

## **Town of Stafford**

### **REQUEST FOR PROPOSALS (RFP)**

#### **RFP NO. 18-102**

The Town of Stafford is accepting Proposals on the following:

**Stafford Community Center  
Exterior Renovations  
3 Buckley Highway  
Stafford Springs, CT**

All proposals must be made in accordance with Stafford bidding ordinance 11-5 supplied by:

The Town of Stafford  
Facilities Department  
Town Hall, 1 Main Street  
Stafford Springs, CT 06076  
<http://www.staffordct.org>

All proposals must be received by the **Proposal Due Date of: August 28, 2018**

**TOWN OF STAFFORD, CONNECTICUT  
REQUEST FOR PROPOSALS**

**Stafford Community Center  
Exterior Renovations  
RFP 18-102**

**Request for Proposal packets will be available on Tuesday July 31, 2018** and may be obtained online at <http://www.staffordct.org> or in person, by calling the Town of Stafford Building Department Office at 860-684-1775, 1 Main Street, Stafford Springs, CT 06076 during regular business hours: 8:00am - 4:30pm Monday thru Wednesday and Thursday 8:00am – 6:30pm. Only drawings will be available. Specifications will be emailed.

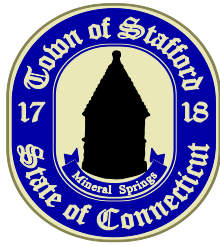
A **Mandatory** pre-proposal meeting and site tour will be held at the Stafford Community Center, 3 Buckley Highway, Stafford Springs, CT on **Tuesday August 14, 2018** at 10:00am.

**Request for Proposals are due on Tuesday August 28, 2018 at the Office of the First Selectman, Town of Stafford Town Hall, 1 Main Street, Stafford Springs, CT 06076 by 2:00 pm.**

The Town of Stafford reserves the right to amend or terminate this Request for Proposal; accept all or any part of a proposal; reject all proposals; waive any informalities or non-material deficiencies in a proposal; and award the proposal to the firm which in the opinion of the Town presents the best value to the community in terms of experience, cost and ability to complete the tasks in a timely fashion and not necessarily the lowest bid.

The Town of Stafford is an Equal Opportunity/Affirmative Action.

Dated this 31<sup>st</sup> day of July, 2018  
Town of Stafford



**TOWN OF STAFFORD  
INVITATION TO BID**

**PROJECT TITLE:**

Stafford Community Center Exterior Renovations, 18-102

**PROPOSAL DUE DATE:**

**Tuesday August 28, 2018**

All proposals should be sealed with the project title and RFP number clearly written on the front. They are to be delivered to the Office of the First Selectman no later than 2:00pm. A formal "opening" will not be held and prices will not be read.

**ESTIMATED TIME PERIOD FOR CONTRACT:**

Approximately One (1) year. The Town reserves the right to extend the contract.

**CONSULTANT ELIGIBILITY:**

This procurement is open to those companies that satisfy the minimum qualifications stated herein and that are available for work in the State of Connecticut.

**CONTENTS OF THE REQUEST FOR PROPOSALS:**

1. Introduction and Background
2. Scope of Work
3. Submission Requirements
4. Contract Considerations
5. Award of Contract
6. RFP Attachments

## **1. INTRODUCTION**

### **1.1 PURPOSE AND BACKGROUND**

The Town of Stafford is initiating this Request for Proposals (RFP) to solicit proposals from firms interested in participating in a project to renovate the front exterior of the Senior Center portion of the Community Center.

The Town intends to award one or more contracts to provide the services described in this RFP. Any contract awarded as a result of this procurement is contingent upon the availability of funding.

### **1.2 MINIMUM QUALIFICATIONS**

Minimum qualifications of contractors include:

- Licensed to do business in the State of Connecticut
- Ten years minimum experience
- Employ experienced workers and experienced supervisory personnel

## **2. SCOPE OF WORK**

### **2.1 OBJECTIVES AND SCOPE OF WORK**

The scope of work is to consist of the following, as detailed in Plans and Specifications dated July 25, 2018:

- Removal of existing stone veneer to base
- Removal of existing coping cap and stone down to roof deck
- Removal of existing modified bituminous roof down to deck
- Removal of existing exhaust fans
- Removal of existing asphalt paving in front and side of construction area
- Removal of existing aluminum windows
  
