

**TOWN of TRUMBULL
BOARD OF EDUCATION
NEW SCHOOL CONSTRUCTION PROJECT
THIRD PARTY STRUCTURAL REVIEW
REQUEST FOR QUALIFICATIONS / REQUEST FOR PROPOSAL**

RFQ-P: 6562

DUE: March 18, 2026, AT 2:00PM

GENERAL INSTRUCTIONS

The Town of Trumbull on behalf of the Hillcrest Middle School Building Committee (HMSBC) is seeking to contract with a qualified firm to provide Third Party Structural Review (hereafter Structural Reviewer) services for the construction of the new Hillcrest middle school. The new building is anticipated to be 139,283 square feet, portions of which will be multi-story. The Design Team is led by TSKP Studio, the structural Engineer-of-Record is Michael Horton Associates, Inc and the PM is Arcadis-US, Inc. The Trumbull Board of Education has been awarded by Referendum and help from State funding for a new Hillcrest Middle School State with a selected Building Committee to bring the project to fruition.

New Hillcrest Middle school, located at 530 Daniels Farm Rd,
Trumbull, CT 06611, State Project No. **144-0108N**

1. PREPARATION FOR PROPOSALS

- a) Bids shall be submitted by using the enclosed BID PROPOSAL FORM that accompanies this request. Submit **one (1) ORIGINAL and ten (10) exact copies** and **one (1) EXACT ELECTRONIC COPY** on a thumb drive or a CD. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids. Submission shall be in a sealed envelope and plainly marked on the outside as "**THIRD PARTY STRUCTURAL REVIEW**". The envelope shall bear on the outside the name of the proposer and its address.
- b) Bidders may also submit, under separate cover with their proposal, any samples of reports and documents that are necessary to meet the requirements (deliverables) such as Bid bond, all qualifications, reference, subcontractors if applicable, non-collusion form as noted of this request should a purchase order and Contract be awarded.
- c) No oral, email, telephone or telegraphic responses will be considered. Proposals received after the advertised time and date due shall not be opened or considered. The Town reserves the right to communicate with any or all of the proposers to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any proposer at any time after proposals are opened.

2. PROPOSAL SUBMISSION

- a) Proposals are to be completed (unless directed otherwise in the specifications), printed, signed by an authorized agent, and sealed in an envelope (including all official literature, brochures, etc., which support this request) and addressed as follows:

RFP #6562 DUE: March 18, 2026, at 2:00 PM

THIRD PARTY STRUCTURAL REVIEW

Trumbull Town Hall – Attn: Kevin J Bova, Purchasing Agent

5866 Main Street, Trumbull CT 06611

- b) All Proposals must be made on the enclosed Proposal form. All blank spaces for Proposal prices must be filled in, in ink or typewritten, and the proposal form must be fully completed and executed when submitted.
- c) The party signing the formal proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the contractual period requested.
- d) The Town reserves the right to correct, after proposer verification, any mistake in a proposal that is a clerical error, such as a price extension or decimal point error.

3. PROPOSAL RESPONSE TIME

Responses to this request shall be received at the office of the Purchasing Agent, Town Hall prior to the advertised hour (noted above) of opening, at which time all proposals (total proposal amount only) shall be publicly opened and read aloud. A proposer may withdraw a proposal at any time prior to the above scheduled date and time. Any proposal received after the above scheduled date and time shall not be considered or opened. No proposer may withdraw a proposal within Ninety (90) days after the actual proposal opening.

4. TOWN OPTIONS

The Town reserves the right to accept all or any part of a proposal, reject any or all proposals and to waive any requirements, informalities or irregularities, technical defects or non-material deficiencies in a proposal. The Town also reserves the right, if applicable, to award the purchase of individual items under this RFP to any combination of separate proposals or proposers. The award shall be made after careful consideration of all factors including but not limited to price.

5. TAX EXEMPT

The Town of Trumbull is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in the proposal price. The Town of Trumbull Tax Exempt number is 05-010 31-000.

