

**LEGAL NOTICE**

**TOWN OF VERNON**

**RFQ/RFP #1079-11/19/15**

**ARCHITECTURAL DESIGN SERVICES FOR  
VERNON SCHOOLS ROOF PROJECTS**

**INVITATION TO BID**

The Town of Vernon is seeking an architectural firm to provide design services for the preparation of plans and construction documents for the roof replacement of three (3) schools: Northeast School, 69 East Street; Skinner Road School, 90 Skinner Road; and a partial roof replacement for the Vernon Center Middle School, 777 Hartford Turnpike.

**There will be a mandatory site visit at 10:00 AM on Thursday, November 12, 2015, starting at Skinner Road School, 90 Skinner Road, Vernon, Connecticut 06066. Proposals from any parties/firms who fail to attend this mandatory site visit will be disqualified without further consideration.**

Copies of the RFQ/RFP are available from the office of the Town Administrator from 9:00 AM until 4:30 PM, Monday through Wednesday, 9:00 AM until 7:00 PM on Thursday, and 9:00 AM until 1:00 PM on Friday; or anytime online at <http://www.vernon-ct.gov/legal-notices> with reference to RFQ/RFP #1079-11/19/15.

All questions about the proposals should be directed to Roger LaFleur, Program Manager, by email at [pmresourcesllc@att.net](mailto:pmresourcesllc@att.net), with copies to John D. Ward, Town Administrator, by email at [jward@vernon-ct.gov](mailto:jward@vernon-ct.gov) no later than 5:00 PM, Monday, November 16, 2015. Answers to all so received questions shall be posted by 5:00 PM, Tuesday, November 17, 2015 on the Town's website under the bid section at <http://www.vernon-ct.gov/legal-notices> with reference to RFQ/RFP #1079-11/19/15.

Three (3) hard copies and one (1) electronic copy of all proposals should be submitted in a sealed envelope, with "**BID DOCUMENT – RFQ/RFP #1079-11/19/15 - Architectural Design Services for Vernon Schools Roof Projects**" clearly marked on the outside of the envelope, to: John D. Ward, Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, 3rd Floor, Vernon, Connecticut 06066 by **1:00 PM on November 19, 2015**; at which time proposals shall be opened and read aloud publicly. Emailed bids will not be accepted.

The selected firm must meet all municipal, state and federal AA and EEO practices and requirements. MBEs/WBEs/SBEs are encouraged to apply. The Town reserves the right to reject any or all proposals in whole or part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any company for any services mentioned in this RFP; if it is deemed to be in the best interest of the Town.

**Confidentiality** - If Respondent believes that any information in its proposal should be treated as confidential that material shall be clearly marked. The Town shall endeavor to protect confidential material from disclosure to non-Town employees to the extent required by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFP.

John D. Ward  
Town Administrator