Regional School District No 20

35 Wamogo Road
Litchfield, CT 06759

BID PACKAGE

Equestrian Round Pen

Apr 20, 2026

Due on or Before
Monday, May 11th, 2026
1:00 PM

Regional School District No 20

REQUEST FOR PROPOSAL

REGION 20'S AGRICULTURAL, SCIENCE AND TECHNOLOGY (ASTE) PROGRAM

EQUESTRIAN ROUND PEN ADDITION

LEGAL NOTICE

REGIONAL SCHOOL DISTRICT NO 20

CONNECTICUT

INVITATION TO BID

4/20/2026

Regional School District No 20, acting through its Board of Education, is seeking proposals from qualified equestrian construction companies, in accordance with the provisions of the Connecticut General Statutes, to provide necessary design, permitting and construction of an equestrian round pen at Lakeview High School's ASTE program.

Bidding documents and specifications are available on the district website at https://www.rsd20.org/page/finance under "Bids and Requests for Proposal (RFP). Questions regarding the content of this RFP should be directed to Julia Cardillo, Chief Financial Officer, at jcardillo@rsd20.org.

Sealed proposals will be received at Regional School District 20, 35 Wamogo Road, Litchfield, CT 06759 until 1:00pm on May 11, 2026, at which time and place they will be opened and read aloud. Proposals received after that time will not be accepted and will be returned to the bidder unopened.

The District reserves the right to waive technical defects in the bids; to reject any bids which do not conform to terms and conditions described in the specifications; to reject any or all bids and again invite bids; and to waive informalities or irregularities in the bidding process. The award of a contract, if awarded, will be to the most responsible bidder, provided the bid is reasonable, and provided it is in the best interest of the District to accept such bid, and subject to any choice by the District as to any alternate specifications as may be agreed upon.

INTENT & GENERAL INFORMATION

The Regional School District No. 20's Agricultural, Science and Technology Program (ASTE) is located on the same campus as Lakeview High School and both are part of Connecticut Educational Regional District 20. The project site is located at 98 Wamogo Road in Litchfield, Connecticut.

The intent is the construction of a new horse arena. The scope of the project shall ensure the following: Using the plans and specifications already drafted by Region 20, the Construction firm will perform all design services necessary to produce signed/sealed site plans, including leveling and drainage, as required by Connecticut law. All proposed work shall be ADA compliant.

I. SCOPE OF SERVICES

The selected Construction firm will provide comprehensive services for the preparation and support of permitting/documents, and construction phase services. The selected Construction firm should have on staff at least one qualified individual to serve as a Senior Project Manager who can be available to supervise the project and provide backup when necessary.

Design Documents should be provided in preparation of specifications, sketches, and design modifications to clarify intent.

All bids and documents must include itemized costs, including, at a minimum:

- All machine time, labor, and materials to;
    - Level and compact 90' diameter circular area for round pen footing.
    - Install geotextile fabric for footing stabilization.
    - Add 8" of processed stone compacted.
    - Add 6" of mason sand for finished footing.
    - Install of proper fencing

II. INSTRUCTIONS TO SUBMITTING CONTRACTORS

A) Submitting Contractors for this project must have at least ten (10) years experience as their present incorporation, performing related construction and installation work. This requirement applies to any subcontractors the Submitting Contractor intends to engage. All workers shall be properly licensed and registered with the State of Connecticut in accordance with the trades required by the Work of this project. All personnel, including the Contractor's workforce and all subcontractors, shall attain minimum OSHA-10 training certification as a requirement for any performance on this project.

B) All work shall conform to all applicable governing codes

C) The successful Submitting Contractor shall proceed expeditiously with forces as required to achieve substantial completion within the schedule guidelines of this document.

D) The Contractor is required, at his own expense, to secure a building permit for construction and schedule inspections as deemed necessary by the local building official.

E) Regional School District #20 is a tax exempt entity. The Contractor's Proposal submission shall not include taxes. The successful Submitting Contractor will be provided with appropriate tax exemption documents.

F) Submitting Contractors and their Subcontractors shall be equal opportunity employers, and shall not discriminate against, in work or hiring practices, any employee or prospective employee, on the basis of race, color, ancestry, religious creed, sex, national origin, or sexual orientation.

G) Addenda to these documents, if any, will be issued in writing to Contractors securing project documents, and receipt of such must be acknowledged on the Proposal Form. Failure to acknowledge receipt of addenda on the Proposal Form may lead to disqualification of the Proposal. Interpretations, changes, or corrections of the documents made in any other form will not be binding and should not be relied upon by submitting Contractors.

