

Bethel Municipal Center

Request for Environmental Testing and Consulting

Professional Services

for the

Bethel Municipal Center Locker Room Renovation Project

Request for Proposal: RFP #2016-04

Proposal due: July 29, 2016, 2PM.

**Bethel Town Hall
1 School Street
Bethel, CT 06801
Attn. Purchasing Agent.**

Issued By:

**Town of Bethel Public Site and Building Commission
1 School Street
Bethel, CT. 06801**

1. Introduction:

The Town of Bethel Connecticut Public Site and Building Commission (PS&BC) is requesting detailed written proposals from a Connecticut Licensed professional Environmental Consultant (EC). It is the intent of the Town of Bethel to renovate the current Men's and Women's locker room, shower, storage area and two hall ways, approximately 5200 square feet.

2. Scope of Work:

The Town of Bethel (Town) is interested in securing the services of an Environmental Consultant firm for sampling and testing service. Upon completion of the sampling and results finding the consultant shall develop a detailed abatement / remediation plan.

Pre-Construction Phase:

A mandatory bidder site walk of the project location will take place on Thursday July 14, 2016 at 2:30pm. At Bethel Municipal Center 1 School Street Bethel, Connecticut 06801.

Sampling type to include:

- Asbestos – within the floor tiles, ceiling tiles, insulation, pipe wrapping and mastic materials used to secure tiles. Other possible asbestos containing materials found within the area, and air sampling.
- Lead – conduct X-Ray Fluorescence (XRF) lead painted surfaces including walls, floor other painted surfaces within the work area. Provide lead dust and water sampling to determine if any sources of lead are present.
- Mold – conduct testing to determine the present of mold in the proposed work area. Areas include drywall, roof decking and HVAC duct work. Test to include air sampling, surface sampling or other sampling using recommended sampling methods.

3. Proposal /Evaluation Criteria

The respondent shall submit the following information, in the order given below, with each section addressed in section 2.

Executive Summary: The EC must submit a one page cover letter describing why your firm is the most qualified for this project, your capacity and capability to perform, and your commitment to the project.

Company History: Give an overview of the respondent's company history, philosophy, cost control, safety, and quality.

Firm Organization: The EC must submit a copy of applicable Connecticut lab license, and certifications. Names and resume of any Certified Industrial Hygienist on staff. License and certifications of other qualified individual who will be assigned to perform the testing and sampling.

The EC must provide the names of any consulting firms or additional labs that will be used to test samples. If other labs are to be used, that labs Connecticut license, and certifications must be included with your proposal.

Approach to Project: Describe, in whatever manner the respondent deems appropriate, the respondent's approach to the Project commencing with testing and sampling. The total number of samples taken for each test listed in section 2. The total cost of each sample. The EC shall also develop a detailed abatement plan that addresses the materials found in section 2. The plan will be used by a third party abatement contractor.

Project Schedule: The EC must submit a proposed testing sampling schedule. The proposed schedule is to include the following minimum activities: a listing of requirements from the Town of Bethel any state, local permits that may be required to conduct testing and sampling and a time line to develop an abatement / remediation plan.

Past Projects & References: Include a list of ALL public projects including undertaken in Connecticut within the past 3 years, particularly and any other similar project, including a brief description of the projects.

Legal Issues: The EC must provide information concerning any suits filed, judgments entered or claims made against your firm during the last five (5) years with respect to services provided by your firm, or any declaration of default or termination for cause against your firm with respect to such services. In addition, state whether during the past five (5) years your firm or your proposed consultant(s) has been suspended from bidding or entering into any government contract.

1. Commercial General Liability Insurance

Contractor shall provide a commercial general liability insurance policy that includes products, operations and completed operations. Limits should be at least: Bodily injury & property damage with an occurrence limit of \$1,000,000; Personal & advertising injury limit of \$1,000,000 per occurrence; General aggregate limit of \$2,000,000 (other than products and completed operations); Products and completed operations aggregate limit of \$2,000,000.

