

TOWN OF ASHFORD
ASHFORD SCHOOL BUILDING COMMITTEE
Friday, August 18, 2023

As stipulated in the Request for Qualifications & Proposals – Roof Replacement Project – Architectural Design Services – Ashford School, official responses from the Building Committee to questions raised by various responders are answered below.

01> Can you please tell me if there are any existing drawings available for the school/roof?

The School does not have any. Any information on file with the Ashford Building Department will be available for review during Land Use business hours (Monday, Tuesday, Wednesday, Friday – 8:30-3:00) at the Ashford Town Hall beginning Monday August 21, 2023. It is suggested that those interested in reviewing documents contact the Land Use Office at 860-487-4404 or the Selectmen's Office at 860-487-4400.

02> Please confirm that infrared thermal scans are required per the RFP?

Since this project will be a full tear off and replacement there is no need for IR scanning.

03> Please confirm that the architect is responsible for hiring the environmental firm as mentioned today. The RFP states this effort is "work by Owner".

We would ask for assistance in drafting an RFP and defining the scope of work to be performed by the environmental firm but the Town will contract directly with the environmental firm.

04> Please confirm that hiring the solar engineer is the town's responsibility.

The Town has engaged a consultant who will assist us in procuring a solar provider. That provider will be responsible for the solar design including the engineering for the solar array.

05> Please confirm if structural analysis is required and will be carried on by the architect.

Yes, a structural analysis is necessary to demonstrate that the roof meets all applicable loading requirements under the CT State Building Code and has sufficient capacity to support a solar array. This is part of a coordinated design between our solar consultant and the architectural firm.

06> Please confirm that the (2) large skylight replacement is part of the architects responsibility.

Yes, the skylight design is part of the scope of work expected with the roof project. Details will be worked out between the building committee and the design team to best suit the needs.

07> How often do you request construction administration field visits during construction.

The Town expects sufficient field visits to ensure that design criteria are met and properly executed. It is likely that a minimum of two per month will be necessary. There will also be weekly project meetings. It is likely that the architect will be needed at least once a month which could be virtual.

08> Can you give us an idea on how many meetings we will need to attend (building committee, PZC, town council, etc.)?

The Board of Selectmen will expect monthly reports which can be in writing. It is not anticipated that you would need to attend a PZC meeting. You will need to meet with the Building Committee as often as necessary to complete the plans and see the project through from start to finish. The expectation would be at least once per month.

09> Verify replacement of the skylights is included in the scope of work.

Yes, see the response to question 6.