

**City of New Britain  
Invitation to Submit  
Request for Qualification Statement**

*Request for Qualifications to Provide Environmental Consulting  
Hazardous Building Materials and Underground Storage Tank Compliance  
for Proposed Renovation-as-New, Additions and Site Improvements  
to Chamberlain Elementary School*

***REQUESTS FOR QUALIFICATIONS DUE: Friday August 14, 2020 at  
10:00am, 272 Main Street, New Britain, CT***



Questions: Contact Facilities Management at (860) 827-2217

Chamberlain School  
School Building Committee  
Frances Wolski, Chairperson  
Raymond L. Moore  
Owners Project Manager

**City of New Britain and the Consolidated School District of New Britain  
272 Main Street, New Britain, CT 06050-1960  
Helen Talalaj (860) 827-2217 • Fax (860) 827-2214**

**Issue Date: Friday, July 31 2020**

**RFQ Due Date: Friday, August 14, 2020 10:00am**  
**RFQ's shall be submitted on Friday 8/14/2020 at 10:00am at**  
**272 Main Street**  
**New Britain, CT**  
**Helen Talalaj 860-827-2217**

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**Request for Qualifications to Provide Environmental Consulting - Hazardous Building  
Materials and Underground Storage Tank Compliance  
Chamberlain Elementary School  
120 Newington Ave, New Britain, Connecticut  
for  
The City of New Britain**

***I. PROJECT DESCRIPTION***

The City of New Britain, on behalf of the School Building Committee, is seeking a qualified environmental engineering firm that can provide hazardous building materials consulting and underground storage compliance services, which will involve, inspection, preparing plans and specifications, and providing project oversight for the renovation of Chamberlain School as new, construct new additions and site improvements.

The site is the Chamberlain Elementary School located at 120 Newington Ave in New Britain, Connecticut.

The original school was constructed in 1951. Additions and renovations were completed in 1994. The project involves renovation and an addition resulting in an approximate 102,000 SF school building.

In June 2019, the City approved funding forty-nine million dollars (\$49 million) for this project. An ED049 application was file prior to June 30, 2019.

The newly renovated building shall include a new addition of approximately 16,580 square feet. Chamberlain School shall include:

- 24 General Classrooms
- Expand Administration Suite with additional office spaces
- Building Services Spaces – New Mechanical Room, Janitor’s Closet, Boys and Girls
- Lavatories, Storage
- Reconfigure Media Center
- Reconfigure cafeteria adding a STEAM Classroom

Site improvements will include:

- Improvements to bus drop-off/pick-up areas around the school to accommodate buses which will eliminate traffic jams around the school and improve student safety.
- Construction of new parking spaces including handicapped accessible spaces
- Site Work – staff parking, bus pattern improvements
- Construction of new parent drop off areas

**1. SELECTION OF SHORT-LISTED FIRMS**

The School Building Committee shall review all Requests for Qualifications received and short list the most qualified firms. Selected firms shall then be notified in writing ASAP.

**2. RECEIPT OF REQUESTS FOR QUALIFICATIONS**

Pursuant to the “Invitation to Submit a Request for Qualifications”, Requests for Qualifications documents for providing environmental engineering services will be received by Facilities Management as set forth therein. Qualification Statements received prior to the date set for receipt will be securely kept. Qualification Statements received by the time set for receipt will be opened and recorded.

**II. *SUBMISSION OF REQUESTS FOR QUALIFICATIONS***

**1. COPIES REQUIRED**

The environmental engineer shall be required to submit four (4) original copies of their qualifications for these services to the Office of the Chief Facilities & Special Projects Officer by the time and date specified.

A fee proposal is not requested at this time.

