

**RFP/Q #2027-03****PROVIDE ARCHITECTURAL & ENGINEERING SERVICES FOR
RENOVATION ANALYSIS, DEVELOPMENT OF EDUCATIONAL SPECIFICATIONS,
CONCEPT PLANNING AND SUPPORT FOR STRATFORD PUBLIC SCHOOLS (SPS)**

SEALED submissions are subject to the standard instructions set forth on the attached sheets. Any modifications must be specifically accepted by the Town of Stratford.

Released: Friday, 17th July, 2026

Phillip Ryan, Purchasing Agent

Bidder:

Doing Business As (Trade Name)

Address

Town / State / Zip

Title (Mr /Ms)

Signature

Telephone

E-mail

Sealed bids will be received by the Purchasing Department at the office of the Purchasing Agent, 2725 Main Street, Room 104, Stratford, Connecticut 06615, up to:

10:00AM, Monday, 17th August, 2026

NOTE:

1. Bidders are to complete all requested data in the upper right corner of this page and must return this page with their bid proposal.
2. No bid shall be accepted from, or contracts awarded to, any person/company who is in arrears to the Town of Stratford upon debt, or contract or who has been within the prior five (5) years, a defaulter as surety or otherwise upon obligations to the Town of Stratford.
3. Submissions are to be submitted in a sealed envelope and clearly marked "BID #2027-03" on the outside of the envelope, including all outer packaging, such as, DHL, FedEx, UPS, etc.

Request for Qualifications and Proposal for Architectural / Engineering Professional Services to Provide a Renovation Analysis, Ed Spec Development, Concept Planning and Support

The Town of Stratford (Town) is seeking requests for qualifications and proposals (RFQ/RFP) submissions from experienced firms to evaluate the existing high school and middle school buildings and develop facility information and concept plans required to explore a consolidation plan. The Consultant will work directly with the Town and its Owner's Representative and provide support of the proposed project at public meetings.

NON-MANDATORY ON-SITE WALKTHROUGH

10:30am – Wednesday, 29th July, 2026

Stratford High School | 245 King Street, Stratford

REQUESTS FOR INFORMATION (RFI) / ADDENDA

Direct all requests in writing to:

Town of Stratford, Purchasing Department

Attention: Phillip Ryan, Purchasing Agent E-mail: PRyan@townofstratford.com

NOTE: Verbal requests for information will NOT be accepted.

All requests must be received in writing prior to 12:00PM on Tuesday, 4th August, 2026

Response will be in the form of an addendum that will be posted approximately Monday, 10th August, 2026 to the Town of Stratford, Purchasing Department website: <https://www.stratfordct.gov/page/purchasing-department>

It is the responsibility of each bidder to retrieve addenda from the website. Any contact about this bid between a Bidder and any other Town official and/or department manager and/or Town of Stratford employee, other than as set forth above, may be grounds for disqualification of that Bidder. No questions or clarifications shall be answered by phone, in person or in any other manner than specified above. Addenda will not be mailed, e-mailed or faxed out.

FORMAT OF SUBMISSION

1. Qualifications: Submit one (1) printed "original" and one (1) printed copy, including one (1) USB in pdf 'read only' format.
2. Fee Proposal: Submit one (1) printed "original" and one (1) printed copy in a sealed envelope, separate from the qualifications.
3. Provide a general description of the type of organization (corporation, individual, partnership) and number of years in business, including size of firm, personnel qualifications and experience.
4. Include resumes and relevant experience of all personnel to be assigned to the project, including any subcontractors.
5. Submit details of any additional services on offer and identify estimated timelines and deliverables.
6. Identify any resources and/or assistance you will require from the Town of Stratford.
7. Provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three years with State regulatory bodies or professional organizations.
8. If your firm has engaged in a recent peer review (industry publication or article) please include a copy.
9. In addition to the above requirements, respondents may include additional factors or strengths that would assist in assessing their ability to meet the Town's needs. This information need only be one page.
10. All submissions shall remain firm for a period not less than (90) days from the proposal due date, unless such period is extended in writing and agreeable to both parties.
11. Respondents are strongly encouraged to verify the scope of services prior to submitting. The Town reserves the right at all times to increase or decrease the project scope as deemed in its best interest.
12. Provide full details of any exceptions. The Town retains the right to accept or reject any or all exceptions.
13. Provide references for equal scope projects performed during the past three (3) years.

