

**Request for Proposals
2P11-081**

The Bristol Board of Education is accepting Proposals for the following:

**Three Year Asbestos Re-Inspection Services
for Bristol Public Schools**

All submissions must be made in accordance with the specifications supplied by

The City of Bristol
Purchasing Office
111 North Main Street
Bristol, CT 06010



Submissions will be received until **11:00 am, April 20, 2011.**

Roger D. Rousseau
Purchasing Agent
City of Bristol, CT
Tel (860) 584-6195
Fax (860) 584-6171
<http://www.bristolct.gov/bids>

City of Bristol, Connecticut
Bristol Board of Education
Request for Proposals 2P11-81
Professional Services
Asbestos Remediation Consulting

The Bristol Board of Education is seeking proposals from qualified firms for the provision of professional services relative to evaluation and subsequent response strategy for asbestos containing materials in its public school buildings. The scope of services and proposal submission documents are available from

the City of Bristol
Purchasing Department
111 North Main Street, Second Floor
Bristol, CT 06010

between the hours of 8:30 am and 5:00 pm Monday through Friday, or by downloading from the website noted below.

A non-mandatory pre-proposal meeting to review the project requirements with City staff will be held the First Floor Meeting Room in Bristol City Hall, 111 North Main Street, on Tuesday, April 12, 2011 at 10:00 am.

Proposal submissions will be accepted by the Purchasing Department until **Wednesday April 20, 2011 at 11:00 am**; submissions received after this date and time will not be considered. The City reserves the right to waive any informalities in any submission, to reject any and/or all submissions, and to accept the proposal(s) that in its judgment is in its best interest. Each submission shall contain one original and six (6) copies as well as one copy via compact disk or USB drive (pdf or similar standard readable format), and shall be in a sealed envelope or package clearly identified as "RFP 2P11-081 Professional Services-Asbestos Remediation Consulting" delivered to the address noted above.

Roger D. Rousseau, Purchasing Agent

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REQUEST FOR PROPOSALS CITY OF BRISTOL, CONNECTICUT

2P11-081

Three Year Asbestos Re-Inspection Services for Bristol Public Schools

I. PROJECT SPECIFICATIONS

I.1. INTRODUCTION

The Bristol Board of Education is interested in developing an evaluation and subsequent response strategy for remediation of friable asbestos-containing building materials ("ACBM") within its public school buildings, in accordance with the requirements of 763.88 of the Asbestos Hazard Emergency Response Act ("AHERA"). The intent of this request for proposals is to secure the provision of professional services necessary to complete said evaluation and subsequent strategy.

I.2. BACKGROUND

The Bristol Board of Education has two (2) high schools, three (3) middle schools, and nine (9) elementary schools that it maintains; additionally, both the Board of Education Administration Building and leased space at the former West Woods School are subject to the guidelines. A schedule of the buildings, including approximate square footage, is attached for reference.

Please note that two of the elementary schools (Greene-Hills and O'Connell schools) and one of the middle schools (Memorial Boulevard) are scheduled to be vacated by the Board of Education in August 2012, replaced by two new K-8 facilities that are currently under construction.

I.3. SCOPE OF SERVICES

The consultant services must be conducted by a state certified Inspector and Management Planner. Consultant shall perform services as required by the Federal EPA and the State of Connecticut Department of Public Health in conjunction with the requirements of the AHERA 3-year re-inspection requirements. Responsibilities shall include those of both inspector and management planner, generally described as follows:

Inspector responsibilities:

- Visually reinspect and reassess the conditions of all friable known or assumed ACBM.
- Visually inspect material that was previously considered nonfriable and touch material to determine whether it has become friable since the last inspection or reinspection.
- Identify any homogeneous areas in which material has become friable since the last inspection or reinspection.
- Bulk samples may be collected and submitted for analysis for any homogenous area of newly friable material that is already assumed to be ACBM. The cost of analysis shall be incurred at a unit price for analysis.
- Perform physical assessment in accordance with 763.99 of the AHERA Rule, and of newly friable materials in areas assumed to be ACBM.
- Reassess the condition of friable known or assumed ACBM previously identified.

Management Planner Responsibilities:

Once the reinspection is completed, the Management Planner must:

- Review the results of the reinspection. This includes reviewing the original inspection report, periodical surveillance reports, and the completed reinspection forms and report. The management planner should conduct school visits and gather other information so that he or she can make effective response action recommendations.
- Make written response action and preventive measure recommendations for each area of friable surfacing and miscellaneous ACBM an each area of TSI ACBM. The management planner should determine if additional cleaning is necessary and, if so specify how, when and where to perform cleaning. The management planner should also include an implementation schedule for recommended activities and make an estimate regarding the recourses (cost, personnel, and equipment, etc.) needed to conduct the activities.
- Review the adequacy of the Operation & Maintenance Program.
- The recommendations should include a record of the name, signature, State accreditation number and training provider name for the management planner (copy of training certificate is ideal) and the date on which the management planner submitted the recommendations.

