



Request for Proposals
Town of Suffield, Connecticut
CONCEPTUAL DESIGN DEVELOPMENT OF
BRIDGE STREET SCHOOL AREA

December 14, 2020

The Town of Suffield located in Suffield, CT (the “Town”) invites you to submit a sealed proposal for the conceptual design of a park on the former Bridge Street School parcel, located at 90 Bridge Street in Suffield, Connecticut 06078.

The successful bidder will design a park at the former Bridge Street School parcel (see Paragraph 17, Scope of Work). The Board of Selectmen will oversee the planning process and the selected consultant(s) will work directly with the Town of Suffield’s Facilities Manager and Parks and Recreation Director. The chosen consultant will be expected to demonstrate professional experience in municipal park design. In addition, the consultant must have experience soliciting input from the community and other relevant stakeholders, analyzing available research and data, and effectively communicating and presenting to Town officials and the public. The overall objective of the Plan is to design a municipal park.

The sealed bids are due at the office of the Department of Public Works, 230C Mountain Rd., Suffield, CT until 10:00 a.m. on Tuesday, January 12, 2021. Due to the Coronavirus, bid results will be shared via email after opening that morning. Bids transmitted by facsimile will not be accepted. **All bids must be in a sealed envelope clearly marked on the front with the name of the bidder and project name: “Bridge Street School Area Design”.** No Bid will be accepted after the time set for the opening of Bids and no Bidder may withdraw his Bid within 60 days of opening thereof. The Town reserves the right to waive any informality or to reject any or all bids when such action is deemed in the best interest of the Town.

A pre-bid walk through of the project will be held at 90 Bridge Street on Friday, December 18, 2020 at 10:00 a.m.

Any questions should be directed to Chris Matejek at cmatejek@SuffieldCT.gov , or 860-668-3890 **before the RFI period ends at 2:00 p.m. on Monday, December 21, 2020.** Answers to all RFI questions will be made by **Wednesday, December 23, 2020** at 12:00 p.m.

Non-discrimination in Employment: Bidders on this work will be required to comply with the President’s Executive Order No. 11246. The Town is an affirmative action and equal opportunity employer. Minority/Women’s Business Enterprises are encouraged to apply.

INFORMATION FOR BIDDERS

1. TAX EXEMPTION – Purchase of materials for this project are exempt from Connecticut sales tax.
2. BID SECURITY- Bid Bond is not required for this project.
3. PRE-BID INSPECTION- Each bidder shall satisfy themselves as to the nature and location of the work, the general and local conditions and all other matters which can in any way affect the work or the cost of successfully performing the work.
4. RIGHT TO REJECT BID - The Town reserves the right to reject any or all bids. Any bid which contains any omissions, alterations of form, additions or alternates not called for, erasures or corrections, or any irregularities may be disregarded or rejected as improper except that the Town may waive any defects or irregularities. **Any proposals that are submitted or received after the scheduled closing time for receipt of proposals will be rejected.**
5. INSURANCE- The Town will not enter into a contract with the successful bidder for any work under this project until required insurance as detailed under the **Schedule of Insurance** has been obtained and the Town has received certificates of insurance, nor shall the successful bidder permit any subcontractors to commence work until similar insurance has been obtained and the Town has received certificates of insurance. All policies shall hold harmless the Town and its agents shall be named additional insured. Each insurance certificate shall contain a statement by the insurance carrier not to cancel the policy except upon (30) days' notice to the Town.
6. FAILURE TO EXECUTE CONTRACT- If the successful bidder fails to execute the contract with the Town within twenty (20) days after the mailing of the Notice of Award of the Contract, then the successful bidder shall be deemed to have refused to enter into the contract and to have waived all claims to the work. The Town shall then have the right to contract with the next acceptable bidder to perform the work under this project.
7. WAGE RATES- Prevailing wage rates are NOT in effect for this work.
8. WORKERS' COMPENSATION – The successful bidder shall also carry workers' compensation insurance as required by the State of Connecticut for all employees engaged in this project. Sub-contractors hired by the successful bidder shall comply with this requirement unless their employees are covered by the protection of the successful bidder's workers' compensation insurance and the certificate of insurance furnished by the successful bidder so stipulates.
9. QUALIFICATION OF BIDDERS- The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work and the bidder shall provide the Town with any information requested for this purpose. The Town reserves the right to reject any bid if the investigation of such bidder indicates that the bidder is not qualified to complete the project or has previously failed to properly perform or timely complete any contract.
10. ACCEPTANCE AND AWARD OF CONTRACT- Acceptance of bid will be by notice in writing of a **Notice of Award of the Contract** signed by the Town's Facilities Manager and mailed to the address designated in the bid form.
11. PERMITS: All permits and inspections are the responsibility of the successful bidder.

