

**The Hebron Public Building Committee
On Behalf of
The Town of Hebron
And
Hebron Board of Education**

**GILEAD HILL ELEMENTARY SCHOOL
RE-ROOFING PROJECT
PROJECT 2024-07**

ADDENDUM NO. 2

APRIL 30, 2024

Each Respondent must acknowledge receipt of this Addendum by inserting its number within the cover letter of the **Request for Proposals (RFP) submission**. Failure to do so may result in the Respondent's disqualification.

This Addendum consists of two (2) Pages.

Appended to and made part of this Addendum are the following documents:

A. Clarifications and Additions to the RFQ.

1. Expectations-Page 5

2. Amend this sentence to indicate that the date of substantial completion for the total completion of the roofing project will be **Monday, August 3, 2026, with the understanding that physical re-roofing will only begin during the summer of 2026 school recess period**. However, it is still expected that the Architectural firm will obtain all approvals from OSCG & R and all other required agencies in order to allow the bidding of the project to occur early in calendar year 2026.

3. General Requirements of the Firm-Page 4-5

- a. Add the following as Item 8. **Retention of Outside Third-Party Firm to Conduct Background Checks on All Employees**-All Respondents must include the costs associated with retaining an outside Third-Party Firm to conduct background checks on all personnel that will not only be inside the Gilead Hill Elementary School building, but also on the grounds of the campus. There will be no exceptions to this requirement. All personnel will be required to sign-in at the Gilead Hill Elementary School Main

Office. Any personnel that arrive on site in which background checks have not been received will be escorted off the school campus.

4. Investigation Phase-Page 5-Item #5-

- a. Add the following to this paragraph. The Architect shall also be responsible for investigating the interior ceiling space that is exposed to view below where the roofs that are scheduled to be replaced.
- b. Add the following to this paragraph. The Architect shall also be responsible for visually inspecting the condition of the steel beams, structural members, bar joists, etc. that support the roof systems that are scheduled to be replaced and report any observed concerns to the Owner.

5. Investigative Phase-Page 6-Add Item #10-

- a. It should be noted that there are a number of existing exhaust fans on the roof that were deemed no longer required and subsequently abandoned in place. During this phase of the work, the Town will provide the Architect with the exact quantity and location of these exhaust fans. The final construction drawings shall depict the removal of these fans, fan curbs, etc. with all of the roof decks openings closed up and new roofing run over these sealed penetrations.

6. Evaluation Criteria-Information Requested in RFQ But Not Provided

- a. As requested under Item #4 of the Evaluation Criteria include information in the **Request for Proposal (RFP) submission** that addresses the following:

Report of projects completed on time and within budget:

1. Include Re-roofing projects completed with minimal design changes during construction.
2. Include Re-roofing Projects completed as per the originally agreed upon duration of the schedule.
3. Include changes required due to Architectural/Engineering (A/E) drawing inconsistencies, errors, and omissions.

END OF ADDENDUM NO. 2

**The Hebron Public Building Committee
On Behalf of
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And
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**GILEAD HILL ELEMENTARY SCHOOL
RE-ROOFING PROJECT
PROJECT 2024-07**

REQUEST FOR FEE PROPOSALS

APRIL 30, 2024

FEE PROPOSAL SUBMISSION DEADLINE **MAY 17, 2024**

QUESTION SUBMISSION DEADLINE **MAY 10, 2024**

Questions must be submitted by email to:

**Mr. Andrew J. Tierney
Town Manager
Town Office Building
15 Gilead Street
Hebron, CT 06248
atierney@hebronct.com**

The Hebron Public Building Committee on behalf of the Town of Hebron and the Hebron Board of Education have reviewed your statement of qualifications. Based on that assessment your firm has been selected to receive this Request for Fee Proposal. Please carefully read and become familiar with the Fee Proposal requirements. All Proposals submitted for consideration must be received by the date and time as specified above under the “Fee Proposal Submission Deadline.”

**FEE PROPOSAL FORM
TOWN OF HEBRON, CONNECTICUT 06248**

**ROOF REPLACEMENT
GILEAD HILL ELEMENTARY SCHOOL
580 GILEAD STREET,
HEBRON, CT
BID # 2024-07**

Opening Date: **12 NOON, May 17, 2024**

Town Manager's Office
Town of Hebron
15 Gilead St
Hebron, CT 06248

In accordance with the Request for Qualifications, Addendum No. 1, Addendum No. 2, and this Request for Fee Proposal, the undersigned agrees to the following:

SUBMITTED BY:

(Bidder's full Company Name).....

(Bidder's full address).....

.....

(Bidder's telephone and fax numbers).....

(Bidder's email address).....