**2. REQUESTS FOR QUALIFICATIONS DOCUMENT**

All interested firms are to submit a Statement of Qualifications to include the information listed below in the order presented with a Table of Contents to facilitate the RFQ review:

- A. Letter of Transmittal from each firm. The Letter of Transmittal shall indicate the firm’s interest in the project, brief summary of their related experience, and any other information/experience that will assist the School Building Committee in making its selection.
- B. Basic Firm Information (may be simply listed), including:
  - a. Name of company
  - b. Date organized
  - c. Tax Identification number(s)
  - d. Legal form of ownership. If a corporation, where incorporated
  - e. Number of years engaged in services under present name
  - f. Identify and explain any work awarded to your company that your company has failed to complete
  - g. Identify and explain any instance in which your company has defaulted or has been accused of defaulting on a contract
  - h. Identify and explain any potential conflicts of interest
  - i. Identify the individuals who are authorized to bind the company in negotiations
  - j. Describe any previous and pending litigation or other factors that could affect your company’s ability to perform this agreement
  - k. References

- A. Names of key personnel etc. with brief resumes of each describing background, experience and length of time with the organization.
- B. Number of staff in present firm including specific certification and/or licensure in disciplines for hazardous building materials and Licensed Environmental Professionals (LEP).
- C. Listing of names and address of all sub-consultants, sub-contractors and associates expected to be retained for this project including proposed laboratories for analysis.
- D. A representative listing of similar projects (Minimum of five) completed by the present firm in the last five years. Provide year of completion, description of project, owner's name, address and contact person.
- E. Consultants are requested to limit the information contained in their submission to only that information **as above requested and with a Table of Contents to facilitate review**. Submissions containing superfluous information will not be considered.
- F. Proof of Insurance.

### III. ***METHOD OF SELECTION FOR CRITERIA FOR SHORT-LIST FINALISTS***

The following factors will be considered by the School Building Committee in evaluating the Qualification Statements submitted for the award. The factors to be evaluated will not necessarily be evaluated in the order in which they are presented but will be appropriately weighted in descending order of importance:

- The technical competence of the firm;
- The firm's experience on similar renovate like new addition/underground storage tank projects;
- The firm's qualifications and experience of key personnel;
- Reputation of the firm based on references.

***REQUESTS FOR QUALIFICATIONS DEADLINE:  
Friday, August 14, 2020 at 10:00am***

***TENTATIVE TIME SCHEDULE – SUBJECT TO CHANGE***

- o Selection of shortlisted Contractors Monday August 17, 2020
- o Mandatory Pre Bid Walk through for Shortlisted Candidates-Friday August 20, 2020
- o Financial Proposals due Thursday August 27, 2020
- o Selection of Consultant No later than – Monday August 31, 2020
- o Plan completion by March/April 2021
- o Office of School Construction Plan Review, if required March/April 2021
- o Bid project May 2021
- o Begin construction July 2021

## EXHIBIT 1

### DESCRIPTION OF SERVICES

#### A. GENERAL

This RFQ is to cover the following services:

- Hazardous materials to be assessed will include, but not may not be limited to: asbestos-containing materials (“ACMs”), polychlorinated biphenyls (“PCBs”), mercury, lead-based paint, refrigerants, and other environmental materials (“OEM”).
- Underground storage tank services including assessment, post removal soil/groundwater sampling, managing of soils and closure documentation to CTDEEP, local fire marshal and the CITY.

#### B. BACKGROUND\*

CITY OF NEW BRITAIN is seeking to determine existing conditions of the Site for possible future development or re-use of the building.

*\*See link to feasibility Study*

Please see the link below for the complete Feasibility Study:

[https://kaestleboos-my.sharepoint.com/:b:/g/personal/jmangiagli\\_kba-architects\\_com/EWaRyYNDDY5EqPTaTvoNguABtx5qeQAEYOHek6NpFCCNYw?e=6Cwoyd](https://kaestleboos-my.sharepoint.com/:b:/g/personal/jmangiagli_kba-architects_com/EWaRyYNDDY5EqPTaTvoNguABtx5qeQAEYOHek6NpFCCNYw?e=6Cwoyd)

#### C. AVAILABLE DOCUMENTS

There have been several completed studies and reports for the Site. These documents may be accessed and reviewed by the Suppliers at the following address: [Chamberlain School, 120 Newington Ave, New Britain CT](#)

These documents are for informational purposes and, as such, details of the project may be modified during development of design documents. The supplied information is considered confidential and conceptual in nature, and is not to be shared or discussed with others without CITY OF NEW BRITAIN’s written permission.