

**The Corporation for New Milford
Economic Development
REQUEST FOR PROPOSAL ENVIRONMENTAL
CONSULTING SERVICES:
EAST STREET SCHOOL**

The Corporation for New Milford Economic Development is seeking proposals for professional services from qualified environmental professionals and/or consulting firms to perform environmental assessments of property and structures.

Specifications for the RFP may be obtained on The Corporation for New Milford Economic Development website at www.corporationnmed.org, or by requesting them at gocarpp@gmail.com.

It is the sole responsibility of the responder to see that the proposal is in the hands of the proper authority prior to the opening.

There will be a site visit on December 3, 2025, at 12 p.m. at the East Street School, 50 East St, New Milford, CT 06776.

Provide three (3) hard copies of each proposal to P.O. Box 387, New Milford, CT 06776 postmarked no later than December 23, 2025. One electronic/digital copy must be submitted to gocarpp@gmail.com no later than 1 p.m. on December 23, 2025. Proposals will be opened at New Milford Town Hall immediately after.

All questions regarding this proposal should be directed via email to Alexander Carpp at gocarpp@gmail.com. Answers will be posted on the Corporation website at www.corporationnmed.org. The deadline for questions is December 10, 2025.

Minority and women owned individuals or firms are encouraged to submit proposals.

The Corporation for New Milford Economic Development

REQUEST FOR PROPOSAL

ENVIRONMENTAL CONSULTING SERVICES: EAST STREET SCHOOL

INTRODUCTION

The Corporation for New Milford Economic Development (“The Corporation”) is seeking proposals for professional services from qualified environmental professionals and/or consulting firms (“The Consultant”) to perform an environmental assessment of the former East Street school at 50 East Street in New Milford. Consultant LEPs must be licensed in the State of Connecticut to provide environmental engineering services and must also demonstrate understanding with Federal and Connecticut law, policies, and guidelines, CERCLA, EPA standards and practices, including EPA Quality Assurance Project Plan (QAPP) requirements.

The Corporation was awarded a June 2025 Brownfield Assessment grant for these services from the CT Department of Economic and Community Development (DECD). The work will involve site and building assessments and potentially other environmental services for the eventual re-use of the former East Street School property.

The Assessment Grant will allow for Phase I, II, and potentially III Site assessments in accordance with ASTM standards. The Consultant must also prepare a Hazardous Materials Assessment and Plan for the property to determine the scope of clean-up for the purposes of future private development, including residential uses. The scope of work also includes a cost estimate and Remedial Action Plan (RAP).

The Town of New Milford has tasked the Corporation with the preparation and management of the grant and the RFP process. The Corporation will contract with the selected consultant and the Corporation will manage the process of site assessments and other environmental services identified in the grant.

It is anticipated that the Corporation will select those firms/individuals deemed “most qualified” and will invite them to make a detailed presentation to the Corporation.

1. BACKGROUND AND DESCRIPTION OF PROJECT SITE

General Project Area:

The project area lies within an important part of the Town of New Milford’s downtown area. It is directly east of the Historic Village Center and Downtown Business District and is located on Route 202. The property contains a three-story 31,044 square-foot Colonial Revival-style building (“Building”) built in 1931 as a public high school, which is connected to public water and sewer.

The property is currently zoned R-20 and is listed on the State and National Registers of Historic Places as part of the New Milford Center Historic District and the Town of New Milford State-Designated Cultural District.

In addition, major artworks created by the Works Progress Administration (WPA) in 1936 are a significant component of the interior. The WPA works include a monumental multi-

pane stained-glass window by Len R. Howard at the north staircase depicting literary and historical touchstones, and a continuous series of frieze murals in the hallways showing the progress of American civilization.

The Building continued to function as a high school until 1964, when it was renovated and converted into an elementary school. The elementary school was relocated in the late 1970's, at which point the Town began using the building for administrative offices.

In 2019, Pirie Associates was retained by the Town to complete a building conditions assessment, use study, market need and revenue generation analysis, and projected renovation budget to adaptively re-use the East Street School and adjacent property. The results of this effort were three options ranging from the Town retaining ownership of the property for arts and culture and/or municipal uses to the sale of the property to private developers for workforce and market-rate housing. At that time, the building was in the possession of the New Milford School Board.

