



Request for Proposal (RFP)
Engineering / Architect Services

- 1) **Intent** - EASTCONN is requesting proposals for an engineer/architectural firm to complete the renovation of 556 Westcott Road, Killingly CT.
- 2) **General Information** – EASTCONN currently leases the property at 556 Westcott Road, utilizing existing offices and classrooms. The plan is to renovate approximately 3,100 square feet of open warehouse space to be utilized for Head Start early childhood program services, along with an outdoor playground and additional paved parking area. Preliminary engineering drawing consisting of a floor plan of the area to be renovated has been completed in order to obtain Federal approval.
- 3) **Scope of Services** – The purpose of this RFP is to select a qualified firm to provide to EASTCONN engineering/architectural services to complete the project renovation including:
 - a) Develop site plan suitable for presenting to the Killingly Planning & Development Office.
 - b) Develop engineering and construction drawings that will serve as the basis for both bidding and construction.
 - c) Develop bid specs for all project materials required for procurement.
 - d) Assist in developing project budget for labor and materials.
 - e) Firm must be well-versed in all regulations pertaining to ADA compliance, have full understanding of regulations pertaining to early childhood operations, and be able to address all associated services including mechanical, electrical, water and septic.
 - f) Participate in regular site observations during construction phase and final close-out of the project.
- 4) **Inspection of Facility** – The facility will be available for inspection between August 30st and September 2nd. Please contact John Baskowski at 860-455-1502 to make an appointment.
- 5) **Proposal Requirements** – Proposals should include, at a minimum:
 - a) General company information including:
 - i. Name of firm
 - ii. Complete address
 - iii. Contact Person
 - iv. Telephone number
 - v. Fax number
 - vi. Internet address



vii. E-mail address

- b) Provide a General Statement of Qualifications that responds to the project information stated above
- c) Identify how this project would be accommodated within your current workload.
- d) Provide three references on projects of similar scope.
- e) Fee structure
 - i. Identify your fees, including reimbursable costs, based upon the project scope stated above.
 - ii. Submit a schedule of hourly rates by employee classification for additional work, if requested.

6) **Submission Instructions** – All proposal documentation needs to be received by EASTCONN no later than September 9, 2016 at 4:00 PM. An in-person interview may be required prior to awarding contract. Decision on awarding this contract will be made by September 13, 2016. Questions on this RFP should be directed to John Baskowski at 860-455-1502 no later than September 7, 2016 at 4:00 PM.

Note: EASTCONN is under no obligation to award this contract during this bidding process and is not obligated to accept the lowest bid. EASTCONN reserves the right to reject any and all proposals or solicit new proposals, if such actions are deemed reasonable and in the best interest of EASTCONN.

Sealed proposals should be submitted to:

Paula M. Colen, Executive Director
EASTCONN
376 Hartford Turnpike
Hampton, CT 06247

RE: Killingly Renovation

It is the policy of EASTCONN that no person shall be excluded from participation in, denied the benefits of, or otherwise be discriminated against under any program, including employment, because of race, color, religious creed, gender, age, national origin, or disability.