I.4. RESOURCES AVAILABLE

The Board of Education will make available to the awarded firm previously completed evaluations and action plans, as well as information on remedial actions taken.

I.5. PROJECT SCHEDULE

The following is the proposed schedule for the selection process and work program:

Date of RFP Issuance	March 30, 2011
Pre-bid Meeting	April 12, 2011
Submittals Due	April 20, 2011
Interviews Conducted	May 9, 2011
Recommendation for Award	May 10, 2011

II. SUBMISSION REQUIREMENTS

II.1. SUBMISSION DUE DATE

Proposals will be accepted at the City of Bristol Purchasing Office, 111 North Main Street, Bristol, Connecticut, 06010 until **11:00 am, April 20, 2011**. Proposals received after that time will not be considered. Proposals may be withdrawn 120 days after opening if no award has been made.

There will be a non-mandatory pre-proposal meeting held on **April 12, 2011 at 10:00 am in the First Floor Meeting Room**, Bristol City Hall, 111 North Main Street, Bristol, CT.

The City plans to invite a short list of responding firms for an interview based upon its review of the written submissions. Your firm should have May 9, 2011 available if selected for an interview; your firm will be notified no later than May 5, 2011 if your firm is selected.

Unless otherwise indicated, proposals that are submitted are assumed to be valid for one hundred twenty (120) days from the date that proposals are due.

II.2. DIRECTIONS FOR WRITTEN SUBMISSION

Interested firms are required to submit **one original and six (6) copies**, as well as a copy provided in digital format (e.g. pdf, on CD or USB disk) of the proposal to Roger Rousseau, Purchasing Agent, no later than the date and time noted above. Submittals shall consist of the following:

- a. A transmittal letter signed by the appropriate officer of the firm offering the proposal and certifying that the proposal and any cost projection included will remain in effect for 120 days after the due date.
- b. A concise and complete description of the work to be performed, including:
 1. An explanation of your firm's understanding of the project, its approach to the work, the key issues to resolve and the level of detail that can be accomplished for the feasibility study within the available time.
 2. A detailed work program and time schedule for each phase of the project, including milestones for periodic review of the work with the advisory committee(s).
 3. A list of personnel who will be assigned to the project, including resumes for professionals expected to provide at least 20% of the person hours on the project. Support staff contracted by your firm for this project should additionally be included for review and consideration.
 4. A description of similar projects which your firm has been involved in, including references.
 5. A summary of your firm as outlined in Section II.3 of this document.
- c. A fee schedule for the services, submitted in a sealed envelope separate from but included with the proposal. Please note that evaluation and subsequent award of a resultant contract is primarily based on qualifications and not based on fee schedule; however, the cost for your firm's services is one of the criteria outlined in this document. If your firm is selected for an interview, and as a result of the interview certain clarifications and adjustments need to be made to the fee schedule submitted, your firm will be allowed to adjust the fee schedule submitted, if so directed by the City.

Submittals shall be delivered to the City of Bristol Purchasing Department, 111 North Main Street, Bristol, CT 06010, clearly marked as "2P11-081 Asbestos Inspection Services".

II.3. VENDOR INFORMATION

A. Vendor Overview

Please provide the following:

- The name and location of your company, including the office location that will be serving the City.
- A brief general description of your business.
- The number of years your company has been in business.
- Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
- The number of personnel employed by your company (please include the number of staff dedicated to provide requested services).
- The primary line of business of your firm.

B. Client Base

Provide specific reference information for three clients you have served, relevant to the work proposed, to include:

- Client name and location
- Starting date of service and completion date
- Contact name, title and telephone number

The references must be relevant to service in the last forty-eight (48) months, and shall include specific details on how the project represents a project of similar scope. Information on your firm's specific role must be included.

II.4 EVALUATION CRITERIA

Selection of firm(s) will be the responsibility of a committee consisting of City designated representatives. The evaluation will be based upon the written submittals and selected presentations and interviews. The factors, which will be evaluated, include the following:

1. The specialized experience of the individual(s) or firm(s) and its (their) assigned personnel.
2. The firm's understanding of an approach to the project.
3. The firm's ability to effectively communicate report results both in printed format and in public meetings and public hearing processes.
4. The firm's ability to accurately represent costs relative to similar projects incorporating remediation and new construction presented by the report.
5. The content of the firm and its consultants, support staff, etc. and their ability to work effectively together and with the City.
6. The firm's schedule, including milestones.
7. Clarity, organization, and effective presentation of submittal.
8. Review of references listed.
9. Proposed fee schedule or fee schedule methodology.