H) Completion dates and penalties

The intent of this RFP is to facilitate the installation of an equestrian round pen as expeditiously as possible. The Contractor is to notify the Owner of his projected substantial completion date if awarded the work on May 12, 2026. Completion date projection may be utilized as criteria in awarding the work.

I) By submission of a Proposal, the submitting Contractor represents the following:

1) That he/she has read and understands these documents in their entirety.

2) That the submitted Proposal is made in compliance with these documents.

3) That he/she has visited the site and has correlated the Submitting Contractor's personal observations with the requirements of these documents.

4) That the submitted Proposal is based upon the materials, equipment, systems, and methods required by these documents and is without exceptions.

J) Preparation of Proposals

1) Proposals shall be submitted in duplicate on the forms contained within these documents. All forms must be included and without omissions, irregularities, or stipulations of any type. Forms shall be notarized where required.

2) All blanks on the Proposal Form shall be legibly executed in a non-erasable medium.

3) Sums shall be expressed in words and figures, the amount written in words shall govern in the case of a discrepancy.

4) Proposal submissions shall include any other specific instructions as noted in the Request For Proposal.

5) This document details specific product features and requirements; submitting Contractors must make any intended equipment substitutions plain with their Proposals by inclusion of manufacturer's data/cut sheets. Absence of any such literature communicates the intention of Contractor installation of specified products for this project. Failure to provide such notification of intention to substitute with the Proposal, as revealed during the submittal process, or submission of substitution products not meeting the requirements of this document with the Proposal, may cause rejection of the Proposal by the Owner prior to contract execution.

8) Proposal submission shall include lump-sum pricing as noted on the Proposal Form.

K) All Proposal submissions with required forms/content shall be submitted in an opaque envelope with the project name ("Equestrian Round Pen at Lakeview High School"), owner's name (Regional School District #20), and the words "SEALED PROPOSAL ENCLOSED" printed legibly upon the face of the envelope.

L) Proposals shall be deposited with the Business Office Secretary at the District Offices for Regional School District #20, located at 35 Wamogo Road, Litchfield, CT, 06759, prior to the designated Proposal opening date and time. Any Proposals received after the due date/time will not be accepted. Submitting Contractors assume full responsibility for timely delivery at the location designated for receipt of Proposals.

M) Questions regarding the project must be received by the end of the day on May 1, 2026 by e-mailing Julia Cardillo, Chief Financial Officer at jcardillo@rsd20.org. All questions will be replied to no later than May 6, 2026.

N) Prospective bidders are encouraged to schedule an on-site meeting with Facilities Director, Dan Hamilton, prior to the due date to assess proposed round pen location and provide adequate information. Dan Hamilton can be reached at dhamilton@rsd20.org.

-End of section-

PROPOSAL FORM

Project: Equestrian Round Pen at Lakeview High School (ASTE)

Owner: Regional School District #20

35 Wamogo Road

Litchfield, CT, 06759

Contractor: Firm: _____

Address: _____

Tel: _____ Email address: _____

Representative & title: _____

Lump Sum Proposal Amount:

_____

(written in words)

$_____

(figures)

Projected substantial completion date: _____

- Proposal Form continued on next page -

~ submit with Proposal ~

By submission of this proposal, the undersigned Contractor acknowledges inclusion of all elements contained and described in the project documents.

Signature: _____

Name (print): _____

Title: _____

Date: _____

-End of Proposal Form-

~ submit with Proposal ~

NON-COLLUSIVE STATEMENT

The undersigned Contractor certifies the following:

1) This Proposal has been arrived at by the Contractor independently and has been submitted without collusion with, and without any agreement, understanding, or planned course of action with, any other vendor of materials, supplies, equipment, or services, or any company, person(s) or agency, designed or intended to limit independent competition, and

2) The contents of the proposal have not been communicated by the submitting Contractor or its employees or agents to any person not an employee or agent of the submitting Contractor or its surety, and will not be communicated to any such person prior to the official opening of the proposal.

_____

Contractor (company name)

_____

_____

Business address

_____

Signature and Title of authorized agent

_____

Date

~submit with Proposal~

CONTRACTOR QUALIFICATIONS STATEMENT

1) Name of company: _____

2) Address: _____

3) Incorporation date: _____

4) How many years have you been engaged in the business under your present firm name?

_____

5) Contracts on hand (with gross amounts and completion dates):

_____

_____

_____

_____

6) Have you ever failed to complete any work awarded to you? _____

7) Have you ever defaulted on a contract? _____

8) List the more important projects recently completed by your company, with approximate cost of each, brief description of project, month and year completed, and a contact person with telephone number.

