



## REQUEST FOR PROPOSAL

for

Local Official Review Process

for

East Hampton High School Additions & Renovations

State Project: #042-0041 EA/RR

Issue date: June 26, 2014

Written Proposals Due: July 11, 2014, at 11:00 a.m.

QUESTIONS: Contact Jim Giuliano, Senior Project Manager, in writing by email at [jgiuliano@crec.org](mailto:jgiuliano@crec.org)  
No questions will be accepted after July 7, 2014 12:00 p.m.

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## **I. INVITATION TO BID**

The Capitol Region Education Council (CREC) on behalf of the East Hampton High School Building Committee is seeking to engage a code consultant to perform a Local Official Review Process per C.G.S. 10-292(c) in accordance with the State Department of Administrative Services, Office of School Facilities (OSF) for the East Hampton High School Additions & Renovations project located at 15 North Maple Street, East Hampton, Connecticut 06424

Proposals should be addressed to Jim Giuliano, CREC Senior Project Manager, and delivered to:

East Hampton Town Hall  
20 East High Street  
East Hampton, CT 06424

**All proposals shall be delivered by: July 11, 2014, 11:00 a.m.**

## **II. PROJECT DESCRIPTION - SCOPE OF SERVICE**

The East Hampton High School additions and renovations project consists of 3 additions totaling approximately 28,121 square feet of single story load bearing masonry and structural steel framed areas and renovation as new to approximately 93,000 square feet of existing building for a total square foot area of 121,121 square feet. The project includes bringing the entire facility up to current code (see attachment A for codes used for design). The architect and structural engineer is The SLAM Collaborative, 80 Glastonbury Boulevard, Glastonbury, CT; the Mechanical/Electrical/Plumbing consultant is Consulting Engineering Services 811 Middle Street, Middletown, CT.

The design is in the construction documents phase. The DCS/OSF Plan Completion Test (PCT) is scheduled for July 21<sup>st</sup> and 22<sup>nd</sup> 2014. The anticipated commencement of the review process is the week of August 11, 2014. The review must be complete within 30 days of commencement and be in strict conformance to the Department of Construction Services (DCS) Bureau of School Facilities(BSF) Local Official Review Process Per C.G.S. 10-292(c) in Lieu of Department of Construction Services reviews (Attachment B).

The construction budget is estimated at \$41,026,580

### III. WRITTEN PROPOSAL

**The written proposal is due July 11, 2014 11:00 AM.** Firms are required to submit three (2) copies of their proposal to the East Hampton Town Hall, 20 East High Street, East Hampton, CT 06424. Proposals are to be clearly identified with the title; **East Hampton High School Renovations & Additions Project 042-0041 EA/RR**  
**Attention: Jim Giuliano**

The proposal must be organized with the following sections:

**Company Information** – Please provide the following information:

- Name of Company and parent company if any.
- Address of office.
- Name, address and telephone number of the principle contact person to receive notifications and to reply to inquiries from CREC.

**Years of Service** – How many years have you been engaged in services you provide under your present name?

**Relevant Experience** – In this section provide descriptions of three similar projects for which you have provided Department of Construction Services (DCS) Bureau of School Facilities(BSF) Local Official Review Process Per C.G.S. 10-292(c) in Lieu of Department of Construction Services reviews. The description of each project should include pertinent information such as the project type and size.

**Experience of Key Personnel** – Provide a list of key personnel to be assigned to the project and a description of the work they will perform. Resumes of key personnel who will be directly involved with the project must be included and shall include at a minimum:

- Current job title, responsibilities, and type of work performed
- Educational background, academic degrees, and professional associations.
- Experience on projects similar to that described in this RFP.

