

TOWN OF CLINTON

54 East Main Street

Clinton, CT. 06413

860-669-9333

REQUEST FOR QUALIFICATIONS/ PROPOSALS

RFP: PSSRP-2020

RFP-PROFESSIONAL SERVICES-SCHOOL ROOFING PROGRAM -2020

The Town of Clinton is seeking qualifications and proposals to provide architectural services for the preparation of plans, construction documents, supervision of bidding process and construction management for two school roofing projects as detailed in this proposal.

Notice is hereby given that sealed proposals are due at the Office of the Town Manager by **January 24, 2020** by 10:00 AM at which time they will be opened and read aloud. The Town of Clinton reserves the right to accept any or all the options, proposals; to waive any technicality in a proposal or part of thereof submitted and accept the proposal deemed to be in the best interest of the Town of Clinton. All proposers will maintain the qualifications required to assure the Town is eligible for all State Grants.

Questions:

All questions via email only (no phone calls) no later than January 21, 2020 to the following:

Mary Schettino - mschettino@clintonct.org

Gonzalo Carrion – gcarrion@clintonpublic.net

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Registering

Registering assures that you will receive all addendums if published or a copy of all questions and answers. You may register by emailing Mary Schettino at MSchettino@clintonct.org. By failing to register, you are giving up your right to be notified of any additional Addenda's or other distributed information prior to the RFP deadline

Proposal

You proposal must be submitted in an enclosed envelope labeled **RFP-PROFESSIONAL SERVICES-SCHOOL ROOFING PROGRAM-2020** mailed to the Office of Town Manager, Attention: Mary Schettino, 54 East Main Street, Clinton CT: 06514. The name and address of the proposer should appear in the upper left hand corner of the envelope. Failure to have this information on the envelope will result in disqualification from bidding.

Please Submit five complete copies of your proposal in addition to five electronic copy. Bidders are cautioned that it is the responsibility of each individual bidder to assure that his/her bid is in the possession of the Town of Clinton at the designated location prior to the stated time and place of bid opening.

Insurance and Professional Certification

Proposers will provide all relevant insurance and staff certifications with their response. In addition to the Town Insurance Requirements, proposers will be required to submit proof of Professional Liability/Errors and Omissions Insurance prior to issuance of Notice to Proceed

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Additional Information

In addition to your BID/RFP Response Form Addenda C, please provide the following information:

- References with contact information for work completed of a similar nature during the past three years.
- The names and certifications of the employees assigned to this project.
- The name of any sub-contractors utilized for this project. The Town of Clinton reserves the right to approve all subcontractors proposed to be utilized during this project.
- Any other information you feel will be of benefit to the Town.

RFP Response

Please submit your response in the order listed below:

- A brief letter (no more than one page introducing your company)
- RFP PSSRP – 2020 Information
- Addenda C: BID-RFP Response Form
- References as requested
- Insurance Information
- Other information

Addenda C: BID-RFP Response form is text-fillable and can be saved, printed, signed and submitted.

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Schedule of Award

| | |
|---------------------------------|------------------------------|
| RFP Issue date: | December 30, 2019 |
| RFP due date: | January 24, 2020 |
| Review completion date: | January 27, 2020 (Tentative) |
| Notice of award: | January 29, 2020 |
| Contract execution date: | February 5, 2020 |

It is the intention of the Town of Clinton to complete these projects during the summer of 2020. The Town will make every effort to expedite the process to assist in the successful respondent in meeting the project time frame.

Contract Documents

Contract Documents will consist of the following documents.

- All RFP documents inclusive of the Executed Notice of Award and Acknowledgement
- Required Insurance Endorsements
- Any other documents deemed necessary by the Town and Respondent

Litigation Disclosure

Failure to fully and truthfully disclose information required by this litigation disclosure form may result in disqualification of your proposal from consideration or termination of the contract, once awarded.

1. Has any member of your Firm/Company to be assigned to this engagement ever been indicted or convicted of a felony in the last five (5) years.

YES

NO

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2. Has any member of your Firm/Company been terminated (for cause or otherwise) from any work being performed for any Federal, State or Local Government, or Private Entity?

YES

NO

3. Has any member of your Firm/Company been involved in any claim or litigation with any other Federal, State or Local Government, or Private Entity during the last five (5) years?

YES

NO

If you have, answered, "YES" to any of the above questions, please indicate the name(s) of the person(s) and firm, the nature, and the status and/or outcome of the indictment, conviction, termination, claim or litigation, as applicable. Please provide additional information on a separate piece of paper attached to this form and submit with your proposal. The person providing the additional information will fill out the requested information below.

Printed Name of Authorized Representative: _____

Signature: _____ Date: _____

Title of Authorized Representative: _____