



## City of New London

Department of Finance-Purchasing Agent  
13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

### **Request for Qualifications / Proposals** *Specifications and Proposal Documents Attached*

**Proposal No.: 2019-07**

**Opening Date and Time: December 7, 2018 @ 2:00 P.M.**

**Title: Phase I and Phase II Environmental Site Assessment for the New London High School – North Campus (State No. 095-0090N)**

**Special Instructions:** There will be a site visit at **10:00 A.M. on November 26, 2018**. All interested parties are to meet at New London High School, 490 Jefferson Avenue, New London, CT. Late arrivals (more than fifteen (15) minutes after the scheduled start time) will not be given credit for attendance at the meeting and will not be able to submit a proposal for this project.

**All questions should be directed to Diana McNeil, AIA Senior Project Manager at [dmcneil@crec.org](mailto:dmcneil@crec.org) by 2:00PM on November 29, 2018. Please copy Dedra Aker, Purchasing Agent, at [daker@ci.new-london.ct.us](mailto:daker@ci.new-london.ct.us) on all inquiries.**

**The following information must appear in the lower left hand corner of the envelope:**

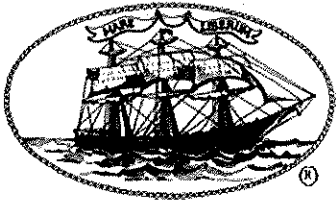
Sealed Proposal No.: 2019-07: Phase I and Phase II Environmental Site Assessment for the New London High School – North Campus (State No. 095-0090N)

Not to be opened until: December 7, 2018 at 2:00 P.M.

**Return Proposal to:**

Dedra Aker, Purchasing Agent  
City of New London  
13 Masonic Street  
New London, CT 06320

**Proposal cannot be accepted after the Proposal Opening Date and Time indicated above.**



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## PLEASE RETURN THIS FORM IMMEDIATELY

### Acknowledgement: Receipt of Request for Proposals

Proposal No.: **2019-07**  
**Phase I and Phase II Environmental Site Assessments for the New London High School – North Campus (State No. 095-0090N)**

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 and will ensure that you receive any addendum that may be issued.

Date Issued: November 20, 2018

Date documents received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Do you plan to submit a response? Yes \_\_\_\_\_ No \_\_\_\_\_

Print or type the following information:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

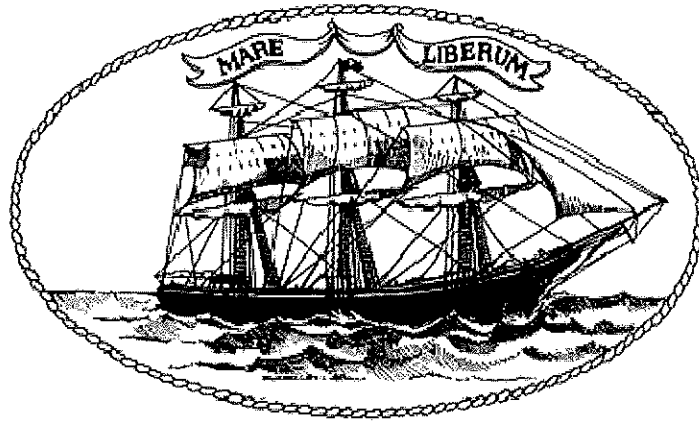
Received by: \_\_\_\_\_

**Note: Faxed or e-mailed acknowledgements are requested.**

**Fax No.: (860)447-5297**

**E-mail: daker@ci.new-london.ct.us**

**Fax this sheet only. A cover sheet is not required.**



# REQUEST FOR QUALIFICATIONS/PROPOSALS

## Phase I and Phase II Environmental Site Assessment

For:

New London High School – North Campus (095-0090 N)

|                        |                                 |
|------------------------|---------------------------------|
| RFQ/P Advertised:      | November 20, 2018               |
| Site walk- thru:       | November 26, 2018, 10:00 am EST |
| RFIs Deadline:         | November 29, 2018, 2:00 pm EST  |
| RFI Responses:         | December 3, 2018                |
| RFP Due:               | December 7, 2018, 2:00 pm EST   |
| Selection:             | December 11 to 14, 2018         |
| SBMC Recommendation:   | December 21, 2018               |
| City Council approval: | January 7, 2019                 |
| Award and contract:    | January 9, 2019                 |

Note: The above dates are subject to change. All changes will be posted on the City of New London's Purchasing Department website and the Department of Administrative Services Contracting Portal.