6. INQUIRIES & ADDENDUMS

- a) All technical inquiries regarding this request may be directed to Robert Tencza at robert.tencza@arcadis.com. All other questions shall be directed to **KEVIN BOVA (203) 452.5042** Kbova@trumbull-ct.gov .
- c) No inquiries shall be responded to that are received after **March 11, 2026, by close of business 5pm.**
- d) Answers to questions the Town deems to be in the interest of all proposers will be **posted** as an addendum on the Town web site under Purchasing/Bid Opportunities.
- e) The Town reserves the right to communicate with any or all of the proposers to clarify the provisions of this request; the Town further reserves the right to request additional information from any proposer at any time after proposals are opened.
- f) **It is the sole responsibility of a proposer to verify any addendums that may have been issued relating to this request prior to submission of a proposal. Any notice of addendum shall be published on the Town website (www.trumbull-ct.gov) in the Purchasing Department Section (Bid Notices) . Submission of a response that does not address any changes or addendums may result in a disqualification of a proposal submission.**

7. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any assignment or subcontracting by a proposer, bidder, supplier, or contractor for work to be performed, or Goods and/or services to be provided, in whole or in part, and any other interest in conjunction with a Town Procurement shall not be permitted without the express written consent of the Town of Trumbull

8. HOLD HARMLESS CLAUSE

Any contractor or subcontractor of the Town agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this request and subsequent Contract, whether or not due in whole or in part of any act, omission or negligence of the Town or any of its representatives or employees.

9. WORK REGULATIONS, STANDARDS AND FEDERAL AND STATE PREVAILING WAGE

- a) All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

10. INSURANCE

The successful proposer shall provide the Town Purchasing Agent with a Certificate of Insurance before work commences. The Town shall be named as an additional insured with Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

The Structural Reviewer shall be responsible for maintaining insurance coverage in force for the term of the contract of the kinds and adequate amounts to secure all the Structural Reviewer' S obligations under this contract with an insurance company(ies) with an AM Best Rating of A-VIII or better licensed to write such insurance in the State of Connecticut and acceptable to the HMSBC and the Town.

The insurer shall provide the HMSBC, and the Town with Certificates of Insurance signed by an authorized representative of the insurance company(ies) prior to the performance of this contract describing the coverage and providing that the insurer shall give the HMSBC and the Town written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage. Such insurance or renewals or replacements thereof shall remain in force during the Structural Reviewer' s responsibility under this contract.

- a. The Structural Reviewer, at the Structural Reviewer's own cost and expense, shall procure and maintain all insurances required and shall include the Town of Trumbull, the Trumbull Board of Education, and the HMSBC as additional insureds on all contracts, except Workers' Compensation and Professional Errors and Omissions coverage.
- b. In order to facilitate this requirement for insurance, it is recommended that the Structural Reviewer forward a copy of these requirements to the Structural Reviewer' s insurance representative(s).

2. SPECIFIC REQUIREMENTS

- a. WORKERS' COMPENSATION INSURANCE
- b. The Structural Reviewer shall provide statutory Workers' Compensation Insurance, including Employer's Liability with limits of:
 - i. \$ 1,000,000 Each Accident
 - ii. \$ 1,000,000 Disease, Policy Limit
 - iii. \$ 1,000,000 Disease, Each Employee.
- c. COMMERCIAL GENERAL LIABILITY INSURANCE
 - i. The Structural Reviewer shall carry Commercial General Liability insurance. A per occurrence limit of at least \$1,000,000 combined single limit bodily injury and property damage is required. The Aggregate limit will be not less than \$2,000,000. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.
- d. BUSINESS AUTOMOBILE LIABILITY INSURANCE
 - i. The Structural Reviewer shall carry Business Automobile Liability Insurance. A per occurrence limit of \$1,000,000 combined single limit bodily injury and property damage is required. "Any Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.
- e. PROFESSIONAL LIABILITY INSURANCE
 - i. The Structural Reviewer shall carry Professional Liability Insurance in the amount of \$1,000,000 per claim/aggregate basis prior to commencement of services on the project; coverage shall be maintained in effect continuously for a period of at least five (5) years after substantial completion of the project.
- f. EXCESS UMBRELLA LIABILITY INSURANCE
 - i. The Structural Reviewer shall carry excess liability insurance in the amount of at least \$2,000,000 overlaying employers' liability, commercial general liability (including completed operations), and business automobile liability coverage.

The insurance policy must contain the additional provision wherein the company agrees that Thirty (30) days prior to termination, expiration, cancellation or reduction of the insurance afforded by this policy with respect to the contract involved, written notice will be served by registered mail to the Purchasing Agent, Town of Trumbull.

