

**The Hebron Public Building Committee
on Behalf of**

The Town of Hebron

and

Regional School District 8

and

RHAM High School

And

RHAM Middle School



**Town Of Hebron
15 Gilead Street
Hebron, CT 06248**

**(860) 228-5971 Opt. 0
(860) 228-4859 (Fax)**

March 10, 2026

REQUEST FOR PROPOSALS

BID # 2026-10

**Building Construction Related
Testing and Inspections**

Town of Hebron and Regional School District No. 8

Proposals due: March 27, 2026, by 10:00 a.m.

QUESTIONS CONCERNING PROPOSAL:

E-MAIL: atierney@hebronct.gov

REQUEST FOR PROPOSALS
RFP # 2026-10
Building Construction Related
Testing and Inspections:
Town of Hebron and Regional School District 8

The Town of Hebron and Regional School District 8 are soliciting proposals from Building Construction Related Testing and Inspection Firms to provide oversight, inspection and testing as it relates to Phase 1 of the RHAM Emergency Electrical Generator Upgrade Project on the campus of the Middle and High Schools.

The scope of the work by the contractors will include, but not be limited to: excavation, installation of electrical conduits, and the backfill and pavement patching within parking areas; the excavation and installation of a reinforced concrete pad, etc.

The scope of services by the Building Construction Related Testing and Inspection firm shall include, but not be limited to: verification that compaction of backfill material is meeting the necessary requirements; that the imported backfill material is complying with the prior approved gradation analysis; that the bottom of concrete excavation is at an elevation that has reached subsurface material that is more than adequate to not only support the concrete pad but also the weight of the generator; inspections of the reinforcing steel rebar for the concrete pad that confirms that it is placed and laid in accordance with the structural drawings, testing of the concrete for slump and compressive strength, etc.

The schedule for the work is anticipated to begin this spring and be completed by the middle of this August.

The provided services would be on as needed and on-call basis. Therefore, the proposal solicitation stipulates that both half-time and full-time rates must be provided.

Firms responding to the RFP should submit a sealed proposal including: one (1) signed original and five (5) printed copies along with an electronic version on a flash drive to: Town of Hebron c/o Andrew Tierney, Town Manager, Town Office Building, 15 Gilead Street, Hebron, Connecticut 06248. All proposals must be in HARD COPY format and be received no later than **10:00 am on March 27, 2026.**

The Town of Hebron reserves the right to waive any defect in any proposal and reserves the right to reject any/all proposals or any part thereof. Proposals, amendments to or withdrawals of proposals received after the time set for the receipt of proposals will not be considered.

All proposals are subject to and must comply with the equal opportunity and non-discriminatory provisions set forth in the Affirmative Action Policies of the Town of Hebron.

Date: March 10, 2026
Hebron, Connecticut

Andrew J. Tierney Town Manager

TOWN OF HEBRON, CONNECTICUT
Request for Proposal
BID # 2026-10
Third Party Testing and Inspection Services
Emergency Electrical Generator Upgrade Project
RHAM Middle and High School
March 10, 2026

Construction Contract Documents

1. Plans and Specifications

1.1-Appended to this Request for Proposals are Plans and Specifications that are entitled "Town of Hebron-Emergency Generator Upgrade Project-Phase1-Concrete Pad and Underground Conduits and Conductors Installations..." as prepared by Van Zelm Engineers dated September 26, 2025.

Additional Requirements

1. Insurance:

1.1. The Town reserves the right to waive any portion or adjust downward the amount of insurance required depending on the exposures to the Town. **The Selected Firm shall furnish a certificate of insurance to the Town Manager or his designee for the following insurance coverages within ten (10) days from contract execution.** All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. Such certificate of insurance shall specify that the Town of Hebron will receive thirty (30) days written notice of any cancellation, non-renewal or reduction in coverage and limits originally provided.

1.2. Any aggregate limit shall apply per project. Firm's insurance shall be primary over any other valid and collectible insurance. Any deductibles are the sole responsibility of the Firm. Such policy shall name the Town of Hebron as "additional insured".