14. All respondents should provide a letter of interest, detailing overall qualifications and demonstrating a thorough understanding of the engagement. Include resumes for all personnel who will be directly involved in providing the requested services, describing their professional qualifications and past experience directly related to the services as defined in this request for proposal.
15. Provide a description of similar work performed in the past three (3) years and minimum of three (3) most recent professional references. Respondents may offer a detailed scope of work to be performed for the aforementioned tasks with a projected timetable and deliverables for each task.

QUALIFICATIONS

The consultant teams submitting for this scope of work shall demonstrate extensive experience with school design and construction in the State of Connecticut as well as an understanding of the renovation status process and history in developing educational specifications. Firms shall have prepared a minimum of three renovation status analysis in the state of Connecticut as well as prepared all required state documents to meet Office of Grants Administration (OGA), or formerly OSCGR, guidelines. A copy of the analysis may be requested by the district prior to award.

The Consultant team shall demonstrate extensive experience in the development of Educational Specifications for CT school projects specifically with middle and high school configurations in grades 6 through 12.

The Consultant shall be comprised of licensed architects and engineers in the state of Connecticut.

The firm should provide the following information:

- Company statement and experience.
- Project approach and creativity.
- Statement of familiarity with Federal and State and Municipal regulations.
- References for similar projects completed, including contact name, email and phone number.
- Size of firm, including available technical staff.
- Geographical location from where services will be provided.
- Number of staff to be employed on the project (full-time, part-time).
- Description of all services and estimated deliverables.
- References for contracts performed for other municipalities of similar size.
- Resumes of key staff to be employed on the project.

If the respondent is a joint venture, the qualification of each firm comprising the joint venture should be separately identified and the firm that is to serve as the principal should be identified. Complete information on qualifications and experience should be provided for all joint venture partners and/or subcontractors.

EVALUATION CRITERIA

- Lead project manager and project staff.
- Current firm capacity and workload.
- Experience of proposed team in municipal and state multi-funded and multi-phased public projects.
- Experience of proposed team in Connecticut school design and construction, including Office of Grants Administration (OGA) experience.
- Experience with participating in public meetings and community engagement.
- Innovative approach to the project, including creative design.
- Demonstrated ability to satisfy scope of services.
- Professional qualifications of individuals to be assigned to the project.
- Responsiveness to proposed scope of work.
- Experience with renovation evaluations.
- Experience creating educational specifications.
- References.
- Fees.
- Insight gleaned from interviews and presentations.

SELECTION PROCESS

The Town will review all submissions in response to this solicitation for conformity with the qualifications sought in connection with this engagement. Submissions will be reviewed per the evaluation criteria stated above. Upon evaluation of all submissions received, the Town intends to shortlist candidates/firms based on their qualifications. Shortlisted candidates/firms may be invited to interview and present additional information to the Selection Committee. Interviews may be requested at the Town's discretion. After firms are shortlisted, the Town will open fee proposals for shortlisted firms only, and make a final decision based on the combination of the responding firm's qualifications and fee proposal.

The goal of the selection process is to award the project to the firm meeting the Town's needs per the stated mission, programmatic and technical requirements, including budget, design and projected construction. Upon award selection, the candidate/firm will be expected to enter into contract with the Town of Stratford. The Town reserves the right to reject any and all proposals received in response to this solicitation.

OVERVIEW

Stratford Public Schools' (SPS) district population is declining and its school buildings are aging. The Town is seeking options to reimagine the district's physical footprint in a way that is financially responsible, educationally sound, and deeply aligned with the academic, social-emotional, and community needs of Stratford's children and families. To facilitate this purpose, the district wants to reduce or eliminate current financial duplications, underutilized spaces, aging infrastructure, and limitations on specialized programming, potentially by consolidating current grade configurations.

Colliers Project Leaders has been contracted as the Owner's Representative and is currently providing pre-project assistance for potential facility modifications and consolidation. The Town is seeking to engage an Architectural Engineering (Consultant) team to evaluate the existing high schools and middle schools and develop facility information, education specifications, and concept plans required to explore the proposed consolidation efforts. The selected consultant will work closely with town officials and representatives, the school district, stakeholders, and the community to ensure a successful project. The intent is to select a firm that has extensive experience with Connecticut public K-12 school construction and modernization, with specific expertise in school consolidation evaluating new versus renovation options.

