

**TOWN OF NORTH HAVEN  
REQUEST FOR QUALIFICATIONS & PROPOSALS  
RFQ/P #15-31  
SPECIAL INSPECTIONS AND CONSTRUCTION MATERIALS TESTING SERVICES  
FOR THE NORTH HAVEN MIDDLE SCHOOL CONSTRUCTION PROJECT**

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**I. LEGAL NOTICE**

**TOWN OF NORTH HAVEN  
REQUEST FOR QUALIFICATIONS & PROPOSALS  
RFQ/P #15-31  
SPECIAL INSPECTIONS AND CONSTRUCTION MATERIALS TESTING SERVICES  
FOR THE NORTH HAVEN MIDDLE SCHOOL**

**The Town of North Haven** (“Owner”) requests Statements of Qualification & Proposals to secure Special Inspection services and Materials Testing services, respectively, for the **North Haven Middle School Renovate as New and New Academic Addition construction project** (“NHMS”).

Hard copies of the complete Request for Qualifications & Proposals package will be available on May 20, 2015 at the Office of the Director of Finance and Administration or may be accessed from the State Department of Administrative Services’ website and the Town of North Haven website at <http://www.town.north-haven.ct.us>

Respondents are required to submit two double-sided copies and one electronic copy of a sealed Statement of Qualifications & Proposals by no later than June 10, 2015 at 10:00 a.m. at the Office of the Director of Finance and Administration, Memorial Town Hall, 18 Church Street, North Haven, Connecticut 06473, marked “North Haven Middle School SPECIAL INSPECTIONS AND CONSTRUCTION MATERIALS TESTING SERVICES.” Statements of Qualifications & Proposals received after that date and time will be rejected.

The Town of North Haven reserves the right to reject any or all Statements of Qualifications & Proposals, or waive defects in same, if it deems such to be in the best interest of the Town of North Haven. Questions regarding this Request for Qualifications & Proposals should be directed to Edward Swinkoski, Director of Finance and Administration, Town of North Haven, by e-mail at [Swinkoski.Edward@town.north-haven.ct.us](mailto:Swinkoski.Edward@town.north-haven.ct.us)

Edward J. Swinkoski, CPA  
Director of Finance/Administration

## **II. PROJECT DESCRIPTION**

### **Summary**

The Town of North Haven, through the North Haven Middle School Building Committee (“NHMSBC”), is soliciting qualifications and fee proposals for special inspection services and construction materials testing services, respectively, for a like new renovation and addition to the existing North Haven Middle School. The North Haven Middle School will accommodate 773 students. The existing school is located at 55 Bailey Road, in North Haven, CT. The project consists of approximately 90,000 SF of additions, 56,000 SF of like new renovations and approximately 84,000 SF of demolition of existing spaces. The addition will include academic classrooms, media center, science and art classrooms. The renovations will include two gyms, cafeteria, kitchen, and auditorium spaces. The existing school is to remain operational during all phases of construction. The project will be designed to meet CT High Performance Building Standards. The occupancy is intended to be in phases commencing with the academic additions to be completed and occupied by December of 2016 with the remaining work completed and ready for occupancy by the summer of 2017.

### **PROJECT BACKGROUND**

The total project construction budget (hard costs) is approximately \$53 million. This includes site, building, contingency, CM fees and reimbursable expenses. This budget excludes all soft costs and FF&E funding.

The project delivery method is Construction Manager at Risk (CMR) – Guaranteed Maximum Price (GMP). Gilbane Building Company has been engaged as the Construction Manager for the Project. Perkins Eastman is the Project Architect. SBS has been engaged as the Owner’s Representative. The Architect and Consultant Design Team shall develop design and construction documents in cooperation with a CMR for this project. The CMR shall publically bid the Project elements and enter into a GMP with the Town. After consultation with and approval by the Town, the CMR shall award subcontracts to responsible, qualified sub-contractors submitting the lowest responsible bids to build the Project.

## **III. SCOPE OF WORK**

The scope of work for the Project shall be as described in the Contract Documents, the statement of special inspections (see attached), the construction testing lab scope (see attached,) and this RFQ/P. Respondents should expect to work with the Architect, The Construction Manager, and Owner's Representative, and the Owner in all aspects of the review of the Project.

All special inspection tasks and construction material testing tasks are to be conducted in a transparent manner and shall be done consistent with all applicable federal, state, and local

statutes, regulations, and ordinances, including but not limited to ASTM, SI/CMT-Owner Agreement, and Connecticut State Department of Education Office of School Facilities (“DOE-OSF”) requirements.

The form of agreement is attached to this RFQ/P. Please note reimbursable cost shall be invoiced at cost plus 5% mark-up. Respondent will present, with proposal, items to be considered as reimbursables.

To obtain an understanding of the size and complexity of the project, the Construction Documents and Specifications will be available for review by calling the Director of Finance and Administration, Edward J. Swinkoski, at (203) 239-5321 to schedule an appointment to review the documents.

Project Schedule: construction activities are expected to begin on site by late June 2015. The new academic addition is scheduled to be completed by July 2016. After the new academic addition is completed, portions of the existing middle school will be renovated, portions will be demolished and athletic fields will be constructed. The entire project is expected to be completed in the fall of 2017.