1.3. **Commercial General Liability** including Premises-Operations, Independent Consultants or Sub-Consultants, Blanket Contractual, Products and Completed Operations, Broad Form Property Damage:

\$1,000,000 Property Damage per Occurrence

\$1,000,000 Combined Single Limit

Property damage Liability for the following hazards if applicable:

X (Explosion), C (Collapse), U (Underground damage).

1.4. **Comprehensive Automobile Liability** covering owned, non-owned, hired or leased vehicles.

\$1,000,000 Bodily Injury per Occurrence

\$1,000,000 Property Damage per Occurrence

\$1,000,000 Combined Single Limit

TOWN OF HEBRON, CONNECTICUT
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BID # 2026-10
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March 10, 2026

1.5. Owners Protective Liability:

On purchase orders where the cost of the work, or contract price, exceeds \$100,000 or is hazardous in nature, there shall also be a \$4,000,000 umbrella or excess liability layer over the underlying described above. In such case there shall also be required an Owners and the Firm's Protective Liability policy issued naming the Town as named insured, with a \$1,000,000 per occurrence limit.

The wording for both named insured and additional insured shall read as follows:
The Town of Hebron, Regional School District 8 (where appropriate), and its respective Officers, agents, and servants.

1.6. Worker's Compensation:

In accordance with Connecticut State Statutes.

Employers Liability Limit - \$1,000,000.

1.7. Professional liability – The firm shall provide Professional Liability Insurance (Errors and Omissions) coverage with a limit of at least **\$5,000,000**. The Insurer must be a recognized National Insurance Company.

1.8. Hold Harmless

The Firm and its Consultants agree to indemnify, defend, and hold harmless the Town of Hebron and its respective Officers, employees, agents and/or servants against demands, claims, actions or causes of actions, losses, damages, liabilities, costs and expenses, including without limitation, interest, penalties, court costs and reasonable attorney's fees, asserted against, resultant to, imposed upon or incurred by the Town of Hebron resulting from or arising out of the execution of the Work.

2. Non-Collusive Affidavit and Town of Hebron Code of Ethics Policy

Any act or acts of misrepresentation or collusion shall be the basis for disqualification of any bid or proposal submitted by such person or company guilty of said misrepresentation or collusion. If the bidder has made any misrepresentations or has been involved in collusion and such conduct is discovered after the execution of an Agreement with the Town, the Town may cancel the Agreement without incurring liability, penalty, or damages. The attached Non-collusive Affidavit of Proposer form and acknowledgement of the Town Code of Ethics Policy must be submitted with the formal bid proposal.

TOWN OF HEBRON, CONNECTICUT
Request for Proposal
BID # 2026-10
Third Party Testing and Inspection Services
Emergency Electrical Generator Upgrade Project
RHAM Middle and High School
March 10, 2026

Directions for Submitting Proposals

Firms responding to the RFQ/RFP should submit one (1) signed original and five (5) printed copies along with an electronic version on a flash drive of sealed proposals to:

Town of Hebron
c/o Andrew Tierney, Town Manager
Town Office Building
15 Gilead Street
Hebron, Connecticut 06248

All proposals must be in HARD COPY format and be received no later than 10:00 a.m. on March 27, 2026.

Questions regarding this RFQ/RFP shall be directed to:

Name: Andrew Tierney

Email: atierney@hebronct.gov

Questions must be received via email only (telephone inquiries will not receive a response) by seven days before the date proposals are due. Any addenda will be posted to the Town's website no later than four (4) days before the date proposals are due. It is the respondent's obligation to visit the Town's web page to access and download any addenda.

BID PROPOSAL FORM
TOWN OF HEBRON, CONNECTICUT 06248
BUILDING CONSTRUCTION RELATED
TESTING AND INSPECTIONS
RHAM MIDDLE/HIGH SCHOOL
85 WALL STREET
HEBRON, CONNECTICUT

BID # 2026-10

Opening Date: 10:00 a.m. **March 27, 2026**

Town Manager's Office
Town of Hebron
15 Gilead St
Hebron, CT 06248

In accordance with the Drawings, Specifications, Bidding and Contract Document, the undersigned agrees to the following:

Provide ALL Evaluations, Testing and Inspections that are necessary and related to the Phase 1 Emergency Electric Generator Upgrade Project.