As part of the proposed plan, several high-level scenarios have been developed and are intended to be explored via the services in this RFP. These Scenarios were constructed by the Town and Colliers Project Leaders with the following concepts in mind:

- Bunnell HS – multiple current and near-term issues with building envelope leaks, aging mechanical systems, lack of air conditioning, deteriorated finishes, and misalignment of space with required programming. However, the school has adjacent town property that may be well suited to a new building addition or similar.
- Stratford HS: recent major renovation, but the site is too small to receive all HS students. However, may be a potential location to serve as a consolidated MS with enhanced Career Tech and similar programs/pathways.
- Flood MS: existing building with many deficiencies and a challenging layout to update to modern learning environment. Exploration of Flood MS either as a renovation or a consolidation location is not part of this RFP.
- Wooster MS: Campus with sizable site space primed for flexibility/opportunity. If a consolidated MS is not possible at Stratford HS, then this campus could be considered for a consolidated MS. If a consolidated MS is possible at Stratford HS, then Wooster MS campus becomes available for a potential future educational/community programming as part of a future capital improvement development phase.

Scenarios

- Status Quo – Warm/Safe/Dry Repair in Existing Buildings
 - Scenario 1 – Current Capital Improvement Plan
- Consolidated MS and HS, Flood MS Returned to Town, Wooster MS Reimagination in Future Phase
 - Scenario 2 – Renovated Bunnell, Renovated Stratford HS for 6th, 7th, 8th grade
 - Scenario 3 – Renovated Bunnell, Renovated Stratford HS for 7th, 8th only
 - Scenario 4 – New Bunnell, Renovated Stratford HS for 6th, 7th, 8th
- Consolidated MS, No Consolidated HS, Flood MS Returned to Town, Wooster MS Reimagination in Future Phase
 - Scenario 5 – Renovated Bunnell, Renovated Wooster for 6th, 7th, 8th
 - Scenario 6 – New Bunnell, Renovated Wooster for 6th, 7th, 8th

Additional Information

- The Town of Stratford intends to file a grant application for the first project by June 2027.
- Previous studies and data, including CIP requests, enrollment projections, available floor plans, and facilities assessment reports can be made available to interested reputable vendors upon request.

Email: Phillip Ryan, Purchasing Agent: pryan@townofstratford.com

PROPOSED SCOPE OF WORK

The project scope consists of scenario refinement and selection via existing facility assessment/renovation analysis/cost estimating, development of Educational Specifications, concept planning and marketing support and meeting attendance to promote the project. The Consultant team will attend weekly virtual check-in meetings, typically one half hour, to keep the Town/District leadership updated on the progress.

To achieve an expeditious narrowing of options for decision making, the proposed scope of work is delineated as follows

- Task A: Scenario Refinement and Renovate as New Assessment
 - 1. Preliminary: determine whether existing buildings are expected to achieve renovate as new status for grant funding. Determine viability and major impacts of the multiple consolidated middle school options. Determine if there are any other large-scale expected challenges with current scenarios. Town to eliminate at least two scenarios moving forward.
 - 2. Comprehensive Renovation Assessment
 - Complete Renovation as New assessments based on Town direction.
- Task B: Education Specifications
Develop education specifications for
 - 1. A consolidated high school,
 - 2. A consolidated middle school.
- Town to select a single preferred option/scenario prior to proceeding to Task C
- Task C: Refine Preferred Option via Concept Planning
 - Based on a single preferred scenario selected by the Town, develop a conceptual-level scope, plan, and cost for the Town to develop a grant application and formalize project authorization.
- Task D: Project Support
 - Materials and meetings leading up to the grant application.

A. Scenario Refinement and Renovate as New Assessment

The consultant shall prepare renovation status analyses of Bunnell High School and Wooster Middle School as it relates to a possible renovation of the facilities under a grant application with the State of Connecticut through the Office of Grants Administration (OGA). Note that an assessment of Stratford High School is also included; however, this building was recently renovated under the state grant program and Scenarios involving a renovated Stratford HS are not expected to be eligible for reimbursement. The selected consultant team will prepare the analyses in a two-part process as described below.

