



**TOWN OF SHERMAN and SHERMAN SCHOOL BUILDING COMMITTEE
REQUEST FOR QUALIFICATIONS and REQUEST FOR PROPOSALS**

RFQ/P # 5

for

Independent Materials Testing & Special Inspection Services

for the

Sherman School Renovation Project

State Project #127-0009 RNV

inclusive of the

Sherman School Administrative Space Project

State Project #127-0010 BE/RNV

2 CT-37

Sherman, CT 06784

Issue Date: July 28, 2025

TABLE OF CONTENTS

Section	Page Number
Legal Notice	3
Section I Instructions to Bidders	4
Section II Proposal Requirements	5
Section III Selection Process	6
Section IV Project Description & Scope of Services	6
Section V Insurance Requirements	8
Exhibit A Company Information	
Exhibit B List of Qualifying Projects	
Exhibit C Preliminary Project Schedule	
Exhibit D Addendum Acknowledgement	
Exhibit E Cost Proposal	
Exhibit F Statement of Special Inspections - Architectural	
Exhibit G Statement of Special Inspections - Structural	

LEGAL NOTICE

Independent Materials Testing and Special Inspection Services
for the
Sherman School Renovation Project - State Project #127-0009 RNV
inclusive of the
Sherman School Administrative Space Project - State Project #127-0010 BE/RNV

Through this Request for Qualifications and Request for Proposals ("RFQ/P"), the Town of Sherman (the "Town") and its School Building Committee (the "Owner") are seeking a Qualifications Statement and Cost Proposal from qualified firms to provide Independent Materials Testing and Special Inspection Services for the Sherman School Renovation Project inclusive of the Sherman School Central Administrative Space Project (collectively the "Project"). The selected firm will provide these services in coordination with Construction Solutions Group (the "Owner's Project Manager, OPM"); Antinozzi Associates (the "Architect"), and Newfield Construction (the "Construction Manager").

Copies of the complete Request for Qualifications/Proposals Package will be available at the Connecticut Department of Administrative Services (CT DAS) and the Town of Sherman's websites below:

CT DAS PORTAL: <https://portal.ct.gov/das/ctsource/contractboard>

TOWN OF SHERMAN: <https://www.townofshermanct.org/subpages/procurement>

Proposers are required to submit and deliver four (4) hard copies and one (1) electronic copy (on a USB) of a sealed response no later than **4:00PM on September 8, 2025** to Sherman School (2 CT-37, Sherman, CT 06784) in accordance with the submission instructions specified in Section I, Instructions to Bidders. Submissions should be marked "Town of Sherman – School Building Committee – RFP # 5 – Independent Materials Testing and Special Inspection Services for Sherman School." Responses to this RFQ/P received after this date and time or at any other location will be rejected and returned to the Proposer unopened. The specific requirements of each task and required deliverables are included within this RFP.

Based on the responses received, the Owner, in its sole judgment and discretion, will select at least three (3) of the most responsible and qualified Proposers to be invited to attend an interview. Details of the date and time of the interview will be shared with the selected Proposers. The Owner intends to select a Firm based on an evaluation of the totality of the qualifications and cost, and which selection the Owner deems to be in its best interest and in its sole discretion.

It is mandatory that all firms submit their Proposal in accordance with the solicitation requirements. Firms must comply with all municipal, State, and Federal affirmative action and equal employment opportunity practices.

The Town of Sherman reserves the right to reject any or all Proposals, or any part thereof, or waive defects in same, or accept any Proposal deemed to be in the best interest of the Town of Sherman and the Sherman Public Schools.

Questions regarding this RFQ/P should be directed to Tim Laughlin, School Building Committee via email at laughlint@shermanschool.com. All inquiries relative to the conditions and specifications listed herein as well as classification of any information contained or referenced in this RFQ/P must be made in writing on or before **4:00 PM on August 29, 2025. No phone calls will be accepted.**

All answers to inquiries concerning the Project will be distributed via addendum posted on the aforementioned websites on September 3, 2025.

Section I: Instructions to Bidders

The Town of Sherman and its School Building Committee are seeking Qualifications and Cost Proposals for Independent Materials Testing and Special Inspection Services for the renovation-to-new of Sherman School, including its central administrative space located at 2 CT-37, Sherman, CT, 06784. As described more fully in Section IV below, the Project consists of the demolition of a portion of the existing school, the complete renovation of approximately fifty-three thousand and ninety-six (53,096) square feet of existing built space and the addition of approximately eleven thousand and seven hundred eighty (11,780) square feet of new construction. To maintain continuous occupancy during the school year, the project will be constructed in phases preferably in alignment with the preliminary schedule further described below.

