



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

REQUEST FOR PROPOSAL

RFP No. 2014-063

Issued: September 2, 2014

Subject: Design Build Services for Bocce Ball Courts

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 Sept 16, 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Any proposal may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof.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 (FOUR 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:

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.

Section 1.0 – Scope of Work

The Town of Stratford intends to install two (2) regulation length bocce courts at the Short Beach Complex for use by residents. The attached documents in Appendix A provide a reference for the specifications and proposed location of the work. The courts will be laid side by side and will consist of concrete curbing and appropriate playing surface as described in the model specifications attached in Appendix A.

The contractor will design and prepare construction documents in compliance with applicable codes and design criteria set forth in this Request for Proposal (RFP), procure any subconsultants, suppliers and subcontractors needed for construction, and manage all aspects of construction. The Town will review and approve the submitted construction documents and construction materials prior to proceeding to full construction.

Section 2.0 – Service to be Provided

The design-builder shall perform all services necessary to design and construct two 13' x 90' bocce ball courts at the Short Beach Complex in Stratford, Connecticut. The courts should be design and constructed in accordance with the

Task 1: Site Visit

- Visit Short Beach Complex with representatives of the Town to determine the location of the bocce ball courts.
- Review any information that reasonably should be reviewed to determine suitability of various locations and general site limitations.

Task 2: Design

- Design the bocce ball courts and prepare construction documents for submittal, review and approval by the Town of Stratford.
- As needed, address any of the Town's concerns or comments and incorporate any necessary changes into the design and construction documents.

Task 3: Permits

- Obtain all necessary permits.

Task 4: Construct Bocce Ball Courts

- Construct the bocce ball courts in strict accordance with the Town approved construction documents.

Section 3.0 – Qualifications and Experience

The Town of Stratford is seeking quotes from firms that have experience with locating, designing and constructing bocce ball courts or substantially similar structures.

Section 4.0 – Quote Requirements

A. Submittal Requirements

The following items must be addressed in all quotes:

1. Number and Form:

Proposer must submit one (1) signed original and three (3) copies of its quote. The quote must include a completed Quote Bid Form.

2. Quote Certification Statement:

Proposers must submit a Quote Certification Statement (Attachment A).

3. Project Understanding & Approach:

Proposers should describe how they will ensure that the Town’s objectives will be timely and efficiently accomplished. Specifically, quotes should describe scheduling limitations over the next 2 months. If scheduling limitations are not included in quotes, the Town will assume that the proposer will be reasonably available during the anticipated period for performance and will promptly perform its obligations. The Town anticipates the project to be substantial complete by October 1st.

4. Project Schedule:

Quotes should include an estimated project schedule, including a description of assumptions and critical milestones, and a discussion of any reasonably foreseeable causes that might affect the schedule.

5. Price:

Quotes shall include the offered price to complete the project.

6. Insurance Certificates:

Proposers must include insurance certificates for the required insurance as described in the Request for Proposal.

B. Evaluation Criteria

Quotes not including all required information and documents, or not including all requested information, may be rejected. Quotes will be evaluated according to the following factors and the numerical scoring criteria below:

1. Quality of the project approach, including:

- a. Understanding of Town’s needs;**
- b. Understanding of the proposed scope of work; and**
- c. Project schedule.**

2. Similar design and construction experience.

3. Experience with applicable authorities.

4. References.

5. Cost.

Scoring Criteria

Points

1) Quality of Project Approach

25

2) Specialized Experience

25

3) Experience with Applicable Authorities

5

4) References and Ability to meet Project Deadline

20

5) Cost

25

= 100 possible points

C. Interview Information

If considered necessary, the Town of Stratford may interview one or more of the top ranked proposers. If interviews are conducted, during the interview the proposers will be given the opportunity to present their quote and answer questions from the Town. The Town may adjust any point scoring it previously completed based on information obtained during any interview.

Section 4.0 – Selection Process

A. Content of Quotes

Quotes must be submitted with a fully completed Quote Form, a copy of which is attached hereto. Quotes must also provide a clear description of the proposer’s ability to perform the services and address all items identified in Section 1.0 and Section 2.0. Quotes must contain sufficient information to enable the Town to consider it in relation to other quotes and to determine which proposer is best suited to furnish the requested services. The Town of Stratford appreciates brevity.

Quotes may include additional information concerning the proposer or the requested services that is not specifically requested by this RFP if the proposer believes that such information would be useful to the Town in evaluating its quote.

B. Information Concerning RFP

Primary Contact: The primary contact for the Town for this RFP is Brian Carey, email: bcarey@townofstratford.com.

Requests for information, questions, and comments on the RFP must be submitted in writing to the Primary

Contact at the address listed above.

No Oral Modifications: The provisions of this RFP cannot be modified by oral statements, representations, or interpretations.

Estimated Quote Schedule:

- Request for quotes: September 2, 2013
- Quotes due: September 16th, 2014
- Quote Evaluation: By September 30^t, 2014
- Notice to Proceed: October 6, 2014

C. Addenda

If inquiries or comments by proposers raise issues that require clarification, or if the Town decides to extend the selection schedule or revise any part of this RFP, addenda will be provided. Proposers are responsible for ensuring that they have received all addenda. The Town will not mail addenda. Proposers should check with the Primary Contact prior to the submission of a quote to ensure that their quotes satisfy all addenda. Addenda will not be issued within five (5) days of the deadline for the submittal of quotes.

D. Cancellation

The Town may cancel this RFP and terminate the selection process at any time if the Town determines that doing so would be in the public interest.

