

REQUEST FOR QUALIFICATIONS/PROPOSALS

for

Architectural Design Services for the Isabelle M. Pearson School

Issue date: April 15, 2026

QUESTIONS: Contact Project Administrator, Roger LaFleur, in writing by email at
PMRlafleur@yahoo.com

No questions will be accepted after Monday, May 4, 2026

TABLE OF CONTENTS

I.	<u>INVITATION TO SUBMIT</u>	3
II.	<u>PROJECT DESCRIPTION - SCOPE OF SERVICE</u>	3
III.	<u>TIMELINE OF THE RFP PROCESS</u>	4
IV.	<u>INSURANCE REQUIREMENTS</u>	4
V.	<u>MINIMUM QUALIFICATIONS</u>	6
VI.	<u>WRITTEN PROPOSAL</u>	6
VII.	<u>GENERAL TERMS AND CONDITIONS</u>	6
VIII.	<u>FEE PROPOSAL & BID FORM</u>	8

INVITATION TO SUBMIT

The Town of Winchester is seeking an Architectural firm to provide design services for the preparation of plans and construction documents for the roof replacement of the Isabelle M. Pearson School located at 2 Wetmore Ave. Winsted, CT 06098. Proposals should be addressed and delivered to:

Attn: **Town of Winchester, Town Hall**
338 Main Street
Finance Dept.
Winchester, CT 06098

All Proposals shall be delivered by: 11:00 a.m. Wednesday, May 6, 2026

The documents included as part of this RFP are as follows:

1. Request for Proposals – this document
2. Conditions Assessment- available online, link to be provided

PROJECT DESCRIPTION - SCOPE OF SERVICE

The Isabelle M. Pearson School has a roof area of approximately 49,130 s.f. and the existing roof material is a modified bitumen over rigid insulation. The plan is to replace that roof with a 2-ply modified bitumen over a tapered insulation. The roof replacement project is expected to be accomplished during the summer of 2027.

The architects' work will include: The complete design of a new roof for the school:

- This includes full representation through the Office of School Construction, Grants & Review (OSCG&R).
- Assess the structural condition of the roof and verify that it is structurally sound under current code requirements, review available plans.
- Participation in the roofing contractor scope review and selection process.
- The hiring of any consultants required to complete the job and review of all submittals.
- The on-going inspection of the roof as the installation progresses to ensure compliance with the specifications.
- A review and opinion of all proposed change orders
- The review of all invoices for accuracy prior to submission to the client.
- The development of the punch list and
- Final inspection and acceptance of the project as complete, with Substantial Completion Certificate.

Project Deliverables

- Drawings, specifications, and any associated technical data (calculations, suggested manufacturers' products, photographs, etc.) complete and ready for bidding.
- A proposed schedule for achieving the design goals within the master schedule proposed by the Town.

The architect is expected to be present for some or all the meetings which may need to be conducted with user groups, either at the Architect's office, on site, or elsewhere (unlimited).

TIMELINE OF THE RFP PROCESS

The following timeline will be followed:

Issue RFP	Wednesday, April 15, 2026
Mandatory Site Visit	Wednesday April 22, 2026, at the school 3:30 p.m.
Last questions	Monday, May 4, 2026
RFP due back from qualified firms	Wednesday May 6, 2026, 11:00 a.m.
Interviews if needed	May 11-12, 2026
Firm selection	May 18, 2026

INSURANCE REQUIREMENTS

All contractors and vendors are required to provide proof of the required insurance coverage before entering the premises or commencing any work at the Winchester Public Schools. Contractors and vendors must obtain, at their own expense, all the insurance required here from an insurance company A.M. Best rated as "A-VII" or better, and acceptable evidence of such insurance must be properly furnished to, and approved by, the Town of Winchester.

All subcontractors are subject to the same requirements. It is the responsibility of the primary contractor or vendor to obtain acceptable evidence of insurance from subcontractors.

The Town of Winchester also requires that they be named as an additional insured on your general liability policy(ies). Your general liability policy must be specifically endorsed with ISO Endorsement CG 20 10 (or equivalent) *or* ISO Endorsement CG 20 26 (or equivalent), *and* ISO Endorsement CG 20 37 (or equivalent). Where these forms require a description of locations or projects, enter "Winchester locations or projects." These form numbers must be specifically referenced on the certificate of insurance, and copies of these endorsements naming the Town of Winchester as additional insured must be furnished with the required certificate of insurance. If your insurance company uses a different form to provide the Town of Winchester with additional insured status on your policies, copies must be provided in advance with the insurance certificate for review and approval by the Town.

The amounts of insurance available to the Town as additional insured must be equal to the full policy limits carried by the contractor or vendor, including primary and excess (umbrella) liability policies or the amounts specified below, whichever is greater. Coverage provided under excess or umbrella policies must be at least as broad as that found in required underlying policies. All coverage must be primary and noncontributory as to the Town of Winchester.

The proper name for the entity to be named as additional insured is: "The Town of Winchester, and/or related or affiliated entities."

Evidence of compliance with these requirements is with the ACCORD form 25, "Certificate of Liability Insurance", plus copies of any required additional insured endorsements. Certificates should be sent to: Matthew Cavallaro, Business Administrator, Winchester Public Schools, 355 Main St, Winchester, CT 06516

Current insurance certificates must be furnished to the Town at all times. Replacement certificates must be furnished sixty (60) days *prior to the expiration or replacement* of referenced policies.

