

TOWN OF BOLTON

**Town of Bolton
222 Bolton Center Road
Bolton CT 06043**

**Request for Qualifications & Proposals
Roof Replacement and Parapet repair/replacement Project for the Bolton Center School 108
Notch Road Bolton CT – Architectural / Engineering Design Services**

Intent

The Town of Bolton requests professional design services for the replacement of approximately 96,542 sq. ft. of existing low-slope roofing systems. The original building was built in approximately 1959, with later additions/renovations added in 1974, 1993 and 2011. The design team will also be required to evaluate the existing parapet and include repairs and replacement as part of the scope of service with the chosen firm.

Proposed System: New 30-year NDL (no dollar limit) warranty with annual inspections by an authorized manufacturer's representative. The material should be a fully adhered SBS (styrene-butadiene-styrene) **or equivalent**, redundant, two-ply, mineral surfaced (white), rubberized modified bitumen low-slope roof system. It should have a minimum slope of $\frac{1}{4}$ " inch per ft. including related substrates, vapor barrier over organic decking, insulation (to meet current model energy code). All flashings, boots and other necessary components shall be replaced with new ones. The design shall incorporate a minimum of $\frac{1}{2}$ " protection board consisting of high-density gypsum fiberboard, high density poly iso coverboard or equivalent. New roof access ladders shall be incorporated into the scope of work. Design new internal roof drains where necessary to accommodate $\frac{1}{4}$ " per ft. slope requirement including all existing roof drain bowls and design new drains (secondary) as needed. All existing roof drain piping must be evaluated and replacement design as needed shall be included. The specifications should not lead to a specific brand of materials but should allow the installers to propose what they deem best suits the structure. They should be required to provide the necessary information to permit the design professional and Temporary Public Building Commission to make an informed decision. Protective walk pads from the points of entry onto the roof to all roof top equipment and around it shall be a bid alternate.

Notes:

- Hazardous materials investigation and testing is being performed. Results will be made available upon request once compiled.
- The professional design team is responsible for providing a structural analysis to ensure that the roof structure is able to support the new roof and identify residual load capacity for the possible installation of a future ballasted PV system and HVAC components.
- All design components shall meet the requirements of all applicable codes and standards.

Scope of Services:

Conceptual Design Phase/OSCG&R preliminary review of low-slope roof and parapet repair/replacement project. Development of narrative and diagrammatic drawing(s), including rough order of magnitude estimate of probable construction costs outlining roof replacement and parapet project scope of work for approval by Bolton Board of Education, Board of Selectmen and the Temporary Public Building Commission.

1. Final Design Phase: Development of project bid specifications, plans, estimates and bid documents/packages to be issued for construction bids in accordance with the approved conceptual plan.
2. Bidding Phase: Provide professional services to support the bidding phase to include but not limited to attending pre-bid, providing support to address questions, providing the development of necessary bid addenda, providing support for analysis of bids and preparing for award of contract.
3. Construction Administration Phase: Providing construction observation services as well as overall construction administration for the project to ensure conformance and compliance to all requirements of the specifications and plans; submittal reviews, review of construction change orders and payment requisitions; as well as assisting the town with project close-out documentation tracking, punch list and final submission to conform to contract requirements as well as OSCG&R processes as might be necessary.
4. Meetings: The architect is expected to be present for up to five owner design meetings, up to two OSCG&R meetings, up to three bidding phase (pre-bid walk-through and two scope reviews) and a minimum of four on-site construction project meetings/site visits. The proposal shall specify any additional costs for meetings in excess of the above.

Project Deliverables:

- Schematic, to-scale design development and construction Drawings, specifications, and any associated technical data (calculations, suggested manufacturers' products, photographs, etc.) complete and ready for bidding. The design professional team is responsible for providing a structural analysis to ensure that the roof structure is able to support the new roof and identify residual load capacity for the possible installation of a ballasted PV system and HVAC components.

Work by Owner:

- Hazardous material investigation or testing; remedial plans if necessary.

Timeline of the Request for Qualifications & Proposals (RFQ/P) Process for Roofing Contractor:

- Issue RFQP 10/2/26
- Mandatory Site Visit: 10/5/26- 10:00 am
- Final Questions due to Committee: 10/12/26
- Responses to questions posted: 10/19/26
- RFPQ bid date from qualified firms: 10/23/26
- Scope Review, Interviews: 10/26 and 27, 2026
- Firm Selection to Board of Selectmen 11/2/26

- **Project Schedule:**

The roof replacement work must be started as soon as school is no longer in session (June 2027) and be completed before students return for the last week in August 2027. Dates will be refined when the school year calendar is established.