1. Preliminary Assessment

For the existing Bunnell HS, Stratford HS, and Wooster MS, the consultant will perform a preliminary assessment of the building components. These include, but are not limited to, building envelope, building layout and interiors, mechanicals and infrastructure, and structural components (that are reasonably viewable from the consultant's site visits during this preliminary assessment). The consultant shall review available building drawings, enrollment projections, and other available data from the district pertaining to the anticipated use of the buildings.

The purpose of the preliminary assessment is threefold:

1. To determine if the renovation status certifications required by the SCG-3520 form can likely be provided by the consultant team. This assessment shall be based on prior experience with performing the renovation status analysis on schools in Connecticut. Upon completion of the preliminary assessment, the consultant shall provide a statement of its findings noting whether it believes certifications in the SCG-3520 form (including, but not limited to, items 5 through 9) are achievable.
2. To determine the viability of combining either 7th and 8th grades or 6th, 7th, and 8th grades in the recently-renovated Stratford High. It is anticipated that some interior buildout of classrooms within the existing building would be required for a 6/7/8 grade consolidation. The consultant shall provide a high-level, rough order of magnitude cost estimate for potential middle school renovation work in Stratford HS to assist with initial decision making.
3. To identify any apparent major issues (apparent from at this preliminary level) that would impact reasonable pursuit of any of the scenarios. These include physical space/site constraints or difficulty in renovating/altering existing buildings or constructing new building. This preliminary review shall also provide a preliminary comment on the ability for each facility to accommodate a phased occupied construction approach while right sizing the facility to the space standard and Educational Specification to be developed by the design team.

Upon completion of the preliminary assessment, the consultant shall provide a statement of its findings. Should the consultant team determine that the certification for renovation status or other major project components are not achievable or ideal, the district may not authorize the consultant to proceed with certain additional scope items within this RFP.

At the completion of the preliminary assessment, it is anticipated that the Town shall provide direction to the consultant team regarding scenarios which shall be eliminated from further in-depth studies in future tasks. Namely, the following scenarios shall be contemplated as a base for the Consultant's fee breakdown moving into Task A.2 and B:

- Either scenario 2 or 3
- Either scenario 5 or 6
- Scenario 4, if viable.

2. Comprehensive Assessment

Upon notice to proceed by the Town, the consultant shall complete the comprehensive renovation status analysis of the Bunnell and Wooster facilities utilizing the current SCG-3520, SCG-3500, and all referenced documents and criteria therein as the scope of work. The consultant shall prepare all documents listed in SCG-3520 including the written letter of request for signature by the Superintendent of Schools in item 1. The consultant shall hire an independent professional cost estimator to prepare the cost analysis listed in item 2 of the SCG-3520.

During this phase, the Consultant and its cost estimator shall also provide similar cost analyses for a new Bunnell HS.

B. Educational Specification Development

The Consultant will work with the Superintendent, Board of Education and school administrators to develop detailed and comprehensive Educational Specifications that will follow and meet all Office of Grants Administration (OGA) requirements and is suitable for submission as part of a grant application. Specifically, two education specifications are expected to be developed:

- A consolidated HS for the entire town.
- A consolidated Middle School, either
 - Grades 6, 7, and 8 OR Grades 7 and 8 only,
 - The selection of either consolidated MS option will depend on the Consultant input on the viability of a combined 6,7,8 via the Scenario refinement scope above.
- Note: the initial education specifications are intended to be developed independent of the target existing building for a given consolidation. Close coordination will be required between the Consultant and the District to ensure that the education specifications strike the appropriate balance of not forcing programming into insufficient spaces while utilizing the existing buildings appropriately. The Consultant shall hold a kickoff meeting with the District leadership prior to beginning any Education Specification work – and again partway through the effort – in order to align expectations.

The Consultant shall include all meetings with the administration, Town, and Boards of Education required to develop the educational specifications and once the draft is complete two additional Board meetings to complete and obtain final approval of the educational specifications. The Consultant should also plan on meeting with selected staff and coordinate public input through visioning and focus group sessions.