**References** – List (3) three client references for projects similar to this project, include for each client:

- Name of Organization
- Amount of contract
- Date services provided (start and finish)

#### **IV. SELECTION**

Selection will be made after an evaluation of the apparent low bidder's proposal on the basis of cost, experience with Department of Construction Services (DCS) Bureau of School Facilities (BSF) Local Official Review Process Per C.G.S. 10-292(c) in Lieu of Department of Construction Services reviews and the proven ability of the respondent to meet the requirements of the RFP.

Neither CREC, The Town of East Hampton nor any of their respective officers, directors, employees or authorized agents shall be liable for any claims or damages resulting from the selection, non-selection or rejection of any proposal submitted in response to this RFP.

The Town of East Hampton reserves the right to accept and/or reject any or all proposals submitted for consideration to serve the best interests of the Town.

## V. INSURANCE REQUIREMENTS

	<b>Independent Contractor (Major projects or engagements)</b>
<b>Commercial General Liability</b>	<p>\$1,000,000 per occurrence/ \$2,000,000 aggregate bodily injury/property damage</p> <p>The CGL policy must include coverage for:</p> <ul style="list-style-type: none"> <li>• Liability from premises and operations.</li> <li>• Liability from products or completed operations.</li> <li>• Liability from actions of independent contractors.</li> <li>• Liability assumed by contract.</li> </ul>
<b>Conditions</b>	<p><b>The Town of East Hampton must be named as “additional insured” on contractor’s CGL policy</b></p> <p>with form CG 20 10 or CG 20 33, <i>and</i> CG 20 37. The Aggregate limit must apply per job. Products/completed operations must be carried for 2 years after completion of job/acceptance by owner.</p>
<b>Automobile Liability</b>	\$1,000,000 per accident for bodily injury/property damage, including hired & non-owned vehicles
<b>Workers' Compensation</b>	Statutory
<b>Employers Liability</b>	\$1,000,000 each accident
<b>Umbrella Liability</b>	\$5,000,000 Each occurrence \$5,000,000 Annual Aggregate

## Attachment A

### 15. CODES TO WHICH THIS PROJECT WAS DESIGNED:

2005 STATE OF CONNECTICUT BUILDING CODE - CBC  
2009 CONNECTICUT AMENDMENT TO THE 2005 STATE BUILDING CODE  
2011 CONNECTICUT AMENDMENT TO THE 2005 STATE BUILDING CODE  
2003 INTERNATIONAL MECHANICAL CODE - IMC  
2003 INTERNATIONAL PLUMBING CODE - IPC  
2009 INTERNATIONAL ENERGY CONSERVATION CODE - IECC  
2011 NATIONAL ELECTRICAL CODE NFPA 70 - NEC  
2003 ICC/ANSI A117.1  
2005 CONNECTICUT STATE FIRE SAFETY CODE - CSFSC  
2009 AMENDMENT TO THE 2005 CONNECTICUT STATE FIRE SAFETY CODE  
2010 CONNECTICUT STATE FIRE PREVENTION CODE - CSFPC  
1996 ASME A17.1 ELEVATOR CODE WITH 1997 & 1998 ADDENDA  
2008 CONNECTICUT PUBLIC HEALTH CODE - PHC  
2010 ADA STANDARDS FOR ACCESSIBLE DESIGN  
FEDERAL 504  
PA 06-187, PA 07-213, PA 07-242, PA 07-249: CONNECTICUT ACTS CONCERNING THE IMPLEMENTATION OF HIGH PERFORMANCE BUILDING REGULATIONS  
PA 06-162: CONNECTICUT ACT CONCERNING FLOOR PROXIMITY PATH MARKING DEVICES  
PA 05-31: CONNECTICUT ACT CONCERNING SPRINKLERS IN EDUCATION FACILITIES  
PA 05-6: CONNECTICUT ACT CONCERNING AUTHORIZATION OF STATE GRANT COMMITMENTS FOR SCHOOL BUILDING PROJECTS AND OTHER MISCELLANEOUS PROVISIONS (ADOPTED ANSI S12.60-2002 "ACOUSTICAL PERFORMANCE CRITERIA, DESIGN REQUIREMENTS AND GUIDELINES FOR SCHOOLS")  
PA 04-168: CONNECTICUT ACT CONCERNING REQUIREMENTS FOR SCHOOL ROOFING PROJECTS  
PA 03-220: CONNECTICUT ACT CONCERNING INDOOR AIR QUALITY IN SCHOOLS