Reservation of Rights:

The Town reserves the right to waive informalities or to reject any or all proposals when such action is deemed to be in the best interests of the Town. The Town reserves the right to delete such items as it deems necessary from these proposals. Respondents are directed to be certain that they understand the terms and conditions as specified in this RFQP (request for qualifications and proposal). All exceptions of the respondent to the terms and specifications of this RFQP shall be made in writing and submitted in full with the proposal. For all other terms and specifications, submission of a proposal constitutes acceptance by the respondent. It will be expected that all remaining terms and conditions expressed herein are acceptable and shall govern any resulting contract. The Town reserves the sole right to reject proposals that contain exceptions which are unacceptable. In order to provide the services requested to the Town, the respondent must be able to demonstrate the expertise and flexibility necessary to successfully complete this work. Services shall only be provided after written authorization is received from the Town. The Town reserves the right to utilize some, all or none of the various services identified in this RFPQ. All services performed shall be completed to the satisfaction of the Town. The Town reserves the right to terminate any agreement upon ten (10) calendar days' written notice of failure by the respondent to provide service to the satisfaction of the Town. The Town shall not be responsible for any expenses incurred in preparing and submitting a response to this RFPQ. The Town reserves the right to request information from individual respondents and to negotiate fees and/or other terms and conditions.

Nondiscrimination

The Contractor shall agree and warrant that it will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental health disorder, mental disability, physical disability, or other basis in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town of Bolton.

Insurance Requirements

The successful proposer shall, at its own expense and cost, obtain and keep in force at least the insurance listed in the Insurance Requirements that are a part of this RFQP. The Town reserves the right to request from the successful proposer a complete, certified copy of any required insurance policy.

1. General Requirements

The awarded 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 Bolton. The respondent shall include the Town of Bolton and Bolton Board of Education shall be listed as an Additional insured on all such insurance, except Workers' Compensation coverage.

The insurer shall provide the Town of Bolton with Certificates of Insurance, on a form acceptable to the Town, signed by an authorized representative of the insurance company prior to the commencement of performance of this contract describing the coverage and providing that the insurer shall give the Town of Bolton 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 Town of Bolton and the Bolton Board of Education shall be named as "Additional Insureds." Respondent coverage is to be provided on a primary, noncontributory basis. Waiver of subrogation in favor of the Town of Bolton and the Bolton Board of Education on all insurance coverages, including workers' compensation. If any policy is written on a "Claims Made" basis, an extended reporting period of the applicable statute of limitations for Architects from the final completion date of the Project is required. 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 the applicable statute of limitations for Architects from the final completion date of the Project-

Original, completed Certificates of Insurance must be presented to the Town prior to Contract execution. The successful bidder agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of the policy. Should any of the above described policies be cancelled before the expiration date, written notice must be given to the Town thirty (30) days prior to cancellation.

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).

Specific Requirements

- 1. Workers' Compensation Insurance.** The awarded Respondent shall carry workers' compensation insurance in accordance with the requirements of the laws of the State of Connecticut, and employer's liability limits of Five Hundred Thousand Dollars (\$500,000.00) coverage for each accident, Five Hundred Thousand Dollars (\$500,000.00) coverage for each employee by disease, Five Hundred Thousand (\$500,000.00) policy limit coverage for disease.
- 2. Commercial General Liability.** With respect to all operations which awarded respondent performs, it shall carry Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000.00) 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 Bolton. Blanket Contractual Liability for liability assumed under this Agreement and all other Contracts relative to the Project.
- 3. Automobile Liability.** With respect to each owned, non-owned, or hired vehicles, the awarded Respondent shall carry Automobile Liability insurance providing One Million Dollars (\$1,000,000.00).
- 4. Excess Liability Coverage.** With respect to the coverage provided by the awarded Respondent for this Project, excess liability insurance will be provided in an amount not less than Five Million Dollars (\$5,000,000.00) per occurrence and annual aggregate basis.
- 5. Professional Liability.** One Million Dollars (\$ 1,000,000.00) coverage per occurrence for each site or project for all damages arising out of bodily injury, personal injury, and property damage.

Aggregate Limits. Any aggregate limits must be declared to and be approved by the Town of Bolton. It is agreed that the awarded Respondent shall notify the Town of Bolton 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, the Respondent agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by Respondent.

