

LEGAL NOTICE

TOWN OF VERNON

RFP/RFQ #2025-02/08/2018

ARCHITECTURAL DESIGN SERVICES
SCHOOL ROOF REPLACEMENT

The Town of Vernon, Connecticut is seeking an Architectural firm to provide design services for the preparation of plans and construction documents for a partial roof replacement at Vernon Center Middle School during the summer of 2018. The total project includes replacement of approximately 65,195 square feet of roof. *Note that a mandatory site visit will be held at Vernon Center Middle School, 777 Hartford Turnpike, on Wednesday, January 24, 2018 at 2:00 PM.*

All respondents shall provide three (3) hard copies and one (1) electronic copy of proposals and should be submitted in a sealed envelope, clearly marked "***BID DOCUMENT – RFP/RFQ #2025-02/08/2018 - Architectural Design Services - School Roof Replacement***" on the outside of the envelope, to:

Town of Vernon
Mr. Michael Purcaro, Town Administrator
14 Park Place, 3rd Floor, Vernon, Connecticut 06066

by **11:30 AM on Thursday, February 8, 2018**; at which time proposals shall be opened and read aloud publicly. **Emailed or faxed bids will not be accepted.**

Qualifications will be reviewed by the Town's Selection Committee. Interviews may be required. The selected firm must meet all municipal, state and federal Affirmative Action and Equal Employment Opportunity practices and requirements. MBEs/WBEs/SBEs are encouraged to apply.

The Town reserves the right to reject any or all applications in whole or in part, to award any one service or group of services or all services, to negotiate with any or all companies submitting qualifications, and to enter into an agreement with any company for any services mentioned in this RFP/RFQ if it is deemed to be in the best interest of the Town.

All questions about the proposals should be directed to Robert Kleinhans, Director of Public Works Department, by e-mail at rkleinhans@vernon-ct.gov, with copies to Michael Purcaro, Town Administrator, by e-mail at mpurcaro@vernon-ct.gov no later than 5:00 PM on Friday, February 2, 2018. Answers to all so received questions shall be posted by 5:00 PM on Tuesday, February 6, 2018 on the Town's website under the bid section at <http://www.vernon-ct.gov/legal-notices> with reference to RFP/RFQ #2025-02/08/2018.

Copies of the RFP are available online at the Town of Vernon website at www.vernon-ct.gov/legal-notices with reference to RFP/RFQ #2025-02/08/2018 and at the Department of Administrative Services website at www.das.ct.gov.

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.

Michael Purcaro
Town Administrator