



Naugatuck Valley Health District

98 Bank Street Seymour, CT 06483

T: 203-881-3255 F: 203-881-3259 W: www.nvhd.org

Ansonia Beacon Falls Derby Naugatuck Seymour Shelton

Public Health
Prevent. Promote. Protect.

REQUEST FOR PROPOSALS ARCHITECTURAL/ENGINEERING SERVICES

I. PURPOSE OF REQUEST/SCOPE OF SERVICES

The Naugatuck Valley Health District (NVHD) is requesting proposals from qualified and experienced firms to provide architectural and engineering services for to renovate the inside of the facility "Like New" and to undertake outside aesthetic renovation at 98 Bank Street, Seymour, CT 06483.

Scope of Work

The proposed project is for renovations to convert 98 Bank Street from its former use as a mixed office facility to solely the health district office. Each of the three floors is approximately 5,000 square feet. The building has historic designation.

The project will include, but not be limited to, the following:

- Environmental study
- Evaluation of interior and exterior building systems
- Code issues/compliance
- Develop program of spaces
- Installation of elevator
- Installation of fire sprinkler system
- ADA compliance
- Initial cost estimates of construction
- Corresponding required documents for planning, financing and related purposes

II. PROPOSAL FORMAT

Respondents shall submit a cover letter, addressed to Jessica Kristy, Executive Director, signed by an authorized principal or agent of the respondent, which provides an overview of the respondent's offer, as well as the name, title, and phone number of the person to whom the NVHD may direct questions concerning the proposal.

The written discussion shall be organized to match the headings delineated below.

Project Understanding

Please provide a written discussion in sufficient detail to demonstrate an understanding of the project's scope and services required, including the management approach to be utilized to complete all phases of the project.

Experience/Qualification Statements

All firms asked to submit a proposal have qualification statements on file with the Naugatuck Valley Health District. Please do not submit this information again unless you have been contacted specifically to provide additional copies of those statements.

References

Include a list of at least three references for similar work performed in the last two years. *Municipal references are preferred.*

Staff Plan

Please identify all staff that will provide any portion of the services required under this contract. For each identified individual, provide background and experience, and areas and levels of responsibility. Please provide resumes for all key personnel and identify consultants not directly employed by your firm, if applicable. If this information was provided in the Qualification Statements, there is not a need to resubmit.

Services Expected of the NVHD

Proposals shall define the nature and scope of all services to be provided by the NVHD.

Fee/Payment Schedule

Please provide a complete cost proposal for the project described herein. This shall include an all-inclusive rate for the entire project.

Start Date/Timeline

Respondents are asked to demonstrate their ability to start work within 30 days from the date of the contract award.

All Proposals Must Be Signed by the Respondent

Unsigned proposals cannot and will not be considered. All proposals submitted shall be considered valid for at least ninety (90) days from the opening date.

Respondents are asked to include eight (8) complete copies of their proposals, including any and all attachments along with their original.

III. EVALUATION PROCESS

The Facilities Committee, comprised of members of the Naugatuck Valley Health District, will be charged with evaluating the proposals submitted. At its sole discretion, the NVHD reserves the right to request additional clarifying information, to conduct interviews with any finalists, and to negotiate pricing proposals and the final scope of work when such action is in the NVHD's best interest to do so.

IV. SUBMISSION DEADLINE

Sealed proposals, addressed to Jessica Kristy, Director, Naugatuck Valley Health District, 98 Bank Street, Seymour, CT, 06483, will be received until, but not later than, 12:00 PM, Friday, May 24, 2024.

Envelopes must be clearly marked "Architectural Services" to ensure that they are recorded in connection with the correct solicitation. Questions may be directed to Jessica Kristy at 203-881-3255 extension 103 or jkristy@nvhd.org.

V. TENTATIVE TIMETABLE FOR PROJECT (SUBJECT TO CHANGE)

April 26, 2024	Qualification Statements Due
May 10, 2024	Mandatory walkthrough conducted at 1:00PM
May 24, 2024	Proposals due not later than 12:00PM
May 28 – June 4, 2024	Evening interviews of finalists by Facilities Committee
June 11, 2024	Facilities Committee recommendation presented to NVHD Board of Directors

VI. GENERAL TERMS AND CONDITIONS

The NVHD reserves the right to accept or reject any and all proposals or portions thereof, and will award the project to the firm it deems the most qualified and best to serve the public interest. The NVHD is not obligated to accept the lowest quote.

Proposals shall disclose whether the firm has defaulted on a project similar to the subject project within the last five years and if it has been involved in any litigation or arbitration within said time.

The firm shall provide evidence that it is covered by Errors and Omissions insurance and the limits it carries, and if selected, it shall provide the NVHD with evidence thereof and a certificate of insurance acceptable to the NVHD.

Ownership of Proposals

All proposals submitted in response to this RFP are to be sole property of NVHD and shall be subject to the provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information).

Amending or Canceling Request

NVHD reserves the right to amend or cancel this RFP, prior to the due date and time, if it is deemed to be in its best interest to do so.

Waiver of Informalities

The NVHD reserves the right to accept or reject any and all responses to this Request for Proposals, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in its best interest.

Collusion

By responding, the firm implicitly states: that its proposal has not been made in connection with any other competing firm submitting a separate response this RFP; is in all respects fair; and has been submitted without collusion or fraud. It is further implied that the firm had no knowledge of the specific contents of the RFP before its issuance, and that no employee or member of the board of directors of NVHD assisted in the vendor's proposal preparation.

Assigning/Transferring of Agreement

Any successful firm is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the resulting agreement or its rights, title, or interest therein, or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from NVHD.

Termination

Naugatuck Valley Health District may terminate any contract(s) or any part of any contract(s) resulting from this process at any time for; cause, default or negligence on the part of the vendor; or if the vendor fails, in the opinion of the NVHD, to meet the general terms and conditions of any resulting contract or to provide a level of service that is deemed to be in the best interest of the NVHD.

Severability

If any terms or provisions of this Request for Proposal shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.



Healthy people in a healthy Naugatuck Valley