



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

REQUEST FOR QUALIFICATIONS

RFQ No. 2015-025

Issued: May 1, 2015

Subject: Installation of an Elevator, Other Accessibility and Safety Improvements
At Sterling House Community Center

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 May 27, 2015, 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Any proposal may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof.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.

A mandatory walk-through will be held at the Sterling House Community Center, 2283 Main St. at 2:00pm on May 11, 2015

B. INSTRUCTIONS:

Proposals are to be submitted (TWO 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.

Sterling House Community Center (SH) seeks to prequalify a short list of qualified General Contractors from which to solicit bids for the construction of the Sterling House Elevator Addition project. Firms selected for prequalification will be given the opportunity to submit bids for the construction of the Project. SH is hereby soliciting qualifications for the Project, subject to the conditions prescribed by SH and provided in the accompanying AIA Document A305. Selection will be qualification-based. SH intends to prequalify a group of General Contractors in a timely manner, and solicit construction bids shortly thereafter.

The Sterling House Elevator Addition project adds ±1750 sf and renovates ±2100 sf at the Sterling House Community Center at 2283 Main Street, Stratford, CT 06615. The primary addition includes a new accessible entrance, and a new elevator and egress stairway, both of which will connect four floors. A secondary addition replaces an existing porch with new interior space to be used as the Director's office. Interior renovations remove an existing interior stair, reconfigure office and reception spaces and provide new MEP systems within the work area. Hazardous materials will be removed from the work area, an ADA-compliant ramp and new stairs will be built adjacent to the new entrance, and a new sidewalk will be constructed for safety purposes. Minor site work includes fencing for a new dumpster enclosure, limited plantings, and work in support of the addition, new ramp and stairs. Please refer to the accompanying Feasibility Study for more information.

- Sterling House is a significant historical structure in the center of Stratford, constructed in 1886 and listed on the National Register of Historic Places; proposers must have extensive experience working with historic 19th century masonry buildings.
- The project is funded under Connecticut's Neighborhood Facilities Bond Fund; proposers must demonstrate experience administering projects under this or similar funding types.
- All proposers are required to adhere to the requirements provided herein and must hold a Major Contractor License from the State of Connecticut.

Questions should be directed to pernold@sterlinghousecc.org with cc to lyates@antinozzi.com, no later than **5pm on May 18, 2015**

Required Supporting Documents:

Prints of the documents listed below may be downloaded from the town website, www.townofstratford.com or by pasting or typing the following link into your browser window:

<http://www.drivehq.com/file/df.aspx/publish/architects/Sterling House>

Exhibit A: AIA Document A305, "Contractor's Qualification Statement," to be completed by Proposer.

Exhibit B: Feasibility Study for a New Elevator at Sterling House Community Center, March 19, 2013

Exhibit C: State Grant and Requirements



REQUEST FOR QUALIFICATIONS

TOWN OF STRATFORD

The Town of Stratford and the Office of the Purchasing Agent, will receive SEALED PROPOSALS for:

RFQ #2015-025 Installation of an Elevator, Other Accessibility and Safety Improvements
At Sterling House Community Center
Due 3:00pm May 27, 2015

Copies of the RFQ are available on the town website www.townofstratford.com or at the Purchasing Agent's Office, 2725 Main St., Stratford, Ct. Inquiries should be directed to the Purchasing Department at 203-385-4044.

A mandatory walk-through will be held at the Sterling House Community Center, 2283 Main St. at 2:00pm on May 11, 2015.

An Affirmative Action/Equal Opportunity Employer. Minority/Women's Business Enterprises are Encouraged to apply.

Michael Bonnar, Purchasing Agent