

May 7, 2024

Re: Notch Road Municipal Center  
Request for Proposals for Hazardous Materials Testing Services for Building Demolition

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#### I. INVITATION TO SUBMIT QUALIFICATIONS AND PROPOSALS

The Town of Bolton seeks to engage an environmental firm to provide Hazardous Materials Testing Services for Building Demolition for a property located at 104 Notch Road in Bolton, CT. Suppliers of information should understand they will be contracting directly with the Owner and shall assume full responsibility for defining the scope of services most appropriate for this Project, and for the completeness and accuracy of the services they provide. The following is a general list of criteria for the work to be carried out. Enclosed please find a schematic site plan that generally defines the limits of the work area.

#### Instructions:

Proposals must be submitted to the Bolton Selectman's office located at 222 Bolton Center Road, Bolton CT 06043 not later than 12:00 pm on June 10, 2024. A total of eight copies are required and must be in written format. Any late submissions will not be considered.

#### Submit proposals to:

Bolton Board of Selectmen  
222 Bolton Center Road  
Bolton CT 06043

All firms wishing to submit a proposal **must** participate in a walkthrough on May 29, 2024. The walkthrough will take place from 8:30 am through 12:00 pm. Firms may arrive at their convenience during that time frame. Firms arriving after 12:00 pm will not be considered.

Any questions or inquiries must be submitted via email to [hr@boltonct.gov](mailto:hr@boltonct.gov) and received by 3:00 pm on June 3, 2024. All questions and responses will be posted to the Town website not later than June 6, 2024.

## II. PROJECT OVERVIEW

The Owner wishes to demolish a part of an existing building located at 104 Notch Road in Bolton CT. The part to be removed was most recently used as town offices but was formerly an elementary school. The structure to be removed consists of the original school building and a later addition. It currently abuts a newer section of the building having two meeting rooms and a senior center which shall remain.

## III. PROJECT SCHEDULE

**The following is a conceptual schedule for the project:**

1. **Pre bid walkthrough**                      **May 29, 2024**
2. **Questions about bid**                      **June 3, 2024**
3. **Q&A posted to website**                      **June 6, 2024**
4. **Bids due by 12:00 pm**                      **June 10, 2024**
5. **Public bid opening**                      **June 10, 2024**
6. **Interviews/negotiations**                      **by June 14, 2024**
7. **Bid award**                      **by June 17, 2024**
8. **Work to commence within one week of bid award.**

## IV. SCOPE OF SERVICES

The Town of Bolton intends to commission one firm to provide all building and site hazardous material services for the demolition of the existing building. This firm will have the responsibility to provide these services through its own firm's capabilities and consultants as approved by the Owner.

Comprehensive services shall be as follows:

### A. Building and Site Inspection and Design Phase:

1. Review existing hazardous material documentation available.
2. Survey, inspect and sample the existing building structure and develop abatement specifications needed for complete building demolition and disposal. The selected firm will provide further input on the required sampling for proper demolition and disposal of all existing building debris and required contaminated soils if any.
3. Provide a final report of the findings with recommendations for building demolition. The report shall have an inventory of each identified (or assumed) hazardous building material, its location and quantity. The report must summarize the findings and conclusions.
4. Provide a cost estimate for abatement of the building at the completion of the report phase.
5. Develop abatement specifications and drawings as needed including a detailed scope of work for the demolition project (adequate for bidding purposes).

The specification will address proper worker protection, work practices and removal procedures, waste segregation and waste disposal. Specifications should include but not be limited to security fencing, dust and noise control, sediment control and any other specifications deemed necessary for building abatement.