References:

We have performed work or provided services for the following municipalities and on these dates:

1 _____

2 _____

3 _____

SUBMITTED BY:

(Bidder's full Company Name).....

(Bidder's full address).....

.....

(Bidder's telephone and fax numbers).....

(Bidder's email address).....

1. OFFER

Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Bidding and Contract Documents prepared by Van Zelm Engineers for the above-mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work based on the following unit prices:

2. UNIT PRICES-

We propose and agree that the following unit prices for work to be performed in accordance with the Contract Documents, measured in place, shall be used to compute cost to the Town of Hebron. Unit prices include all necessary material, overhead and profit, and applicable taxes.

ITEM NO.	HALF DAY RATE Half Day = Four (4) Hours Beginning or Ending at 11:00 am	FULL DAY RATE Maximum of Eight (8) Hours Between 7:00 am to 3:30 pm
<p>SOILS:</p> <p>1. FIELD INSPECTION SOILS</p> <p> a. Necessary Field Density Tests-Portal to Portal</p> <p> b. Witness of Placement of Fill Material</p> <p>CONCRETE:</p> <p>1. REINFORCING STEEL INSPECTION</p> <p> a. Inspection of the placed reinforcing steel to confirm that it is in conformance with the approved drawings</p> <p>2. CONCRETE FIELD INSPECTIONS</p> <p> To include, but not limited to: Slump Test, Air Content Determinations, Recordation of Temperatures, Assessment of Time Elapse from Batching to Placement, Fabrication of Test Cylinders (4" x 8")</p>		

<p>BITUMINOUS ASPHALT PLACEMENT:</p> <p>1. Subgrade Material and Paving</p> <p>a. Subgrade:</p> <p>To include, but not be limited to: verification that the backfill material is in conformance with prior approved submittals, that the compaction of the backfill material meets or exceeds the requirements in the project specifications, etc.</p> <p>b. Binder and Wearing Course:</p> <p>To include, but not be limited to: verification that the bituminous asphalt paving is in conformance with prior approved submittals, that the compaction of the bituminous asphalt paving binder and wearing courses meets or exceeds the requirements in the project specifications.</p> <p>COMPOSITE DISCIPLINES:</p> <p>Provide the composite rate for an Inspector capable of undertaking Soils, Concrete, Reinforcing Steel Inspections and Paving.</p> <p>PROVIDE UNIT PRICES FOR THE FOLLOWING:</p> <p>1. SOILS</p> <p>a. Washed Sieve Analysis-EACH</p> <p>b. Modified Proctor and Curve-EACH</p> <p>c. Sampling of Materials-Portal to Portal-EACH</p> <p>d. Sampling of Materials-Delivered-EACH</p> <p>2. CONCRETE CYLINDER TESTING:</p>		
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<p>a. Cast Test (4" x 8") Cylinders for Compressive Strength-EACH</p> <p>b. Provide (4" X 8") Molds-EACH</p> <p>c. Sample Pick Up Charges-EACH</p> <p>3. FUEL USAGE-IF APPLICABLE</p> <p>a. Per Mile</p> <p>4. PROJECT MANAGEMENT OFFICE OVERSIGHT-IF APPLICABLE</p> <p>a. Per Hour of Inspector's Onsite Time</p> <p>5. OVERTIME RATES</p> <p>a. Over Eight (8) hours on Project Site</p> <p>b. Saturday's</p>		

2. **ALTERNATE BID ITEMS-NOT APPLICABLE**

3. ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for ninety (90) days from the bid closing date.

If the Town of Hebron accepts this bid within the time period stated above, we will:

- Execute the Agreement within ten days of receipt of notice of acceptance of this bid.
- Furnish the required insurance certificates within ten (10) days of receipt of notice of acceptance of this bid in the form described in the Supplementary Conditions.