#### **IV. TIMELINE OF THE RFQ/P PROCESS**

The following RFQ/RFP timeline has been *tentatively* established:

<u>Event</u>	<u>Date</u>
Legal Notification of RFQ/P Release	May 20, 2015
Inquiries/Questions due	June 3, 2015
Statements of Qualifications & Proposals Due <sup>1</sup>	June 10, 2015
Review of RFQ responses and Opening of Fee Proposals	June 15, 2015
NHMSBC Selection	June 15, 2015

All inquiries relative to the conditions and specifications listed herein as well as clarification of any information contained or referenced in this RFQ/P must be made to the Director of Finance and Administration, by email at Swinkoski.Edward@town.north-haven.ct.us on or before **June 3, 2015** at 2:00 p.m. No phone calls will be accepted.

#### **V. SUBMISSION OF QUALIFICATION STATEMENTS AND FEE PROPOSALS**

**General Requirements:** Respondents are welcome to provide Qualifications and Proposals for the Special Inspections, the Construction Materials Testing, or both. Qualification response packages shall provide a straightforward, concise description of the SI’s and /or CMT’s ability to meet the requirements of this RFQ/P. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of the Project. Please submit

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<sup>1</sup> Respondent shall submit its pricing in a **separate sealed envelope** that will be opened on Monday, June 15, 2015 after the qualifications and proposals have been reviewed.

all requested testing pricing on the attached 7-page form of unit pricing and budget cost (which will multiply and provide a 'total' price.) Please note that the quantities of services listed are an estimate only, for purposes of providing an estimated total price. All services will be provided on a unit price basis, as listed in the form.

***Respondents shall submit two copies and 1 electronic copy (1 compiled Adobe PDF file) of their submittals.***

**1. Letter of Interest**

In your letter of interest, confirm that your firm is available and able to complete the inspections and/or testing on a timely basis as required.

**2. Connecticut Special Inspections Experience and/or Construction Material Testing**

Provide a list (minimum three projects) of Connecticut Projects for which your firm has provided Special Inspections, Construction Material Testing, or both. For each project indicate:

- a. approximate size of project (S.F.);
- b. type of construction (new or renovation); and
- c. year service was provided

**3. Resume or Work Experience**

Provide a resume or work experience description for all persons who will be assisting in the special inspection and/or construction material testing.

**4. References**

Please provide recent references for projects of similar size (\$50+ million construction) as follows:

Structural Engineers – provide a brief description of three similar projects for which you provided Special Inspection services and a contact for each project.

Testing Labs – provide the names of three Construction Management firms with whom you coordinated your services in connection with recent Connecticut school construction projects. Also, provide the names of two structural engineers who received your reports.

**5. Default and Litigation –**

Have you ever failed to complete any work awarded to you? Have you ever been declared to be in default of a contract? If so, when, where, and why? Describe any pending litigation, arbitration or other dispute resolution proceeding in which your firm may be involved.

**6. Pricing**

Provide pricing in separate sealed envelope labeled with firm name and RFQ/P #15-31. *Submit pricing on proposal form attached in section XIII.*

**7. Affidavits**

Include signed copies of the Non-Collusive affidavit and Affirmative Action affidavit in RFQ/P response submittal.

**8. Insurance**

Provide a copy of respondent's company insurance certificate.

**VI. METHOD OF SELECTION/CRITERIA FOR AWARD**

- A. The Respondents will be evaluated on its qualifications by the NHMSBC using the following criteria:
1. Compliance with submission requirements;
  2. Connecticut Special Inspections experience (respondent must have inspected a comparably sized high school facility) and/or Construction Materials Testing experience;
  3. Resume/Work Experience;
  4. References;
  5. Default/Litigation;
  6. Pricing Proposal;
  7. The Respondent must be properly insured; and
  10. The ability and capacity of the Respondent(s) to provide the services within the necessary timeline.
- B. The award of the contract for the Special Inspections and Construction Materials Testing services shall be made, if at all, to the Respondent(s) whose evaluation by the NHMSBC results in an award that the Town of North Haven deems to be in its best interests. The Town of North Haven reserves the right to reject any or all of the RFQ/P responses, or parts thereof, and/or to waive any informality in any of the RFQ/P responses resulting from this RFQ/P if such rejection or waiver is deemed in the best interest of the Town of North Haven. Neither the NHMSBC nor the Town of North Haven, nor any of their respective officers, directors, employees, or authorized agents shall be liable for any claims or damages resulting from the evaluation, selection, non-selection, or rejection of any proposal submitted in response to this RFQ/P.

**VII. ADDITIONAL INFORMATION**

The Project will be carried out by the Town of North Haven under the overall direction of the NHMSBC. At the direction of the First Selectman in consultation with the NHMSBC, other Town of North Haven staff and groups/subcommittees may also be assigned to assist with the Project.

**VIII. GENERAL TERMS AND CONDITIONS**

All Respondents must be willing to adhere to the terms and conditions of this RFQ/P, including the following, and must positively state their acceptance and compliance with them in their response to this RFQ/P.