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

7. Errors and Omissions Insurance. The awarded Respondent shall provide and maintain Errors and Omissions Insurance with minimum limits of \$1,000,000 per occurrence with an annual aggregate of \$2,000,000. The policy shall not have a deductible greater than \$50,000.00. Coverage shall be maintained in effect continuously for a period of the applicable statute of limitations period for Architects from the date of final completion of the Project. The Town of Bolton, the Bolton Board of Education and the State of Connecticut shall be named as "Additional Insured." Coverage is to be provided on a primary, noncontributory basis. Waiver of subrogation in favor of the Town of Bolton, the Bolton Board of Education and the State of Connecticut is required on all applicable policies, including workers' compensation. If any policy is written on a "Claims Made" basis, the policy must be continually renewed for the applicable statute of limitations period for Architects from the final completion date of the Project. 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 the applicable statute of limitations period for Architects after final completion of the Project.

Defense, Hold Harmless and Indemnification

The successful proposer agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Town of Bolton, the Bolton Board of Education, and the State of Connecticut, its employees, officers, officials, agents, volunteers and independent contractors, including any of the foregoing sued as individuals (collectively, the “Town Indemnified Parties”), from and against all proceedings, suits, actions, claims, damages, injuries, awards, judgments, losses and expenses, including attorney’s fees, arising out of or relating, directly or indirectly, to the successful proposer’s malfeasance, misconduct, negligence or failure to meet its obligations under the RFQP or the Contract. The successful proposer’s obligations under this section shall not be limited in any way by any limitation on the amount or type of the successful proposer’s insurance. Nothing in this section shall obligate the successful proposer to indemnify the Town Indemnified Parties against liability for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Town Indemnified Parties. In any and all claims against the Town Indemnified Parties made or brought by any employee of the successful proposer, or anyone directly or indirectly employed or contracted with by the successful proposer, or anyone for whose acts or omissions the successful proposer is or may be liable, the successful proposer’s obligations under this section shall not be limited by any limitation on the amount and type of damages, compensation or benefits payable by the successful proposer under workers’ compensation acts, disability benefit acts, or other employee benefits acts. The successful proposer shall also be required to pay any and all attorney’s fees incurred by the Town Indemnified Parties in enforcing any of the successful proposer’s obligations under this section, which obligations shall survive the termination or expiration of this RFQ/P and the Contract. As a municipal agency of the State of Connecticut, the Town will NOT defend, indemnify, or hold harmless the successful proposer.

These insurance requirements are not meant to be construed as a limitation of liability. The parties agree that the amounts of insurance under this Agreement do not, in any way, limit the Respondent’s liability to the Town of Bolton by virtue of this promise to indemnify and hold the Town of Bolton 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 the awarded Respondent, the Respondent shall be liable to the Town of Bolton for the difference, plus all fees and expenses incurred in collecting same, all at the Respondent’s sole cost.

The contractor must also meet all Department of Housing insurance requirements.

Freedom of Information

All proposals and any related submittals to the Town are subject to the requirements of the State of Connecticut Freedom of Information Act, regardless of whether they are marked as confidential, proprietary, or in any other manner. By the act of submitting a bid, bidders agree that they will be subject to Connecticut General Statutes Section §1-200 et seq.

Award

The Town intends, but is not required, to make one or more awards as a result of this RFQP that are open-ended in nature in order to provide the continuity and consistency it deems vital to the successful operation of its various programs. The Town will notify the Contractor of award or denial via US Postal Service.

Work Product Ownership

All responses and submittals received as a result of this Request for Qualifications & Proposals shall become the property of the Town upon receipt. All work products provided to the Town following award shall also be the sole property of the Town upon receipt.

Procurement Process

The Town of Bolton shall procure professional architectural services for the Project in accordance with Conn. Gen. Stat. § 10-287. The procurement process shall involve requests for qualifications, followed by requests for proposals, including fees, from the proposers meeting the qualifications criteria of the request for qualifications process. Following the qualification process, the Town of Bolton shall evaluate the proposals to determine the four most responsible qualified proposers using those criteria previously listed in the requests for qualifications and requests for proposals for selecting architectural services specific to the Project. The evaluation criteria for this Project includes due consideration of the proposer's pricing for the Project, experience with work of similar size and scope as required for this Project, organizational and team structure, including any subcontractors to be utilized by the proposer for the Project, past performance data, including, but not limited to, adherence to project schedules and project budgets and the number of change orders for projects, the approach to the Project and documented contract oversight capabilities, and any other criteria set forth in this RFQP. Final selection by the Town of Bolton will be limited to the pool of the four most responsible qualified proposers and shall include consideration of all criteria included within this RFQP. As used in this subdivision, "most responsible qualified proposer" means the proposer who is qualified by the Town of Bolton when considering price and the factors necessary for faithful performance of the work based on the criteria and scope of work included in this RFQP.