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Equal Employment Policy
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  - Exhibit M – Contract for services

## **I. INVITATION TO SUBMIT**

Pursuant to the terms and conditions of this Request for Qualifications and Proposal (RFQ/P), the City of New London is pleased to solicit packages for Phase I and Phase 2 Environmental Site Assessments for the New London High School – North Campus (State No.095-0090N), located at 490 Jefferson Avenue, New London, CT 06320.

Qualification packages and Proposals, submitted in separate sealed envelope, should be addressed and delivered to:

Dedra Aker, Purchasing Agent, City of New London  
c/o Diana I. McNeil, AIA, Senior Project Manager, CREC Construction & Facilities Division

Submission deadline is **December 7, 2018 at 2:00 pm EST**. No extensions will be granted.

Please direct any and all questions concerning this RFQ/P to Diana McNeil, AIA Senior Project Manager, via email at: [dmcneil@crec.org](mailto:dmcneil@crec.org). No later than **November 29<sup>th</sup>, 2018 at 2:00 pm EDT**. All inquiries shall copy Dedra Aker, New London Purchasing Agent at [daker@ci.new-london.ct.us](mailto:daker@ci.new-london.ct.us).

## **II. PROJECT DESCRIPTION**

The existing New London High School is located at 490 Jefferson Avenue in New London, CT. It was built in 1969 and encompasses approximately 176,000 SF. Adjacent and on the same property is the Science and Technical Magnet High School (STEM), approximately 60,000 SF. At completion, the total campus (both buildings) is expected to be 270,000 SF.

The original budget grant was \$98,026,000 dollars and has been increased to \$108,000,000 dollars, as approved by the Connecticut State Department of Administrative Services ("DAS")

At completion this will be a renovated as new facility with additions. Minor interior alterations are proposed at the adjacent STEM building. The project is currently in the Schematic Design phase, with an aggressive schedule that includes several early bid phase packages.

## **III. SCOPE OF SERVICES**

This RFQ/P is requesting qualifications and proposals from experienced environmental firms to provide services known as Phase I and Phase II Environmental Site Assessment for the above referenced project's site.

The selected consultant's obligations in providing the services and performing the work under the contract shall include, without limitation, the following:

The Bidder shall provide Phase 1 and Phase 2 ESA to identify the presence, or likely presence, of environmental contamination of soil and/or groundwater on the existing site by qualified environmental professional(s). The Phase 1 will be conducted using Standard Practice E1527-13 for ESAs issued in 2013 by the American Society for Testing and Materials Standard (ASTM) as the general standards for or investigation and meet the EPA's all appropriate inquiry standard.

### I. Phase 1 Environmental Site Assessment

Provide a visual inspection of the existing property to identify observable signs of damage and contamination that may impact the facility's operation.

Provide a record search of documents made available by the Owner as well as municipal and regulatory agencies to obtain record of environmental concerns reported on or near the property.

Provide a Phase 1 Environmental Site Assessment report recording the results of the site inspection; records search and conclusions with recommended corrective measures to mitigate environmental issues identified as part of the preliminary investigations.

The report should be completed three weeks after the contract's execution, unless arrangements are made with the City for an extension.

### II. Phase 2 Environmental Site Investigation

Provide an allowance amount; that will be adjusted based upon the findings of the Phase 1 Environmental Site Assessment, to prepare a Phase 2 Environmental Site Investigation Report.

Include two days of drilling. Anticipate 10 borings to an average depth of 15 feet below existing grade and the installation of 3 ground water monitoring wells.