# ATTACHMENT B

Department of Construction Services (DCS)  
Bureau of School Facilities (BSF)

## LOCAL OFFICIAL REVIEW PROCESS PER C.G.S. 10-292(c) IN LIEU OF DEPARTMENT OF CONSTRUCTION SERVICES REVIEWS

Refer to the following pages for detailed instructions for local review procedures (for projects where the BSF cannot complete their review within 30 days of acceptance).

### Included in this package:

- Process Instructions
- How to download the "School Construction Guidelines for School Districts and Design Professionals" from the Internet (the Guidelines are a necessary and integral part of the review process).
- Sample "Plan Review Record" (for formatting purpose only).
- Code Conformity Transmittal



Department of Construction Services (DCS)  
Bureau of School Facilities (BSF)

**LOCAL OFFICIAL REVIEW PROCESS PER C.G.S. 10-292(c) IN LIEU OF  
DEPARTMENT OF CONSTRUCTION SERVICES REVIEW**  
(For eligible projects when the BSF cannot complete their review within 30 days of acceptance)  
**PROCESS INSTRUCTIONS**

**Be aware that the (local) review conducted for (in lieu of) the Department of Construction Services (DCS) review is separate from that required by the local building, safety, and health officials for permits and/or certificates of occupancy.**

1. The school district shall determine if all appointed local officials are willing to participate in this process and if it will truly be a time saver for the district. All four local officials must be willing to participate or this local review option is not available for your project (Building Inspector, Fire Marshal, 504/ADA Compliance Officer, and Health Inspector). Questions should be directed to the Bureau of School Facilities (BSF) at (860) 713-6490.

Local building officials and fire marshals may engage the services of a code consultant to conduct the plan review on their behalf, provided the costs of such consultant shall be paid by the school district. The hiring of said consultant for this purpose (local code official's representative) shall not present a conflict of interest. See C.G.S. 10-292(c) for complete text.

2. The school district arranges delivery of the final construction plans and project manual submitted to the BSF (that bear the Bureau of School Facilities "Received" stamp) to (either) each of the four local appointed officials, or to an independent third party reviewer previously agreed upon by each of the local officials.
3. The local reviewer(s) must also be given a complete copy of all additional materials submitted to the BSF including a copy of the BSF Plan Review Checklist(s), Modifications, etc. from the design professionals.
4. The local officials (or the independent third party code consultant) perform a code compliance plan review (without the assistance, other than phone calls, of anyone involved in the preparation of the project documents). Using the BSF Plan Review Checklist(s), under the "Reviewer Use only. Complies with code", check off any items found not to be in compliance in the "N" column. Items found to be in compliance get checked in the "Y" column. The reviewer(s) shall mark the reviewed documents with their "Received" stamp on the cover drawing sheet, and the cover of the project manual at minimum. This properly identifies the set of documents that may be called upon during any of the payment cycles and/or audit processes.
5. The reviewer(s) prepare (and date) a Plan Review Record (PRR) of the citations and comments (on their letterhead or using the ICC and/or NFPA Plan Review forms), then convey those findings to the school district and design professionals (for required revisions/corrections to project documents). Citations and comments should be numbered and include the appropriate code section(s). A Sample PRR has been provided on the DCS website ([www.ct.gov/dcs](http://www.ct.gov/dcs)) which illustrates the format to be used by the reviewer(s) for the citations and comments (and sign-offs).

