

Request for Proposals (RFP) For
Survey of Granite Stairs – Rockville Public Library
RFP Name: 2100 Survey of Granite Stairs – Rockville Public Library

Issued By:
Town of Vernon

The Request For Proposal is available in electronic format from Town of Vernon

Official Contact:

Name: Michael Purcaro, Town Administrator
Address: 14 Park Place, Vernon CT 06066
Phone: 860-870-3665
E-Mail: mpurcaro@vernon-ct.gov

RESPONSES MUST BE RECEIVED NO LATER THAN

October 20, 2022

3:00 pm

The Town of Vernon is an Equal Opportunity/Affirmative Action Employer.

The Town of Vernon reserves the right to reject any and all submissions or cancel this procurement at any time if deemed in the best interest of the Town of Vernon.

Town of Vernon, CT

Request for Proposals (RFP) For Survey of Granite Stairs – Rockville Public Library

RFP Name: 2100-10-20-2022 - Survey of Granite Stairs-Rockville Public Library

Invitation to Bid/Legal Notice

The Town of Vernon, Connecticut is seeking proposals from qualified vendors to provide consulting services to identify existing conditions affecting the monumental granite stairs, prepare recommendations for corrective action (repairs and/or reconstruction) including drawings and specifications, and prepare an opinion of probable construction costs associated with the repairs and/or reconstruction.

Questions about this RFP should be directed to Jennifer Johnston-Marius, Director of Rockville Public Library, by email only to jjohnston@vernon-ct.gov, no later than Wednesday, October 5, 2022 at 3:30 PM. Answers to questions received will be posted by Wednesday, October 12, 2022 on the Town's website at www.vernon-ct.gov/legal-notices and at the Connecticut State Department of Administrative Services (DAS) at <https://portal.ct.gov/DAS/CTSource/CTSource> by referencing RFP# 2100-10-20-2022. It is the sole responsibility of the respondent to review any or all addendum or question responses related to this RFP.

Two (2) copies of the proposal should be submitted in a sealed envelope marked "**BID DOCUMENT- DO NOT OPEN - CONTRACT #2100-10-20-2022**" clearly marked on the outside of the envelope to: Michael J. Purcaro, Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, 3rd Floor, Vernon, Connecticut 06066 no later than 3:00 PM on Thursday, October 20, 2022. Emailed, faxed or late bids will not be accepted.

Received bids will be opened publicly in person on **Thursday, October 20, 2022 at 3:00 PM**. Bid results will be posted on both the Town and DAS websites.

The selected firm must meet all municipal, state and federal AA and EEO practices and requirements. MBE's, WBE's, SBE's are encouraged to apply. The Town reserves the right to reject any or all proposals in whole or part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any company for any services mentioned in this RFP; if it is deemed to be in the best interest of the Town.

Confidentiality - If Respondent believes that any information in its proposal should be treated as confidential that material shall be clearly marked. The Town shall endeavor to protect confidential material from disclosure to non-Town employees to the extent required by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFP.

Michael J. Purcaro
Town Administrator

A. INTRODUCTION

1. RFP Name and Number.

RFP# 2100 - Rockville Public Library Monumental Granite Stairs

2. RFP Summary.

The RFP is seeking consulting services to identify existing conditions affecting the monumental granite stairs, prepare recommendations for corrective action (repairs and/or reconstruction) including drawings and specifications, and prepare an opinion of probable construction costs associated with the repairs and/or reconstruction.

3. RFP Purpose.

The purpose of the RFP is to solicit the services of a licensed historical architect and/or engineer to prepare a conditions assessment of the monumental granite stairs, which were installed in 1904. The conditions assessment will identify existing conditions affecting the stairs, make recommendations for repairs and/or reconstruction including drawings and specifications, and prepare an opinion of probable construction costs associated with the repairs and/or reconstruction.

B. INSTRUCTIONS

1. Official Contact.

The Town of Vernon has designated the individual below as the Official Contact for purposes of this RFP. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of the Town of Vernon.

Name: Michael Purcaro, Town Administrator
Address: 14 Park Place, Vernon CT 06066
Phone: 860-870-3665
E-Mail: mpurcaro@vernon-ct.gov

Please ensure that e-mail screening software (if used) recognizes and accepts e-mails from the Official Contact.

The RFP, amendments to the RFP, and other information associated with this procurement are available in electronic format from the Official Contact.

2. Procurement Schedule.

- RFP Released: September 22, 2022
- Deadline for Questions: October 5, 2022
- Answers Released: October 12, 2022
- Proposals Due, Bid Opening: October 20, 2022

3. Contract Awards.

The award of any contract pursuant to this RFP is dependent upon the availability of funding to the Town of Vernon. The Town of Vernon anticipates the following:

- Total Funding Available: \$20,000
- Number of Awards: 1
- Contract Cost: Confidential
- Contract Term: January 31, 2023
- Funding Source: Connecticut's Community Investment Act

4. Eligibility.

- Must meet minimum professional qualifications under the Secretary of the Interior's Historic Preservation Professional Qualification Standards as expanded and revised in 1997 (62 FR 33708, June 20) for the fields of Engineering and/or Historic Architecture.
- Must demonstrate specific work experience in completing similar projects.