12. **COORDINATION AND SCHEDULING OF WORK:** Access, deliveries and all scheduling of the work will be at the discretion of the Town's Facilities Manager or his designee.
13. **DAMAGES:** Successful bidder shall indemnify and hold harmless the Town from any and all liability and responsibility of every nature and kind for any loss, damage or injury which any person(s) may sustain or suffer by reason of, or in any case, arising out of the contract to be entered into with the Town, and shall defend any suit of any nature which may be brought against the Town or its agents, by reason of, or connected with, the work under the contract to be entered with the Town, and shall pay all costs or expenses of every kind, character and nature whatever, accruing upon or arising out of the contract to be entered with the Town.
14. **OMITTED**
15. **TOWN ORDINANCES-** The submission of a bid shall constitute an acceptance of the terms and conditions of all ordinances and regulations of the Town to the extent they are applicable. A contract award in response to such bid shall be deemed to incorporate all such ordinances and regulations.
16. **CODE OF ETHICS:** Successful bidder agrees that this contract or purchase order and the actions of the Successful bidder are subject to the provisions of the Suffield Code of Ethics as contained in the Town Ordinances. Should the successful bidder be found by the Suffield Ethics Commission to have violated the Code, the Town may terminate this contract and take such other action as the Town may have at law or in equity. The Successful bidder shall incorporate the above paragraphs into any sub-contracts or purchase orders. Successful bidder's signature on this contract acknowledges receipt and review of the Suffield Code of Ethics. Successful bidder shall be responsible for disclosing interests and relationships that could be perceived as a possible conflict of interest under the Suffield Code of Ethics. All bidders are obligated to sign and return the Suffield Ethics Acknowledgement/Commitment Form (attached) as part of the bid. See also paragraph 19 Special Conditions.
17. **ADDITIONAL INFORMATION AND SCOPE OF WORK:** The Town is seeking interested parties to submit proposals for a conceptual design with architectural and site planning elements to develop a comprehensive plan for a municipal park, including costs, for the entire 3.4 acre parcel located at 90 Bridge Street (the former location of the Bridge Street School).

The design should take into account the former Bridge Street School's architectural design and the historic architecture of the surrounding Town Center. Additionally, the Bridge Street School parcel falls under the jurisdiction of the Design Review Board (DRB). Prior to completion the successful bidder will be required to meet with the DRB for a planning meeting to discuss placement of signs, parking areas and pedestrian ways at the property as well as with respect to their consistency with Town design standards

Consultant will also conduct two public engagement meetings. One prior to development of the plan and one after the draft plan is completed.

The recreational site plan should include:

Playground

- A “school themed” playground area targeting at ages 2-12 that meets accessibility requirements.

Passive Park Area

- Develop the park area to include increased walkability of, and to, the Town Center.
- A measured stone-dust walking path along the perimeter of the parcel.
- Walkway and safety lighting throughout the park.
- Landscaping, including shade trees
- Incorporate existing topography into the design
- Benches/ seating

Playing Field and Equipment Storage Facility

- Development of the existing upper area (cross-hatched on attached map), while retaining the trees along Bridge Street, or lower field area, to include a multi-sport playing field with the capability to have full field games (facing north/south) lined for two smaller fields (facing east/west). The full field dimensions should follow U12 U.S. Soccer recommendations. Base design should include natural grass playing surface.
- Multi-sport backstop netting system on the north, south, and west sides of the playing field.
- Recommended U12 size mobile soccer, field hockey, and lacrosse goals, maintenance and equipment storage.

Parking and Fencing

- Handicap access to all areas of the project while reducing the amount of access road needed to increase green space.
- Landscaping of parking area shall include evergreen screening barrier to residential areas. Include decorative fencing along the Bridge Street side of the playing field area, and black chain-link fencing along the rest of the parcel.

Repurposing Salvaged Materials from Bridge Street School Demolition

- The landscape areas, park sign and fencing pillars should repurpose a quantity of bricks, and on-building signage from the former Bridge Street School. There is also an opportunity to repurpose a section of the wooden gym flooring in part of the design.
- Repositioning the existing flagpole.

Alternatives:

- A. A three-season, open-air pavilion for outdoor programming and gathering.

- B. Heating for pavilion to extend seasonal use.
- C. Synthetic playing field surfaces. Include the short-term and long-term maintenance cost comparisons to natural grass playing surface.
- D. Playing field lighting.
- E. Playground lighting.
- F. Decorative water feature/ fountain

18. EVALUATION PROCESS

The Board of Selectmen will select firms to be interviewed after input from various stakeholders. The Town will evaluate the related experience, as well as financial and management capability of each firm to undertake and complete the project.

Criteria for the evaluation of the proposal for this project will include, but not be limited to:

1. Overall "fit" of the proposal into the Town's goals and objectives of redeveloping the site.
2. Qualifications of the firm.
3. The financial and management capability of the firm to undertake and complete the project.
4. Positive references from other projects.