C. Concept Planning

The Consultant shall prepare high-level concept building and site plans based on the Town's selection of a preferred Option/Scenario from the Task A and B efforts. The Consultant's concept planning shall be based on their preliminary analysis, educational specifications developed under this RFP, and existing available reports and data (attached) addressing noted deficiencies. The concept plans shall show the proposed building areas to be renovated, demolished or constructed new including preferred programmatic adjacencies. The consultant shall also prepare conceptual site plans to address parking requirements and to demonstrate improved circulation patterns and any required changes to athletic fields taking into account topography challenges and wetlands.

Up to Two preliminary floor plan and site concept options shall be prepared and presented to the Town staff and Board of Education for review and comment. Based on the feedback from the Town and BOE, the consultant shall finalize a single concept of the floor plans and site solution. The Consultant will provide a detailed cost estimate based on the selected concept and comparison to new for the renovation status approval. Concept planning will consist of additional physical review of the site/buildings/spaces as required, readily available information regarding utilities, wetland and topography utilizing GIS mapping, and preliminary coordination with Town planning/zoning/engineering staff.

In addition, the consultant will include the preparation of the DAS-053, and all required supporting documents with engineer's signatures for use in the grant application (With the exception of the Phase 1 ESA to be completed by the Owner)

D. Project Support

The consultant shall produce colored concept plans and marketing materials to support the presentation of the concept solution to meet the educational specification and noted project deficiencies for the building and site. The Consultant shall opine on the Status Quo scenario based on their Task A studies and deliverables.

The consultant shall assist the Town in public presentations to communicate the proposed scenario. Include up to four (4) public meetings up to two hours each (excluding travel time) to assist the Town in presenting the project through the anticipated grant application in June of 2027.

If additional meetings are required, they will be billed at the hourly rates included in the RFP response.

Additional Information

- It is anticipated that an updated enrollment projection study will be performed by others prior to the submission of a state grant application. The scope of services and pricing herein shall be based on the existing, attached enrollment projection data. However, the consultant's scope shall anticipate and include coordination with other Town consultants regarding revised demographic/enrollment data. Any major changes in enrollment that would change the scope of the scenarios or planning will be reviewed by the consultant and the Town if they arise.
- A full, updated Facilities Conditions Assessment (FCA) is not included in this RFP scope
- In addition to the required MEP, Structural and Site Civil Consultants to complete the scope of services, the Consultant shall retain the services of a professional cost estimating firm to create the required project estimates.
- Actual submission of grant application documents is excluded from this RFP. These tasks are anticipated to be performed by either Town / District staff or with the assistance of a separate Owner's Representative.
- If any tasks are not deemed necessary based on Town decision making, then those fees will not be paid to the Consultant.
- Each proposer is deemed to be familiar with and is required to comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this RFP or the performance of the work described herein.
- By submitting a proposal, each proposer confirms it has reviewed the RFP's scope of work and can deliver the required services to meet the Town's goals. If necessary, each proposer shall visit the site, examine the areas, and thoroughly familiarize itself with the existing conditions of the property before preparing its proposal.

PROPOSED TIMELINE

The consultant's scope of work will commence immediately upon contract execution.

The Town anticipates the following dates for this work.

- | | |
|---|--------------------------------|
| • RFQ/RFP Issuance | July 17, 2026 |
| • Non-Mandatory On-Site Walkthrough (To commence at Stratford High) | July 29, 2026, 10:30 am |
| • Requests for Information (RFI) Questions due: | August 4, 2026, 12:00 pm |
| • Final Addenda Issued (approx.) | August 10, 2026 |
| • Qualifications and Proposals due | August 17, 2026, 10:00 am |
| • Shortlist (if interviews are conducted) | August 21, 2026 |
| • Interviews (if conducted) | Week of August 24, 2026 |
| • For Reference - First day of School | August 27, 2026 |
| • Selection | August 31, 2026 |
| • Start of Consultant walkthroughs of Existing Buildings
and start of Task A1 – Preliminary Assessment | September 7, 2026 |
| • Completion of Task A1 – Preliminary Assessment | September 21, 2026 |
| • Start of Task B – Ed Spec Development | September 25, 2026 |
| • Start of Task A2 – Comprehensive Renovation Assessment | September 25, 2026 |
| • Completion of Task A2 – Comprehensive Renovation Assessment | November 30, 2026 |
| • Town Selection of Preferred Option/Scenario | December 7, 2026 |
| • Completion of Ed Spec (delivered for Final approvals) | December 18, 2026 |
| • Start Concept Planning | December 21, 2026 |
| • Completion of Task B Ed Spec (including BOE approval) | approx. January 8, 2027 |
| • Completion of Concept Planning (including presentations and Town approval) | March 19, 2027 |
| • Presentation and Support through | March 22 through June 30, 2027 |
| • Town to File for Grant Application (not in this RFP scope) | By June 30, 2027 |

