



**RFP #2017-002**  
**Architectural-Engineering Services**  
**Improvements to Juliette Low Park**  
**Stratford, Connecticut**

**General:**

The Town of Stratford is seeking Professional Architectural - Engineering services for a new gazebo and selected improvements to Juliette Low Park. The existing park is located on the corner of Sedgewick Avenue and Woodend Road and is 1.43 acres. Proposers must visit park prior to submitting proposals to become familiar with existing conditions.

All interested firms should take note that this project is being funded, in part or in full, through a grant from the federal Community Development Block Grant Program, administered by the town of Stratford, Connecticut. The firm selected will be responsible for complying with certain terms and conditions of the federal grant.

**Proposed Improvements include:**

1. New +/-1000sf gazebo with grill pad, water, electric, and lighting.
2. New water and electric service locations.
3. Hardscape and landscape alterations to support new gazebo and selected repairs and improvements to the park.

**Scope of Work:**

1. Meet with Town and park stake holders to understand programmatic needs.
2. Present design solutions for comment and approval that best meet stake holder and budgetary requirements.
3. Support Town personnel with required documents to secure CDBG (Community Development Block Grant) funding.
4. Present to public agencies as needed to secure funding and obtain all approvals.
5. Prepare complete architectural and engineering bid documents, including construction plans, specifications, and contract documents

necessary to successfully construct the project in conformance with Town and State requirements. The Architectural firm shall comply with the State of CT Department of Economic and Community Development's "Bidding Procedures", "Construction Monitoring Procedures" and "Submission Guidelines for Owners and Architects". Electronic copies of these documents are available upon request.

6. Assist in bidding, negotiations, reference checks and award recommendation.
7. Respond to Requests for Information (RFI's).
8. Facilitate and observe construction phase to confirm adherence to contract documents.
9. Lead project meetings with contractor as needed.
10. Provide punch list and assist with project closeout.

**Schedule:**

The intent is to award and start this project right away so documents can be completed, project bid out, and contractor ready for construction as soon as weather allows in spring 2017.

**General Information:**

1. The Town is exempt from applicable sales/service taxes
2. Architectural firms responding to this RFP must be licensed/registered as an Architect in the State of Connecticut.
3. The firm must indicate they can perform the required services within the overall time schedule.
4. The firm must indicate they maintain Professional Liability, Comprehensive General Liability, Workers Compensation & Employers Liability and Automobile Liability Insurance coverages.
5. Provide a schedule of delivery dates. If feasible, the Town intends to have construction completed before July 4, 2017.
6. Preference will be given to firms that have previous experience with CDBG grant procedures.

**Selection criteria:**

Will include, but not be limited to:

- Overall firm experience
- Relevance project experience
- CDBG funded project experience
- Town of Stratford experience
- Team experience
- References
- Fee proposal

**Submission Requirements:**

Interested firms should submit six (6) copies of their proposals and one electronic (PDF on CDROM or flash drive) to

Michael Bonnar, Purchasing Agent  
Town of Stratford  
2725 Main St, Rm 202  
Stratford, CT 06615

**Proposal must include:**

- List of key personnel who will be assigned to the project.
- At least three (3) similar projects undertaken by the firm.
- Proposed consultants.
- A detailed fee proposal and lump sum price for complete professional architectural-engineering services.
- Three (3) references (minimum).

The deadline for submission is February 1, 2017 at 3:00 pm.

Responses should be in a sealed envelope clearly marked:

RFP #2017-002  
Architectural-Engineering Services Proposal  
Improvements to Juliette Low Park  
Stratford, CT 06615

**THE TOWN OF STRATFORD RESERVES THE RIGHT TO WAIVE ANY DEFECTS AND INFORMALITY IN ANY PROPOSAL, TO REJECT ANY OR ALL PROPOSALS FOR WHATEVER REASON AND TO ACCEPT THAT PROPOSAL DEEMED TO BE IN THE BEST INTEREST OF THE TOWN.**

**Attachments:**

- Conceptual Site Plan