1. Acceptance or Rejection by the Town of North Haven – The Town of North Haven reserves the right to accept and/or reject any or all qualification statements submitted for

consideration to serve the best interests of the Town of North Haven. Respondents whose qualification statements are not accepted will be notified in writing.

2. Ownership of Documents – All qualification statements submitted in response to this RFQ/P are to be the sole property of the Town of North Haven. All documents may be subject to the provisions of Section 1-200 of the Connecticut General Statutes (re: Freedom of Information Act).
3. Ownership of Subsequent Products – Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ/P is to be the sole property of the Town of North Haven unless stated otherwise in the RFQ/P or contract.
4. Timing and Sequence – Timing and sequence of events resulting from this RFQ/P will ultimately be determined by the Town of North Haven and the NHMSBC.
5. Oral Agreements – The Town of North Haven will not be responsible for any alleged oral agreement or arrangement made by a Respondent with any agency or employee.
6. Amending or Canceling Requests – The Town of North Haven reserves the right to amend or cancel this RFQ prior to the due date and time, if it is in the best interest of the Town of North Haven to do so.
7. Rejection for Default or Misrepresentation – The Town of North Haven reserves the right to reject the proposal of any Respondent that is in default of any prior contract or for misrepresentation.
8. Town's Clerical Errors in Awards – The Town of North Haven reserves the right to correct inaccurate awards resulting from its clerical error.
9. Rejection of Qualification Statements - Qualification statements are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFQ/P.
10. Changes to Qualification Statements - No additions or changes to the original qualification statement will be allowed after submittal.
11. Contract Requirements – A formal agreement will be entered into with the selected Respondent, as previously described. The contents of the proposal submitted by the successful Respondent and the RFQ/P will become part of any contract award.
12. Rights reserved to the Town of North Haven – The Town of North Haven reserves the right to award in part, to reject any and all qualification statements in whole or in part, to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the Town of North Haven will be served.

13. Withdrawal of Qualification Statements – Negligence on the part of the Respondent in preparing the qualification statement confers no right of withdrawal after the time fixed for the acceptance of the qualification statement.
14. Assigning, Transferring of Agreement – The successful Respondent is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement, its rights, title, or interest therein, or its power to execute such agreement by any other person, company, or corporation without the prior consent and approval in writing by the Town of North Haven.
15. Cost of Preparing Qualification/Proposal Statements – The Town of North Haven shall not be responsible for any expenses incurred by the organization in preparing and submitting a qualification statement. All qualification statements shall provide a straightforward, concise delineation of the firm’s capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

**IX. DUTIES, RESPONSIBILITIES, AND LIMITATIONS OF AUTHORITY OF THE SI/CMT FIRM(s):**

The SI/CMT that enters the subject agreement with the Town of North Haven shall be responsible to the Town of North Haven for the services to be provided hereunder. The SI/CMT shall act on behalf of the Town of North Haven but only to the extent provided in the contract documents to which the Town of North Haven is a party. The duties and responsibilities of the SI/CMT shall be as outlined in Article III above or as detailed in the subject agreements and shall generally include, but shall not be limited to, the following:

- Coordinate with the Architect/Construction Manager/Owner’s Rep/Engineer of Record to provide summary reports.

**X. INSURANCE REQUIREMENTS**

**A. GENERAL REQUIREMENTS**

The Respondent shall be responsible for maintaining insurance coverage in force for the duration of the contract of the kinds and amounts listed below, with an insurance company with an AM Best Rating of A-, VIII or better licensed to write such insurance in the State of Connecticut and acceptable to the Town of North Haven.

The insurer shall provide the Town of North Haven with Certificates of Insurance signed by an authorized representative of the insurance company prior to the performance of this contract describing the coverage and providing that the insurer shall give the Town of North Haven written notice of at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage.

Such insurance or renewals or replacements thereof shall remain in force during the Respondent’s responsibility under this contract.

The Respondent, at the Respondent's own cost and expense, shall procure and maintain all insurances required and shall include the NHMSBC and the Town of North Haven as Additional Insured's on all such insurance, except Workers' Compensation coverage and Professional Liability coverage. The Certificate of Insurance shall evidence all required insurances, including Additional Insured and Waiver of Subrogation. The Respondent shall also provide its policy endorsement indicating the NHMSBC's and the Town of North Haven's status as additional insured.

In order to facilitate this requirement for insurance, it is recommended that the Respondent forward a copy of these requirements to the Respondent's insurance representative(s).

## **B. SPECIFIC REQUIREMENTS**

**Workers' Compensation Insurance:** With respect to all operations SI/CMT performs, it shall carry workers' compensation insurance in accordance with the requirements of the laws of the State of Connecticut, and employer's liability limits of One Hundred Thousand Dollars (\$100,000.00) coverage for each accident, One Hundred Thousand Dollars (\$100,000.00) coverage for each employee by disease, One Hundred Thousand (\$100,000.00) policy limit coverage for disease.

