

Invitation to Bid

Barkhamsted Elementary School Oil Tank Removal and Replacement
65 Ripley Hill Road
Barkhamsted, CT 06063

Scope of Services

The Barkhamsted Board of Education is seeking bid proposals for the design, technical specifications, bid assistance for the removal of a 10,000 gallon UST and replacement with a 6,000 gallon UST or above ground, and oversight and onsite observation and documentation of the selected contractor. The Bid must include both replacement options. A mandatory pre-bid walk through will be conducted on **Thursday, November 15, 2018 at 10:00 a.m.** Bidders should meet at Barkhamsted Elementary School, 65 Ripley Hill Road, Barkhamsted, CT 06063. Bids will not be accepted from any firm that does not attend. Sealed bids will be received at the Office of the Superintendent of Schools, until **Tuesday, December 18, 2018 at 9:00 a.m.** Bids will be publicly opened and read aloud at that time.

Each bid must be responsive to the four Tasks outlined below.

The Barkhamsted Board of Education reserves the right to waive any defect in any bid and reserves the right to reject any or all bids, including the low bid or the unit prices when deemed in the best interest of the owner, and to negotiate with the lowest qualified bidder.

Task 1: Contract Documents

Prepare plans and technical specifications for the removal of existing 10,000 gallon UST and piping and installation of replacement 6,000 gallon tank (price assuming underground with alternative pricing for above ground installation), piping and wiring in anticipation of contractor bidding. Plans and specifications will be prepared to meet design requirements of Regulations of Connecticut State Agencies 22a-449(d)102 for USTs and NFPA and local regulations for above ground tanks. Plans and specifications will be prepared in draft for review / approval. In order to prepare the plans, the following activities should occur:

Engage a geophysical contractor to locate underground piping from the current UST location to the relevant boiler rooms, including five-feet to either side of the fuel line piping. The contractor will mark the locations of the fuel line and nearby utilities on the ground surface with spray paint.

Field measure lengths of piping runs and other materials to be replaced/installed (e.g., sidewalks, guard rails, etc.) and confirm appurtenances to be replaced and required specifications (e.g., pumps).

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Meet with the Town Building Department for plan review. (The installation Contractor should be required to prepare and submit all permit applications and notifications required for tank removal/replacement).

Special considerations include:

- Replace all exterior piping.
- Provide a temporary fuel tank during removal/replacement to fuel the boiler

Task 2: Bid Assistance

Assist in the bid solicitation and review process, including providing a pre-bid site review for potential bidders and bid evaluation after receipt of bids.

Note that the Fire Marshal's office & CTDEEP generally requires 30 days' notice prior to UST removals.

Task 3: UST Removal/Replacement Observation Sampling and Documentation

Coordinate with the selected contractor to review shop submittals, observe and document UST removals/replacement and related activities. Collect confirmation samples from the UST grave and along piping runs in accordance with CT Department of Energy and Environmental Protection guidance documents.

Following UST replacement, provide UST closure reports and information necessary to update the UST registrations through CTDEEP's on-line portal.

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Task 4: Statement of Qualifications

Qualifying proposals shall include the following:

Letter of Interest. Submit a letter of interest signed by an officer of the firm briefly describing the team that will be involved in the project and project approach.

Team Lead. Identify the lead firm and project manager. Provide an organizational chart showing management structure for this project.

Roles. Summarize the roles and responsibilities of each firm/ office that will be involved in the project.

Key Personnel. Provide resumes for key personnel of each firm/ office involved in the project.

Experience. Examples of work on similar projects, including a detailed description of the work performed by the firm/team firms and contact information for the sponsoring agency/organization.