

Town of Putnam
Request for Proposals (RFP)
Phase II Site Assessment Services for the Planned Municipal Complex

The Town of Putnam, Connecticut requests professional qualifications and fee proposals from qualified firms, including a CT-Licensed Environmental Professional (LEP), for the proposed Municipal Building project at 208 School Street comprised of the following components:

- A new 36,000 sf building to house the Town Hall Offices, Public Library, Community Center spaces, and the Historical Society;
- Surface parking and related site development to support the project;
- Demolition of the existing Town owned building housing the Aspinock Historical Society.

RFP Submittal Instructions

Three copies of the proposal must be received in the Mayor's Office, 126 Church Street, Putnam, CT 06260 by 3:00 PM on October 3, 2019. Proposals must be delivered or mailed to the following address: Ms. Elaine Sistare, Town Engineer, Town of Putnam, 126 Church Street, Putnam, CT 06260. Proposals must be enclosed in a sealed envelope clearly labeled "Phase II Site Assessment Services RFP – Municipal Complex". Written inquiries must have the RFP title in the subject line and questions must be received at least 3 days prior to the Proposal due date. Questions regarding this RFP should be directed to Elaine Sistare at 860-963-6800 ext. 113 or elaine.sistare@putnamct.us.

The funding for this project has been made available by the Town of Putnam.

The Town of Putnam reserves the right to accept or reject any and all proposals, or any part thereof, if it is in the best interest of the Town.

Scope of Work

The new building will be constructed as shown on the attached site plan, and test pits and additional borings are planned as shown on the attached sketch. The current site is a relatively flat 7.2 acre recreational field. Previously there were public school structures on the site, and the Town has confirmed probable evidence of building foundations in the areas noted.

The selected firm will be required to provide selective Phase II Site Assessment services, including but not limited to:

- One day of field observation and soil sampling in at least four test pits, to be excavated by a Town of Putnam crew. Boring rig (by others) is also expected to be onsite the same day, with potential soil sampling at the boring locations required also.
- Lab testing of any suspect soils samples.
- A written report summarizing the findings and recommendations of the LEP.

Firms should include specialty consultants and laboratory services as required to provide the expertise required, and should include specific information on the relevant experience of all team members.

This work requires health and safety plan and coordination for access and schedule. Onsite activities are to be completed during normal weekday hours (7AM to 5PM).

Proposal Contents

- Letter of intent and project approach which includes the fee schedule. Firms should include an hourly rate fee schedule and projected estimate of total fees for professional services. Laboratory testing services should be estimated based on unit prices of estimated number and type of samples.
- Evidence of the respondent's ability to perform the work as indicated by providing profiles of technical competence and experience
- Three references of similar projects
- A proposed project schedule
- Proof of Insurance: General Liability (\$1,000,000 or greater per incident), Workers Compensation and Automobile

Evaluation Criteria

The contract shall be awarded based on the following criteria:

- Understanding of project approach
- Ability to provide the Scope of Work required for this project
- References
- Price
- Complete bid submittal package with all required documentation

Town of Putnam Rights

Bids must be signed by an official of the company authorized to bind the offeror, and it shall contain a statement that the proposed price is good for a period of at least ninety (90) days from the submittal date.

The Town reserves the right to refuse any and all bids and to waive any technicalities and formalities. The Town reserves the right to negotiate with all qualified offerors. The Town may cancel this solicitation in part or in its entirety if it is in the Town's best interest to do so.

This solicitation does not commit the Town to award a contract, or to pay for any cost incurred in the preparation of your proposals, or to procure on a contract for any articles of goods or services.

The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods or services.

End of RFP

