



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

**REQUEST FOR PROPOSAL**

RFP No. 2014-011

Issued: February 20, 2014

Subject: Site Due Diligence

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 10, 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Any proposal may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof.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 (TEN 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](http://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.



# TOWN OF STRATFORD

## STRATFORD HIGH SCHOOL SITE DUE DILIGENCE – Request For Proposal (RFP)

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Prepared by **CREC CONSTRUCTION SERVICES**

### **RFP Rationale**

The Town of Stratford, Stratford Public Schools and its Board of Education are in the process of exercising due diligence, attempting to look at the option of selecting a feasible site for the relocation of the Stratford High School. In its search, the Site Selection Committee (representatives from entities mentioned above) requests that “Respondents” propose feasible sites considering the following criteria/considerations:

### **Site Specifications**

1. Site specifications shall correlate with State reimbursement guidelines as cited in Chapter 173 of the Connecticut General Statutes and its applicable regulations (Section 10-287c – School Construction Grants)
2. The purchase price of the property, if there is a closing, shall be established and acquired based on the higher of two appraisals, with both appraisals not having a difference greater than 10% from each other
3. The appraiser shall be selected by the Town of Stratford. Appraisals shall be prepared by property appraisers that are MAI Certified. Costs will be paid by the Town of Stratford.
4. The property shall accommodate a comprehensive school facility with 1,030 students, grades 9-12, with all outdoor amenities and activities
5. The property should be located within the Town of Stratford limits, and should be in the vicinity of the existing Stratford High School facility
6. Shall be a minimum of 20-30 acres (some consideration will be given to sites that are 5-10 acres smaller or larger, depending on location and possible positive opportunities). Joint ventures/properties proposals may be considered.
7. Shall have proportions and characteristics that will facilitate bus, parent, and visitor traffic
8. Shall not be encumbered by any wetlands. If the property contains a small amount of wetlands, the feasibility of the site will be determined at the sole discretion of the Site Selection Committee.
9. Shall have an elevation that is above the 500-year flood plain as per the most recent FEMA Mapping
10. Shall be free from any liens and/or tax issues at the time of purchase
11. Shall not have any environmental contamination violations with the CT Department of Energy and Environmental Protection (DEEP) or any federal entity that holds jurisdiction in the general area
12. Shall not have any encumbrances related to burial grounds or historic findings
13. Shall have easy access to a major roadway or highway
14. Shall have access to all necessary utilities, including, but not limited to power, sewer, water, and natural gas
15. Shall not be adjacent to any industrial/manufacturing plants, garbage/rubbish disposal facilities, and/or recycling facilities



# TOWN OF STRATFORD

STRATFORD HIGH SCHOOL  
SITE DUE DILIGENCE – Request For Proposal (RFP)

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Prepared by **CREC CONSTRUCTION SERVICES**

## Schedule

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|--|-----------------------------|
| 1. RFP Publication   | February 20                 |
| 2. <b>Request for Information (RFI) deadline</b>           | <b>March 3, 2014 (3pm)</b>  |
| 3. RFI response  | March 5, 2014               |
| 4. <b>Proposal submittal deadline</b>                      | <b>March 10, 2014 (3pm)</b> |
| 5. Evaluation of submissions (including architect schemes) | March 11 thru 28, 2014      |
| 6. Review evaluation with Site Selection Committee         | March 31 thru April 4, 2014 |
| 7. Notice to finalist for further negotiation              | April 7, 2014               |

## Submittal Requirements

Please provide a digital copy of a recent property survey (A2 or A2T2 preferable), any and all documentation relating to environmental aspects, tax and/or lien information, assessments, etc.; and any other information that may help in the review and evaluation of the property on a CD or USB drive. As per applicable laws, respondents must proceed in a “full disclosure” manner on all issues related to the site. Any issues that arise may disqualify the Respondents’ submittal. All information, effort, and costs associated with the complete submittal responding to this RFP shall be solely the responsibility of the Respondent.

Should you have any questions, please forward them **in writing via email by the deadline mentioned in the schedule section above** to Michael Bonnar at [purchasing@townofstratford.com](mailto:purchasing@townofstratford.com).

## General

The Site Selection Committee, the Town of Stratford, Stratford Public Schools and its respective board can evaluate, proceed, change, etc. any formalities at their sole discretion, including rejecting any and all submittals. No verbal agreements shall be honored.