_____

_____

_____

_____

9) Supply three (3) references with firm and telephone number that may be contacted by the Owner with regard to your firm and performance thereof:

1._____

2._____

3._____

10) Provide applicable CT trade licensing numbers and other CT trade registration as applicable for all prospective employees who may work on this project. Include subcontractor CT licensing and registration as applicable. Attach accordingly to this Contractor Qualifications Statement.

The undersigned hereby authorizes any person or agent of Regional School District #20 to contact the Contractor or its referenced persons or entities and obtain any information relevant to this statement or its intentions with regard to this proposal, at the Owner's discretion, and authorizes release of that information to Regional School District #20 for the purposes of evaluation of this proposal:

_____

Contractor (company name)

_____

Authorized agent (signature) and Title

_____

Date

-End of Contractor Qualifications Statement-

-End of section-

~submit with Proposal~

PROJECT COORDINATION AND JOB MEETINGS

A) Coordinate the scheduling of site visits, submittals, and the Work of this project effectively to assure efficient and orderly sequence of installation of interdependent construction elements.

B) Recognize that the project involves work at an operating facility; do not interrupt services to the facility for any reason without specific written notice to the Owner's representative, including but not limited to domestic hot water, domestic cold water, electrical power, or electrical circuits other than those of equipment being replaced within the scope of the Work. Required interruption of services may only be scheduled and performed with the Owner's permission.

C) Do not cause disruption in any form to ongoing programs within the facility, including excessive noise, unauthorized presence within the building proper, improper parking, blocking of fire/emergency personnel access, or storage of work materials/goods outside of the equipment room.

D) Do not perform any work without proper safety precautions.

E) Following notice of award, a project startup meeting will be held, attended by the Owner's representatives, project coordinator, and the Contractor. Meeting agenda will include contract execution, submission of insurance certificates, and review of procedures for project field decisions, submittals, applications for payments, and general scheduling criteria.

F) A project coordination meeting will be held with required attendance by the Contractor and Owner's representative(s) at the site. Meeting agenda will include project responsibilities, coordination, scheduling, and completion of all items necessary to facilitate the work of both projects.

G) Use of facility services, such as water, lavatory, and electricity, may be accessed as designated by the Owner for specific use by the Contractor.

-End of section-

SUBMITTALS

A) Provide two (2) bound copies of submittals for all new products to be installed within the scope of the Work for this project, and specific procedures as noted , to the Owner's representative for approval. Sections of this document note basic submittal requirements to assist the Contractor.

B) Each submittal package shall identify the project by name and number, with project site address, Contractor name and address, and Owner name and address.

C) Each submittal package shall be sequentially indexed and separated by section with respect to this document for ease of review. Each package shall include a contents table referencing the index/section numbers to facilitate review. E) Deliver completed submittals within ten (10) days of the notice of award.

D) Clearly identify variations/substitutions for specific review.

E) Submittal data should include all pertinent product data, including product features and details, maintenance data, dimensional characteristics, identification data, ratings, etc.

F) The submittals process illustrates the comprehensive understanding of the Contractor with regard to the intentions, design, and requirements of the project specification. The Owner reserves the right to terminate the Contract at the submittal stage without cost or obligation to the Owner if submitted/revised submitted products are not in conformance with the requirements of this document, in the judgment of the Owner/Owner's representative.

G) Submittal review will be performed expeditiously by the Owner's representative. Materials ordering for this project may occur only upon successful completion of the submittals review and according approvals. Any materials ordered without such review and approval may be removed/returned to the Contractor upon discovery or at any time throughout this project, at the Contractor's expense, with no obligation of any type to the Owner.

H) Submit three (3) bound copies of project Operations and Maintenance Manuals, to include all manufacturers' installation, operating, and maintenance data for all equipment, controls, and products installed as part of this project, supplemented with all project records, as-built drawings, equipment reports, and specific instructions by the installer/Contractor. Manuals shall include a table of contents and shall be sequentially indexed and separated by section for ease of review and reference. Manuals will be reviewed for completeness by the Owner's representative and shall be returned for reworking by the Contractor if judged to be incomplete. Submission shall take place at the project's conclusion as part of the Final Completion fulfillment phase.

I) Submit written certification of warranty of the project, specifying that all elements of the project are covered under the warranty requirements of this document for the specified period, and include any manufacturer's warranty certificates requiring submission by the Owner. Provide this certification part of the submitted Operations and Maintenance manual, at the project's conclusion.

-End of section-

QUALITY CONTROL

A) The Contractor shall monitor quality control of manufacturers, products, suppliers, and workmanship, to assure project execution and Work of the highest quality, and in accordance with the requirements of this document.

B) All work shall be performed by CT properly-licensed and registered personnel only.