5. Minimum Qualifications of Proposers.

To qualify for a contract award, a proposer must have the following minimum qualifications:

- Qualifying bidders must meet minimum professional qualifications under the Secretary of the Interior's Historic Preservation Professional Qualification Standards as expanded and revised in 1997 (62 FR 33708, June 20) for the fields of Engineering and/or Historic Architecture.
- Qualifying bidders must demonstrate specific work experience in completing similar projects.

6. Inquiry Procedures.

All questions regarding this RFP or Town of Vernon procurement process must be directed, in writing, electronically, (e-mail) to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline(s) will be answered. Questions deemed unrelated to the RFP or the procurement process will not be answered. At its discretion, the Town of Vernon may or may not respond to questions received after the deadline. The Town of Vernon may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such.

7. Proposal Due Date and Time.

The Official Contact is the **only authorized recipient** of proposals submitted in response to this RFP. Proposals must be received by the Official Contact on or before the due date and time. Proposals received after the due date and time will be ineligible and will not be evaluated.

An acceptable submission must include the following:

Two (2) copies of the proposal should be submitted in a sealed envelope marked “**BID DOCUMENT- DO NOT OPEN - CONTRACT #2100-10-20-2022**” clearly marked on the outside of the envelope to: Michael J. Purcaro, Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, 3rd Floor, Vernon, Connecticut 06066 no later than 3:00 PM on Thursday, October 20, 2022. Emailed, faxed or late bids will not be accepted.

Received bids will be opened publicly in person on **Thursday, October 20, 2022 at 3:00 PM**. Bid results will be posted on both the Town and DAS websites.

8. Multiple Proposals.

The submission of multiple proposals is not an option for this procurement.

C. PURPOSE OF RFP AND SCOPE OF SERVICES

1. Town of Vernon/Rockville Public Library OVERVIEW

Established in 1893 with the bequest of \$10,000 from George Maxwell to the town for a free public library, the Rockville Public Library is a public library, operated by the Town of Vernon, that serves the residents of Vernon, surrounding towns and the region. In 2018, the Library became a department of the Town of Vernon, and with new leadership, new visions for what the Library could be began emerging. The Library is an integral part of our community and the leading provider of resources that enrich, enlighten and inform our diverse population. The library actively seeks ways to engage our community, serving as a literary resource center and a safe place for all people.

2. SERVICE OVERVIEW

The monumental front stairs designed by Charles A. Platt, serve as the main access point to the Library for pedestrians using the ample sidewalks in Rockville, as well as those using public transportation who access the Library from a nearby bus stop. Due to safety concerns, the stairs are currently not in use, creating a walkability barrier for these users.

The condition of the stairs, landing pad and patio has been a concern for many years, as they have experienced breakage, decay, decomposition and shifting over time. Beginning in 2009, several repairs were made, such as reattaching the hand rails, filling gaps where the steps pulled away from the landing pad, and resetting bricks. Unfortunately, these were short-term temporary measures and did not correct the underlying problem that caused the current state of the stairs, pad and patio.

The original drawings are available in paper and downloadable forms.

For a condition assessment:

The purpose of the project is to produce a report for the Rockville Public Library outlining current existing conditions affecting the stairs, making recommendations for repairs and/or reconstruction including drawings and specifications, and preparing an opinion of probable construction costs associated with the repairs and/or reconstruction.

The project requires a qualified Historical Architect and/or Engineer. All work proposed in the report must meet the Secretary of the Interior’s Standards for the Treatment of Historic

Properties The proposer is expected to coordinate efforts with the project coordinator, Jennifer Johnston-Marius.

Project Goals

- Outcome goals for this project include the basic understanding of the construction of the stairs.
- Develop recommendations for corrective action (repairs and/or reconstruction) that meet the Secretary of the Interior’s Standards for the Treatment of Historic Properties
- Prepare an opinion of probable construction costs associated with the repairs and/or reconstruction.

3. SCOPE OF SERVICE DESCRIPTION

Town of Vernon is looking to hire an appropriately experienced and qualified historical architect, or firm for the purpose of providing an assessment of the physical condition of the Rockville Public Library Granite Stairs.

1. Service Expectations

The Consultant will:

-Consult with the Town of Vernon representatives regarding the needs and goals of the project.

-Produce a report that includes the following:

- An assessment of the resource’s current, existing conditions including a summary description and evaluation of the monumental front stairs;
- An action list regarding building materials, current or future failure of those materials, and code violations;
- Prioritized list of recommendations for the appropriate treatment of deteriorated historic elements; Recommendations must be consistent with the Secretary of the Interior’s Standards for the Treatment of Historic Properties, consider the potential impact of recommended treatments, and avoid significantly altering the property’s historic character and context.
- Design development level construction drawings and outline specifications describing in detail the work necessary to repair and/or restore the stairs to their original appearance and to create a safe and durable walking surface at the front entrance to the Library;
- Cost estimates and/or a proposed budget; and
- A record of any previous existing conditions including site plans, “as built” floor plans and elevations, detail photographs or drawings of significant features, context photo-documentation, and existing conditions detail photo-documentation.