**Commercial General Liability:** With respect to all operations SI/CMT performs, it shall carry Commercial General Liability insurance providing for a total limit of Two Million Dollars (\$2,000,000.00) coverage per occurrence for each site or project for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. Each annual aggregate limit shall not be less than Three Million Dollars (\$3,000,000.00). The limit may be provided through a combination of primary and umbrella/excess liability policies acceptable to The Town of North Haven. Such coverage shall include the following:

1. Blanket Contractual Liability for liability assumed under this Agreement and all other Contracts relative to the Project;
2. Broad Form Property Damage;
3. Independent Contractors.

**Professional Liability Insurance Coverage:** With respect to the coverage provided by SI/CMT for the Project, professional liability insurance will be provided in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence and annual aggregate basis.

**Automobile Liability:** With respect to each owned, non-owned, or hired vehicles, SI and/or CMT shall carry Automobile Liability insurance providing Five Hundred Thousand Dollars (\$500,000) coverage per accident for bodily injury and property damage. However, if SI and/or CMT is a hazardous waste hauler or is otherwise responsible for removal of hazardous materials in connection with the Project, then it shall maintain Automobile Liability coverage in the amount of Five Million Dollars (\$5,000,000) combined single limit.

**Acceptability of Insurers:** SI's AND CMT'S policies shall be written by insurance

companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VIII, or otherwise acceptable by the Town of North Haven.

**Aggregate Limits:** Any aggregate limits must be declared to and be approved by Town of North Haven. It is agreed that SI shall notify the Town of North Haven whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, SI agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by SI/CMT.

**Deductibles and Self-Insured Retentions:** Any deductible or self-insured retention must be declared to and approved by the Town of North Haven. All deductibles or self-insured retentions are the sole responsibility of SI to pay and/or to indemnify.

**Waiver of Governmental Immunity:** Unless requested otherwise by the Town of North Haven, SI/CMT and its insurer shall waive governmental immunity as a defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the Town of North Haven.

The parties agree that the amounts of insurance under this Agreement do not, in any way, limit SI's and CMT'S liability to the Town of North Haven by virtue of this promise to indemnify and hold the Town of North Haven harmless so that in the event of any settlement of a claim or a judgment in an amount in excess of the amount of insurance coverage carried by SI, SI shall be liable to the Town of North Haven for the difference, plus all fees and expenses incurred in collecting same, all at SI's sole cost.

**C. OTHER DATA**

The Town of North Haven reserves the right to amend amounts of coverage required and types of coverage provided based on work or service to be performed.

**XI. NON-COLLUSIVE/NON-CONFLICT AFFIDAVIT OF RESPONDENTS**

**FOR: RFQ/P #15-31  
SPECIAL INSPECTIONS SERVICES FOR THE NORTH HAVEN MIDDLE SCHOOL**

The undersigned Respondent, having fully informed himself/herself regarding the accuracy of the statements made herein certifies that;

1. The statement of qualifications has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other respondent designed to limit independent responses or competition, and
2. The contents of the Respondent's fee proposal will not be communicated by the Respondent and its employees or agents to any person not an employee or agent of the respondent prior to submission to the NHMSBC.
3. No Selectman, NHMSBC member, or other employee or person whose salary is payable in whole or in part from the Town of North Haven or Board of Education, nor any immediate family member thereof, is directly or indirectly interested in the Bid/Proposal, or in the supplies, materials, equipment, work, or labor to which it relates, or in any profits thereof.
4. He/she has read the Town of North Haven Code of Ethics, which is accessible on the Town website and he/she agrees for himself/herself and on behalf of the company/LLC to comply with the terms of the same.

The undersigned further certifies that this statement is executed for the purpose of inducing the Town of North Haven to consider the statement of qualifications submitted herein.

State of Connecticut S.S.

County of \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Legal Name of Respondent: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Signature* and Title of Person

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_  
Date

**XII.**

**AFFIRMATIVE ACTION STATEMENT**

- 1 of 4 pages -

**REQUIREMENT:** Any bidder or respondent to an RFQ seeking to do business with the Town of North Haven must upon request supply the Town with any information concerning the Affirmative Action/Equal Employment Practices of the respondent/bidder. Failure to supply such information, when requested, will result in the termination of any further transactions between the respondent/bidder and the Town of North Haven.

**Note:** All respondent/bidders with more than ten (10) employees shall be required to complete the Affirmative Action/Equal Opportunity Employment Requirements Statement on an annual basis, except as note below:

1. *All respondents or bidders with less than ten (10) employees are exempt from this requirement;*
2. All respondents/bidders that have completed this form within the last year;

If either of the above applies, please indicate the:

- a. \_\_\_\_\_ Number of employees
- b. Completed this form within one year  
 Yes  No

Date completed: \_\_\_\_\_

**FOR SEALED BIDS AND RFQS:** All bidders submitting a sealed bid and all respondents to RFQs will be required to complete the Affirmative Action Statement. If the form has been completed in the past year, please include a copy of the initial form included with your bid. If significant changes have taken place in the past year, please update the changes on this form.

**COMPANY ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BUSINESS:** \_\_\_\_\_

\_\_\_\_\_

**Type of Organization:**

(Please check)

- Corporation     
 Partnership     
 Individual

**AFFIRMATIVE ACTION STATEMENT**

- 2 of 4 pages -

If respondent/bidder filing this application is not the above named company, please provide the name, address, telephone and fax numbers of the reporting unit, branch agent, and representative.