C) The intention of this specification and project is to provide a complete, working mechanical system as detailed. The Contractor is encouraged to visit the site, and is responsible for all governing factors of the installation of this project. This document covers specific guidelines of this project. Omissions of this document do not excuse the Contractor from responsibility for a proper, working, and workman-like completed project. Site visits may be scheduled with the Facilities Director.

D) Comply with specified standards as a minimum basis for quality for the Work, except where provisions of this document require higher standards of workmanship or precision.

E) Inspect material shipments immediately upon delivery to assure compliance with this document, to assure that goods are undamaged, and that goods are complete with quantities and components specified.

F) Schedule inspections as deemed necessary by the Owner's representative and local building inspection official to assure staged review of quality control. Provide corrections and adjustments to the Work as required to comply with applicable standards of quality.

-End of section-

SITE PERFORMANCE REQUIREMENTS

A) The Contractor shall clean the equipment room following the completion of all demolition and prior to the onset of any part of the construction phase. Safeguard electrical devices, lighting, and remaining controls, components, and equipment from any damage as a result of demolition processes.

B) The equipment room shall be left broom clean following the completion of each work day. The Contractor shall keep the work area and facility grounds free of debris.

C) No fuel or gases required for demolition or welding processes shall be stored within the work area or facility for any purpose.

D) Parking for Contractor vehicles shall be provided in designated areas for close access to the work. Do not park vehicles on non-paved surfaces or sidewalks. Damages from vehicles of the Contractor, his subcontractors, or from materials deliveries of the Work will be repaired to the satisfaction of the Owner, to his discretion, by the Contractor, at his own expense.

E) Cordon off areas of demolition and excavation activities and any dumpsters/containers with safety fencing and assure safe transport of demolished materials to demolition containers. Minimize time duration of on-site outside dumpsters/containers. Locate and store dumpsters and containers with direct permission of the Owner.

F) The Contractor is responsible to maintain a clean and safe work environment at all times and at his expense. The Contractor is totally responsible for any damage to any part of the facility that may occur as a result of the work of this project. The Contractor shall repair or replace any damages caused as the result of his work, to the discretion of the Owner, at his own expense.

-End of section-

MATERIALS HANDLING AND RIGGING

A) Transport, handle, move, and adjust new materials in accordance with manufacturer's instructions. Assure personnel are properly equipped, trained, and clothed for safe handling of materials and goods. Cordon off areas of delivery, rigging, and materials movement and handling. Provide notice to the Owner of any deliveries of materials that will encumber areas of egress, parking, through-passage by vehicles, or any facility program or activity.

B) Inspect material shipments immediately upon delivery to assure compliance with this document, to assure that goods are undamaged, and that goods are complete with quantities and components specified.

C) Provide equipment and properly-trained personnel as required for rigging and handling of materials and goods. File safety procedures and plans for rigging/deliveries/removals of heavy materials as part of the submittal package for this project.

D) Do not cause overstrain or otherwise cause risk to any parts of the facility through rigging or handling processes. The Contractor is directly responsible for any damages to the facility or grounds caused by the performance of the Work and shall provide repair or repair compensation of any damages to the sole discretion and satisfaction of the Owner.

E) Provide safe storage for contract goods. If goods are stored on-site, such storage must occur within the equipment room, and shall be executed to protect the goods from damages or encumbrances to entrances/exits. The Contractor shall provide, at his own expense, any required off-site storages of the contract goods, when job site storage is inappropriate or not feasible. Arrange stored products to permit access for inspection.

F) The Contractor shall maintain the workspace for the duration of this project in a safe manner. The Contractor shall properly safeguard the materials of the work and adhere to the Owner's standard for fire safety in all regards. The Contractor shall not restrict egress to/from the facility or impose any other restriction through the handling or storage of materials that would impact the safety of the facility or its occupants.

-End of section-

APPENDIX A:

Insurance Requirements

The successful Submitting Contractor and his subcontractors shall maintain insurance in the following amounts for the duration of this project, and submit proof of insurance prior to the start of any work:

1) Worker's compensation insurance for all employees

2) Comprehensive general liability insurance (bodily injury: $1,000,000.00 each person; $1,000,000.00 each occurrence; property damage: $1,000,000.00 each person; $1,000,000.00 each occurrence); general liability aggregate coverage of $2,000,000.00

3) Comprehensive automobile liability insurance ($1,000,000.00 each person; $1,000,000.00 each occurrence)

4) Excess liability umbrella coverage: $4,000,000.00

The successful Submitting Contractor and his subcontractors shall name Regional School District #20 as additional insured.

-End of Appendix A-