Additionally, the successful proposer (Contractor) shall provide adequate statutory Workmen's Compensation Insurance for all labor employed on this project, and comprehensive General Public Liability Insurance (Coverage "B")

a) SUBCONTRACTOR REQUIREMENTS

The Structural Reviewer shall require that any subcontractor and/or independent contractor hired by the Structural Reviewer to carry enough insurance and to obtain Certificates of Insurance before subcontractors and/or independent contractors are permitted to begin work. All subcontractors if applicable, shall carry insurance equal to the amounts required of the Structural Reviewer. The Structural Reviewer shall require that the Town of Trumbull, the Trumbull Board of Education, and the HMSBC are listed as additional insureds on all subcontractor's insurance before being permitted to begin work. The Structural Reviewer and all subcontractors and their insurers shall waive all rights of subrogation against the Town of Trumbull, the Trumbull Board of Education, and the HMSBC, and their officers, agents, servants, and employees for losses arising from work performed by each under the Contract established.

The insurance policy must contain the additional provision wherein the company agrees that Thirty (30) days prior to termination, expiration, cancellation or reduction of the insurance afforded by this policy with respect to the contract involved, written notice will be served by registered mail to the Purchasing Agent, Town of Trumbull.

Additionally, the successful proposer (Contractor) shall provide adequate statutory Workmen's Compensation Insurance for all labor employed on this project, and comprehensive General Public Liability Insurance (Coverage "B")

The successful proposer (Contractor) and each Subcontractor agree that their insurance carriers waive subrogation against the Town, its agents or employees with respect to any loss covered by the Contractor's and each Subcontractor's insurance.

1. Errors & Omissions Insurance must be documented in the amount of \$2,000,000.

Liability Insurance. The Consultant, upon the submission of a proposal shall deliver to the Town of Trumbull proof of professional liability insurance in the sum of \$1,000,000 (one million dollars) issued by a reputable insurance company. This insurance must be maintained throughout this engagement and proof thereof must be provided upon request

11. CONFLICT OF INTEREST

Public officials shall be prohibited from receiving any town work procured through a Public Bid or bid waived process so as to avoid any appearance of impropriety or Conflict of interest; and public officials cannot circumvent the intent of this Ordinance by receiving town work through a bid waiver, as proscribed by the Trumbull Town Charter.

12. DELIVERY TIME IS OF THE ESSENCE

Special consideration may be given to bidders that provide an expedited delivery. It is expected that the Work will be completed within 90 calendar days,

13. STATEMENT OF experience AND REFERENCES

Bidders shall complete and submit the "Statement of Qualifications" section of this request along with the References form. The Town and Engineering Department may make such investigations as necessary, and it deems appropriate to determine the qualifications of the proposer to perform the work required. If the Town is not satisfied that the proposer is properly qualified, the Town along with Engineering Department reserves the right to reject the proposal of said proposer.

14. AWARD AND AUTHORITY & PRICING

The Town, along with the input from the hired project consultants, will review all proposals and make recommendations to the HMSBC. The HMSBC will make the final decision as to appropriate proposal to award. The Purchasing Agent of the Town shall issue notification of award in writing along with a town Standard Contract, then a Purchase Order (PO).

PRICING

All lump sum fees and hourly rates quoted shall remain firm fixed for a period 90 days from the date of proposal opening.

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I. SCOPE OF WORK Requirements

The Project is requesting Third Party Structural Review services consistent with the requirements of the C.G.S. 29-276b(b). The selected Structural Reviewer will work with Design Team, EOR, and PM. The project has recently completed the Design Development stage. The 90% Construction Documents are scheduled for cost estimating in early May 2026.

Phase 1 - Independent Structural Engineering Review as outline in the ACEC Structural Engineer Coalition's "Recommended Guidelines for Performing an Independent Structural Engineering Review in the State of Connecticut by an Independent Structural Engineer: Basic Services."

Review the primary structural systems of both the superstructure and foundations. The Structural Engineer-of-Record will furnish calculations for the primary structural systems upon request for review. At the conclusion of Phase 1, prepare a written report regarding your findings for review and response by the Architect and Structural Engineer-of-Record.

Phase 2 – Statement of Professional Opinion

Review responses from the Architect and Structural Engineer-of-Record and discuss any remaining review / design issues with the design team (Architect and Engineer) for resolution. Prepare a written opinion statement regarding the findings of our review to present to the Owner and for the local Building Official.

Phase 3 - Construction Phase Structural Engineering Review

Review any major revisions to the primary structural systems during the construction phase for conformance with the minimum requirements of code and design criteria. Review any delegated design submittals associated with primary structural submittals such as structural steel connection designs and cold-formed metal framing.

SCHEDULE

The following is the anticipated schedule for this scope of work.