In 2023, the School Board vacated the building and turned it over to the Town. Silver Petrucelli & Associates, Inc. (SPA) was retained in the late summer of 2023 by the Town to perform a comprehensive inspection/report reviewing the building. The analysis included site conditions, parking lots, sidewalks, entry drives, exterior building envelope, interior building conditions, code analysis along with mechanical, plumbing, fire protection and electrical components. It included visual observations from the ground (both outside the facility & inside the facility), visual observations from the roof and review of all existing documents made available to SPA.

SPA found the site components and Building to be in generally fair/poor condition. While the structure is solid along with the exterior masonry and windows, many of the other building elements need significant work due to deferred maintenance over the years or code compliance violations. The mechanical, electrical and plumbing components are also past their useful life expectancy and will require significant renovations/restoration work.

SPA recommended that the building be renovated to correct existing deficiencies including parking lot re-paving, sidewalk restoration, code compliance building and site issues, building envelope restoration, reconstruction of the cupola, new slate roof, new finishes, doors, toilets, masonry repairs, etc. They also recommended a full removal and installation of new mechanical, plumbing, fire protection and electrical systems throughout the three-story facility.

The development of this property is seen by the community as a catalytic project that will result in growing the tax base, creating additional workforce and affordable housing opportunities, improving public access, and creating cultural opportunities for residents.

There has been a consistent effort by developers to purchase and redevelop properties in downtown New Milford. The challenge for developers has always been a lack of available property that could be assembled near the downtown area. By completing the scope for remedial action planning the town can better assess exactly how the property can be utilized to benefit residents and businesses.

2. SCOPE OF SERVICES

The chosen applicant is expected to complete the following scope of work:

- Conduct Phase I and potentially Phase II/III site assessments of properties.
- Perform a Hazardous Materials Building Material Assessment for all buildings on site.
- Prepare a remediation scope and cost estimate for remediation.
- Prepare Remedial Action Plan (if required)

Note: The Secretary of the Interior's Standards for the treatment of Historic Buildings and Properties must be met.

3. PROPOSAL REQUIREMENTS

- Title Page and Cover Letter: Include the name of the Consultant, telephone numbers and email addresses of the primary contact person(s), the date, years in business, and other relevant company information. Include a list and contact information for any proposed subconsultants and describe the work they will perform.
- Experience and Examples: Describe Consultant's experience in DECD Brownfield Assessment projects to demonstrate the Consultant's understanding, abilities and familiarity with projects of this type, including a list of Brownfield Assessment projects which have been completed in the last five years. Include examples for which the firm has supplied the same or similar services. Provide up to three experience summaries.
- Professional References: Include the name, address, phone number and email address for at least three professional references.
- Key Staff: Identify the designated Project Manager or primary contact and key supporting staff, along with their availability for this project, specific experience based on the themes of study, and capacity to provide the requested services. Include resumes and a list of professional licenses for each of the individuals. Clearly identify any subconsultants and their role in the project.
- Scope and Approach: State the services your firm/team is proposing to provide. Describe the process and timeline that would be utilized to complete the project for the items listed under Scope of Services and Deliverables. All services not specifically mentioned in the RFP, which are necessary to ensure that the intent and scope of services are met, shall be included in the Proposal.
- Cost: Fee Proposal based on the scope of services and the proposed approach detailing the time and budget allotted to each Consultant and subconsultant by task. The Fee Proposal should include any and all fees for travel, materials, time and delivery and all tasks as described in the Consultant's response to the RFP.

Note: The Corporation is exempt from federal and state taxes, including transportation taxes. Upon the Consultant's request, the Corporation will provide an exemption certificate.

- Availability to begin the project
- Anticipated timeframe to complete this project following issuance of Notice to Proceed.

- Corporation Support: A description of anticipated type and level of support the Consultant will require such as staff support, provision of meeting/studio space, materials, etc.
- All proposals shall include the following completed forms: Indemnification, Acknowledgement and Agreement Addendum and the Non-Collusion Affidavit of Prime Bidder.

By submitting a response to this RFP, Consultant acknowledges:

- a. To have read the entire RFP and all attachments.
- b. Agreement to all terms and conditions.