- Installation of new entry way to consist of thin stone veneer and vinyl siding
- Installation of new fully adhered TPO roof
- Installation of new exhaust fans
- Installation of new aluminum windows and steel lintels
- Installation of loam and mulch for flower beds
- Installation of asphalt paving as required
  
- Contractor is to clean area daily to broom swept condition. Material is to be stored neatly and in a manor not to block pathways. Material is to be covered at all times to protect it from the elements
- Contractor is responsible for all debris removal
- As-built drawings are to be provide at the conclusion of the project
- Temporarily support all electrical conduits and disconnect switches as needed
- Contractor shall coordinate, with the Project Manager and the Community Center Director, access to the building, entrance to the parking lot, parking, etc.

## **2.2 PERIOD OF PERFORMANCE**

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about September 10, 2018 and to end on or about November 30, 2018. Amendments extending the period of performance, if any, shall be at the sole discretion of the Town of Stafford.

The Town of Stafford also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract. The Town of Stafford reserves the right to extend the contract.

## **2.3 PROJECT SCHEDULE**

The following is the proposed schedule for the selection process and work program:

<b>Site walk through</b>	<b>August 14, 2018</b>
<b>Proposals due</b>	<b>August 28, 2018</b>
<b>Recommendation for award</b>	<b>September 4, 2018</b>
<b>Contract finalized</b>	<b>September 10, 2018</b>

The Town of Stafford reserves the right to revise the above schedule.

## **3. SUBMISSION REQUIREMENTS**

### **3.1 ONE-TIME SITE VISIT**

A **Mandatory** pre-proposal meeting and site tour will be held at the Stafford Community Center, 3 Buckley Highway, Stafford Springs, CT on August 14, 2018 at 10:00 am.

### **3.2 SUBMISSION DUE DATE**

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the Town of Stafford and will not be returned. Unless otherwise noted within a proposal, proposals received in response to this document are assumed to be valid and binding for one hundred and twenty (120) days from receipt of the proposal. If award is not made within such time, the proposal can be deemed to be either no longer valid, or can be extended with mutual consent of the Town and the firm submitting the proposal. The envelope should be sealed with the project title and RFP number clearly written on the front and put to the attention of the Facilities Department. Proposals may not be submitted using facsimile or email transmission.

### **3.3 MOST FAVORABLE TERMS**

The Town of Stafford reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Contractor can propose. There will be no best and final offer procedure. The Town of Stafford reserves the right to contact a Consultant for clarification of the proposal.

### **3.4 NO OBLIGATION TO CONTRACT**

This RFP does not obligate the Town of Stafford to contract for services specified herein.

### **3.5 REJECTION OF PROPOSALS**

The Town of Stafford reserves the right, at its sole discretion, to reject any and all proposals received without penalty and will not be required to issue a contract as a result of this RFP.

Whenever it is deemed to be in the best interest of the Town, the First Selectman or designated representative shall waive informalities in any and all bids.

### **3.6 REFERENCES**

The proposal shall include three references of a project of similar size, at least one being from a municipality.

## **4. CONTRACT CONSIDERATIONS**

### **4.1 EQUAL OPPORTUNITY – AFFIRMATIVE ACTION**

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act.

### **4.2 INDEMNIFICATION**

The awarded firm agrees to indemnify, defend, and save harmless, the Town of Stafford, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract, except to the extent caused by the negligent acts of the Town of Stafford or its officers, agents or employees. The Town, as a sovereign government, cannot indemnify businesses or individuals.

### **4.3 INSURANCE COVERAGE**

The Contractor is to furnish the Town of Stafford with a Certificate(s) of Insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

The Contractor shall, at its own expense, obtain insurance coverage which shall be maintained in full force and effect during the term of the contract. The Contractor shall furnish evidence in the form of a Certificate(s) of Insurance that insurance shall be provided and a copy shall be forwarded to the Town of Stafford within fifteen (15) days of the contract effective date.

- 1) General liability insurance policy with limits of at least: Bodily injury & property damage with an occurrence limit of \$1,000,000; Personal & advertising injury limit of \$1,000,000 per occurrence; General aggregate limit of \$2,000,000 (other than products and completed operations); Products and completed operations aggregate limit of \$2,000,000. General liability coverage shall be written on ISO occurrence from CG 00 01, or a substitute form providing equivalent coverage. General liability must also include contractual liability. Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.
  