Qualification Criteria and Required Submittal

1. Letter of Interest
2. Copy of architectural/engineering licensure by Connecticut Department of Consumer Protection. A copy of the lead firm and all proposed sub- consultants shall be provided.
3. Profile of the lead design firm. Profile shall include:
 - a. Resume of principals
 - b. Resumes of lead architect/engineer, and staff designated to the Project. Include a brief description of the role of each key staff member.
 - c. Geographic location of the design team.
 - d. Description of equipment, facilities and other resources assigned to this Project.
4. Statement of financial condition of the firm and the ability to appropriately finance the required efforts for a Project of this size and scope.
5. List of sub-consultants and roles. Provide the names and addresses of each sub- consultant, or “in-house” if self-performed by the lead design firm. At a minimum, provide the following sub-consultants:
6. List of projects of similar size and scope completed with the proposed design team.
7. List a minimum of five completed school projects that are similar in size and scope to this Project with at least two of the five being schools. Information for each project shall include the following:
 - a. Project name, location and owner.
 - b. Owner’s representative including contact information. Note: Owner’s representative may be contacted for a referral during the review process.
 - c. Superintendent of the school district under which the project was designed including contact information. Note: The superintendent may be contacted for a referral during the review process.
 - d. 100% design estimate with base bid and alternates (if applicable).
 - e. Contract base bid award amount with accepted alternates (if applicable)
 - f. Final construction amount including the percentage of changes in the work.
 - g. Scheduled completion date of the projects compared to actual completion dates and the reasons for late completion, if any.
8. A statement concerning the firm’s proposed approach to the Project.
9. A statement describing the proposer’s contract administration and oversight methods and capabilities
10. A statement of experience with CTDAS Office of School Construction Grants & Review.
11. Evidence that the firm can comply with the insurance requirements set forth in the RFQP and the attached Contract.
12. Submission of the forms attached to this RFQ/P.

Mandatory Walkthrough:

There will be a mandatory walkthrough on 10/5/2026 at 10:00 am beginning at the main entrance to Bolton Center School. Please contact the Selectman’s Office at 860-649-8066 ext 6111 or 6112 with questions regarding the walkthrough.

Deadline for question submittals to James Rupert

All questions about the proposal should be directed electronically, via email to HR@boltonct.gov not later than October 12, 2026, at 4:00 pm.

Responses to Questions

Answers to question submittals posted to Town Website www.boltonct.gov no later than October 19, 2026, under the heading Bids and Contracts with reference to RFQ/P Bolton Center School Roof (BCS Roof)

Addenda

Any addenda will be posted on the Town's website at least two business days prior to the response deadline. All respondents are responsible for checking the Town's website for the presence and content of all addenda.

RFQP Due

RFQ/P for the BCS Roof Statement of Qualifications and proposals as described in Section VIII.A due no later than 10:00 am local time. Statements of Qualifications and Proposals shall be addressed to: James Rupert and mailed or otherwise hand delivered to Bolton Town Hall at 222 Bolton Center Road, Bolton CT. All documents must be in sealed envelopes. Statements of Qualifications must be clearly marked on the outside of the envelope with: **QUALIFICATIONS with the firm's name**. The Proposal section of the RFQP shall be in a **separate** sealed envelope from the qualifications and shall be clearly marked on the outside of the envelope **PROPOSAL with the firm's name**. All respondents should provide (1) one original and seven (7) hard copies of their Statement of Qualifications and one digital copy (Adobe PDF). All respondents should provide (1) one original and seven (7) hard copies of their proposals and one digital copy (Adobe PDF). All submissions shall be provided in **sealed** envelopes and clearly marked on the outside of the envelope as described above. Failure to follow these instructions will result in disqualification. Responses received after this date and time will not be considered. E-mail, faxed, or late bids will not be accepted. The Town of Bolton Temporary Public Building Commission will review the Statement of Qualifications and then schedule firms for interviews. The personnel attending the interview must be the project personnel the firm will utilize for the Project. Interviews will occur on or about October 26 and 27, 2026. Firms selected for an interview should allow approximately forty-five minutes for an oral interview and question and answer session. Once the interviews are completed the TPBC will select no more than 4 firms to review their cost proposals.

Submission of Cost Proposals

The Bolton Temporary Public Building Commission will require the firms to submit a cost proposal at the same time as they submit their qualifications in separate sealed envelopes. Only proposals from the short-listed firms (maximum of 4) will be opened. After interviews and bid openings, the contract will be awarded.

Award of Contract on or about November 6, 2026, if at all.

Form of Contract.

If awarded the Project, the successful firm shall execute the attached AIA B101-2017 Standard form of Agreement between Owner and Architect, as modified, without exception or qualification, attached hereto as Exhibit A.