Note: These dates are subject to change.

HISTORIC DATA AND REFERENCE DOCUMENTS AVAILABLE UPON REQUEST

- Existing available drawings: Bunnell HS
- Existing available drawings: Stratford HS
- SPS FY 2027-2031 CIP Request
- SPS FY 2027-2031 CIP Request – Bunnell Needs
- 2024 Enrollment Projections Capacity, & Utilization Study
- 2022 School Facility Assessment Report
- 2021 SPS School Enrollment and Demographic Study

Email: Phillip Ryan, Purchasing Agent: pryan@townofstratford.com

PROPOSAL TO: Town of Stratford, 2725 Main Street, Stratford, CT 06615

SUBMIT IN A SEPARATE SEALED ENVELOPE

Provide a lump sum fee amount per the following tasks. Provide percentage mark-up for all reimbursable expenses that may apply and identify any other miscellaneous costs.

Award of project, either partial or in its entirety, is contingent upon available funding and approval by all applicable boards of the Town of Stratford.

Task A – Scenario Refinement and Renovation Assessment:

1. **Preliminary:** \$ _____/lump sum
2. **Comprehensive:**
Bunnell HS renovation as new full analysis: \$ _____/lump sum
Wooster MS renovation as new full analysis: \$ _____/lump sum
Bunnell HS new construction cost estimate: \$ _____/lump sum

Task B – Education Specifications:

1. **Ed Spec Fee – Consolidated HS:** \$ _____/lump sum
2. **Ed Spec Fee – Consolidated MS 6, 7, 8:** \$ _____/lump sum
Deduction if only Ed Spec for Consolidated 7, 8 is authorized \$ _____/deduct from B.2 above

Task C – Concept Planning: \$ _____/lump sum

Task D - Project Support: \$ _____/lump sum

Reimbursable: \$ _____/not to exceed

Percentage mark-up for reimbursable expenses shall be _____%

Identify all anticipated reimbursable expenses, such as, but not limited to, travel, lodging, printing, mailing, meetings, etc.

Rates:

Include all hourly rates per discipline.

The Bidder hereby certifies that any and all defects, errors, inconsistencies or omissions of which he/she is aware, either directly or by notification from any sub-bidder or material supplier found in the Contract Documents are listed herewith in this Bid Form.

Pursuant to and in full compliance with the RFP, the undersigned proposer, having visited the site or property if applicable, having thoroughly examined each and every document comprising the RFP, including any addenda, hereby offers and agrees as follows: In submitting this Proposal Form, the undersigned proposer acknowledges that the price(s) include all labor, materials, transportation, hauling, overhead, fees and insurances, bonds or letters of credit, profit, security, permits and licenses, and all other costs to cover the completed work called for in the RFP. Except as otherwise expressly stated in the RFP, no additional payment of any kind will be made for work accomplished under the price(s) as proposed.

Name of Authorized Representative

Signature

Date

TERMS & CONDITIONS

Guarantee

All submissions shall remain firm for a period not less than (90) days from the qualifications (RFP) due date and may not be withdrawn, unless such period is extended in writing and agreeable to both parties.

Bid Bond / Payment and Performance Bonds

Bonds are not required to be submitted.

Deadline

Submissions not sealed and/or received later than the due time and date will not be considered. No exceptions.

Submissions

Bid proposals are to be submitted in a sealed envelope and clearly marked "RFP #2027-03" on the outside of the envelope or package, including all outer packaging, such as, DHL, FedEx, UPS, etc. All prices and notations must be printed in ink or typewritten. No erasures are permitted.