**EQUAL EMPLOYMENT OPPORTUNITY:**

The respondent/bidder is instructed to complete the following:

1. Does the company have a written policy statement regarding equal employment opportunity?

Yes       No

(If yes, attach a copy)

2. In recruiting employees are all sources of recruitment notified that all qualified applicants will receive equitable consideration?

Yes       No

If yes, provide brief description of what methods were employed:

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3. Do all recruitment advertisements state that you are an Equal Opportunity Employer?

Yes       No

4. Please list by name and contact person, any local community agency or other group providing minority and female placement service, which you have contacted in the last twelve (12) months. If none, please state:

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**AFFIRMATIVE ACTION STATEMENT**

- 3 of 4 pages -

5. If additional means are employed to advertise or solicit minority and female applicants for employment opportunities within your company, please indicate:

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**AFFIRMATIVE ACTION:**

6. Does your company maintain a written Affirmative Action Plan for the employment of females and minorities?

Yes       No

(If yes, attach a copy)

7. Please indicate the name and address of the company official(s) responsible for carrying out the Equal Opportunity/Affirmative Action Program for your company:

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8. If a written Affirmative Action for your company is not in place, please estimate the number of vacancies expected during the next twelve (12) months and indicate the numerical or percentage goals you have set for employment of minority people and females to make your labor force reflective of the labor market in which you operate.

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The vendor is hereby notified that failure to complete the above form in a satisfactory manner will preclude such vendor from being actively considered to contract with the Town of North Haven. The vendor is further advised the Affirmative Action Statement included with the bid document will become part of the contract and that any breach of such statements will constitute a breach of contract subject to such remedies as provided by law.

**AFFIRMATIVE ACTION STATEMENT**

- 4 of 4 pages -

I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers and that all entries above are true, complete and correct, to the best of my knowledge and belief.

\_\_\_\_\_  
Date                      Signature of Agent                      Title

Subscribed and sworn before me at \_\_\_\_\_,

County of \_\_\_\_\_, Connecticut,

This \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_  
Date

**XIII. FEE PROPOSAL FORM**

To: Town of North Haven \_\_\_\_\_, 2015  
Memorial Town Hall  
18 Church Street  
North Haven, CT 06473

**Re: The Renovate as New and New Academic Addition North Haven Middle School**

**Construction Project – Special Inspections Services and/or Construction Material Testing**

**RFQ/P #15-31**

The undersigned hereby offers to perform the services described in RFQ/P #15-31 for complete Special Inspections and/or Construction Material Testing of the plans and specifications that have been prepared for this project for the fee proposal set forth herein.

**Purpose**

The purpose of this RFQ/P is to receive pricing for the Special Inspections services and the on site and off site Construction Materials and site work testing for the referenced project. Respondents may provide pricing for either or both of the two services. The Town of North Haven reserves the right to accept either the proposal for Special Inspections or Construction Materials Testing without necessarily accepting both.

**BASE BID:**

- 1. Total Fee for SI Services including all Labor, material and supplies:  
(describe) \_\_\_\_\_ Dollars  
( \$ \_\_\_\_\_ )

**Additional Services**

If requested, shall be billed at an hourly rate of \$\_\_\_\_\_/hr

**Authorized Representatives:**

**Special Inspections And /Or Material Testing**

\_\_\_\_\_  
Printed Name and Title: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date: \_\_\_\_\_

# Statement of Special Inspections

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Project: *North Haven Middle School Renovations and Additions*

Location: *55 Bailey Road, North Haven, CT 06473*

Owner: *Town of North Haven*

Design Professional in Responsible Charge:

This *Statement of Special Inspections* is submitted as a condition for permit issuance in accordance with the Special Inspection and Structural Testing requirements of the Building Code. It includes a schedule of Special Inspection services applicable to this project as well as the name of the Special Inspection Coordinator and the identity of other approved agencies to be retained for conducting these inspections and tests. This *Statement of Special Inspections* encompass the following disciplines:

- Structural                       Mechanical/Electrical/Plumbing  
 Architectural                       Other: \_\_\_\_\_

The Special Inspection Coordinator shall keep records of all inspections and shall furnish inspection reports to the Building Official and the Registered Design Professional in Responsible Charge. Discovered discrepancies shall be brought to the immediate attention of the Contractor for correction. If such discrepancies are not corrected, the discrepancies shall be brought to the attention of the Building Official and the Registered Design Professional in Responsible Charge. The Special Inspection program does not relieve the Contractor of his or her responsibilities.

Interim reports shall be submitted to the Building Official and the Registered Design Professional in Responsible Charge.

A *Final Report of Special Inspections* documenting completion of all required Special Inspections, testing and correction of any discrepancies noted in the inspections shall be submitted prior to issuance of a Certificate of Use and Occupancy.

Job site safety and means and methods of construction are solely the responsibility of the Contractor.

Interim Report Frequency: *Bi-Weekly* or  per attached schedule.