Bidders are required to submit the following documents in response to this solicitation:

Provide four (4) hard copies **and** one (1) electronic copy on a USB in a single enclosure marked “Town of Sherman – School Building Committee – RFP #6 – Independent Materials Testing and Special Inspection Services for Sherman School.”

The Qualifications submission shall be one envelope marked “Qualifications for Independent Materials Testing and Special Inspection Services for Sherman School” and the Price Proposal shall be in a second envelope marked “Proposal for Independent Materials Testing and Special Inspection Services for Sherman School”.

The Price Proposals will only be opened for those proposers who meet the qualifications criteria identified below.

SUBMISSIONS ARE DUE BY 4:00 PM ON NOVEMBER 11, 2024

RFQ/P Issue Date:	4:00 PM on July 28, 2025
Requests for Information Deadline:	4:00 PM on August 29, 2025
RFQ/P Responses Due Date:	4:00 PM on September 8, 2025

FINALIST NOTIFICATIONS WILL BE MADE NOVEMBER 18, 2024

Questions concerning this RFQ/P may be directed to Tim Laughlin, School Building Committee via email at laughlint@shermanschool.com no later than **4:00 PM on August 29, 2025**. **Responses, in the form of Addenda will be posted on September 3, 2025 to the following websites:**

State of Connecticut DAS Portal: <https://portal.ct.gov/das/ctsource/contractboard>

Town of Sherman: <https://www.townofshermanct.org/subpages/procurement>

Absolutely no extensions will be granted. The selected firm will be expected to begin work immediately upon receipt of a letter from the Town directing the commencement of work. All firms submitting a Proposal will be notified of the Owner’s decision in writing.

The Town may, at its sole discretion, clarify, modify, amend, or terminate this solicitation at any time. Proposers are responsible for checking the Town’s website and the CT DAS website for any addenda to this RFQ/P, and to complete its response in accordance with the latest issued addenda. Independent Materials Testing and Special Inspection Services shall be performed pursuant to the Agreement between Owner and the Materials Testing Firm as negotiated and amended with the successful bidder.

Preliminary Project Schedule*: See Exhibit C.

Section II: Proposal Requirements

For a Proposal to be considered responsive to this RFP, it must provide all the following information (Collectively the “Minimum Requirements”) organized as follows and presented in the order listed below:

Company Information: Complete and include **Exhibit A – Company Information** to provide a summary of your firm.

- A. Any prior name(s) by which your firm was known and the years during which such name(s) was used.
- B. Name(s) of any subsidiary or other company owned or controlled by the firm.
- C. Names, titles, reporting relationships, and background and experience of the principal members of the company, including officers. Indicate which individuals are authorized to bind the company in negotiations with the Owner.
- D. Describe your firm’s primary areas of service.
- E. Address of principal office and office from which the Project will be managed.
- F. Name, address, telephone number, and email address of the principal contact person to receive notifications and to reply to inquiries from the Owner.
- G. Legal form of ownership. If a corporation, where incorporated?
- H. Years engaged in materials testing and inspection services under its present name.
- I. Total years in business and financial stability of the firm.

Letter of Introduction: Describe your firm’s commitment to the project and how your firm will meet or exceed expectations. Identify any factors that distinguish your firm from your competitors. Include a contact name, email, direct telephone, and address in the letter.

Relevant Experience: Provide evidence your company has performed comprehensive Independent Materials Testing and Special Inspection Services for at least five projects of similar size and scope. Identify your company’s recent experience providing related Complete and include **Exhibit B – List of Qualifying Projects**. Indicate any school construction projects currently under contract.

References: Provide five references from your most recently completed projects of similar size and scope.

Claims & Disputes: Indicate any past claims or disputes with owners in the past 5 years.

Addendum Acknowledgement: Complete and include **Exhibit D – Addendum Acknowledgement** to show receipt and review of any addendum posted as a part of this solicitation.

Exhibit E - Cost Proposal: The Cost Proposal shall be submitted in the form of **Exhibit E - Cost Proposal**, attached hereto and made a part hereof (the “Cost Proposal Form”). An editable copy of the cost proposal form has been provided for bidders’ use.

The Cost Proposal must be completed in its entirety as presented. An incomplete Cost Proposal or one that has been modified in any way shall be deemed an unresponsive Proposal, which will result in the Proposal being rejected.