4. EVALUATION AND SELECTION CRITERIA

Proposals will be evaluated on a combination of qualifications, experience and proposed fee, by a Selection Committee comprised of members of the Corporation. This Committee will review the proposals, short list, and may choose to interview proposers. The Committee will make the final selection of the consultant for this project. The project will not be deemed to be awarded until a written contract, in a form acceptable to the Corporation, has been fully executed by both parties. Proposals will be evaluated based on, but not limited to, the following criteria:

1. Professional qualifications, background and experience of the Project Manager and key project team members as presented in the submitted proposal.
2. Demonstrated experience and technical competence with comparable projects, and successful completion of similar scope(s) of work.
3. Completeness and comprehensiveness of proposal and evidence that the Consultant expresses a clear understanding of the scope of services as committed to by the Consultant in its response to this Request for Proposals.
4. Availability and ability to meet project work schedule.
5. Fee Proposal and total cost.
6. References, feedback record, and quality and performance of past services.
7. Compliance/completion with/of submission requirements noted above in Section 3.

Although the Corporation is not bound to select the lowest price proposed, fee proposals will be considered in the selection of the Consultant. The Corporation reserves the right to negotiate fees with the selected consultant. An inability to agree on fees may cause the Corporation to move to the next proposer.

5. QUESTIONS, COMMENTS AND CONTACT

All questions shall be submitted via email to c4nmed@gmail.com no later than December 10, 2025. Responses will be posted no later than December 12, 2025, via the Corporation website, <https://www.corporationnmed.org>, in written format as part of an addendum to this RFP.

6. SCHEDULE

Release of RFP:	November 20, 2025
On-Site Meeting	December 3, 2025
Deadline for Questions:	December 10, 2025
Questions posted by	December 12, 2025
Deadline for Receipt of Proposals:	December 23, 2025

Opening of Proposals:	December 23, 2025
Finalist Interviews (if requested):	January 7, 2026
Contract Awarded by Corporation:	January 14, 2026
Tentative project completion date:	August 15, 2026

The successful Consultant will be expected to execute a standard contract for environmental consulting services as approved by the Corporation. This contract will be made available to CT DECD for review and approval prior to execution.

7. SUBMITTAL REQUIREMENTS

An electronic/digital copy must be submitted to gocarpp@gmail.com no later than 1 p.m. on December 23, 2025. Provide three (3) hard copies of each proposal to P.O. Box 387, New Milford, CT 06776 postmarked no later than December 23, 2025. It is the sole responsibility of the supplier to ensure that its proposal is received within the required time period. The Corporation is not responsible for any errors or irregularities with the delivery method utilized for submittal of the Proposal. Any proposals received after the closing date and time will not be accepted.

8. ADDENDA, REJECTION, CANCELLATION, NEGOTIATION, PREPARATION COST

The Corporation reserves the right to revise any part of this RFP by issuing an addendum at any time prior to the submittal deadline. The Corporation reserves the right to accept or reject, in whole or part, all proposals submitted and/or to cancel this announcement if any such action is determined to be in the Corporation's best interest. All materials submitted in response to this RFP become property of the Corporation. The Corporation will not be responsible for costs associated with preparing proposals. By submitting a proposal, each Consultant agrees to be bound in this respect and waives all claims regarding such costs and fees.

9. WITHDRAWAL OF PROPOSAL

Any bidder may withdraw its proposal by email notification at any time prior to the scheduled closing time for receipt of proposals. Each proposal shall be considered binding and in effect for a period of ninety (90) days after the closing date.

10. AWARD OF CONTRACT/ACCEPTANCE OF PROPOSAL (TERMS AND CONDITIONS)

The contents of the RFP and the Bidder's proposal, as submitted and/or modified, shall become contractual obligations to be executed by the authorized contracting agents of both parties. The terms and conditions including a proposed payment schedule will be negotiated between the Corporation and the selected Consultant.

11. INSURANCE REQUIRED

Within thirty (30) days of award and during the term of the services provided as part of this RFP, the successful bidder must procure and maintain, at its expense, Automobile Liability, Professional Liability, Worker's Compensation and Employees Liability, Commercial General Liability and any other related insurance that fully meets the guidelines as set forth by CT DECD.

The Consultant selected must include one or more certificates of insurance naming The Corporation for New Milford Economic Development. The Town of New Milford must be named as *Additional Insured*.

12. STANDARD OF CARE

The Consultant must comply with all applicable local, state, and federal laws and safety standards, and must certify that all work required in its proposal will conform to and comply with all safety standards and regulations.

13. EQUAL EMPLOYMENT OPPORTUNITY

If awarded, the Consultant will comply with Conn. Gen. Stat. § 4a-60, Nondiscrimination and affirmative action provisions in awarding agency, municipal public works, and quasi-public agency project contracts.