Provide full-time inspection of subsurface investigation by environmental scientist. Anticipate the collection and analysis of 10 soil and 3 ground water samples for the following parameters:

- Extractable Total Petroleum Hydrocarbons (ETPH) via the CT ETPH Method
- Volatile Organic Compounds (VOCs) via the EPA Method 8260.
- Polynuclear Aromatic Hydrocarbons (PAHs) via EPA Method 8270
- RCRA 8 Metals via EPA Method 6010

## **IV. MINIMUM REQUIREMENTS**

Bidders are required to submit (i) four (4) copies and one thumb drive of their response to the qualification portion of this RFP in a sealed envelope or package, bearing on the outside the wording "Phase I and Phase 2 ESA Services for New London High School North Campus. The Fee Proposal is to be in a separate sealed envelope using the Exhibit B form. The qualifications must be organized in the following sections:

1. Cover Letter: All bidders shall indicate their intent to complete the services in a timely manner.
2. Copy of P.E or other relevant licenses required by key members of the team to perform the work.
3. Team member's qualifications and experience with projects similar in size, scope and budget.
4. List of qualifying projects (Exhibit A). A qualifying project is a project completed in the last five years that is similar in size, scope and budget to this project.

5. Signed acknowledgement of the Bidder's acceptance of the Contract terms and conditions (Exhibit C).
6. Past Claims or Disputes: Indicate any claims, disputes, or arbitration proceedings that have occurred on any projects in the last five (5) years. Indicate who they were with and the current status of each, even if pending.

A proposal that does not comply with all minimum requirements shall be deemed unresponsive and be disqualified. The fee proposal will be returned unopened.

**Fee Proposal:** Use Exhibit B for your Fee Proposal. **Please be sure that the Fee Proposal is in a separate envelope from the Qualifications.**

## **V. REVIEW AND SELECTION PROCESS**

The City and the School Building and Maintenance Committee will conduct a review and selection process. The selected Bidder will have successfully met all of the criteria and deemed by the City of New London selection committee, at its sole discretion, as the most responsible, responsive, and qualified bidder.

1. Qualification Proposal Review: A selection committee shall review Proposals for compliance with minimum requirements, format adherence, and quality of responses and team experience with similar projects. A score from one to ten is assigned to each category, one as the highest. The bidder's qualification final score is an average of all categories submitted by each reviewer.
2. Fee Proposal Review: A Bidder's fee proposal will be ranked against all the Bidders who have submitted a Proposal. The Bidder with the lowest overall fee proposal will be ranked No.1 and so on, until all Bidders have been assigned a ranking.
3. Qualification and fee rankings: Are evaluated to arrive at a list of up to four top ranked firms representing the most responsible, responsive and qualified bidders. The selection committee may, or may not, choose to interview all the firms. The City of New London reserves its right to do so, if it is deemed in its best interest.
4. Final Selection: The selection committee will collectively evaluate qualifications of the four finalist firms for proposal, fee and overall best qualified relative to the project at hand.

*The City of New London nor any of their respective officers, directors, employees or authorized agents shall be liable for any claims or damages resulting from the selection, non-selection or rejection of any Proposal.*



## VI. GENERAL TERMS AND CONDITIONS

By submitting a Proposal a Bidder is hereby deemed to have accepted and agreed to comply with all the terms and conditions of this RFP, including, without limitation, the following:

