



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

REQUEST FOR PROPOSAL

RFP No. 2014-015

Issued: March 3, 2014

Subject: Special Inspections and Materials Testing Services for
Victoria Soto School

The Town of Stratford through the Office of the Purchasing Agent will receive SEALED PROPOSALS for furnishing the equipment described 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, 2014, 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Any proposal may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof.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:

Proposals are to be submitted (THREE COPIES) in a sealed envelope 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:

Bid Surety:

A Bid Surety is not required.

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. It is the responsibility of the bidder to check the website for any addendums before submitting their bid.

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.

RFP 2014-015

Special Inspections and Materials Testing Services
For
VICTORIA SOTO SCHOOL

Services Requested: The Town of Stratford is seeking qualification statements and fee proposals for **Special Inspections and Materials Testing Services** for the construction phase of Victoria Soto Elementary School (formerly Honeyspot School) project. This is a new school construction projects designed by Tai Soo Kim Partners. The services will be contracted directly with the Town of Stratford and shall be performed in accordance with all federal, state and local requirements.

Contact Person: John Casey, Town Engineer Contact phone number 203-385-4013.

Description: This new construction project is a 35,960 square feet single story structure elementary school. The project will be constructed by a General Contractor with Construction Administration services performed by the architect. Building Commissioning services will be provided by Sustainable Engineering Services, LLC. The Town of Stratford will also have a representative with which to coordinate. Construction is anticipated to start in April 2014 with an occupation date of the end of August 2015.

Minimum Qualification Criteria: Eligible firms are required to meet all of the following qualification criteria.

- The firm must have completed testing services a minimum of five (5) public school projects in the State of Connecticut in the past ten (10) years, of which a minimum of two (2) having a construction budget no less than \$10 million.
- Experience working with the State Department of Construction Services, (Bureau of School Facilities), municipalities, architects and engineers..
- Firm(s) shall be properly insured and licensed to practice architecture and/or engineering in the State of Connecticut.
- The firm must maintain a minimum of \$2,000,000 of Professional Liability Insurance for the duration of the project.

Required Information: Submission of the following information will be required for consideration and must be organized with the following sections:

- Section 1 – Provide a cover letter that outlines how your firm will meet or exceed expectations for this project. .
- Section 2 –Provide documentation as required to indicate compliance with the Minimum Qualification Criteria listed above.

- Section 3 – Provide information on firm’s capabilities, equipment, and personnel including resumes of personnel that will be assigned to this project from your firm, organizational structure and relevant experience. Demonstrate that your firm has the capabilities to meet the project schedule.
- Section 4 – Information to be provided for each school project shall include: a description of the project, scope of services provided and one (1) acceptable reference for at least three (3) of the projects.
- Section 5 - Provide a detailed scope of work and itemized breakdown of proposed costs utilizing the attached statement of special inspections as a guide. Be sure to provide a testing item for all typical tests conducted for a new building construction project, including sampling, lab work, reporting, etc.

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. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.
- Provide three (3) copies of the qualifications and Cost Proposal as below.

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

EXHIBIT 'A'

Cost Proposal

Scope of Work: The following services, at a minimum, are anticipated:

- Review the schedule of special inspections (attached) and meet with key personnel to review project objectives. Review with owner and structural engineer to confirm the extent of testing required.
- Ensure that scheduled tests are taken and reported in a timely manner. Reports shall be sent immediately to the structural engineer and Town Building Official via e-mail.
- Keep a complete log of tests completed and maintain a record of hard copy reports of completed tests.
- Perform all sampling, inspections, testing necessary to verify the proper construction of key elements of the project.
- Report all non-compliant tests results to all parties immediately.
- Complete all close out documents and submittals as required in specifications, required by the CT Dept of Construction services and needed for Certificate of Occupancy.:-

The undersigned hereby proposes to provide Inspection and Testing services for **“Victoria Soto School”**.

Special Inspection Administration: Provide written scope of work and fee proposal

Testing: Provide breakdown of unit prices per test, per sample, per hour, per ½ day, per day or other applicable unit for tests and inspections required for new school building construction utilizing the attached Statement of Special Inspections.

Final Report / Close out Provide written scope of work and fee proposal

In submitting this proposal, we agree:

- a) To hold the proposal open for ninety (90) calendar days after the actual Opening date.
- b) To provide the necessary insurance certificates upon acceptance of proposal..
- c) To accomplish the work in accordance with the Contract Documents in a timely manner.

➤ **Attach a separate sheet showing cost proposal to this statement when submitting proposal**

Name of Company _____ Date _____

Address _____

Telephone _____ Email _____

Printed Name of Authorized Agent _____

Signature of Authorized Agent _____

Title of Authorized Agent _____