

Request for Proposal

The Town of Bolton requests proposals from qualified firms or individuals for professional and technical services required to develop a plan that creates the greatest utilization of our current town buildings and includes an assessment of future needs for the town.

The facilities to be included are: Town Hall; Senior Center; Meeting Rooms A and B; Bolton Center School; Bolton High School; Bentley Memorial Library; Fire Station. Current and projected student populations for a minimum of five years shall be included in both school assessments. The following are to be included individually as alternates, Town Garage; Buildings and Grounds Garage; Community Voice Channel; Herrick Park; Indian Notch Park; Resident Trooper Office; and Heritage Farm.

Two copies of the proposal must be submitted to Kathy McCavanagh, Selectman's Office, Town of Bolton at 222 Bolton Center Road, Bolton, CT, 06043, no later than 11:00 am on January 21, 2025. One PDF copy shall be submitted upon request. Bid opening will occur at 11:15 am on January 21, 2025.

Proposals must include the following information:

- a. Propose scope of work and project approach
- b. Detailed information on the firm's background and experience
- c. Key staff assigned with resumes
- d. Proposed cost proposal

For questions contact Kathy McCavanagh by email at HR@boltonct.gov. Any questions must be sent to HR@boltonct.gov no later than 12:00 pm on January 6, 2025.

Responses will be posted in the form of an addendum on the Town web page not later than January 10, 2025. A copy of the previous report prepared in 2000 by Friar Associates is available for review in the Bolton Selectman's Office during Town hall business hours. **Should you wish to visit the buildings you may do so by appointment only. No one is permitted on school grounds during school hours. Appointments may be made by contacting John Butrymovich at jbutrymovich@boltonct.gov.**

The Town of Bolton reserves the right to accept or reject any and all bids or portions thereof in a manner that best serves the needs of the Town. Late submissions will not be considered.

Below are images and locations of the Town Buildings.



Bolton Town Hall
222 Bolton Center Road, Bolton, CT



Bentley Memorial Library
206 Bolton Center Road, Bolton, CT



Fire Station

168 Bolton Center Road, Bolton, CVC



Community Voice Channel

105 Notch Road, Bolton, C



Bolton Senior Center
104 Notch Road, Bolton, CT



Town Garage
School House Road, Bolton, CT



Buildings and Grounds Garage
School House Road, Bolton, CT



Herrick Park
29 Hebron Road, Bolton, CT



Resident State Trooper
220 Bolton Center Road, Bolton, CT



Bolton Center School
108 Notch Rd, Bolton, CT



Town Transfer Station
School House Road, Bolton, CT



Bolton High School
72 Brandy Street, Bolton, CT