1. OFFER

Having examined the Request for Qualifications, Addendums No. 1 and 2, and this Request for Fee Proposal for the

above-mentioned project, we, the undersigned, hereby offer to enter into a Contract which includes **all allowances** to perform the Work for the **total** Sum of:

TOTAL SUM OF FEE PROPOSAL INCLUDING ALL ALLOWANCES

\$.....dollars (.....)
(amount in words) (amount in figures)

The above fee proposal is comprised of the following phases of work:

Schematic Design

\$.....dollars (.....)
(amount in words) (amount in figures)

Design Development

\$.....dollars (.....)
(amount in words) (amount in figures)

Construction Drawings/Contract Documents

\$.....dollars (.....)
(amount in words) (amount in figures)

Contract Administration

\$.....dollars (.....)
(amount in words) (amount in figures)

Project Closeout

\$.....dollars (.....)
(amount in words) (amount in figures)

Allowances

\$.....dollars (.....)
(amount in words) (amount in figures)

3. ALLOWANCES-Schedule of Allowances included in Fee Proposal

ITEM NO.	UNIT	PRICE
A. Include within the Fee Proposal a dollar allowance for the services of an Environmental Hygienist/Consultant.	Dollars	\$10,000
B. Include within the Fee Proposal a dollar allowance for the cost of performing a number of test cuts through the existing roofs.	Dollars	\$ 2,500
C. Include within the Fee Proposal a dollar allowance for the services of infrared (IR) thermal imaging, thermos-scans, etc.	Dollars	\$ 5,000
D. Include the costs for the rental of a man lift(s) in order to facilitate the Architect's review of the structural elements in the high bay areas of the school.	Dollars	\$ 2,500

4. UNIT PRICES

We propose and agree that the following unit prices for work performed in accordance with Contract Documents, measured in place, shall be used to compute the cost to the Town of Hebron should an amount of work be required by the Contract Documents be changed by order of the Town of Hebron and will be assessed against the allowances contained with the Fee Proposal. Unit prices include **all** necessary material, overhead and profit, and applicable taxes.

If the costs exceed the total value of the amount of any of the dollar allowances, the Town will issue an additive change order that will cover any cost overruns.

- A. Conduct Indoor Air Quality Test Samples \$ _____ per test sample
- B. Perform Roof Test Cuts \$ _____ per test cut
- C. Infrared Thermal Imaging \$ _____ half day rate
- D. Infrared Thermal Imaging \$ _____ full day rate
- E. Thermo-Scans \$ _____ half day rate
- F. Thermo-Scans \$ _____ full day rate

5. ALTERNATE BID ITEMS

A. Environmental/Hygienist-Provide an hourly rate sheet for all key on-site and in office personnel. Also, include proposed costs for testing of mold, mildew and asbestos containing materials.

6. ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for ninety (90) days from the Fee Proposal closing date.

If the Town of Hebron accepts this fee proposal within the time period stated above, we will:

- Execute the Agreement within ten days of receipt of notice of acceptance of this fee proposal.
- Commence work within ten days after award of Contract and written Notice to Proceed.

If this fee proposal is accepted within the time stated, and we fail to enter into an Agreement or we fail to provide the required Certificates of Insurance, the Fee Proposal shall be considered forfeited by reason of our failure.

We understand the Town of Hebron reserves the right to accept any Fee Proposal or reject any or all Fee Proposals and to waive any informality in the Bidding.

7. CONTRACT TIME

If this Fee Proposal is accepted, we will be required to complete the Work in accordance with the following schedule:

Final Punch List work shall be complete, all temporary facilities removed, and site restored no later than **August 3, 2026**, or as designated by the Town of Hebron.

8. ADDENDA

The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.

Addendum No. 1 Dated March 18, 2024

Addendum No. 2 Dated April 30, 2024

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9. APPENDICES

10. DIRECTIONS FOR SUBMITTING PROPOSALS

Firms responding to the RFP should submit one (1) signed original and eight (8) printed copies of sealed proposals to:

Town of Hebron
c/o Andrew Tierney, Town Manager
Town Office Building
15 Gilead Street
Hebron, Connecticut 06248

All proposals must HARD COPY and be received no later than 12 NOON, May 17, 2024.

Questions regarding this RFP shall be directed to:

Name: Andrew Tierney
Email: atierney@hebronct.com

Questions must be received via email only (telephone inquiries will not receive a response) by seven days before the date proposals are due. Any addenda will be posted to the Town’s website no later than four (4) days before the date proposals are due. It is the respondent’s obligation to visit the Town’s web page to access and download any addenda.

11. The undersigned is familiar with the conditions surrounding this call for Fee Proposals, is aware that the Town of Hebron reserves the right to reject any and all Fee Proposals, and is submitting this Fee Proposal without collusion with any other person, individual or corporation.

_____	_____
Signature	Witness
_____	_____
Printed Name & Title of Signer	Date
_____	_____
Company Name	Phone
_____	_____
Address	Fax

Town/City State Zip	