**LOCAL OFFICIAL REVIEW PROCESS PER C.G.S. 10-292(c) IN LIEU OF  
DEPARTMENT OF CONSTRUCTION SERVICES REVIEW**  
(For eligible projects when the BSF cannot complete their review within 30 days of acceptance)  
**PROCESS INSTRUCTIONS**

6. The design professionals shall revise/correct the project documents (highlight corrections made to drawings and project specifications in response to PRR) and prepare a written response (on their letterhead) specific to each item of the Plan Review Record describing the corrective action completed for each item. The design professionals shall make an appointment for a sign-off meeting to review the required revisions/corrections with the PRR author(s). The original set of drawing sheets and specifications reviewed must remain intact and must be brought to the sign-off meeting along with the signed/sealed corrected documents.
7. The PRR author(s) review(s) the revised/corrected project documents and (when satisfied with the corrective action) then signs-off on each individual item of the Plan Review Record. The PRR author(s) must also identify how the problem was resolved, by noting either Documents Revised, or State Modification Received. The reviewer shall initial or provide a stamp on each revised drawing sheet, and each revised section of the project manual.
8. After all items listed on the PRR have been completed to the PRR author(s) satisfaction, the code conformity transmittal can be completed. The local officials (not the code consultant) will then, sign, and date the Code Conformity Transmittal form. The local officials then send this form with original signatures to the school district along with completed BSF Plan Review Checklist(s), PRR(s); Design Professional's Response Letter(s); and any approved Modifications.
9. Call the BSF PCT reviewer to schedule a meeting when all of the following (when applicable) have been assembled (in one package): Completed BSF Plan Review Checklist(s), Plan Review Record(s), Design Professional's Response Letter, completed Code Conformity Transmittal with original signatures, and any approved Modifications resulting from the local review.
10. All reviewed plans and specifications (and Documents revised in response to PRR(s)) must be kept on file at the local Board of Education at least until the final grant payment has been made on this project.

**NOTE:**

It is the responsibility of the school district to maintain all plans, specifications and records reviewed by the local officials until the final grant payment has been made on this project.

Please be reminded that all bid addenda and change orders must be submitted to the Bureau of School Facilities (BSF) for review and approval. Refer to the BSF Construction Documents Supplements to the Guidelines on the DCS website. Click the icon labeled "When Project Change After BSF Approval".

Department of Construction Services (DCS)  
Bureau of School Facilities (BSF)

**LOCAL OFFICIAL REVIEW PROCESS PER C.G.S. 10-292(c) IN LIEU OF  
DEPARTMENT OF CONSTRUCTION SERVICES REVIEWS**

**How to download a copy of the "School Construction Guidelines for School Districts and Design Professionals" from the Internet:**

The "School Construction Guidelines for School Districts and Design Professionals" are a necessary and integral part of the review process.

- [www.ct.gov/dcs](http://www.ct.gov/dcs)
- Click on "Bureau of School Facilities" (on left side, 3<sup>rd</sup> item).
- Scroll down, find the right-hand column labeled "School Construction-Technical/Plan Review".
- Click on "Construction Document Guidelines".
- Print the Table of Contents page (hint: scroll to the bottom for "Printable Version" link). (if you clicked on "Printable Version", after printing go back to previous screen)
- Each section must be opened and printed separately by clicking on each PDF symbol link individually.

**Other recommended websites to assist you in this local review process:**

- Connecticut General Statutes  
Chapter 173-Public School Building Projects  
[www.cga.ct.gov/](http://www.cga.ct.gov/) (Legislative)
- U.S. Dept. of Education, Office for Civil Rights  
[www.ed.gov/OCR](http://www.ed.gov/OCR)
- U.S. Dept. of Justice  
[www.usdoj.gov](http://www.usdoj.gov)
- The Access Board  
[www.access-board.gov](http://www.access-board.gov)
- Dept. of Public Health  
[www.ct.gov/dph](http://www.ct.gov/dph)

**For any questions contact us at:**

Bureau of School Facilities  
165 Capitol Avenue, Room 258  
Hartford, CT 06106-1659  
PHONE: (860) 713-6490  
FAX: (860) 713-7020