E. Cost of Quote

In no case will the Town reimburse proposers for costs incurred in preparation of quotes or for any other costs associated with or arising from any response to this RFP.

F. Changes and Signature

Erasures or other changes must be initialed by the person who signed or signs a quote. Quotes must be signed by a person who is authorized to enter into contracts on behalf of the proposer and by signing a quote that is submitted in response to this RFP the signatory represents and warrants that he or she has the requisite authority.

G. Contract

The proposer selected by the Town will be required to enter into a written contract with the Town.

H. Submission of Quotes

Quotes must be submitted with the name and address of the proposer and a description in substantially the following form:

SHORT BEACH BOCCE BALL COURT QUOTE
ATTN: Michael Bonnar, Purchasing Agent

By submitting a quote, a proposer acknowledges that: the proposer has read and understands this RFP; and the proposer is familiar with the conditions that will affect the proposer's performance if the proposer is selected.

I. Withdrawal of Quotes

Any quote may be withdrawn by delivering a written request to the Primary Contact before the above-referenced RFP closing date and time. A request for withdrawal must be executed by a duly authorized representative of the proposer. All quotes not withdrawn prior to closing shall remain in effect for seventy-five (75) days.

J. Evaluation of Quotes, Supplemental Information & Interviews

Quotes will be evaluated by the Primary Contact and other employees and agents of the Town ("Selection Committee"). The Town reserves the right to waive minor informalities, clerical errors, and other defects in accordance with applicable law and regulation. The Selection Committee may request supplemental information from a proposer. The Selection Committee may interview any or all proposers. The right to interview proposers shall in no way be construed to be an obligation of the Town. The Selection Committee, in its sole discretion, may decide to interview no proposers or as many proposers as it chooses. If a proposer fails to provide requested supplemental information or attend an interview after receiving a written request from the Selection Committee, the Selection Committee may cease further consideration of that proposer. The Selection Committee will consider and evaluate quotes based on the selection criteria as outlined in Section 4.0 (B).

K. Award of Contracts

A Notice of Intent to Award will be issued and will identify the proposer who is selected by the Selection Committee.

**PRICE QUOTE FORM
TOWN OF STRATFORD
RFP #2014-063
BOCCE COURT DESIGN BUILD SERVICES**

1. LUMP SUM PRICE FOR THE DESIGN BUILD SERVICES FOR TWO BOCCE COURTS AT THE SHORT BEACH COMPLEX

_____ dollars and _____ cents.

Bidders Name : _____

Address: _____

Phone: _____ Date : _____

Authorized Signature: _____

Printed Name: _____

Title : _____

(ATTACHMENT A)
Quote Certification Statement
TOWN OF STRATFORD
DESIGN-BUILD SERVICES FOR
BOCCE BALL COURTS

Contractor: _____

SECTION I

CERTIFICATION OF COMPLIANCE WITH DISCRIMINATION LAWS

By my signature at the end of this Attachment A, I hereby attest or affirm under penalty of perjury: That I am authorized to act on behalf of contractor in this matter, and the contractor has not discriminated against minority, women, or emerging small business enterprises in obtaining any subcontracts or consulting services agreements.

SECTION II

CERTIFICATION OF COMPLIANCE WITH TAX LAWS

By my signature at the end of this Attachment A, I hereby attest or affirm under penalty of perjury: That I am authorized to act on behalf of the contractor in this matter, that I have authority and knowledge regarding the payment of taxes, and that the contractor is, to the best of my knowledge, not in violation of any Connecticut Tax Laws.

SECTION III

SIGNATURE

The undersigned acknowledges, attests and certifies individually and on behalf of the contractor that: (1) He/she is a duly authorized representative of the contractor, has been authorized by the contractor to make all representations, attestations, and certifications contained in its quote and to execute its quote on behalf of the contractor; (2) the contractor, acting through its authorized representatives, has read and understands all instructions and terms and conditions contained in the Town's Request for Quotes; (3) the contractor's quote was prepared independently without any collusion or any other act or conduct designed to limit competition; and (4) if selected, the contractor will furnish the designated services in accordance with the requirements of the Town's Request for Quotes and the contractor's quote.

Authorized Signature: _____

Print Name: _____

Title: _____

FEIN ID#: _____

Telephone Number: () _____ Fax Number: () _____

Sworn before me this ___ day of _____, ____.

Notary Public for the State of Connecticut

My Commission Expires:_____

**CONTRACTOR REFERENCES
TOWN OF STRATFORD
RFP #2014-063**

Provide references details regarding previous or existing contracts

REFERENCE #1:

Name of Company: _____ **Phone:** _____

Contact Person: _____ **Cell:** _____

Company Address: _____ **Fax:** _____

Total Contract Amount: _____ **Email:** _____

REFERENCE #2:

Name of Company: _____ **Phone:** _____

Contact Person: _____ **Cell:** _____

Company Address: _____ **Fax:** _____

Total Contract Amount: _____ **Email:** _____

REFERENCE #3:

Name of Company: _____ **Phone:** _____

Contact Person: _____ **Cell:** _____

Company Address: _____ **Fax:** _____

Total Contract Amount: _____ **Email:** _____

REFERENCE #4:

Name of Company: _____

Phone: _____

Contact Person: _____

Cell: _____

Company Address: _____

Fax: _____

Total Contract Amount: _____

Email: _____

REFERENCE #5:

Name of Company: _____

Phone: _____

Contact Person: _____

Cell: _____

Company Address: _____

Fax: _____

Total Contract Amount: _____

Email: _____

Contractor Signature: _____

Company: _____