- Commence work within ten days after award of Contract and written Notice to Proceed.

We understand the Town of Hebron reserves the right to accept any Bid or reject any or all Bids and to waive any informality in the Bidding.

5. CONTRACT TIME

If this Bid is accepted, we will be required to complete the Work in accordance with the following schedule:

Final work shall be complete and all temporary facilities removed no later than **August 14, 2026** as designated by the Town of Hebron.

6. ADDENDA

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

Addendum No. Dated

Addendum No. Dated

Addendum No. Dated

7. APPENDICES

In accordance with the Instructions to Bidders, we include the following required Appendices concurrent with Bid submission. The information provided shall be an integral part of our Bid.

Town of Hebron-Non-Collusive Affidavit of Proposer

8. The undersigned is familiar with the conditions surrounding this call for bids, is aware that the Town of Hebron reserves the right to reject any and all bids, and is submitting this bid without collusion with any other person, individual or corporation.

Signature

Witness

Printed Name & Title of Signer

Date

Company Name

Phone

Address

Fax

Town/City State Zip

END OF SECTION

TOWN OF HEBRON
Department of Finance
NON-COLLUSIVE AFFIDAVIT OF PROPOSER

The undersigned proposer, having fully informed themselves regarding the accuracy of the statements made herein certifies that;

- (1) the proposer developed the bid independently and submitted it without collusion with, and without any agreement, understanding, or planned common course of action with any other entity designed to limit independent bidding or competition;
- (2) the proposer, its employees and agents have not communicated the contents of the bid to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal, and
- (3) acknowledges that the Town of Hebron's Code of Ethics Policy has been received and understood.

The undersigned proposer further certifies that this statement is executed for the purpose of inducing the Town of Hebron to consider the proposal and make an award in accordance therewith.

Legal Name of Proposer/Firm

Business Address

Signature and Title

Date

Printed Name of Title Person

Subscribed and Sworn to me this ____ day of _____, 20__.

Notary Public
My Commission Expires

Hebron Code of Ethics
Effective November 5, 2019

I. Persons Governed by this Code

This code shall apply to all Town officials, officers and employees, whether elected and/or appointed, including members of boards, commissions, and committees, full time or part time, paid or unpaid and shall hereinafter be referred to collectively as “persons governed by this code.”

II. Purpose

Public office is a public trust. The trust of the public is essential for government to function effectively. Policy developed by government officials and employees affects every citizen of the town, and it must be based upon honest and fair deliberations and decisions. This process must be free from threats, favoritism, undue influence and all forms of impropriety so that the confidence of the public is not eroded. By enacting this Code, the Town seeks to avoid any loss of trust and to maintain and increase the confidence of our citizens in the integrity, fairness and transparency of their government.

Persons governed by this code shall strive to conduct themselves in a professional, courteous, honest manner and otherwise according to the highest moral and personal standards of integrity, such that their behavior reflects favorably upon themselves and the Town of Hebron, including but not limited to conduct or communication in any public forum or media.

III. Definitions

As used in this Chapter, the following listed words and phrases shall have these specific meanings:

- A. **Conflict of Interest:** A conflict between one’s obligation to the public good and one’s self-interest.
- B. **Financial Interest:** Any monetary benefit accruing to persons governed by this code that is not equally available to the general public.
- C. **Gift:** Anything having value whether in the form of service, loan, tangible property, promise or any other form. However, a gift shall not include political contributions made in accordance with campaign financing regulations; nor tokens of appreciation, recognition or other incidental gratuities not exceeding \$100 per year.
- D. **Immediate Family:** Includes spouse/domestic partner, siblings, child(ren) parents, of persons governed by this code or the spouse/domestic partner and any individual residing in the same household.

- E. **Independent Contractor:** Any general contractor, subcontractor, consultant, person, firm, corporation, vendor, or organization currently providing or formerly providing, goods or services to the Town of Hebron in exchange for compensation.
- F. **Personal Interest:** Any non-monetary benefit, special consideration, treatment or advantage accruing to persons governed by this code which is not equally available to the general public.

