

RFQ019-07
Hanover Elementary School Roof Replacement

Existing Conditions Review and Documentation:

1. Perform review of as-built existing conditions as compared to available plan information.
2. Perform roofing test cuts to verify and document the existing roofing assemblies.
3. Conduct sampling and lab testing of suspect hazardous materials in roofing and flashing assemblies and prepare a hazardous materials survey report.
4. Measure as-built layout of roof surfaces, slopes, and penetrations; and provide as-built roof plan drawing.

Schematic Design and Probable Project Budget:

1. Analyze and diagnose systemic failures of roofing assemblies.
2. Design roof replacement system assemblies to resolve systemic roofing failures. New roofing replacement assemblies shall be designed in accordance with State of Connecticut Department of Administrative Services, Office of School Construction Grants & Review (OSCG&R) requirements; including minimum roof slope, roof drainage, and obtaining a minimum 20-year roofing system assembly warranty.
3. Provide roof replacement Schematic Design (SD) Drawings and Outline Specifications in sufficient detail to establish scope of roofing replacement as well as scope of abatement and/or remediation if any hazardous materials are discovered.
4. Provide an Opinion of Probable Project Costs based on the SD documents and specifications.
5. Facilitate and comply with all OSCG&R requirements for the School Construction Grant Process.

Construction Documents:

1. Provide Construction Documents (CD) based on approved SD documents. CDs shall establish in sufficient detail the quality levels of materials and systems and the extent of proposed roofing replacements for bidding and construction purposes; including abatement and/or remediation requirements if required for the Project. CDs shall be appropriate for full public bidding and award by the City's Purchasing Department and shall include conditions of the bidding, bidding forms, form of Agreement between Owner and Contractor, Conditions of the Contract for Construction, and drawings and specifications.
2. Provide construction phasing plans that recognize that some reroofing work will be done while school is in session and are coordinated with the Meriden Fire Marshal's Office, including but not limited to overhead safety/protection for all egress routes.
3. Update SD Opinion of Probable Project Costs based on the CD documents and specifications.
4. Facilitate and comply with all OSCG&R requirements for the School Construction Grant Process.

Bidding and Award:

1. Assist the Owner in the reproduction of Bidding Documents for distribution by the City's Purchasing Department to prospective bidders.
2. Assist the Owner in conducting pre-bid conference(s), responding to bidder's request for information, and the issuance of addenda with all required clarifications and interpretations of the Bidding Documents to the prospective bidders.
3. Attend the bid opening and review the received bids and bidder's qualifications and provide a recommendation for award of a construction contract.
4. Assist Owner in the preparation of the construction contract.

Contract Administration:

1. Provide administration of the Contract between the Owner and the Contractor as set forth in the current edition AIA Document A201, General Conditions of the Contract for Construction, including the Owner's standard modifications.
2. Visit the site at intervals appropriate to the stage of the Contractor's operations to become generally familiar with the progress and quality of the Work completed.
3. The ability to provide 50%-100% Clerk of the Works services if requested by the Owner.
4. Review and approve or take appropriate action on the Contractor's submittals, requests for information, unforeseen field conditions, requests for changes in the Work, applications for payment, and project closeout documentation.
5. Conduct inspections at Substantial Completion to determine if the Work complies with the requirements of the Contract Documents.
6. Facilitate and comply with all OSG&R requirements for the School Construction Grant Process.

Supplemental Duties:

1. The successful firm will be required to generate the B101-2017 Standard Form of Agreement between Owner and Architect, modified as per City standards.
2. It is anticipated that during construction the Architect will be required to attend weekly job meetings. They will also be required to attend monthly School Building Committee meetings for the duration of the project.