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**EASTCONN COOPERATIVE**

376 Hartford Turnpike

Hampton, CT 06247

860-455-1628 or 860-455-1629

**RFP**

 **ARCHITECTURAL SERVICES**

**2019**

 1)  **Intent** - EASTCONN is requesting proposals for an architectural firm to provide architectural services for a Toilet Room Addition.

 2) **General Information** –The plan is to install a new Toilet Room in an existing classroom for Head Start at 562 Westcott Road. Please see attached sketch.

 3) **Scope of Services** – The purpose of this RFP is to select a qualified firm to provide to EASTCONN architectural services to complete the project renovation including:

* Develop construction drawings that will serve as the basis for both bidding and construction.
* Develop bid specs for all project materials required for procurement.
* Assist in developing project budget for labor and materials.
* Firm must be well-versed in all regulations pertaining to ADA compliance, have full understanding of regulations pertaining to early childhood operations.
* Participate in regular site observations during construction phase and final close-out of the project.

4) **Inspection of Facility** – A non-mandatory site visit and walk through will be held on Thursday August 22, 2019 at 10:00 a.m.at 562 Westcott Road in Danielson, CT 06239 to discuss the project, view the location and to provide an opportunity for questions and explanations.

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5) **Proposal Requirements** – Proposals should include, at a minimum:

 a) General company information including:

Name of firm

Complete address

Contact Person

Telephone number

Fax number

Internet address

E-mail address

* 1. Provide a General Statement of Qualifications that responds to the project information stated above
	2. Fee structure

Identify your fees, including reimbursable costs, based upon the project scope stated above.

Submit a schedule of hourly rates by employee classification for additional work, if requested.

 6) **Submission Instructions** – All proposal documentation need to be received at EASTCONN no later than September 05, 2019 at 1:00 p.m. Questions on this RFP direct to Heidi Radcliffe at 860-455-1628

or Kerry Dexter at 860-455-1629.

Note: EASTCONN is under no obligation to award this contract during this bidding process and is not obligated to accept the lowest bid. EASTCONN reserves the right to reject any and all proposals or solicit new proposals, if such actions are deemed reasonable and in the best interest of EASTCONN.

Sealed proposals should be submitted to:

Cooperative Purchasing

EASTCONN

376 Hartford Turnpike

Hampton, CT 06247

RE: EASTCONN Toilet Room Addition

It is the policy of EASTCONN that no person shall be excluded from participation in, denied the benefits of, or otherwise be discriminated against under any program, including employment, because of race, color, religious creed, gender, age, national origin, or disability.

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