



**TOWN OF STRATFORD  
PURCHASING DEPARTMENT  
STRATFORD, CONNECTICUT**

**Request for Proposal**

RFP No. 2009-024

Issued : March 11, 2009

Subject : Architectural Design and Construction Management Services  
for Flooring Replacement Projects

The Town of Stratford through the Office of the Purchasing Agent, will receive SEALED PROPOSALS as outlined in the accompanying specifications, in accordance with the instructions, conditions and reservations that follow:

**A. CLOSING DATE:**

Proposals will be received until 3:00 pm March 25, 2009, at which time they will be publicly opened and read. All bidders are invited to attend this public opening, which will be held immediately following the closing time specified above, in the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any proposal may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof. Any proposals received after the date and time specified shall NOT be considered. No bidder may withdraw a proposal within 45 days after the actual opening thereof.

**B. INSTRUCTIONS:**

All proposals must be addressed to the attention of the Purchasing Agent, in a sealed envelope with proposal subject and number on the face thereof. Proposals may be mailed or submitted in person. FAXED PROPOSALS ARE NOT ACCEPTED.

**C. CONDITIONS:**

Proposers must state specifically what equipment they propose to supply, giving manufacturer's name, model number, etc. A detailed description should accompany your proposal. Any exceptions to Town Specifications should be listed in your response.

**Bid Surety:**

No Bid Surety is required.

**Performance Bond**

No Performance Bond is required for this bid.

The following information should also be covered in your bid:

**Payment:** Final payment will be made upon the acceptance of the completed work by an authorized representative of the Town of Stratford. NO partial payments will be made. Invoices covering the work specified herein should be forwarded to the Purchasing Department upon completion of the project.

**Delivery:** Please state as accurately as possible how long it will take to complete delivery after receipt of order, if you are the successful bidder.

**Warranty:** All proposals must state the exact nature and duration of any warranty applicable to the equipment you propose to sell to the Town.

**Taxes:** The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

**D. RESERVATIONS:**

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

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Michael Bonnar, Purchasing Agent

**SPECIFICATIONS:** See next page.

## TOWN OF STRATFORD

RFP #2009-024

### **Architectural Design and Construction Management Services for Flooring Replacement Projects**

**Services Requested:** The Town of Stratford is requesting fee proposals from qualified firms for Architectural Design Services for Flooring Replacement Projects at several elementary schools. The Architectural firm shall provide services as required for the development of bidding and construction documents for miscellaneous flooring asbestos abatement and replacement at Lordship Elementary School, Nichols Elementary School and Franklin Elementary School.

**Scope of Work:** The work shall include the following tasks, at a minimum:

- Preparing and filing all necessary State forms and applications for initial project start up (i.e. EDO-49, etc.).
- Existing condition survey and documentation of areas within scope of work.
- Preparation of construction documents including, but not limited to detailed plans, specifications and bidding documents that clearly define the quantity and quality of the required work. (Note: All three schools will be bid and constructed as one project with one GC.)
- Construction Administration services including, but not limited to bidding assistance, periodic observation of the work, attendance at job meetings, preparation of job meeting minutes, review of submittals, review of payment requisitions, issuance of clarification sketches, and development of punch lists.
- Preparing and filing all necessary State forms and applications throughout project and for project close out (i.e. EDO-46, EDO-49F, EDO-42CO, etc.).
- Review applicable environmental regulatory requirements.
- Perform an asbestos pre-renovation inspection in accordance with 40 CFR Part 61.145, National Emission Standards for Hazardous Air Pollutants (NESHAP). The inspection shall be performed by a Connecticut Licensed Asbestos Inspector.
- Provide an asbestos inspection report of findings including drawings, quantities and locations of all asbestos containing materials that may potentially be disturbed during the project.
- The floor structure at the second & third floors of Nichols Elementary School will be required to be evaluated for deflections by a Connecticut licensed structural engineer.
- Meetings as required with the Committee(s) and administrators.

**Qualification Criteria:** Eligible design teams are required to meet all of the following qualification criteria. Firms not meeting all of the following criteria shall clearly state which criteria they do not meet.

- Experience with elementary school renovation projects with at minimum similar size, scope, and complexity as the subject project.
- Ability to perform required services within scheduled timeframe based on current workload.
- Experience working with the State Department of Education, Bureau of School Facilities.
- Firm(s) shall be properly insured and licensed to practice architecture and/or engineering in the State of Connecticut.

**Required Information:** Submission of the following information will be required for consideration:

- Detailed information of the team's background and experience working on similar projects, as described in the Qualifications and Selection Criteria.
- Key staff assigned to the project with resumes.

**Owner Furnished Information:** The following information will be provided to the successful firm for use on the project.

- Asbestos Management Plan
- Original building plans

### **Format for Submission**

- Qualifications shall be submitted simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of this RFP, outlined in a cover letter. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner's needs.
- Respondents shall carefully read the information contained in this RFP and submit a complete response to all requirements and questions as directed. Incomplete submissions will be considered non-responsive and subject to rejection.
- Submittals shall be double sided, include a "Table of Contents".
- Provide a total of 5 original submittals.

### **Selection Criteria:**

- Conformance to Qualification Criteria.
- Past performance, including, but not limited to, adherence to project schedules, project budgets and number of change orders for project.
- Proximity of design team's firm to the Town of Stratford.
- Previous successful experience working with the Town of Stratford.

- Litigation History.
- Successful experience and familiarity with the State Bureau of School Facilities.
- Qualifications of assigned personnel and sub-consultants.
- Current Workload.
- Positive Reference Check.

**Schedule:**

- XX XX, 2009 – A/E Pre-bid conference
- XX XX, 2009 – A/E Fee proposals due
- XX XX, 2009 – A/E Notice to proceed
- XX XX, 2009 – Bid documents completed
- XX XX, 2009 – Advertise for GC bids
- XX XX, 2009 – GC Pre-bid conference
- XX XX, 2009 – GC bids due
- June 19, 2009 – Start of Construction
- August 7, 2009 – Construction Complete

**Fee Proposal:** Provide a lump sum fee proposal broken down as follows:

- |   |          |
|---|----------|
| • Construction Documents                      | \$ _____ |
| • Bidding Phase                               | \$ _____ |
| • Construction Administration                 | \$ _____ |
| • Asbestos pre-renovation inspection & report | \$ _____ |
| • Structural evaluation of floor system       | \$ _____ |
| • Total Fee                                   | \$ _____ |

- PLM asbestos bulk samples & range of number of samples...\$ \_\_\_\_\_ (per sample)  
(Not to be include in above fee proposal)

- Provide hourly rates by job classification for all direct employees and sub-consultant employees.

The Town of Stratford reserves the right to accept or reject any or all proposals of parts thereof, for any reason, if such action is in the best interest of the Town of Stratford.