The Town of Bolton is an Affirmative Action Equal Opportunity Employer. Minority/Women's Business Enterprises are encouraged to apply.

(Proposed date reserved for potential interviews)

THE TOWN OF BOLTON IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION
EMPLOYER

C Attached Forms

PROPOSER'S LEGAL STATUS DISCLOSURE (FORM 2)
RFQP BCS ROOF
ARCHITECT FOR ROOF REPLACEMENT, PARAPET REPAIR
PROJECT ARCHITECTURAL DESIGN SERVICES

Please fully complete the applicable section below, attaching a separate sheet for additional space.

For purposes of this disclosure, "permanent place of business" means an office continuously maintained, occupied and used by the proposer's regular employees regularly in attendance to carry on the proposer's business in the proposer's own name. An office maintained, occupied and used by a proposer only for the duration of a contract will not be considered a permanent place of business. An office maintained, occupied and used by a person affiliated with a proposer will not be considered a permanent place of business of the proposer.

Does the proposer have a "permanent place of business" in Connecticut as defined above? ___yes ___no

D SOLELY OWNED BUSINESS

Owner's Full Legal Name_____

Address_____

Mailing Address (if different) _____

Number of years engaged in business under sole proprietor or trade name _____

D CORPORATION

Proposer's Full Legal Name_____

Owner's Full Legal Name_____

Address_____

Mailing Address (if different) _____

Number of years engaged in business under sole proprietor or trade name _____

List current names and titles of current officers of the corporation:

D LIMITED LIABILITY COMPANY

Owner's Full Legal Name_____

Proposer's Full Legal Name_____

Street Address_____

Mailing Address (if different) _____

Number of years engaged in business under sole proprietor or trade name _____

D PARTNERSHIP

Partner's Full Legal Name_____

Proposer's Full Legal Name_____

Street Address_____

Mailing Address (if different) _____

Number of years engaged in business under sole proprietor or trade name _____

Signed_____Title_____

Print Name_____Date_____

**PROPOSER'S CERTIFICATE CONCERNING EQUAL EMPLOYMENT
OPPORTUNITIES AND AFFIRMATIVE ACTION POLICY (FORM 3)
RFQP BCS ROOF
ARCHITECT FOR ROOF REPLACEMENT, PARPET REPAIR
PROJECT ARCHITECTURAL DESIGN SERVICES**

I/we, the respondent, certify to the TOWN OF BOLTON that (please check all that apply):

- ☐ I/we are in compliance with the equal opportunity clause as set forth in Connecticut state law (Executive Order No. Three, <http://www.cslib.org/exeorder3.htm>).
- ☐ I/we do not maintain segregated facilities.
- ☐ I/we have filed all required employer's information reports.
- ☐ I/we have developed and maintain written affirmative action programs.
- ☐ I/we list job openings with federal and state employment services.
- ☐ I/we attempt to employ and advance in employment qualified handicapped individuals.
- ☐ I/we are in compliance with the Americans with Disabilities Act.

Please check one:

- ☐ I/we have an Affirmative Action Program, or
- ☐ I/we employ 10 people or fewer

Signed_____Title_____

Print Name_____Date_____

PROPOSER’S NON-COLLUSION AFFIDAVIT (FORM 4)
RFQP BCS ROOF
ARCHITECT FOR ROOF REPLACEMENT, PARAPET REPAIR
PROJECT ARCHITECTURAL DESIGN SERVICES AT
BOLTON CENTER SCHOOL 108 NOTCH ROAD, BOLTON CT

The undersigned bidder, having fully informed themselves regarding the accuracy of the statements made herein certifies that:

1. The proposal is genuine; it is not a collusive or sham proposal;
2. The proposer developed the proposal independently and submitted it without collusion with, and without any agreement, understanding, communication or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition;
3. The proposer, it’s employees and agents have not communicated the contents of the proposal to any person not an employee or agent of the proposer and will not communicate to any such person prior to the official opening of the proposal;
4. No elected or appointed official or other officer or employee of the Town of Bolton whose salary is payable in whole or in part from the Town of Bolton, nor any immediate family member thereof, is directly or indirectly interested in the proposer’s proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any profits thereof. The undersigned proposer further certifies that this affidavit is executed for the purpose of inducing the Town of Bolton to consider its proposal and make an award in accordance therewith.

Signed _____ Title _____

Print Name _____ Date _____

The undersigned further certifies that this statement is executed for the purpose of inducing the Town of Bolton to consider the bid and make an award in accordance therewith.

Subscribed and sworn to me _____ on this _____ day of ____, 20____.

NOTARY PUBLIC

My commission expires: _____