Section III: Selection Process

The administrative review and selection will be based on the following process.

Statement of Qualifications and Proposal Evaluation: The School Building Committee shall review Statements of Qualifications and Proposals for compliance with the Minimum Requirements.

Review of Submitted Costs

The School Building Committee will review the stated cost proposals and establish a Not-to-Exceed value for an estimated amount of tests to be performed by utilizing the submitted rates from proposers.

The Sherman School Building Committee will be reviewing respondent proposals based on but not limited to the following criteria:

- A. Illustrate your performance, ability, and experience in providing similar services for other construction projects. The School Building Committee consider this will be one of the key factors in their selection process.
- B. The Town will create an estimated quantity of tests and apply the estimated quantity of tests to the cost per test submitted by respondents. This will establish the basis of the value of the contract on a Not-to-Exceed basis.
- C. Once selected, the successful respondent will be compensated, based on the submitted unit costs for actual services performed.

The selected Proposer will be deemed by the Town, at its sole discretion, as the most responsible qualified Proposer.

Neither the Town nor its School Building Committee shall be under any obligation to accept a Proposal if it is deemed to not be in their best interest to do so. The Town, its School Building Committee and/or the Sherman Board of Education are not responsible for any costs incurred by any proposer in connection with this RFQ/P.

Independent Materials Testing and Special Inspection Services are expected to begin immediately following award of the work and written notice to proceed

Neither the Town its School Building Committee and/or the Sherman Board of Education nor any of their respective officers, directors, employees, or authorized agents shall be liable for any claims or damages resulting from the selection, or rejection of any Qualification/Proposal.

Section IV: Project Description and Scope of Services

Project Description

Sherman School was built in 1937 as a grade school and was a brick building with three (3) classrooms. This became known as the historical K-Wing and throughout the years, many additions and some renovation took place (i.e. in 1953, 1961, 1971, 1992, and 2000) which allowed Sherman School to become what it is today. Currently, the school serves approximately two hundred thirty (230) students distributed throughout Pre-Kindergarten through Eighth Grades along with central administrative functions for the Board of Education. This is the only school facility within the Town and the structure is two levels in most locations totaling 83,329 gross square feet (GSF). The facility and the site are located within a nationally registered historic district and sit at a prominent intersection in the historical community center.

Sherman commissioned a Facility Conditions Assessment and Master Plan in 2018 to determine the required improvements needs for the school, this Study was recently updated to reflect current conditions. The Study determined that most of the original components and infrastructure to be in poor to fair condition with estimated remaining useful life of six (6) to ten (10) years. At this time, most of the school's infrastructure and systems have or will soon reach the end of their useful life.

The Owner seeks in collaboration with its selected architect, Antinozzi Associates (the "Architect"); its selected Owner's Project Manager, Construction Solutions Group (the "OPM"); and its selected Construction Manager, Newfield Construction (the "Construction Manager") to effectuate a design and project plan that appropriately meets the needs of current and future students in a secure, safe, healthy, and efficient educational campus. The design and project plan must appropriately reflect the unique circumstances of Sherman as a small, historic, and rural community; projected enrollment and the fluctuating size of grade level cohorts; as well as all mandated requirements related to the construction and/or operations of educational facilities in the State.

At this time, the Town of Sherman has completed the bidding process based on the complete set of Construction Documents. The Town of Sherman, Sherman Public Schools, and School Building Committee are seeking an

Independent Materials Testing & Special Inspections firm to assist them with special testing and materials testing services for the Sherman School Renovation Project inclusive of the Sherman School Central Administrative Space.