Prepared by:

\_\_\_\_\_  
(type or print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Owner's Authorization:

Building Official's Acceptance:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Schedule of Inspection and Testing Agencies

This Statement of Special Inspections / Quality Assurance Plan includes the following building systems:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Soils and Foundations     | <input type="checkbox"/> Spray Fire Resistant Material              |
| <input checked="" type="checkbox"/> Cast-in-Place Concrete    | <input type="checkbox"/> Wood Construction                          |
| <input type="checkbox"/> Precast Concrete                     | <input type="checkbox"/> Exterior Insulation and Finish System      |
| <input checked="" type="checkbox"/> Masonry                   | <input checked="" type="checkbox"/> Mechanical & Electrical Systems |
| <input checked="" type="checkbox"/> Structural Steel          | <input checked="" type="checkbox"/> Architectural Systems           |
| <input checked="" type="checkbox"/> Cold-Formed Steel Framing | <input type="checkbox"/> Special Cases                              |

Special Inspection Agencies	Firm	Address, Telephone, e-mail
1. Special Inspection Coordinator		
2. Inspector	<i>TO BE DETERMINED</i>	
3. Inspector		
4. Testing Agency	<i>TO BE DETERMINED</i>	
5. Testing Agency		
6. Other	<i>Haley &amp; Aldrich, Inc Rocky Hill, CT</i>	<i>100 Corporate Place, Suite 105 Rocky Hill, CT 06067 860.282.9400</i>

Note: The inspectors and testing agencies shall be engaged by the Owner or the Owner's Agent, and not by the Contractor or Subcontractor whose work is to be inspected or tested. Any conflict of interest must be disclosed to the Building Official, prior to commencing work.

## Quality Assurance Plan

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### Quality Assurance for Seismic Resistance

Seismic Design Category

Quality Assurance Plan Required (Y/N) *Not Required*

Description of seismic force resisting system and designated seismic systems:

### Quality Assurance for Wind Requirements

Basic Wind Speed (3 second gust)

Wind Exposure Category

Quality Assurance Plan Required (Y/N) *Not Required*

Description of wind force resisting system and designated wind resisting components:

### Statement of Responsibility

Each contractor responsible for the construction or fabrication of a system or component designated above must submit a Statement of Responsibility.

## Qualifications of Inspectors and Testing Technicians

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The qualifications of all personnel performing Special Inspection and testing activities are subject to the approval of the Building Official. The credentials of all Inspectors and testing technicians shall be provided if requested.

### Key for Minimum Qualifications of Inspection Agents:

When the Registered Design Professional in Responsible Charge deems it appropriate that the individual performing a stipulated test or inspection have a specific certification or license as indicated below, such designation shall appear below the *Agency Number* on the Schedule.

PE/SE	Structural Engineer – a licensed SE or PE specializing in the design of building structures
PE/GE	Geotechnical Engineer – a licensed PE specializing in soil mechanics and foundations
EIT	Engineer-In-Training – a graduate engineer who has passed the Fundamentals of Engineering examination

### American Concrete Institute (ACI) Certification

ACI-CFTT	Concrete Field Testing Technician – Grade 1
ACI-CCI	Concrete Construction Inspector
ACI-LTT	Laboratory Testing Technician – Grade 1&2
ACI-STT	Strength Testing Technician

### American Welding Society (AWS) Certification

AWS-CWI	Certified Welding Inspector
AWS/AISC-SSI	Certified Structural Steel Inspector

### American Society of Non-Destructive Testing (ASNT) Certification

ASNT	Non-Destructive Testing Technician – Level II or III.
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### International Code Council (ICC) Certification

ICC-SMSI	Structural Masonry Special Inspector
ICC-SWSI	Structural Steel and Welding Special Inspector
ICC-SFSI	Spray-Applied Fireproofing Special Inspector
ICC-PCSI	Prestressed Concrete Special Inspector
ICC-RCSI	Reinforced Concrete Special Inspector

### National Institute for Certification in Engineering Technologies (NICET)

NICET-CT	Concrete Technician – Levels I, II, III & IV
NICET-ST	Soils Technician - Levels I, II, III & IV
NICET-GET	Geotechnical Engineering Technician - Levels I, II, III & IV

### Exterior Design Institute (EDI) Certification

EDI-EIFS	EIFS Third Party Inspector
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### Other

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## Soils and Foundations

Item	Agency # (Qualif.)	Scope
1. Shallow Foundations	2 6 PE/GE	<p><i>Inspect soils below footings for adequate bearing capacity and consistency with geotechnical report.</i></p> <p><i>Inspect removal of unsuitable material and preparation of subgrade prior to placement of controlled fill</i></p>
2. Controlled Structural Fill	4 6	<p><i>Perform sieve tests (ASTM D422 &amp; D1140) and modified Proctor tests (ASTM D1557) of each source of fill material.</i></p> <p><i>Inspect placement, lift thickness and compaction of controlled fill.</i></p> <p><i>Test density of each lift of fill by nuclear methods (ASTM D2922)</i></p> <p><i>Verify extent and slope of fill placement.</i></p>
3. Deep Foundations	N/A	N/A
4. Load Testing		
4. Other:		