1. **Acceptance or Rejection by the City of New London** – we reserve the right to accept and/or reject any or all Proposals submitted for consideration to serve the best interests of the City of New London.
2. **Ownership of Documents** – All documents submitted in response to this RFP are to be the sole property of the City of New London.
3. **Ownership of Subsequent Products** – Any product, whether acceptable or unacceptable, developed under a Contract awarded as a result of this RFP is to be the sole property of the City of New London unless stated otherwise in the RFP or the applicable Contract.
4. **Timing and Sequence** – Timing and sequence of events resulting from this RFP will ultimately be determined by the City of New London.
5. **Oral Agreements** – There shall be no oral agreements or arrangements by and/or between a Bidder and the City of New London related to this RFP.
6. **Amending or Canceling Requests** – the City of New London reserves the right to amend or cancel this RFP prior to the due date and time, if it is in the best interest of the City of New London.
7. **Rejection for Default or Misrepresentation** – the City of New London reserves the right to reject a Bidder's Proposal if the Bidder is in default under any prior contract with the City of New London or has made misrepresentations in the Proposal.
8. **Clerical Errors in Awards** – the City of New London reserves the right to correct inaccurate awards of a Contract under this RFP resulting from clerical errors.
9. **Rejection of Proposals** – Proposals will be rejected if they limit or modify any of the terms and conditions and/or specifications of this RFP.
10. **Changes to Proposals** – No additions or changes to a Proposal will be allowed after submittal under this RFP.
11. **Contract Requirements** – The Proposal of a Bidder awarded a contract under this RFP will become part of the contract and may be amended/revised by the City of New London at its discretion.
12. **Rights Reserved to the City of New London** – the City of New London reserves the right to reject any and all Proposals, in whole or in part, and to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the City of New London will be served.
13. **Withdrawal of Submission** – Negligence on the part of the Bidder in preparing the RFP confers no right of withdrawal after the time fixed for the acceptance of the submission.
14. **Assigning, Transferring of Agreement** – The successful Bidder is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of an awarded contract under this RFP without the prior consent and approval in writing by the City of New London.
15. **Cost of Proposal Preparation** – the City of New London shall not be responsible for any expenses incurred by the Bidder in preparing and submitting a Proposal. A Proposal shall provide a straightforward, concise delineation of the Bidder's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.



**EXHIBIT A: LIST OF QUALIFYING PROJECTS (within the last 5 years)**

Consultant's Firm \_\_\_\_\_

List the projects to comply with the requirements set forth in the section "Minimum Qualification Proposal Requirements":

| Line No. | Project Title | State of CT Project # (if applicable) | Owner | Owner Point of Contact Name/Phone # | Project Budget | Month/Year Of Occupancy |
|----------|---------------|---------------------------------------|-------|-------------------------------------|----------------|-------------------------|
| 1        |               |                                       |       |                                     |                |                         |
| 2        |               |                                       |       |                                     |                |                         |
| 3        |               |                                       |       |                                     |                |                         |
| 4        |               |                                       |       |                                     |                |                         |
| 5        |               |                                       |       |                                     |                |                         |
| 6        |               |                                       |       |                                     |                |                         |
| 7        |               |                                       |       |                                     |                |                         |
| 8        |               |                                       |       |                                     |                |                         |
| 9        |               |                                       |       |                                     |                |                         |
| 10       |               |                                       |       |                                     |                |                         |

**EXHIBIT B**

**BID FORM: FEE AND COMPENSATION STRUCTURE**

FIRM NAME: \_\_\_\_\_

**Fee and Compensation Structure**

| <b><u>Fixed<br/>Fee/Compensation<br/>Description</u></b> | <b><u>\$</u></b> | <b><u>Description</u></b> |
|--|------------------|---------------------------|
| Phase I ESA<br>Assessment Total                          | \$ _____         |                           |
| Phase II ESA<br>Allowance Total                          | \$ _____         |                           |
| Staff Rates (list by<br>title/role)                      | \$ _____         |                           |
|  | \$ _____         |                           |
|  | \$ _____         |                           |
|  | \$ _____         |                           |
|  | \$ _____         |                           |
|  | \$ _____         |                           |
|  | \$ _____         |                           |
|  | \$ _____         |                           |

**EXHIBIT C: Acceptance of Contract Terms**

Insert Company Name as a condition of satisfying the minimum requirements of that certain document entitled "REQUEST FOR PROPOSALS for Phase I and Phase 2 Environmental Assessment Services for New London High School – North Campus (095-0090 N) hereby accepts the terms and conditions of the contract included and attached to said document as Exhibits F and M, without exception.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name