# SAMPLE PRR

(REVIEWER'S LETTERHEAD GOES HERE)

## PLAN REVIEW RECORD (PRR)

BSF Project No.: \_\_\_\_\_ Prepared by: \_\_\_\_\_  
Project Phase No.: \_\_\_\_\_ of \_\_\_\_\_ (Name and Title)

Facility Name: \_\_\_\_\_ Date: \_\_\_\_\_

School District: \_\_\_\_\_ Submission Date: \_\_\_\_\_

This project cannot be approved because the following listed items appear to violate applicable state codes and/or federal laws, or are being questioned as to code compliance.

When the author(s) of the items listed below is (are) satisfied that the noted violation has been resolved, then that author shall mark either "Documents Revised" or "State Modification Received", then sign and date for that specific listed item (as "Local Official").

### FIRE SAFETY CODE:

00. Sections 15.2.1.1, 15.2.4, 7.1.3.2.1 (Part IV) = Exits shall be separated from other parts of the building in accordance with Section 8.2. The separation shall have not less than a **1-hour** fire-resistance rating where the exit connects three stories or less. See Sheet XXXX.

Documents Revised \_\_\_\_\_ State Modification Received \_\_\_\_\_  
Local Official \_\_\_\_\_ Date \_\_\_\_\_

### BUILDING CODE:

00. Sections 1109.2.1, 1101.2 and ICC A117.1 Section 601.1 = One accessible **unisex toilet room** shall be provided where an aggregate of six or more male and female water closets is required. See Sheets XXXX.

Documents Revised \_\_\_\_\_ State Modification Received \_\_\_\_\_  
Local Official \_\_\_\_\_ Date \_\_\_\_\_

### FEDERAL 504/ADA

00. Part 104: Subparts A, B, C, D (504), and Section 608 (ADA) = **Shower** facilities in Locker Room XXX shall be **accessible** to persons with disabilities. Shower stall size and clear floor space shall comply with Fig. 35(a) or (b). The shower stall [Fig. 35(a)] shall be 36 inches by 36 inches. A seat shall be provided in shower stalls 36 inches by 36 inches and shall be as shown in Fig. 36. The seat shall be mounted 17 inches to 19 inches from the bathroom floor and shall extend the full depth of the stall. The seat shall be on the wall opposite the controls. See Sheet XXXXX.

Documents Revised \_\_\_\_\_  
Local Official \_\_\_\_\_ Date \_\_\_\_\_

00. Part 104: Subparts A, B, C, D (504), and Section 505.4 (ADA) = Stair **handrails** on accessible routes shall be **usable for children age 12 and under**. A **maximum** height of **28 inches** measured to the top of the gripping surface from the stair nosing is considered useable. Sufficient vertical clearance between the upper and lower handrails (9 inches minimum) should be provided to help prevent entrapment. See Sheet XXXX.

Documents Revised \_\_\_\_\_  
Local Official \_\_\_\_\_ Date \_\_\_\_\_

**HEALTH CODE:**

00. Section 19-13-B42(h) = **Kitchen** shall have a **separate handwashing sink** (that is accessible to persons with disabilities) located within the room where food is prepared. See Sheet XXXXX.

Documents Revised \_\_\_\_\_ State Modification Received \_\_\_\_\_  
Local Official \_\_\_\_\_ Date \_\_\_\_\_

**O.S.H.A.:**

00. Section 1910.151(c), 1910.132(d) = Where the eyes or body of any person may be exposed to **injurious corrosive materials** (as determined by a hazard assessment) (including in Science Labs and Prep Room) suitable facilities for quick drenching or flushing of the eyes and body (**eyewash and bodywash** that is accessible to persons with disabilities) shall be provided within the work area for immediate emergency use. OSHA refers to ANSI Z358.1 for guidance on installation and operation of an emergency eyewash and shower. Eye/Face Drench unit does not appear to meet the requirements for protection. Drop-down units do not comply. See Sheet XXXXX.

