



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

**REQUEST FOR PROPOSAL**

RFP No. 2012-001

Issued : January 5, 2012

Subject : Feasibility Study for a New Elevator at  
Sterling House Community Center

The Town of Stratford through the Office of the Purchasing Agent, will receive proposals in accordance with the instructions, conditions and reservations that follow:

**A. CLOSING DATE:**

Proposals will be received until 3:00 pm January 26, 2012 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Any proposal may be withdrawn prior to the above-scheduled time for receiving proposals or authorized postponement thereof. Any proposals received after the date and time specified shall NOT be considered.

**B. INSTRUCTIONS:**

Proposals are to be submitted (**FIVE COPIES**) in a sealed envelope/box and clearly marked with the bid number and description on the outside of the envelope, including all outer packaging (DHL, FedEx, UPS, etc).

Proposals must be delivered to:

Purchasing Department  
Stratford Town Hall – Rm 202  
2725 Main Street  
Stratford, CT 06615

**C. CONDITIONS:**

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

**Addendums:** All addendums will be posted on the town website, [www.townofstratford.com](http://www.townofstratford.com). It is the responsibility of the proposer to check the website for any addendums before submitting their proposal.

**F.O.B. Destination:** All prices quoted must be net delivered to destination.

**Conflict of Interest:** No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

**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.

---

Michael Bonnar, Purchasing Agent

**SPECIFICATIONS:** See next page.

TOWN OF STRATFORD  
RFP #2012-001  
Feasibility Study for a New Elevator at Sterling House Community Center

Outline Scope of Work

**General Description:** The Town of Stratford, CT is seeking proposals from qualified architects to conduct a feasibility study for a new elevator to serve the Sterling House Community Center building on Main Street in Stratford. This facility is a multi-service community center in the downtown center of Stratford, housed in a Romanesque mansion built in 1886 and registered with the State with located within the Town Historic District. Sterling House is a not for profit 501©3 organization offering social, educational and recreational services provided to children, teenagers and adults yearly.

**General Scope:** This project is needed to provide handicap accessibility at Sterling House. The project consists of the construction of a 5-stop elevator on the west side of the facility, renovation of the Sterling House main office as needed to accommodate a waiting room where individuals will exit and enter the elevator on the 1st floor level, 2nd floor and 3rd floor renovations as needed to accommodate the elevator entrance and exit; elimination of an outside fire escape and construction of an internal stairwell for egress. The elevator will open to the outside of the facility where individuals can enter for the food pantry, which is in the basement. The design will require innovative solutions to install an elevator in an aesthetic manner without impacting the historic nature of the building.

1. Meet with Town and Sterling House Community Center officials to receive input from the users. 2004 Strategic Plan (rev 2008), schematic floor plans, site plans from other projects are available for review at Sterling House. The architect should make certain measurements to verify the floor plans sufficiently so the feasibility study recommendations will be accurate.
2. Prepare conceptual layout schematic plans for at least two options that show feasible alternatives. The architect shall evaluate critical design issues such as building and fire code updates, power requirements, roof modifications, environmental compliance, structural requirements, and interior and exterior architectural and historical details.
3. Develop cost estimates for these two options broken down into components so the Town can evaluate its options.
4. The architect shall prepare a draft Feasibility Study report discussing the building, design considerations, costs, funding opportunities, and recommendations for the Town to proceed. Include as attachments existing information provided by Sterling House that will back up the findings in the report (for instance summary of any existing lead and asbestos reports, summary of strategic plan, etc).
5. The architect shall attend meetings with the Town and Sterling House staff as necessary to develop the study.
6. Reimbursable expenses shall be included in the architect's fee and environmental testing. No other reimbursable expense will be allowed.
7. Fee proposal shall include all fees and services necessary to provide a complete study. Provide a breakdown of the fee including a breakout for environmental testing.

For further information and to view the site please contact:

Lou Perno, Executive Director  
Sterling House Community Center  
2283 Main St., Stratford, CT. 06615  
203-378-2606, Ext. 103, [lperno@sterlinghousecc.org](mailto:lperno@sterlinghousecc.org)

Five (5) copies of the fee proposals shall be submitted to the Purchasing Agent, 2725 Main Street, Stratford, CT 06615 by 3:00PM January 26, 2012 and shall contain the following information.

1. Qualifications statement
2. Detailed scope of work
3. List of references for similar work performed on elevators and historic buildings
4. Resumes of applicable personnel
5. Fee proposal