6. Coordinate approvals and sign-off by all regulating agencies for demolition permit approval.
  7. Consultant shall assume an additional time for meetings with the building owner in the base bid.
  8. All checklists, letters, notifications, and other documentation as required by local, state, and federal authorities shall be included in this proposal as required.
  9. Provide a schedule for services to be performed.
- B. Site Soil Remediation Design
1. Provide in your proposal unit cost for the design, monitoring, and documentation of site soil remediation, should it become necessary based upon the findings of the final report and the existing Assessment. Include a narrative of your Project approach for the execution of such tasks, including the testing protocols you would recommend. Protocols should discuss the steps required to minimize the handling, stockpiling and testing of contaminated materials in order to best control the Project budget. Reuse on site is preferred to disposal, however, it can be assumed that environmentally unsuitable soils will also be considered to be structurally unsuitable for this proposal. Separate proposals for this work will be requested if such services are determined to be necessary.
- C. Bid Phase:
1. Assist the Owner in bidding the abatement/demo work, including but not limited to attendance at pre-bid and post-bid conferences, addressing bidder inquiries, preparation and issuance of addenda, review and reconciliation of bids, recommendations on contractor selection and contract terms.
- D. Construction Administration Phase:
1. The Firm will conduct a pre-construction meeting to review the Project schedule and clarify any questions prior to the commencement of hazardous materials abatement activities. The Firm will serve as the owner's on-site consultant during abatement activities to ensure the contractor is performing the work properly and in compliance with the Project specifications, and any applicable state and federal environmental regulations.
  2. On-site monitoring and inspections – The Firm will provide all required monitoring during the abatement process along with all required inspections in accordance with state and federal environmental regulations. Provide onsite personnel with appropriate credentials as required by regulatory agencies, to monitor abatement contractor's activities.
  3. Provide oversight of all abatement contractor activities including but not limited to, documentation related to all local, state and federal regulatory compliance, reporting, and abatement procedures for an abatement and demolition project. Include recommendation for approval of pay requisitions.

4. Report – The Firm will submit a Documentation of Records report of the abatement program to the client including the consultant’s log sheets, air sampling results, wipe sampling results, a copy of the contractor’s logbook of persons entering the work area, and all certificates confirming the proper transportation and disposal of all hazardous materials as required by state and federal environmental regulations.
5. Provide close out documentation and coordination with all regulatory agencies and owner.

#### IV. CONTENTS OF PROPOSAL

The proposal shall include all supporting materials, and a statement defining any proposed deviations from the requirements in this document, including additions, deletions, exceptions, and revisions.

##### A. Transmittal Letter, including:

1. Company name, main office address and local office address.
2. Statement indicating your understanding of the work to be performed.
3. Name, title, address, telephone number, and e-mail address of the individual to whom all inquiries about this response should be addressed.

##### B. Basic Firm Information (may be simply listed), including:

1. Name of company.
2. Date organized.
3. Tax Identification number(s).
4. Legal form of ownership. If a corporation, where incorporated.
5. Number of years engaged in services under present name.
6. Identify and explain any work awarded to your company that your company has failed to complete.
7. Identify and explain any instance in which your company has defaulted or has been accused of defaulting on a contract.
8. Identify and explain any potential conflicts of interest.
9. Identify the individuals who are authorized to bind the company in negotiations.
10. Describe any previous and pending litigation or other factors that could affect your company’s ability to perform this agreement.

##### C. Qualifications and Capacity, including:

1. Firm’s Qualifications: Provide information demonstrating the qualifications of your firm to complete this work. Please include:
  - Unique qualifications that your firm has regarding this project.
  - Projects completed in the past 5 years with a size and scale and timeframe (please include project name, client and size).
  - Proposed staffing for this project.
  - Resumes / qualifications for personnel that would be assigned to this project for each aspect of the proposed staffing plan, including their experience on projects of this size and type and their years with the firm.

- Describe your firm's familiarity with local laws, regulations, permitting and inspecting entities.
2. Firm's Capacity: Provide information indicating the capacity of the office that will provide the hazardous materials consulting and inspection services. Please include:
- The number of full-time professional staff your (local) office employs.
  - A list of all services required for this project that would be provided in-house by your firm, and a list of all services that would be outsourced.

D. Proposed Approach to the Project:

1. Briefly describe how your firm will conduct each phase of the project to adequately address the hazardous materials that may be encountered during the demolition of the building. Please emphasize any aspects of your approach that may be uniquely suited to this project.
2. Provide a proposed schedule for the work.

E. References:

1. Include the name, title, and contact information of the authorized owner's representative for at least three recent projects of similar size, scale, and timeframe.

F. Fee Proposal:

1. Please provide fees for direct charges and an estimate of the responder's costs for all services described herein following the format below. The lump sum fee shall include the cost of all materials, apparatus, labor and associated expenses required to perform the services identified in this request for proposal. Please also provide a schedule of hourly rates for all personnel anticipated to be involved in the proposed Project as shown below. All Unit Prices are inclusive of wages, taxes, travel, reimbursable expenses, overhead and profit.

