

Town of Canterbury
REQUEST FOR PROPOSALS (RFP)
RFP NO. 2019-01

The Town of Canterbury is accepting Proposals on the following:

Engineering Design/Construction Management Services
Canterbury Elementary School Oil tank Removal/Replacement Project
Request for Proposal are due on November 9, 2018 by 11:00am To Tom
Millerd at: Dr. Helen Baldwin Middle School 45 Westminster RD Canterbury, CT 06331

Please refer to our website [www.canterburypublicschools.org /district/facilities](http://www.canterburypublicschools.org/district/facilities) for details on Project Descriptions, Scope of Services, Schedule, and Proposals

PROJECT DESCRIPTION

The Town of Canterbury Wishes to remove and replace the current 6000-gallon underground oil tank at the Canterbury Elementary School 67 Kitt Rd Canterbury CT 06331. The current tank was installed in 1989/1990. The town/Board of Education anticipates reinstalling a new oil tank in its present location. Exiting piping should be inspected for the ability to reuse.

SCOPE OF SERVICES

The town of Canterbury through the Board of Education is seeking proposals from qualified engineering firms to perform the following services for the oil tank replacement project.

The Town will be seek grant reimbursement from the State of Connecticut Office of School Construction Grants for this Work.

1. Perform and inspection to view existing conditions.
2. Design tank replacement to all applicable codes. Prepare plans and specifications.
3. Assist town with required paperwork and meeting with the state of Connecticut office of School Construction Grants to obtain project and bidding approval.
4. Assist the town with the contractor procurement process including reviewing bids received.
5. Review and approve any shop drawings prior to construction.
6. Monitor construction work for compliance with the plan and specifications, coordinate environment testing and proper tank disposal, approve any change orders if necessary, and approve progress and final payment to the contractor. Also, ensure that all warranty information is provided to the Town.
7. Attend meeting as necessary to provide adequate states updates.

Schedule

The Town and Board of Education wish to complete the project in the summer of 2019, the process should culminate in the bid process to begin in late winter or early spring. Work should start in the end of June of first few days of July 2019.

PROPOSALS

The Proposal should contain a letter of intent, the firm's qualifications with a list of similar projects completed, available manpower with resumes of the key personnel expected to be assigned to the project, proof of insurance and lump sum fee proposal. The fee proposal should be broken down into at least the seven items in the scope of services.

In a envelope clearly marked on the outside **Engineering Design/Construction Management Services RFP** Three (3) bound copies and one unbound of the proposal should be submitted to the Director of Facilities office at 45 Westminster Rd Canterbury CT 06331 by **11AM. On Friday November 9, 2018**. Question regarding the RFP should be directed to the Director of Facilities office at 860-546-6950 Ext. 1253 or Cell phone at 860-367-3335 or email tmillerd@canterburypublicschools.org.

The Town of Canterbury reserves the right to amend or terminate this Request for Proposal, accept all or any part of a proposal; reject all proposals; waive any informalities or non-material deficiencies in a proposal; and award the proposal to the firm which in the opinion of the Town presents the best value to the community in terms of experience, cost and ability to complete the tasks in a timely fashion.

The Town of Canterbury is an Affirmative Action/Equal Opportunity Employer.