## Cast-in-Place Concrete

Item	Agency # (Qualif.)	Scope
1. Mix Design	1 4 ACI-CCI	Review concrete batch tickets and verify compliance with approved mix design. Verify that water added at the site does not exceed that allowed by the mix design.
2. Material Certification		
3. Reinforcement Installation	4 ACI-CCI ICC-RCSI	Inspect size, spacing, cover, positioning and grade of reinforcing steel. Verify that reinforcing bars are free of form oil or other deleterious materials. Inspect bar laps and mechanical splices. Verify that bars are adequately tied and supported on chairs or bolsters
4. Post-Tensioning Operations	ICC-PCSI	Inspect placement, stressing, grouting and protection of post-tensioning tendons. Verify that tendons are correctly positioned, supported, tied and wrapped. Record tendon elongations.
5. Welding of Reinforcing	N/A	N/A
6. Anchor Rods	4	Inspect size, positioning and embedment of anchor rods. Inspect concrete placement and consolidation around anchors.
7. Concrete Placement	4 ACI-CCI	Inspect placement of concrete. Verify that concrete conveyance and depositing avoids segregation or contamination. Verify that concrete is properly consolidated.
8. Sampling and Testing of Concrete	4 ACI-CFTT ACI-STT	Test concrete compressive strength (ASTM C31 & C39), slump (ASTM C143), air-content (ASTM C231 or C173) and temperature (ASTM C1064). IBC Table 1704.4 and as per project specifications.
9. Curing and Protection	4 ACI-CCI ICC-RCSI	Inspect curing, cold weather protection and hot weather protection procedures.
10. Other: Column Base Plate Grouting	4 ACI-CCI	Observe installation and material installed for grouting of column base plates.

## Precast Concrete

Item	Agency # (Qualif.)	Scope
1. Plant Certification / Quality Control Procedures <input type="checkbox"/> Fabricator Exempt	N/A	N/A
2. Mix Design	N/A	N/A
3. Material Certification	N/A	N/A
4. Reinforcement Installation	N/A	N/A
5. Prestress Operations	N/A	N/A
6. Connections / Embedded Items	N/A	N/A
7. Formwork Geometry	N/A	N/A
8. Concrete Placement	N/A	N/A
9. Sampling and Testing of Concrete	ACI-CFTT ACI-STT	N/A
10. Curing and Protection	ACI-CCI ICC-RCSI	N/A
11. Erected Precast Elements	PE/SE	N/A
12. Other:		

**Masonry**Required Inspection Level:  1  2

Item	Agency # (Qualif.)	Scope
1. Material Certification	1	Review for compliance to specified materials (IBC Table 1708.1.4). Review for compliance certified mill test reports for reinforcing steel used in masonry shear walls (IBC 1708.3).
2. Mixing of Mortar and Grout	4 Testing Lab Masonry Inspector	Inspect proportioning, mixing and retempering of mortar and grout (IBC Table 1704.5.3)
3. Installation of Masonry	4 Testing Lab Masonry Inspector	Inspect size, layout, bonding and placement of masonry units (IBC Table 1704.5.3)
4. Mortar Joints	4 Testing Lab Masonry Inspector	Inspect construction of mortar joints including tooling and filling of head joints (IBC Table 1704.5.3)
5. Reinforcement Installation	4 Testing Lab Masonry Inspector	Inspect placement positioning and lapping of reinforcing steel (IBC Table 1704.5.3). Inspect all reinforcing at all exterior masonry walls, all masonry shear walls, and all masonry firewalls. Inspect reinforcement of 33% of all remaining masonry walls.
6. Prestressed Masonry	N/A	N/A
7. Grouting Operations	4 Testing Lab Masonry Inspector	Inspect placement and consolidation of grout. Inspect masonry clean-outs for high-lift grouting (IBC Table 1704.5.3).
7. Weather Protection	4 Testing Lab Masonry Inspector	Inspect cold weather protection and hot weather protection procedures. Verify that wall cavities are protected against precipitation (IBC Table 1704.5.3).
9. Evaluation of Masonry Strength	4 Testing Lab Masonry Inspector	Test compressive strength of mortar and grout cube samples (ASTM C780). Test compressive strength of masonry prisms (ASTM C1314). (IBC Table 1704.5.3 and Table 1708.1.4). One masonry prism test is required for every 750 s.f. of masonry.
10. Anchors and Ties	4 Testing Lab Masonry Inspector	Inspect size, location, spacing and embedment of dowels, anchors and ties.
11. Other: Bracing and Structural Stability	4 Testing Lab Masonry Inspector	Inspect top of wall bracing for all masonry walls and structural stability of all masonry firewalls.