Instructions to Bidders

- 1) This will be a unit cost based proposal. See **Exhibit E – Cost Proposal** for requested unit pricing. This proposal does not guarantee any quantity or dollar value, all billings will be for actual testing and work performed on-site.
- 2) Unit costs are all inclusive and include all labor, testing equipment, supplies, travel time, reports, office preparation / coordination / administration, etc. The rates should be considered all-inclusive, and no additional compensation shall be provided in excess of the bid rates.
- 3) Bid amounts **MUST** include all costs/insurance premium required to satisfy the various insurance limits as identified in these documents.
- 4) In the event a test or inspection is required that is not included on the bid form, the OPM must be notified in advance of the test being performed for authorization to conduct the required test / inspection.
- 5) The attached Construction Schedules are for informational purposes only and should be considered approximate.
- 6) Unit rates shall be effective through the year 2027. No escalation costs will be considered for this project.
- 7) Billing will be for actual time on site (with 4 hours minimum). Travel time and mileage to/from the jobsite will not be reimbursed.
- 8) All Testing and Inspections are to be scheduled through the Construction Manager's Project Superintendent.
- 9) Inspectors are responsible for signing in and out with the Construction Manager at their field office. Sign-in sheets will be the basis of all hourly billings. Compensation will not be provided in the event an individual performing tests does not log in and log out on a timesheet stored in the Construction Manager's field office.
- 10) Handwritten inspection results when possible are to be provided to the Construction Manager's Project Superintendent before the inspector leaves the site after each day.
- 11) The inspector must notify the Construction Manager of any failed inspections / tests before leaving the site each day.
- 12) Formal inspections reports shall be provided by email to the project team with 72 hours of inspection or test results. Distribution will be established at the beginning of project and updated as necessary.
- 13) Hard copies (with PE stamp) of inspection or test results shall be provided as required at no additional cost.
- 14) Interim project summary reports are to be provided on a three-month basis. A final report will be required at the end of the project. The cost for preparation of these reports shall be included within the unit costs. There will be no additional compensation for reports.
- 15) It is understood that there will be a four (4) hour minimum for all on-site inspections. After the initial four (4) hours, hourly based inspections will be reimbursed on an hourly basis.
- 16) Daily total billable hours for each inspector on site shall not exceed 8 hours unless overtime has been authorized in advance by the OPM.
- 17) Daily total overtime hours for each inspector on site shall not exceed 2 hours. Overtime must be authorized by the OPM in advance. Overtime hourly rates shall be paid at 1.5 times the normal rate.
- 18) There will be no cancellation charges if inspections are rescheduled by 3:00 p.m. the prior day. There will be no charges for a cancelled inspection if the same inspector remains on site to perform a different inspection.
- 19) When possible, a single qualified inspector should perform multiple inspections/tests on the same day. Multiple inspectors are not required if a single qualified inspector can perform the requested inspections/tests on a given day.
- 20) If the same inspector performs multiple inspections on the same day, the 4-hour minimum will apply to the test having the highest unit cost. Additional tests performed will be compensated on an hourly basis for actual time spent on the testing/inspections.
- 21) Inspectors must comply with all Construction Manager's safety requirements while on site at no additional cost. This includes attending safety orientation and personal protective equipment as required.

It is further understood and agreed that all the information included in, and attached to, or required by the Request for Bid shall become public record upon delivery to the Town.

Section V: Insurance Requirements

The Town requires the Independent Materials Testing and Special Inspections firm to carry commercial general liability insurance to protect it from loss. The following minimum limits shall be met:

Bodily Injury and Property Damage: \$1,000,000 each occurrence; \$2,000,000 aggregate

Products or Completed Operations: \$1,000,000 each occurrence; \$2,000,000 aggregate and be written with a per project aggregate.

Professional Liability (Errors and Omissions): \$2,000,000 each occurrence

Commercial Automobile Coverage including owned, non-owned, leased and hired vehicles (if used on Town property): \$1,000,000 combined single limit for each accident

Workers' Compensation: Shall be in accordance with State of Connecticut requirements at the time of Bid.

Umbrella/Excess Liability: \$2,000,000 each occurrence; \$2,000,000 aggregate and providing coverage over the Commercial General Liability, Commercial Automobile Liability and the Employer Liability section of the Workers Compensation coverage.

The Independent Materials Testing and Special Inspections firm shall furnish a Certificate of Insurance before any work is performed. The Town of Sherman, its officers (both elected and appointed), employees, and agents shall be named as additional insured on all policies, except Professional Liability and Workers Compensation, on a primary and non-contributory basis.

All policies, except Professional Liability, shall contain a waiver of subrogation in favor of the Town of Sherman, executed by the insurance company.

Save Harmless. As part of entering into any contract which may be let as a result of this process, the Independent Materials Testing and Special Inspections firm and its successors will be required to covenant and agree with the Town to indemnify and save harmless said Town from any and all action, causes of action, judgments, legal fees, claims and demands whatsoever, which may at any time be instituted, made, tendered or recovered against the Town to the extent caused by the Materials Testing and Special Inspections firm's negligence in the performance of the Materials Testing and Special Inspections services performed pursuant to any such agreement.

The School Building Committee, Board of Education and the Town of Sherman have the right to use any or all ideas, plans, specifications, and estimates presented in this RFP.