

**TOWN OF WINDSOR,
CONNECTICUT REQUEST FOR
PROPOSALS
FOR
Environmental Inspection and Reporting**

INTRODUCTION

The Town of Windsor, located at 275 Broad Street, Windsor CT 06095, is soliciting bids/Proposals from Environmental Professionals to provide Phase 1 Survey, Hazardous Materials survey for renovations to multi-unit elderly Housing buildings in Windsor Connecticut. The project is located at: Shad Run Terrace, 40 Henry Street Windsor CT.

PROJECT DESCRIPTION

The Shad Run Terrace Development is a row-house apartment complex comprised of 52 One Bedroom Units for senior and disabled individuals. The property was constructed in 1985. In general, the work is to include but not be limited to the following: Replacement of all existing split unit heat pumps both the unit and the compressor, replacement of roofs, doors and window systems as well as building gutters and down spouts.

PREPARATION OF PROPOSALS

Envelopes containing Proposals shall be labeled as stated below and must be presented so that they may be easily identified as containing a Proposal. Envelopes must include the following:

Name and location of project.

Name and address of bidder.

Addressed to Town of Windsor

Submit proposal in duplicate plus one original. (Oral, email or telephone modifications will not be considered).

PRE-QUALIFICATION

To be considered as eligible to submit a Proposal, Bidder must be legally licensed under applicable laws in the State of Connecticut

Environmental Professionals must have demonstrated prior experience in Phase 1 Survey and Hazardous material sample collection and analysis.

SCOPE OF WORK

Scope of Services and Responsibilities are as follows:

Environmental assessment including Mold, Lead Based Paint, Lead in Water, Radon, Asbestos containing Materials, PCB.

Phase 1 Environmental Survey of the entire site.

FORM OF PROPOSAL

Proposals must consist of the following information in the order indicated below:

Cover letter stating interest in project with signature of duly authorized principal.

Technical qualifications.

Experience with similar CDBG projects involving Environmental review of Residential Housing Complex.

Experience of key staff personnel assigned to the project.

Listing of Proposed sub-contractors that will be a part of your team including laboratory used for analysis.

List of Professional/Owner References and Cost History. Evidence of License in the State of Connecticut.

Cost of services breakdown in accordance with Appendix 1- Scope of Services as applicable.

ACCEPTANCE OR REJECTION OF PROPOSAL:

The Town reserves the right to reject any and/or all Proposals when such rejection is in the interest of the Town to reject Proposal of Bidder who has not met the prerequisites of the bid proposal, who has previously failed to perform properly or complete on time contracts of a similar nature; and to reject proposal of Bidder who is, in the opinion of the Town, not in a position to perform the contract. The Town also reserves the right to waive any information and technicalities in bidding. Contract will be awarded based on three factors which are described below. Each factor will be rated and the contract will be awarded (unless all bids are rejected), under normal circumstances, to the bidder receiving the highest number of points. Points will be awarded for Bid Proposals exceeding the minimum standards as described in Bidder's Pre-Qualifications. The Town reserves the right, however, to award contract to its best interest.

Price = 30 Points. The highest number of points in this category will be given to the Lowest responsible bid price.

Capacity = 60 Points. Points will be awarded on the basis of prior experience in performing similar work.

Location = 10 Points. The highest number of points in this category will be given to Businesses located Within 75 miles of the site.

Bonus Points:

Minority = 10 points Bonus Points will be awarded to registered minority contractors including Women Owned, Veteran, Small business, Minority Owned or other minority classification.

GENERAL INFORMATION

Bid Proposals will be received at the offices of Town of Windsor, 275 Broad Street, Windsor CT 06095, until 10:00 A.M April 24, 2023 ATTENTION: Community Development Office. Bid Proposals received after the time and date stated will not be accepted. Proposals received on time will be opened publicly and read privately.

The Town will negotiate a contract with the most qualified firm at a price that the Town determines is fair and reasonable. In making its determination, Town will consider the value of the services to be rendered as well as the scope, complexity, and professional nature of the services to be provided. If Town is unable to negotiate a satisfactory contract with the firm selected at a price that is determined to be fair and reasonable, negotiations with that firm will be terminated in writing. Another firm will then be selected, and the process continued until an agreement is reached or the process is terminated.

APPENDIX 1. - COST OF SERVICES:

1. Hazardous Materials Survey \$ _____

Includes inspection and sample acquisition as needed from existing structures and grounds.

2. Phase 1 Environmental Survey \$ _____

Includes Phase 1 environmental survey of entire property

3. Time required for Survey and testing
a. Inspections _____ days from award

b. Laboratory Results _____ days from award

c. Phase 1 Report _____ days from award

4. Hourly Consulting Services:
a. Environmental Principle _____ / Hour; _____ / Day

b. Field Technician _____ / Hour; _____ / Day

c. Researcher _____ / Hour; _____ / Day

d. Other Staff _____ / Hour; _____ / Day