## Structural Steel

Item	Agency # (Qualif.)	Scope
1. Fabricator Certification/ Quality Control Procedures <input type="checkbox"/> Fabricator Exempt	1 4 AWS/AISC- SSI	Review shop fabrication and quality control procedures.
2. Material Certification	1 4 AWS/AISC- SSI	Review certified mill test reports and identification markings on wide-flange shapes, high-strength bolts, nuts and welding electrodes
3. Open Web Steel Joists		N/A
4. Bolting	4 AWS/AISC- SSI	Inspect installation and tightening of high-strength bolts. Verify that splines have separated from tension control bolts. Verify proper tightening sequence. Continuous inspection of bolts in slip-critical connections. (IBC Table 1704.3)
5. Welding	4 AWS-CWI	Visually inspect all welds. Inspect pre-heat, post-heat and surface preparation between passes. Verify size and length of fillet welds. (IBC Section 1707.2 and IBC Table 1704.3). Ultrasonic testing of all full-penetration welds.
6. Shear Connectors	4 AWS/CWI	Inspect size, number, positioning and welding of shear connectors. Inspect suds for full 360 degree flash. Ring test all shear connectors with a 3 lb hammer. Bend test all questionable studs to 15 degrees.
7. Structural Details	4 AISC-SSI	Inspect steel frame for compliance with structural drawings, including Ridged Frames, member configuration and connection details (IBC Table 1704.3).
8. Metal Deck	4 AWS-CWI	Inspect welding and side-lap fastening of metal roof and floor deck.
9. Other: Bracing	4 AWS-CWI	Inspect installation of all top of masonry wall bracing.

## Cold-Formed Steel Framing

Item	Agency # (Qualif.)	Scope
1. Member Sizes	4 Testing Lab Inspector	Review for compliance with the construction documents. Review all sizes in the field for compliance with approved shop drawings.
2. Material Thickness	4 Testing Lab Inspector	Review for compliance with the construction documents. Review all thicknesses in the field for compliance with approved shop drawings.
3. Material Properties	1 4 Testing Lab Inspector	Review for compliance with the construction documents.
4. Mechanical Connections	4 Testing Lab Inspector	Review for compliance with the construction documents.
5. Welding	4 Testing Lab Inspector	Review welding procedures and verify welding materials for compliance with construction documents and approved shop drawings. Visually inspect all welds by a certified welding inspector.
6. Framing Details	4 Testing Lab Inspector	Verify in field framing details for compliance with construction documents and approved shop.
7. Trusses	N/A	N/A
8. Permanent Truss Bracing	N/A	N/A
9. Other:	N/A	N/A

## Spray-Applied Fire Resistant Material

Item	Agency # (Qualif.)	Scope
1. Material Specifications		N/A
2. Laboratory Tested Fire Resistance Design	ICC-SFSI	N/A
3. Schedule of Thickness	ICC-SFSI	N/A
4. Surface Preparation	ICC-SFSI	N/A
5. Application	ICC-SFSI	N/A
6. Curing and Ambient Condition	ICC-SFSI	N/A
7. Thickness	ICC-SFSI	N/A
8. Density	ICC-SFSI	N/A
9. Bond Strength	ICC-SFSI	N/A
10. Other:		

## Wood Construction

Item	Agency # (Qualif.)	Scope
1. Fabricator Certification/ Quality Control Procedures <input type="checkbox"/> Fabricator Exempt	N/A	N/A
2. Material Grading	N/A	N/A
3. Connections	N/A	N/A
4. Framing and Details	N/A	N/A
5. Diaphragms and Shearwalls	N/A	N/A
6. Prefabricated Wood Trusses	N/A	N/A
7. Permanent Truss Bracing	N/A	N/A
8. Other:		

## Exterior Insulation & Finish Systems (EIFS)

Item	Agency # (Qualif.)	Scope
1. Material Submittals	N/A	N/A
2. Condition of Substrate	N/A	N/A
3. Application of Foam Plastic Board	N/A	N/A
4. Application of Coatings	N/A	N/A
5. Application of Mesh	N/A	N/A
6. Ambient Condition and Curing	N/A	N/A
7. Flashing and Joint Details	N/A	N/A
8. Sealants/Caulks	N/A	N/A
9. Other:		

## Mechanical & Electrical Systems

Item	Agency # (Qualif.)	Scope
1. Smoke Control	N/A	N/A
2. Mechanical, HVAC & Piping	4	<ol style="list-style-type: none"> <li>1. Reciprocating and rotating-type machinery. Pumps, chillers, air handling units, fire pump.</li> <li>2. Piping system 3 inches and larger.</li> <li>3. Tanks, heat exchangers.</li> <li>4. Roof Drainage Systems.</li> <li>5. Fire Dampers.</li> <li>6. Conformance with plans and specifications related to seismic connections and all fasteners as required per Section 17 of IBC Code 1707.7 and 1708.5.</li> </ol>
3. Electrical System	4	<ol style="list-style-type: none"> <li>1. Electrical motors, transformers, switchboards, emergency generator system.</li> <li>2. Conformance with plans and specifications related to seismic connections and all fasteners as required per Section 17 of IBC Code 1707.7 and 1708.5.</li> </ol>
4. Other:		

## Architectural Systems

Item	Agency # (Qualif.)	Scope
1. Wall Panels & Veneers	4	<i>Verify 25% of wall panel installation and 25% of veneer installation.</i>
2. Suspended Ceilings	4	<i>1. Verify type of materials and applications. 2. Verify installation of ceiling assemblies for compliance with seismic requirements.</i>
3. Access Floors		<i>N/A</i>
4. Other:		<i>N/A</i>

## Special Cases

Item	Agency # (Qualif.)	Scope
<i>Post Installed Anchors</i>	4	<i>Verify anchor size and type adhesive; hole size, depth and preparation of post installed anchors. Inspect the installation of 100% of all the post-installed anchors.</i>