

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

The Town of Putnam, Connecticut requests professional qualifications and fee proposals from qualified firms, including a CT-Licensed Environmental Professional (LEP), in advance of the demolition of the existing building at 206 School Street, Putnam, CT currently housing the Aspinock Historical Society. The removal of this structure is proposed for Spring of 2021 to complete site improvements at the proposed Municipal Building project at 208 School Street.

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 I 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 Municipal Complex facility is 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 building housing the Aspinock Historical Society.

The new building will be constructed as shown on the attached site plan. The Environmental Engineering team will be required to provide comprehensive Phase I Site Assessment services for the existing Town building housing the Aspinock Historical Society. See attached property card for 206 School Street, including characteristics of the existing building. Scope of work to include but not be limited to the following:

- Research of historical records at State and Local sources, including but not limited to Connecticut Department of Environmental Protection, Putnam Fire Marshal, Putnam Department of Health, Putnam Building Department, Sanborn maps, and other land records that may exist.
- Phase I Site Walk-Thru and documentation of existing environmental issues in the building.
- Preparation and submission of analysis, written reports, and maps as required to describe the extent of asbestos, lead paint, underground tanks, and other contaminants that may exist, and number of samples that will be required based on existing building square footage, site acreage, and diversity of existing construction materials. Asbestos inspection and analysis must be performed by a CT-

licensed inspector/management planner. Lead paint inspection and analysis must be performed by a CT-licensed inspector using non-invasive XRF technology.

- Phase I Remediation Cost Estimate based on estimated number of samples, probability of positive test results, and cost for abatement. Phase I site assessment work and remediation cost estimation must be performed under the direction of a CT-licensed environmental professional, in accordance with ASTM E-1527-13.
- Other components of required demolition and proper disposal offsite to be added to the Phase I Remediation Cost Estimate as applicable.
- Representation of the Owner at all required hearings and meetings through the Phase I process.

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).

Construction of the new building project will commence April 1, 2020, and the subject structure will be demolished within 16 months of that date.

Proposal Content

- 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

CURRENT ASSESSMENT		CURRENT ASSESSMENT	
Code	Description	Code	Description
200	COMM.	200	COMM.
200	COMM.	200	COMM.
Assessed Value		Assessed Value	
105,100		105,100	
427,200		427,200	
Appraised Value		Appraised Value	
150,200		150,200	
610,300		610,300	
Total		Total	
760,500		760,500	
532,300		532,300	

PREVIOUS ASSESSMENTS (HISTORY)			
Yr.	Code	Assessed Value	Yr.
2015	200	105,100	2013
2015	200	427,200	2013
Total:		Total:	
532,300		532,300	

This signature acknowledges a visit by a Data Collector or Assessor

APPRAISED VALUE SUMMARY

Appraised Bldg. Value (Card)	150,200
Appraised XF (B) Value (Bldg)	0
Appraised OB (L) Value (Bldg)	0
Appraised Land Value (Bldg)	610,300
Special Land Value	0
Total Appraised Parcel Value	760,500
Valuation Method:	C
Adjustment:	0
Net Total Appraised Parcel Value	760,500

VISIT/ CHANGE HISTORY

Permit ID	Issue Date	Type	Description	Amount	Insp. Date	% Comp.	Date Comp.	Comments	Date	Type	IS	ID	Cd.	Purpose/Result
									02/12/2008			AD	02	2nd List Attempt
									02/11/2008			AD	12	Measure & List Attempt-N

LAND LINE VALUATION SECTION

B Use Code #	Use Description	Zone	Depth	Units	Unit Price	I. Factor	S.A. Disc	Acre	C. Factor	ST. Idx	Notes- Adj	Special Pricing	S Adj Fact	Adj. Unit Price	Land Value
1	901C Municipal MDL-94	Park		7.75 AC	75,000.00	1.0000	5	1.0000	0.75	1	1.40		1.00	78,750.00	610,300
														Total Land Value:	610,300

RECORD OF OWNERSHIP		EXEMPTIONS		OTHER ASSESSMENTS		SALE PRICE V.C.	
Year	Type	Description	Code	Amount	Number	Amount	Comm. Int.
Total:		Total:		Total:		Total:	

CURRENT ASSESSMENT		CURRENT ASSESSMENT	
Code	Description	Code	Description
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200	COMM.	200	COMM.
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