to the potential for seismically induced liquefaction.
- Construction Considerations – Provide commentary concerning recommendations and observations as related to construction and other geotechnical aspects of the project to assist with preparation of contract documents (including applicable technical specifications) and construction monitoring.
- Construction Administration- Attend construction conference and or project meetings pertaining to geotechnical issues. Review shop drawings, design computations, and other submittals containing geotechnical content for general compliance with the intent and requirements of the contract documents. Answer questions, issue clarifications, and make design modifications as required based upon actual subsurface conditions encountered during construction.
- Geotechnical contractor is responsible for immediately patching all pavement and grasses upon completion of the borings each day.

D. Additional Borings During Design

Additional borings may be required to provide additional subsurface soil conditions against the proposed site and building layout and foundation systems. The proposer shall provide a separate cost to provide an additional **20** borings at each location, if necessary. The proposal shall also include amendments and/or modification to the original geotechnical report. Unit prices for daily rates shall be provided with the additional borings proposal.

E. Services During Construction

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

III. Geotechnical Engineer Selection Process

A. Review Process

The Stonington K-12 Building Committee will evaluate the written proposals to select a geotechnical engineering firm for this project. Proposals are being requested and anticipated to be received from several firms as provided at the front of this RFP.

B. Evaluation Criteria of Written Proposals

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

1. Experience of firm in providing geotechnical engineering services of similar projects
2. Fees for Services
 - Proposed fees for the geotechnical engineering services shall be in the form of a fixed lump sum for the project as outlined in this RFP. The lump sum fee must be provided in three parts as follows:

1. **Phase 1: Initial geotechnical services inclusive of borings and development of the geotechnical report lump sum fee**
 2. **Phase 2: Provide daily unit price to mobilize for additional geotechnical borings, to provide modified report, and a unit price per boring to a minimum of 25-ft or refusal**
 3. **Phase 3: Services Provided during the Construction Phase**
3. Also include hourly billing rates to be used when invoicing optional additional services. Rates for each of the applicable job classification listed below and any other appropriate classifications are to be provided. Secretarial services should be included within these hourly billing rates.
- Principal
 - Geotechnical Engineer
 - Technician

The Stonington K-12 Building Committee will award the contract to the lowest qualified responsible bidder.

IV. Instructions for Submission of Proposal

A. Submission Logistics

One (1) original and twelve (12) copies of each firm's proposal must be received at the following location on or before 3:00 P.M. on, April 7, 2016:

Mr. James Sullivan
Director of Finance
Town of Stonington
152 Elm Street
Stonington, CT 06378

Questions regarding this request for proposals should be directed to Mr. Charles E. Warrington, Jr., P.E. at Charles.warrington@colliers.com. All questions will be responded to via addendum to RFP: #2016-005 and posted to the Town of Stonington website: <http://www.stonington-ct.gov/bids-rfps>, as well as to the RFP as posted on the State of Connecticut, Department of Administrative Services Contracting Portal.

Please clearly mark all proposals with **"Stonington K-12 Modernization Project RFP: #2016-005"**.

B. Bid Opening

Bids will be publicly opened and read aloud on April 7, 2016 at 3 p.m. at the Town of Stonington Finance Department, 152 Elm Street, Stonington, CT, 06378. It is the intent to have the award approved for execution by the Town of Stonington Board of Selectman by April 13, 2016.

V. Other Requirements

A. Insurance Requirements

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

Workers Compensation:

Coverage A: Statutory

Coverage B: Employers Liability:

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

Commercial General Liability:

Bodily Injury General Aggregate Limit (Other than Products/Completed Operations)	\$3,000,000 per person
Products/Completed Operations	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage Limit	\$300,000
Medical Expenses	\$10,000

Umbrella Liability:

Each Occurrence	\$500,000
Aggregate	\$500,000

Automobile Liability:

Limits of Liability:

Bodily Injury	\$1,000,000 per person
Aggregate	\$3,000,000
Property Damage	\$1,000,000

The Town of Stonington shall be added as an additional named insured to the Contractors Commercial Liability and Auto policies and so stated in certificates.

INSURANCE REQUIREMENTS FOR SUBCONTRACTORS

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

B. Other

1. Any and all modifications to the RFP must be written and not oral.
2. The Town of Stonington reserves the right to reject any and all bids in whole or in part or to waive any informality in bidding if it is determined by the Town to be in the best interest of the Town of Stonington.
3. Bids may be held by the Town of Stonington for a period not to exceed ninety (90) days from the date of the opening of bids for the purpose of reviewing the bids and investigating the qualifications of the bidder prior to awarding the contract.
4. The proposer is required to prepare its proposal in accordance with the RFP, including any modifying addenda. Proposers must disclose in writing any exceptions to the RFP.
5. Proposers must inform the Town of information concerning any:
 - a. Listing on the State's Disbarment List or List of Parties Excluded from Federal Procurement.
 - b. Ineligibility, per Connecticut General Statute Section 31-57b to be awarded the contract because of occupational safety and health violations.
 - c. Arbitrations and litigation.
 - d. Criminal proceedings.
 - e. State or local ethics law, regulation, ordinance and /or policy violations.
6. The Town reserves its right to request additional information from proposers, subsequent to the opening of bids.

7. The proposer is solely responsible for the costs of its proposal.
8. Submitted proposals are the Town's property and will not be returned.
9. The proposer is presumed to have full knowledge of the RFQ/RFP and any addenda, the project scope or work to be done, and all applicable laws.
10. Any and all information received from proposers is subject to the Freedom of Information Act (FOI) and may be disclosed to the general public. If any information is deemed to be proprietary and confidential by the proposer, it should be indicated at the time of proposal submission. The proposer should be prepared to defend not disclosing any such information pursuant to a FOI request.
11. The making of a preliminary award to a proposer does not constitute a contract and does not provide the proposer with any rights and does not impose upon the Town any obligations. A proposer has rights, and the Town has obligations, only if and when a contract is executed by the Town and the proposer.
12. By offering a submission to this RFP the respondent certifies that it has not divulged to, discussed or compared its proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever.

C. Right to Annul or Terminate

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

D. Non-Discrimination Clause

During the performance of any work that results from this RFQ/RFP, the proposer and its subcontractors shall not deny the agreement's benefits to any person on the basis of religion, color, ethnic group identification, sex, age, sexual orientation, physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sexual orientation, physical or mental disability, medical condition, marital status, age or sex. The proposer shall insure that evaluation and treatment

of employees and applicants for employment are free of such discrimination. This project must abide by all relevant HUD policies regarding non-discrimination.

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

The Town of Stonington is an Equal Opportunity Employer