Documents Revised \_\_\_\_\_ State Modification Received \_\_\_\_\_  
Local Official \_\_\_\_\_ Date \_\_\_\_\_

**MISCELLANEOUS COMMENTS:**

00. Please **submit** revised **Code** plans and **Site** layout plans (to the BSF for files) if changes have occurred to those sheets since the PCT submission or as a result of any item in this report.
00. Please **check each sheet** for reviewer's red **marks**, which are to be used for further clarification in conjunction with citations and comments, and/or for additional relevant information, and/or to **make revisions**.

This project was reviewed for compliance with the current Connecticut State Building Code and the current Connecticut State Fire Safety Code Guidebook (effective date December 31, 2005, with current amendments), Section 504 Rehabilitation Act 1973 (including ADA Standards for Accessible Design references), the current Connecticut Public Health Code, and the current OSHA Regulations. The extent of this review is limited to the contract documents (that bear the reviewer's "Received" stamp), titled           (Project Title)           dated   /  /   as prepared and submitted by           (A/E Firm)          .

Please submit all addenda, change orders, and/or revisions to the final contract documents to the BSF office for review and approval.

Plan Review Record responses reviewed and approved by:

\_\_\_\_\_  
Reviewer/Title Date: \_\_\_\_\_

Department of Construction Services (DCS)  
Bureau of School Facilities (BSF)

**CODE CONFORMITY TRANSMITTAL**

Manager  
Bureau of School Facilities  
165 Capitol Avenue  
Hartford, CT 06106

Subject: State Project No: \_\_\_\_\_, Phase: \_\_\_\_\_ of \_\_\_\_\_  
District: \_\_\_\_\_, Facility: \_\_\_\_\_

Pursuant to Section 10-292 of the Connecticut General Statutes, the final plans for any phase of a school building project as provided in Section 10-291 must be in conformance to state codes, statutes, and federal laws.

- A) Number of Issues (Cited by Local Officials) Revised by Design Professionals (or local official verified compliance in field): \_\_\_\_\_
- B) Number of Issues (Cited by Local Officials) Resolved by Modifications Approved by State Authorities: \_\_\_\_\_
- C) Total Issues Cited by Local Officials (A+B): \_\_\_\_\_

**ATTACH THE FOLLOWING ITEMS WHEN APPLICABLE. THE FIRST ITEM (BSF CHECKLIST(S)) IS REQUIRED FOR ALL PROJECTS.**

- BSF Plan Review Checklist(s) with Local Officials' Mark Under "Y" or "N" for Every Item \_\_\_\_\_
- Plan Review Records (PRR) by Local Officials (or by Code Consultant) \_\_\_\_\_
- Design Professional's Response to PRR \_\_\_\_\_
- Approved State Modifications \_\_\_\_\_
- Revised Code/Egress/Site Drawings for BSF File (if Changed Since PCT Meeting) \_\_\_\_\_
- Cost Breakdown for Code Consultants Review \_\_\_\_\_

	YES	NO	N/A

We, the undersigned, have reviewed the plans and specifications that were submitted to DCS (that bear the Bureau of School Facilities stamp) for the above noted school building project, according to the BSF Guidelines, Masterlist, and Plan Review Checklists provided by the Department of Construction Services. Our review determined that the construction documents for the above noted project appear to be in compliance with the Connecticut Fire Safety Code, the Connecticut State Building Code, the Connecticut Public Health Code, Section 504 Rehabilitation Act 1973, the ADA, and OSHA requirements.

Fire Marshal: \_\_\_\_\_ (PRINT NAME) Building Inspector: \_\_\_\_\_ (PRINT NAME)  
Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed 504 Official: \_\_\_\_\_ (PRINT NAME) Health Inspector: \_\_\_\_\_ (PRINT NAME)  
Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_