

# Consolidated School District of New Britain

RFP/RFQ for Code Compliance Review

Holmes Elementary School Renovate as New

The Consolidated School District of New Britain seeks qualified firms for third party review of code compliance for construction drawings at various phases.

## Scope of Work:

The selected firm or company will provide a fee proposal on the included form that includes review of Schematic Drawings, Design Drawings and Construction Drawings on behalf of the Consolidated School District of New Britain and City of New Britain Building Department. Attend and participate in site visits/ walkthroughs to verify compliance, attendance at periodic meetings with the design team and various school and city officials. Participate in Office of School Construction Grant Review meetings for DD/CD review and complete any needed documentation or filings on behalf of the Consolidated School District or City of New Britain.

## Qualifications:

Companies, Firms, individuals and other respondents to this solicitation shall have:

1. 15 years minimum experience of code consulting and compliance review.
2. Reviewed at least 15 projects administered by the CT DAS-OSGR.
3. Prior experience with the Consolidated School District of New Britain.
4. Three references for projects similar in size and scope to this project. Please use the attached reference check sheet. Failure to provide a minimum of three references may result in rejection of submission.

Consideration may be given to those respondents who are registered architects both licensed building officials and certified fire marshals, and/or licensed professional engineers in the State of Connecticut. Additional consideration may be given to those respondents holding NRPA Playground Safety Inspector Certification.

## Insurance Requirements:

The responder awarded a contract as a result of this solicitation shall carry the following insurance with respect to the services performed for the duration of any contract to be established as a result of this process:

1. Workers Compensation as required by the general statutes of the State of Connecticut
2. General Liability insurance with limits of \$1,000,000 each occurrence and in the aggregate
3. Automobile Liability Insurance covering the operations of all motor vehicles owned, leased, hired or used by the responder in the furtherance of this agreement with limits of \$1,000,000 each person, \$1,000,000 each occurrence for bodily injury and \$1,000,000 each occurrence for property damage.
4. Professional Liability insurance for protection against claims arising out of the negligent performance of services by the Responder or caused by any errors or omissions of the insured in the amount of \$3,000,000.

## Reference Sheet

| <b>Reference # 1</b> |  |
|----------------------|--|
| Name:                |  |
| Title:               |  |
| Phone Number:        |  |
| Email Address:       |  |
| Project:             |  |

| <b>Reference # 2</b> |  |
|----------------------|--|
| Name:                |  |
| Title:               |  |
| Phone Number:        |  |
| Email Address:       |  |
| Project:             |  |

| <b>Reference # 3</b> |  |
|----------------------|--|
| Name:                |  |
| Title:               |  |
| Phone Number:        |  |
| Email Address:       |  |
| Project:             |  |

## RFP/RFQ Proposal Form

The undersigned represents to The Consolidated School District of New Britain and City of New Britain that it has the following: Minimum OSHA training for onsite personnel, all required licenses for the company and project personnel, the labor and equipment to meet the scope requirements outlined in this Request for Proposal and has met the qualifications in the RFP/Q.

I/We, the undersigned, having examined the attached Request for Proposal/ Quote for Third Party Code Review Services, and having read, understood, and accepted the conditions outlined in the Request for Proposal/ Quote, each and all of which form a part of this proposal, hereby offer to supply Code Compliance review for Construction Management Services in strict accordance with the conditions hereto attached and as outlined in this proposal.

| <b><u>Fee for Services</u></b>                |    |
|-----------------------------------------------|----|
| <b>Lump Sum Fee (Third Party Code Review)</b> | \$ |

|                                                                      |  |
|----------------------------------------------------------------------|--|
| <b>Legal Company Name:</b>                                           |  |
| <b>Address of Company:</b>                                           |  |
| <b>Phone Number:</b>                                                 |  |
| <b>Email:</b>                                                        |  |
| <b>Printed Name of Authorized Person<br/>Signing for the company</b> |  |
| <b>Title</b>                                                         |  |

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**