- 2) Commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. Commercial auto coverage shall be written on ISO form CA 00 01 1990 or later edition, or a substitute form providing equivalent coverage.

- 3) Connecticut workers compensation and employers liability insurance that complies with the regulations of the State of Connecticut with limits no less than \$100,000 each accident by bodily injury; \$100,000 each accident by disease and a policy limit of \$500,000.
- 4) Commercial umbrella liability policy in excess of those limits described above. Such policy shall contain limits of liability in the amount of \$1,000,000 each occurrence.

### **Additional Provisions**

Above insurance policy shall include the following provisions:

**Additional Insured:** The Town of Stafford, it's elected and appointed officials, agents and employees shall be named as an additional insured on all general liability, excess, umbrella and property insurance policies. All insurance provided in compliance with this contract shall be primary as to any other insurance or self-insurance programs afforded to or maintained by the Town of Stafford.

**Cancellation:** The Town of Stafford shall be provided written notice before cancellation or non-renewal of any insurance referred to therein, in accordance with the following specifications. The insurer shall give the Town 45 days advance notice of cancellation or non-renewal. If cancellation is due to non-payment of premium, the Town shall be given 10 days advance notice of cancellation.

**Identification:** Policy must reference the Town's contract number and the agency name.

**Insurance Carrier Rating:** All insurance & bonds are to be provided by carriers authorized to issue such insurance in the State of Connecticut, and rated at least A-/VIII by A.M. Best. Exceptions are subject to the sole discretion of the Town of Stafford.

**Excess Coverage:** By requiring insurance herein, the Town does not represent that coverage and limits will be adequate to protect the Contractor and such coverage and limits shall not limit Contractor's liability under the indemnities and reimbursements granted to the Town in this contract.

## **5. AWARD OF CONTRACT**

### **5.1 NOTIFICATION TO PROPOSERS**

The Town of Stafford will notify the successful Contractor of their selection upon completion of the evaluation process. Individuals or firms, whose proposals were not selected, will be notified separately by e-mail or facsimile if such information is provided with bid proposals.

### **5.2 BILLING PROCEDURES AND PAYMENT**

The Town of Stafford will pay upon completion of said project. The invoices shall describe and document to the Town's satisfaction a description of the work performed and fees charged.

No payments in advance or in anticipation of services or supplies to be provided under this contract shall be made by the Town of Stafford. The Town shall withhold ten percent (10%) from total payment until acceptance by the Town.

**5.3 CONTRACT MANAGEMENT**

The Contract Manager for each of the parties shall be the contact person for all communications and billings regarding the performance of this contract.

Contractor's Contract Manager	Town of Stafford Contract Manager
<p><u>Contract Manager's Name:</u></p> <p><u>Contractor:</u></p> <p><u>Contractor's Address:</u></p> <p>Phone : (     )     )</p> <p>Fax: (     )     )</p> <p>Email address:</p>	<p>Bruce Davis            Facilities Supervisor            1 Main Street            Stafford Springs, CT 06076</p> <p>Phone: (860) 684-1789            Cell: (860) 878-0735            Fax: (860) 684-1785            Email address: <i>davisb@staffordct.org</i></p>

**5.4 APPROVAL**

This contract shall be subject to the written approval of the Town's authorized representative and shall not be binding until so approved. The contract may be altered, amended, or waived only by a written amendment executed by both parties.

**GENERAL CONSTRUCTION SPECIFICATIONS:**

**Permits:** All permits, licenses and fees required for the performance of the contract work shall be secured and paid for by the Contractor. The local building permit fees will be waived. However, the Contractor will be responsible for the State Educational Fee of 26 cents per one thousand dollars and a Ten dollar software fee.

**Workmanship:** The entire work described herein shall be completed in accordance with the plans and specifications to the full extent and meaning of the same. Unless otherwise specified all materials incorporated in the permanent work shall be new and of good quality.



**Property Access:** The Contractor shall take all proper precautions to protect personnel from injury or unnecessary interference and provide proper means of access to abutting property where the existing access is cut off by the contractor.

**Disposal of Materials:** The Contractor shall dispose of all materials in compliance with state and local regulations.

**Disposal of Hazardous Materials:** The Contractor shall dispose of all hazardous materials in compliance with state and local regulations.

THIS CONTRACT, consisting of   9   pages and   2   attachment(s), is executed by the persons signing below who warrant that they have the authority to execute the contract.

**Contractor**

**Town of Stafford**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date