19. SPECIAL CONDITIONS:

1. The successful bidder agrees that this contract or purchase order and its actions are subject to the provisions of the Suffield Code of Ethics as contained in the Town Ordinances.
2. Should the successful bidder be found by the Suffield Ethics Commission to have violated the Code, the Town may terminate this contract and take such other action as the Town may have at law or in equity.
3. The successful bidder shall incorporate the above paragraphs into any sub-contracts or purchase orders.
4. Successful bidder's signature on this contract, or the Vendors order acknowledgement, acknowledge receipt and review of the Suffield Code of Ethics. The Suffield Code of Ethics may be obtained at <https://www.ecode360.com/SU3766>
5. Successful bidder shall be responsible for disclosing interests and relationships that could be perceived as a possible conflict of interest under the Suffield Code of Ethics.
6. PERMITS – The successful bidder is responsible for permits and inspections as needed.
7. WORKER'S COMPENSATION – The successful bidder shall also carry Worker's Compensation Insurance as required by the State of Connecticut for all employees engaged in this project. Sub-Contractors hired by the successful bidder shall comply with this requirement unless their employees are covered by the protection of the successful bidder's

Workers Compensation insurance and the certificate of insurance furnished by the successful bidder so stipulates.

8. Successful bidder is responsible for all code compliance.

SCHEDULE OF INSURANCE:

- **Commercial General Liability:**
Combined Single Limit
\$ 1,000,000 each occurrence
\$ 3,000,000 general aggregate
\$3,000,000 product/completed operations aggregate
\$1,000,000 personal & advertising injury
\$300,000 damage to rented premises each occurrence
\$10,000 medical expenses

- **Business Automotive Liability:**
Combined Single Limit
\$ 1,000,000 each accident

- **Workers Compensation/Employer Liability:**
\$100,000/\$500,000/\$100,000

- **Umbrella Liability:**
\$ 1,000,000 each occurrence
\$ 1,000,000 aggregate

Acord Certificates of Liability Insurance- Form ACORD 25 (2001/08)

The Town of Suffield is included as additional insured as respects the insured's general liability operations for this contract.

NOTE: If an Umbrella Policy or Excess Liability Policy is used to meet the minimum limits, it must be at least as broad in coverage as the underlying. Any exceptions should be listed: Town of Suffield, Connecticut

BID FORM

**TOWN OF SUFFIELD
CONCEPTUAL DESIGN DEVELOPMENT OF
BRIDGE STREET SCHOOL AREA**

**Town of Suffield
Department of Public Works
230C Mountain Rd
Suffield, CT 06078**

The undersigned declares s/he has carefully examined the Bid Package and location of work for the above referenced project and proposes to perform the work in accordance with all requirements of the Bid Package at the following cost:

\$ _____

Written amount: _____

The above prices include the cost of all work to complete the project whether specifically stated or not. The undersigned certifies that he has not colluded with any individual or firm which has a competitive interest in responding to this Bid.

Name of Firm: _____

Mailing Address: _____

Phone Number: _____

Signature of Bidder: _____ Title: _____

Name and Title (typewritten): _____

Email address: _____

Three required References (with phone numbers)

Municipality or Company: _____

Contact Person/Phone No. _____

Municipality or Company: _____

Contact Person/Phone No.: _____

Municipality or Company: _____

Contact Person/Phone No.: _____

Addenda Received (If Applicable)

Addendum #1 _____

Addendum #2 _____

Addendum #3 _____

NON-COLLUSIVE/NON-CONFLICT AFFIDAVIT OF RESPONDENTS

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

1. The bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition;
2. the contents of the bid have not been communicated by the bidder and its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid;
3. no Selectman or other officer or employee or person whose salary is payable in whole or in part from the Town of Suffield, nor any immediate family member thereof, is directly or indirectly interested in the Bid/Proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any profits thereof; and
4. he/she has read the Suffield Code of Ethics, set forth by the Town of Suffield, which is available on the Town website and he/she agrees on his/her behalf and on the behalf of his/her firm/company that he/she nor his/her firm/company are in violation of the Code with respect to this bid.

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

Subscribed and sworn to me _____

This _____ day of _____, 2020

Legal Name of Bidder: _____

Business Name: _____

Business Address: _____

My Commission Expires



Suffield Ethics Commission

ACKNOWLEDGEMENT/COMMITMENT FORM

I hereby acknowledge receiving a copy of the Suffield Code of Ethics, dated July 17, 2006, and I hereby commit to exercising my responsibilities, as a part of the town government, commission, agency, or other Suffield official organization, in accordance with the provisions of the Suffield Code of Ethics.

I also understand that this Suffield Ethics Acknowledgement/Commitment Form which I am signing below will be kept in my personnel file or, if not a paid employee, in the Town Clerk's office.

Signed _____

Date _____

Suffield Ethics Commission Form #1