Such coverage will be primary and shall not contribute in any way to any insurance or self insured retention carried by the Town.

Such insurance shall contain coverage for independent contractors, subcontractors and sub consultants of EC.

Such insurance shall contain contractual liability coverage for liability assumed under an insured contract (including the tort liability of another assumed in a business contract.

2. Worker's Compensation Insurance

The EC shall provide Worker's Compensation Insurance in the required amount as applies to the State of Connecticut and Employers.

Liability Insurance as follows:

Bodily Injury by Accident - \$1,000,000 each accident

Bodily Injury by Disease - \$1,000,000 policy limit

Bodily Injury by Disease - \$1,000,000 each employee

Each Policy of Insurance shall include a waiver of subrogation in favor of the Town of Bethel and shall provide cancellation provisions as required by Connecticut Changes and Nonrenewal Provisions. The Commercial General Liability, Automobile and Umbrella Liability shall name the Town of Bethel.

Indemnification:

The EC shall indemnify and hold harmless the Town of Bethel and its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees arising out of, or resulting from the performance of the work.

Cost Proposal:

- A spread sheet detailing the numbers of samples for each material listed in section 2 of this RFP.
- Cost per sample and testing analysis for each.
- Cost of a detailed abatement / remediation plan.
- A ***proposed estimate*** of the cost of abatement and remediation of this project.
- The EC will attend at least one post testing meeting with the PS&BC to review and explain its finding from the testing /sampling of the project area. (Note-this will be a week night meeting at the Bethel Municipal Center).

The EC must submit its Cost Proposal in a sealed envelope that shall be clearly marked "**Bethel Municipal Center Locker Room Proposal**" Attn: Purchasing Agent Town of Bethel.

Proposals must be signed by an Officer of the Environmental Consultant Firm. Unsigned proposals will not be considered. Proposals are valid for 90 calendar days from the proposal due date.

Submission of Proposal:

One original and 3 copies of the proposal must be submitted no later than July 29, 2016, 2:00 p.m. to:

Bethel Town Hall
1 School Street
Bethel CT. 06801
Attn: Purchasing Agent Town of Bethel

4. Estimated Schedule of Events:

- 7/14/16 Required Bidder walk thru and questions answers.
- 7/29/16 Receipt of Proposals at 2:00 PM Bethel Town Hall
- 8/1/16* Selection Committee to notify selected proposers for interviews (if required).
- 8/8/10* Interviews conducted (if required)
- 8/15/16* Selection completed, contract recommendations made to Board of Selectmen

*Denotes "Week of"

5. Additional Terms and Conditions:

THE TOWN OF BETHEL RESERVES THE RIGHT TO NEGOTIATE AND CONTRACT WITH ANYONE OR NO ONE IN THE BEST INTERESTS OF THE TOWN OF BETHEL. The Town of Bethel may elect to meet with any, all or none of the Environmental Consultant prior to selection to clarify their proposals. The Town of Bethel reserves the right to reject any or all of the proposals submitted. The Town of Bethel reserves the right to negotiate the cost of this proposal and to award the work to a firm other than the firm with the lowest cost, if it is in the best interest of the Town. Any acceptance is subject to future approvals pursuant to the Town of Bethel Charter and/or Code.

Any associated cost incurred in the preparation or submission of this proposal is at the sole expense of the proposer.

Civil Rights Compliance: Where applicable, firms must comply with the Civil Rights Act of 1964, the Equal Employment Act, and the Connecticut fair Employment practices Act.

Acceptance of Proposal Content: The content of the successful proposal may, at the Town's option, become part of the contract entered into by the successful firm and the Town.

Revisions or addenda to the RFP: In the event it becomes necessary to revise or supplement any part of the RFP, the revision or supplement will be provided via e-mail to all prospective firms that have registered on the Bidders List at Bethel Municipal Center Purchasing Department.

END