<p>Lump Sum for Inspection labor to include asbestos, lead, universal waste, PCB caulking, glazing and compound sources, roofing, paint as required for building demolition. Fee shall include project management, and report preparation, including cost estimate for abatement and demolition of building, and specifications. Assume 4 additional hours for meeting with client. For purposes of bid evaluation provide a unit cost for each. The lump sum fee proposal shall include the cost for testing samples with normal turnaround.</p> <ul style="list-style-type: none"> <li>• Asbestos Samples <b>qty X unit cost per sample</b> \$</li> <li>• Lead Paint Samples <b>qty X unit cost per sample</b> \$</li> <li>• PCB Samples <b>qty X unit cost per sample</b> \$</li> <li>• A count of fluorescent light bulbs, mercury containing ballast and thermostats (although most have been removed). <b>Qty X unit cost per sample</b> \$</li> </ul>	
<b>LUMP SUM FEE FROM ABOVE</b>	<b>\$</b>

Accelerated testing – provide unit costs for accelerated testing of samples above: Asbestos Sample 24-hour turn around test unit rate Lead Paint Sample 24-hour turn around test unit rate PCB verification sampling unit rate (5-day turn around or better)	\$ _____ / test \$ _____ / test \$ _____ / sample
<u>Site Soil Remediation Design</u> : Lump Sum for scope of work described above.	
LUMP SUM FEE	\$
<u>Bid Phase</u> : Lump Sum for scope of work described above.	
LUMP SUM FEE	\$
<u>Demolition oversight</u> : Lump Sum for scope of work described above.	
LUMP SUM FEE	\$

#### V. INSURANCE

The firm shall obtain and maintain the following minimum level of Professional and General liability insurance, including but not necessarily limited:

Professional Liability:	\$2,000,000 each occurrence / \$2,000,000 aggregate
General Liability:	\$1,000,000 each occurrence / \$2,000,000 aggregate
Umbrella General Liability:	\$3,000,000 each occurrence / \$3,000,000 aggregate
Automobile Liability:	\$1,000,000 combined single limit
Workers Compensation:	\$500,000 each accident / employee

#### VII. EVALUATION CRITERIA

All proposals received in response to this RFP will be evaluated to determine if they are complete and meet the requirements specified in this RFP. The firm will be chosen based on who will provide the “best value” taking into consideration the most beneficial combination of qualifications, services, costs, and who has met the requirements of this RFP. Only proposals judged to be responsive to the submission requirements set forth in this RFP will be evaluated.

The Owner reserves the right:

- to accept or reject any or all bids in whole or in part and to accept other than the lowest price proposal;
- to waive any technical defect, qualification, omission, informality, or irregularity in any proposal received;
- to amend, modify, or withdraw this Request for Proposal;
- to require supplemental statements or information from a firm;
- to extend the deadline for responses to this Request for Proposal;
- to waive or correct any irregularities in proposals received;

The Owner may award a contract based upon the proposals received without discussion of such proposals with proposers. Each proposal should therefore be submitted with the most favorable terms the proposer can make to the Owner.

The Request for Proposal documents and Notice of Award shall be the agreement between the Owner and successful proposer with respect to the matters dealt with herein, and such shall supersede all other oral and written proposals, representations, understandings, and agreements previously made or existing with respect to any such matter.

#### VIII. QUALIFICATION OF BIDDERS

The Owner and Architect will review, analyze, and evaluate all proposals and score them in accordance with the criteria described below. If needed, additional information may be requested from one or more contractors.

Award will not be made solely on the basis of the cost of services. Evaluation factors to be considered in addition to cost shall be:

- The firm's reputation based on past work experience with the Owner and other references.
- Quality of workmanship, material, or service provided.
- Adequate financial resources or the ability to obtain such resources as required to complete the performance of the project.
- Adequate experience, organization, technical and professional qualifications, personnel, skill, equipment, and ability.
- The ability to comply with the time frames of the proposal.

Each firm must be prepared to present satisfactory proof of their capacity and ability to successfully complete the requirements of this solicitation.

The Owner reserves the right to make whatever investigations or inquiries necessary to determine the competency and ability of any firm to complete the requirements of this solicitation. A review may include, but not be limited to, inspection of the Contractor's facilities and equipment, references or previous contract performance.

Contract: The final contract will involve, at a minimum, the terms and conditions set forth in this RFP including the general conditions and may include those reflected in the specific proposal submitted. The content shall be the exclusive source of the Contractor's rights and remedies and shall supersede any and all prior writings, negotiations or agreements of any kind.

END OF REQUEST FOR PROPOSAL