Bid proposals are to be in the office of the Purchasing Agent, 2725 Main Street, Room 104, Stratford, Connecticut, prior to date and time specified.

Right to Accept / Reject

AFTER REVIEW OF ALL FACTORS, TERMS AND CONDITIONS, INCLUDING PRICE, THE TOWN OF STRATFORD RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, OR ANY PART THEREOF, OR WAIVE DEFECTS IN SAME, OR ACCEPT ANY PROPOSAL DEEMED TO BE IN THE BEST INTEREST OF THE TOWN.

Power of Rejection

The Mayor shall have the power to reject all bids and to advertise again.

Questions / Requests for Information

All questions concerning conditions and specifications should be directed in writing to:

Phillip Ryan, Purchasing Agent: PRyan@townofstratford.com

Inquires must reference date of RFP opening, requisition or contract number, including the responding firm's name and address, and must be received no later than the time and date as stated in the bid document. Failure to comply with these conditions will result in the candidate waiving the right to dispute the specifications and conditions.

Prices

Price proposals shall remain firm for a period not less than (90) days from the qualifications (RFP) due date and may not be withdrawn, unless such period is extended in writing and agreeable to both parties.

The Contractor/Firm

The Contractor for the work described shall be thoroughly familiar with the requirements of all specifications. The submission of a proposal shall be construed as evidence that the Contractor has examined the actual job conditions, requirements, and specifications. Any claim for labor, equipment or materials required, or difficulties encountered, which could have been foreseen had such an examination been carefully made, will not be recognized.

Assignment of Contract

No contract may be assigned or transferred without the prior written consent of the Town of Stratford.

OSHA

The bidder will certify all equipment complies with all regulations and conditions stipulated under the Williams-Steiger Occupational Safety and Health Act of 1971, as amended. The successful bidder will further certify that all items furnished under this project will conform and comply with Federal and State of Connecticut OSHA standards. The successful bidder will agree to indemnify and hold harmless the Town of Stratford for any and all damages that may be assessed against the Town.

Life Cycle Costing

Where applicable, Life Cycle Costing will be used as a criterion for awarding bids. This is a method of calculating total cost of ownership of an item, which may include operation and maintenance expenses, transportation, salvage value, and/or disposal costs.

Insurance Coverage

The successful bidder will be required to furnish a Certificate of Insurance naming the Town of Stratford, its employees, officers and agents, as the additional insured, and be provided by companies licensed in the State of Connecticut.

Indemnification

In addition to providing insurance, the successful bidder shall indemnify and hold the Town, its employees, officers and agents harmless from all claims and demands of any nature for any loss, damage or injury which any person may suffer by reason of or in any way arising out of work required by this Bid/RFP and any resulting contract or purchase order issued pursuant to it.

Federal, State and Local Laws

All applicable Federal, State and local laws, rules and regulations of all authorities having jurisdiction over the locality of the project shall apply to the contract and are deemed to be included herein.

NOTE: The Town will be reviewing proposals to ensure contractors/individuals/suppliers/vendors are not debarred or suspended.

Conflict of Interest

No officer or employee or member of any elective or appointive board, commission or committee of the Town, whether temporary or permanent, shall have or acquire any financial interest gained from a successful bid, direct or indirect, in any project, matter, contract or business within his/her jurisdiction or the jurisdiction of the board, commission, or committee of which he/she is a member. Nor shall the officer/ employee/ member have any financial interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any project, matter or thing which comes under his/her jurisdiction or the jurisdiction of the board, commission, committee of which he/she is a member.

Scope of Work / Site Inspections

The Bidder/Candidate/Respondent declares that the scope of the work and/or specifications has been thoroughly reviewed and any questions resolved, and further declares that the site has been inspected if requested for in the specification.

Exception to Specifications

No protest regarding the validity or appropriateness of the specifications or of the Invitation will be considered, unless the protest is filed in writing with the Purchasing Agent, prior to the closing date for the bids. All bid proposals rendered shall be considered meeting the attached specifications unless exceptions are noted on a separate page dated and signed by the bidder.

Unless Otherwise Noted

It will be assumed that all terms and conditions and specifications will be complied with and will be considered as part of the submission.

Tax Exempt

The Town of Stratford is exempt from all State and Federal taxes.