The Town of Winchester reserves the right to make commercially reasonable changes in these requirements during the term of any work or project.

Contractor shall agree to always maintain in force, during which services to be performed, the following minimum coverages and shall name the Town of Winchester and Winchester Board of Education as Additional Insured on a primary and non-contributory basis to all policies except Workers Compensation. All policies should also include a Waiver of Subrogation. **These requirements shall be clearly stated in the remarks section on the Certificate of Insurance.** Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-VIII. In addition, all Carriers are subject to approval by the Town of Winchester and the Winchester Board of Education.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Umbrella (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers' Compensation and Employers' Liability	WC Statutory Limits	
	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

Original, completed Certificates of Insurance must be presented to the Town of Winchester and Winchester Board of Education prior to purchase order/contract issuance. Contractor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of the policy.

MINIMUM QUALIFICATIONS

The minimum requirements for qualification are as follows:

- A minimum of 2 school roof projects previously managed through the Office of School Construction & Grants Review within the last 5 years.
- Attendance at the April 22, 2026 mandatory site visit
- Plans and Drawings must be 100% complete by August 15, 2026

WRITTEN PROPOSAL

The written proposal is due Wednesday May 6, 2026, at 11:00 AM. Firms are required to submit three (3) hardcopies and one (1) electronic copy of their proposal to:

**Town of Winchester, Town Hall
338 Main Street
Finance Dept.
Winchester, CT 06098**

All Proposals shall be delivered by: 11:00 a.m. Wednesday May 6, 2026

Submissions are to be clearly identified with the title, **Town of Winchester, Isabelle M. Pearson School Roof Design Proposal.**

GENERAL TERMS AND CONDITIONS

A prospective respondent must be willing to adhere to the following terms and conditions and by submitting a proposal hereby accepts and will comply with them in their response to this Request for Proposal.

1. **Acceptance or Rejection by The Town of Winchester**– The Town of Winchester reserves the right to accept and/or reject any or all proposals submitted for consideration to serve the best interests of the Town of Winchester. Respondents whose proposals are not accepted will be notified in writing.
2. **Ownership of Documents** – All proposals submitted in response to this RFP are to be the sole property of the Town of Winchester and subject to the provisions of Section 1-19 of the Connecticut General Statutes (re: Freedom of Information).

3. **Ownership of Subsequent Products** – Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP is to be the sole property of the Town of Winchester unless stated otherwise in the RFP or contract.
4. **Timing and Sequence** – Timing and sequence of events resulting from this RFP will ultimately be determined by the Town of Winchester.
5. **Oral Agreements** – Any alleged oral agreement or arrangement made by a respondent with any agency or employee will be superseded by the written agreement.
6. **Amending or Canceling Requests** – The Town of Winchester reserves the right to amend or cancel this RFP prior to the due date and time, if it is in the best interest of the Town of Winchester to do so.
7. **Rejection for Default or Misrepresentation** – The Town of Winchester reserves the right to reject the proposal of the consultant that is in default of any prior contract or for misrepresentation.
8. **Clerical Errors in Awards** – The Town of Winchester reserves the right to correct inaccurate awards resulting from its clerical errors
9. **Rejection of Submission** – Submissions will be rejected in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFP.
10. **Changes to Submissions**– No additions or changes to the original RFP will be allowed after submittal.
11. **Contract Requirements** – A formal agreement will be entered into with the firm selected. The contents of the proposal submitted by the successful respondent and the RFP will become part of any contract award.
12. **Rights Reserved to the Town of Winchester**– the Town of Winchester reserves the right to award in part, to reject any and all proposals, in whole or in part, and to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the Town will be served.
13. **Withdrawal of Submission** – Negligence on the part of the respondent in preparing the RFP confers no right of withdrawal after the time fixed for the acceptance of the submission.
14. **Assigning, Transferring of Agreement** – The successful respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the agreement, its rights, title or interest therein or its power to execute such agreement to

any other person, company, or corporation without the prior consent and approval in writing by the Town of Winchester.

15. **Cost of Preparing RFP** – The Town of Winchester shall not be responsible for any expenses incurred by the organization in preparing and submitting a proposal. The proposal 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.

16. **Definition of Terms** – For the purpose of this RFP, whenever the word “respondent” appears, it shall refer to “Architect” and whenever the word “Architect” appears, it shall refer to “respondent.”

VIII.FEE PROPOSAL & BID FORM

Firms must acknowledge that the costs of items listed below are included in their base fee by the **proposed principle** initialing the service in the column provided. If an item is not initialed it will be considered not included in the base fee therefore the committee will consider the fee proposal non-responsive, and the firm may not be considered for the project.

SERVICES	Breakout costs	COSTS INCLUDED Initial
Mechanical and Electrical engineering	Incl.	
Structural engineering	Incl.	
As-designed record drawings	Incl.	
As-constructed record drawings	Incl.	
Coordination of Owner’s consultants, as necessary	Incl.	
Insurance limits as described in the RFP.	Incl.	

BID FORM

Isabelle M. Pearson School

Roof Design Fee: _____

Reimbursable Expenses Fixed Fee: \$2,000.00, Back-up documentation required

Exclusions: Hazardous materials investigations or testing

Firm: _____

Name: _____
(Please Print)

Signature: _____ **Date:** _____