The City plans to invite a short list of responding firms for an interview based upon its review of the written submissions. **Your firm should have May 9, 2011 available** if selected for an interview.

II.5 ADDENDA

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following website:

<http://www.bristolct.gov/bids>

This document includes an acknowledgement page; this page must be faxed back to the Purchasing Department, to ensure proper notification of changes to the published documents. The City of Bristol does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.

Questions regarding this document should be referred to Roger D. Rousseau at (860) 584-6195 or at <rogerrousseau@ci.bristol.ct.us>.

A summary of all questions and answers will be made available to each firm if they might influence the award of the contract.

III. CONTRACT CONSIDERATIONS

1. EQUAL OPPORTUNITY – AFFIRMATIVE ACTION

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A firm with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. Findings of noncompliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

2. INDEMNIFICATION

The awarded firm agrees to indemnify, defend, and save harmless, the City of Bristol, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract, except to the extent caused by the negligent acts of the City of Bristol or its officers, agents or employees.

The City, as a sovereign government, cannot indemnify businesses or individuals.

3. INSURANCE

Prior to the execution of any contract, the City of Bristol requires that any awarded contractor providing materials, equipment or services to the City, must provide to the City a certificate of insurance (Acord or other approved format) naming the City of Bristol as additional insured, for the following:

- General liability (including completed operations coverage) in the amounts of \$1,000,000 (combined single limit) Bodily Injury/Property Damage coverage per occurrence, and \$2,000,000 general aggregate coverage.
- Automobile Liability in the amount of \$1,000,000 (combined single limit), Property Damage and Bodily Injury coverage.
- Professional Liability, in an amount not less than \$500,000.00 per occurrence and \$1,000,000.00 aggregate.
- Worker's Compensation as defined in the Connecticut General Statutes.

Any subcontractor to a contracted firm shall be likewise covered, and shall furnish certificates of coverage acceptable to the City before starting work.

The awarded firm shall maintain professional liability insurance until the expiration of the statute of limitations. In the event there is no statute of limitations specifically applicable to this project, the awarded firm shall maintain coverage for a reasonable period after the date of substantial completion of the project as agreed to by the City and the awarded firm.

4. INVOICING AND PAYMENT

Invoices shall be paid promptly by the City unless any items thereon are questioned, in which case payment will be withheld pending verification of amount claimed and the validity of the claim. Standard payment terms are Net 30 Days from receipt of properly executed invoice(s). If your firm submits a proposal that includes payment schedules based on the completion of designated phases, those

stages must be clearly outlined in your proposal. The City cannot make payments for "execution of contract" (payments due upon contract signing).

5. AWARD CONSIDERATIONS

The City may reject any or all proposals or submittals for such reason as it may deem proper. In acceptance of proposals or submittals, the City will be guided by consideration of the interests of the City. The City also reserves the right to negotiate further with one or more of the firms as to any features of their proposals or submittals and to accept modifications of the work and price when such action will be in the best interests of the City.

Firms selected for interview will be provided with the content of the interview panel; the selected firms will be required to submit affidavits relating to their relationship(s) with members of the panel. The names of interview committee members will be released solely for the purpose of preparation of affidavits; the selected firms shall not directly contact the panel members prior to immediately following the interview process.

The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this Project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Bristol is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission there from in any manner which is unethical or contrary to the best interests of the City of Bristol.

Unless otherwise noted within a proposal, proposals received in response to this document, including proposed fee schedules, are assumed to be valid and binding for one hundred and twenty (120) days from receipt of the proposal. If award is not made within such time, the proposal can be deemed to be either no longer valid, or can be extended with mutual consent of the City and the firm submitting the proposal.

Documents/reports/data become property of the City of Bristol.

**REQUEST FOR PROPOSALS
CITY OF BRISTOL, CONNECTICUT 06010**



**Architectural Study and Space Needs Analysis of Bristol Municipal Buildings
2P11-081**

Due Date: 11:00 am, April 20, 2011

City of Bristol
Purchasing Office
111 North Main Street, 2nd Floor
Bristol, Connecticut 06010

In accordance with the City's requirements, the undersigned agrees to provide services as defined herein.

The undersigned is familiar with the conditions surrounding this Request for Proposals, is aware that the City reserves the right to reject any and all proposals, and is making submission without collusion with any other person, individual or corporate.

Witness

Signature

Company Name

Printed Name

Address

Title

Town State Zip

Date

Federal ID #

Telephone Number

Email address

Fax Number

RETURN THIS FORM IMMEDIATELY!