IV. Conflicts of Interest

No person governed by this code shall use his position or office for the financial or personal interest of himself, a business with which he is associated, an individual with which he is associated or a member of his immediate family.

No person governed by this code shall engage in or participate in any business or transaction, including outside employment with a private business, or have an interest, direct or indirect, that is incompatible with the proper discharge of his official responsibilities in the public interest or that would tend to impair his independent judgment or action in the performance of his official responsibilities.

No person governed by this code or a business with which he is associated or member of his immediate family shall enter into a contract with the Town unless it is awarded through a process of public notice and/or competitive bidding.

No person governed by this code or independent contractor shall knowingly counsel, authorize or otherwise sanction action that violates any provision of this code.

V. Disclosure and Recusal

A person governed by this code shall refrain from participating on behalf of the Town of Hebron in any matter pending before any agency of the town if he, a business with which he is associated, an individual with whom he is associated or a member of his immediate family has a financial or personal interest in that matter and such interest is not shared by a substantial segment of the town's population.

If such participation is within the scope of said person's official responsibility, he shall be required to provide written disclosure, that sets forth the nature and extent of such interest to the Town Clerk, and this disclosure shall be included in the official record of all proceedings on this matter.

Notwithstanding the prohibition outlined above, a person governed by this code may vote or otherwise participate in a matter that involves a determination of general policy if said person's interest in the matter is shared with a substantial segment of the population of the Town.

No person governed by this code shall appear on behalf of private interests before any agency of the Town, nor shall he represent private interests in any action, proceeding or litigation against the town.

Nothing contained in this code shall prohibit or restrict a person governed by this code from appearing before any agency of the Town on his own behalf, or from being a party in any action, proceeding or litigation brought by or against such person to which the Town is also a party.

For a period of one (1) year after termination of service to the Town, no former employee or Town official who participated in the negotiation or award of a town contract valued in excess of \$25,000 shall accept employment with, appear on behalf of, or represent any private interest concerning matters related to this same contract.

VI. Gifts

No person governed by this code or member of such individual's immediate family or business with which he is associated shall solicit or accept any gift that could reasonably be expected to influence or create an appearance of influencing the actions or judgment of such person.

If a prohibited gift is offered to a person governed by this code, he shall refuse it, return it, pay the donor the market value of the gift or donate it to a nonprofit organization provided he does not take the corresponding tax write-off. Alternatively, such prohibited gift may be considered a gift to the Town provided it remains in the Town's possession.

VII. Use of Town Assets

No person governed by this code or independent contractor shall request or permit the use of town funds or services, Town owned or leased vehicles, equipment, facilities, materials or property for personal convenience or profit, except when such assets and services are available to the public generally or are provided as Town policy for the use of persons governed by this code in the conduct of official business.

VIII. Use of Confidential Information

No person governed by this code, former employee or independent contractor shall disclose confidential information concerning Town affairs, nor shall such persons governed by this code use this information for the personal or financial interests of themselves or others.

**TOWN OF HEBRON
Purchasing Office
15 Gilead St
HEBRON, CT 06248
"NO BID" RESPONSE
Name of Bid/RFP/RFQ:
Date of Bid Opening:**

For tracking, audit, and record-keeping purposes, we would very much appreciate knowing the reason why you have chosen not to submit a proposal for the above-referenced Public Bid, RFP or RFQ.

Would you please take a moment to provide a brief explanation below for not submitting a proposal to us for this purchase?

Please also indicate if you would like to continue to receive bids and quotes from us in the future for above-referenced related purchases. If we do not receive this form back, we will assume you are no longer interested in receiving bids and quotes from us.

Please continue to send me bids, quotes, and RFPs. Yes _____ No

Company name

Mailing address

Your name

_____ Date _____

This may be mailed, faxed, or e-mailed back to us at:

Town of Hebron

Attn: Town Manager's Office

Hebron, CT 06248

Fax: 860 228-4859

E-mail: atierney@hebronct.gov

Thank you for your response.