1. Issue Solicitation	February 12, 2026
2. Last day to submit an RFI	March 11, 2026
3. RFQ/P due to the Town	March 18, 2026
4. Structural Reviewer Selection	March 24, 2026
5. Award and contract signed by	March 31, 2026
5. Construction Documents Issued	May 1, 2026
6. Phase 1 Report Due	May 22, 2026

AVAILABLE INFORMATION

The Hillcrest Middle School Design Development Documents and overall Project Schedule will be available upon request for qualified respondents by emailing Robert Tencza at robert.tencza@arcadis.com.

INCURRING COST

The Town will not be held responsible for any costs incurred by the firm for work performed in the preparation and production of the proposal or for any work performed prior to the issuance of a contract.

PROPRIETARY INFORMATION

The Town will not disclose any portion of the proposals except to members of an Evaluation Team prior to the contract award. The Town retains the right to disclose the name of the successful consultant, the financial considerations, and any other information in the proposal that is pertinent to the selection of the Consultant.

AMBIGUITY IN THIS REQUEST FOR PROPOSAL

Prior to submitting a response to this request, it is the responsibility of the Consultant to bring to the attention of the Purchasing Department any ambiguity in this request. Not to do so shall result in the Consultant forfeiting any claim for adjustment based on such ambiguity as should have been noted by a prudent Consultant.

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EXPERIENCE

Schedule A: Prior Experience Similar projects (Add Additional Pages as Needed)

Project	Owner	Design Professional	Contract Price	Amount Completed	Date of Completion

Schedule B: Current Workload (Add Additional Pages as Needed)

Project	Owner	Design Professional	Contract Price	Amount Completed	Date of Scheduled Completion

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REFERENCES MUST Be Submitted with Proposal

(To be submitted with qualifications – attach additional pages as necessary)

List references for similar services provided for at least five (5) clients in the past five (5) years (attach any other client references if desired). **PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.**

CLIENT 1:

Organization Name: _____

Contact Name: _____

Phone: _____

Service Dates: _____

Project(s): _____

CLIENT 2:

Organization Name: _____

Contact Name: _____

Phone: _____

Service Dates: _____

Project(s): _____

CLIENT 3:

Organization Name: _____

Contact Name: _____

Phone: _____

Service Dates: _____

Project(s): _____

CLIENT 4:

Organization Name: _____

Contact Name: _____

Phone: _____

Service Dates: _____

Project(s): _____

CLIENT 5:

Organization Name: _____

Contact Name: _____

Phone: _____

Service Dates: _____

Project(s): _____

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REQUEST FOR PROPOSAL FORM

COMPLETE ALL INFORMATION REQUESTED. THIS FORM MUST BE SIGNED AND
SUBMITTED WITH PROPOSAL.

Company Name & Address: _____

ADDENDA

The following Addenda have been received. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Base Bid.

Addenda # _____, _____, _____, _____, _____

INSTRUCTIONS: *The above signed, attesting to be a duly authorized representative of the Structural Reviewer submitting this Proposal, having familiarized themselves with the proposed projects and the Scope of Work contained herein affecting the cost of the work, hereby proposes to furnish the Town of Trumbull / Hillcrest Middle School Building Committee with all supervision, technical personnel, labor, materials, equipment, tools, appurtenances and services required to perform and satisfactorily complete the work specified for the sums as indicated below.*

PROPOSAL FEE	TOTAL LUMP SUM	\$ _____.
	PHASE 1 FEE	\$ _____.
	PHASE 2 FEE	\$ _____.
	PHASE 3 FEE	\$ _____.
Written Total Lump Sum Fee: _____		

HOURLY RATES: Attach to this Proposal Form the hourly rates for all staff in your Firm, indicated by Title, that your Firm would charge for any additional Structural Reviewer services as may be requested by the Hillcrest Middle School Building Committee that were not included in the Contract established between the Town of Trumbull and your Firm if selected.

Company Name

by (Signature)

Address

Print Name (Duly Authorized Representative)

City, State, Zip

Title

Date

Telephone/Fax

Email

Cell Phone/ Alt.Contact Number

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NON-COLLUSION AFFIDAVIT

MUST be Submitted with Proposal

State of _____ SS: _____

County of _____, being first duly sworn,

1. He is _____ of _____

The bidder that has submitted the attached bid.

2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such bid.

3. Such price is genuine and is not a collusive or sham bid.

4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firms or person to submit a collusive or sham Bid in connection with the Contract for which the Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communications or conference with any other Bidder, firm or person to fix the proceeds or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage, against the Town of Trumbull, (Owner) or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest including this affiant.

Signed _____

Title

Subscribed and sworn to before me this _____ day of _____, 20____

Title

My Commission Expires

END of RFQ/P

Third Party Structural Review

Hillcrest Middle School

Trumbull, CT