City of Bristol, Connecticut
Acknowledgment: Receipt of RFP Documents

**Request For Proposals 2P11-081
Asbestos Reinspection services at BOE Public Schools**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date issued: March 30, 2011
Date documents received: ____/____/____
Do you plan to submit a response? Yes____ No____

Print or type the following information:

Company name: _____
Address: _____
City or Town: _____
Phone: _____
Fax: _____
Email: _____
Received by: _____

**Note: Faxed acknowledgments are requested!
FAX (860)584-6171
A cover sheet is NOT necessary.
IMPORTANT: DO NOT FAX PROPOSALS.
PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGES**

**CITY OF BRISTOL
PURCHASING DEPARTMENT
111 NORTH MAIN STREET
BRISTOL, CT 06010**

Proposal Check List

This form need not be returned with your submittal. It is suggested that you review and check off each action as you complete it.

- ___ 1. The proposal has been signed by a duly authorized representative of the company.
- ___ 2. Any fee schedule you have offered has been reviewed and verified.
- ___ 3. Standard payment terms are net 30 days. Net terms for periods less than 30 days may result in proposal rejection. (You may offer cash discounts for prompt payment).
- ___ 4. Any technical or descriptive literature, drawings or proposal samples that are required have been included with the proposal.
- ___ 5. Any addenda to this document have been acknowledged and included.
- ___ 6. The envelope has been addressed to: City of Bristol Purchasing Department
 2P11-081 Asbestos Inspection Services
 111 North Main Street
 Bristol, CT 06010
- ___ 7. The envelope has been clearly marked with the proposal number and opening date.
- ___ 8. If additional copies are required as part of your response, make sure the original is clearly marked.
- ___ 9. The proposal is mailed or hand-delivered in time to be received no later than the designated opening date and time. Late responses are **NOT** accepted under any circumstances. Faxed responses are not accepted. Please allow enough time if mailing your proposal.



CITY OF BRISTOL, CONNECTICUT NON-COLLUSION CERTIFICATION

The undersigned certifies under penalty of false statement that this proposal or contract has been made, submitted and executed in good faith and without collusion or fraud with any other person, and without any agreement designed to limit independent bidding or competition. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

I further certify that I have not provided or directed to be provided gifts, meals, or gratuities, as defined in Sec. 2-129(b) of the Bristol Code of Ordinances to any official or employee of the City of Bristol responsible for awarding or administering this bid or contract.

Please complete and sign

Legal Name of Bidder: _____

Business Address: _____

Name of Authorized Agent _____ Title: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

Employment Information Form



City of Bristol
Workplace Analysis Affirmative Action Report
Employment Information Form

Purchasing Department
111 North Main Street
Bristol, CT 06010

Company Name Street Address City State Zip	Contact Person	Phone Number	Date
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Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the number on all lines and in all columns.

JOB CATEGORY	A. OVERALL TOTALS (sum of all columns, B-F Male & Female)	B. WHITE (not of Hispanic origin)		C. BLACK (not of Hispanic origin)		D. HISPANIC		E. ASIAN/PACIFIC ISLANDER		F. AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officers/Managers											
Professionals											
Technicians											
Sales Workers											
Office/Clerical											
Craft Workers (skilled)											
Operatives (semi-skilled)											
Laborers (unskilled)											
Service workers											
TOTALS ABOVE											

Do you use minority businesses as subcontractors or suppliers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
If CT based, do you post all employment openings with the State Of CT Employment Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Do you use an Affirmative Action Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Describe your recruitment, hiring, training and promotion anti-discrimination practices.	

School Name	Address	Square Footage (approximate)
Bristol Central High School	480 Wolcott Street	223536
Bristol Eastern High School	632 King Street	308287
Memorial Blvd Middle School	Memorial Boulevard	92891
Chippens Hill Middle School	551 Peacedale Street	169727
Northeast Middle School	532 Stevens Street	71531
Edgewood Elementary School	345 Mix Street	41483
Greene Hills Elementary School	718 Pine Street	57161
Ellen Hubbell Elementary School	90 West Washington Street	61106
Ivy Drive Elementary School	160 Ivy Drive	56245
John Jennings Elementary School	291 Burlington Avenue	49794
Mountain View Elementary School	71 Vera Road	55022
Clara O'Connell Elementary School	122 Park Street	38717
South Side Elementary School	Tuttle Road	102628
Stafford Elementary School	208 Louisiana Avenue	54620
West Woods School Facility	240 Stafford Ave.	53463
BOE Administration Office	129 Church Street	29541
BOE Warehouse	129 Church Street	7500