The conditions assessment will be prepared by a 36 CFR Part 61 Qualified Architect.

The project will be done in accordance with the Secretary of the Interior Standards for the treatment of historic properties and the procedures of the Department of Economic and Community Development (DECD), State Historic Preservation Office (SHPO).

4. Staffing Expectations

Qualifying bidders must meet minimum professional qualifications under the Secretary of the Interior's Historic Preservation Professional Qualification Standards as expanded and revised in 1997 (62 FR 33708, June 20) for the fields of Engineering and/or Historic Architecture.

- Bidders are required to produce examples of similar work experience.
- Preference will be given to bidders who have extensive experience utilizing the Secretary of the Interior Standards for the Treatment of Historic Properties.

5. Data and Technology Expectations

Use of industry standard software to allow for easy data sharing.

6. Financial Expectations

Payment to the Contractor will be made based upon standard invoice procedures

- The accepted bidder should anticipate providing an outline of payment requests as they relate to percentage of work completed.

Insurance Requirements

- Proposer shall maintain all required insurance in amounts, form, substance and quality acceptable to the State, as described more fully in Appendix, attached hereto and made a part hereof. A certificate evidencing such insurance shall be delivered to the Official Contact.

7. Budget Expectations

The budget for this project is funded by the Connecticut Community Investment Account, as administered by the Department of Economic and Community Development, State Historic Preservation Office (SHPO).

The funding allotted for the services outlined in this RFP is \$20,000.

8. Town of Vernon's Role

Rockville Public Library will provide access to other requested records, upon availability, including existing drawings and previous inspections

D. PERFORMANCE MEASURES

The following performance metrics highlight key priorities of the project and desired outcomes.

- Success will be based on—completion of the survey and documentation with a proposed plan to repair/replace stairs and an estimated cost.

F. PROPOSAL SUBMISSION CONTENTS

1. Cover Sheet.

The Cover Sheet is Page 1 of the proposal.

The proposer must develop a Cover Sheet that includes the information below. *Legal Name* is defined as the name of the provider or vendor submitting the proposal. *Contact Person* is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal. *Authorized Official* is defined as the individual empowered to submit a binding offer on behalf of the proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.

- RFP Name or Number:
- Legal Name:
- Street Address:
- Town/City/State/Zip:
- Contact Person:
- Title:
- Phone Number:
- E-Mail Address:
- Authorized Official:
- Title:
- Signature:

2. CONTENTS OF PROPOSAL

a. Executive Summary

Proposals must include a high-level summary of the main proposal and cost proposal. The summary must also include the organization's eligibility and qualifications to respond to this RFP and a brief overview of why the Respondent should be selected for the activities highlighted in the scope of services.

b. Main Proposal

To Submit a Responsive Proposal:

The proposal must include but is not limited to:

- Firm Qualifications
- Team Member Credentials, including resumes
- Project Understanding/Methodology/Scope. Should include:
 1. *Start Date*
 2. *Timetable / Schedule*
 3. *Tasks, Deliverables*
 4. *Methodologies*
 5. *Measurable Objectives*
- Relevant Project Experience. A copy of a condition assessment successfully completed by firm is preferred and can be sent separately by email to Official Contact
- References
- Fee Proposal
- Certificate of Insurance

c. Validity of Proposal. The proposer certifies that the proposal represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto. The proposal shall remain valid for a period of 180 days after the submission due date and may be extended beyond that time by mutual agreement. At its sole discretion, the Town of Vernon may include the proposal, by reference or otherwise, into any contract with the successful proposer.

G. EVALUATION OF PROPOSALS

1. Evaluation Process.

It is the intent of the Town of Vernon to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP

2. Evaluation Review Committee.

The Town of Vernon will designate a Review Committee to evaluate proposals submitted in response to this RFP. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed and considered. Proposals that fail to comply with all instructions will be rejected without further consideration. The Review Committee shall evaluate all proposals that meet the Minimum Submission Requirements and make recommendations for awards. The Department of Economic and Community Development State Historic Preservation Office (SHPO) will approve the selection. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Review Committee or the State Historic Preservation Office staff member may result in disqualification of the proposer.

3. Minimum Submission Requirements.

To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Eligibility and Qualification requirements to respond to the procurement, and (3) be complete. Proposals that fail to satisfy these minimum submission requirements will not be reviewed further. The Town of Vernon will reject any proposal that deviates significantly from the requirements of this RFP.

4. Evaluation Criteria.

Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Review Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals.

5. Proposer Selection.

Upon completing its evaluation of proposals and approval by SHPO, any proposer selected will be so notified and awarded an opportunity to negotiate a contract with the Town of Vernon. Such negotiations may, but will not automatically, result in a contract. All unsuccessful proposers will be notified by e-mail or U.S. mail, at the Town of Vernon's discretion, about the outcome of the evaluation and proposer selection process.

H. TERMS AND CONDITIONS

By submitting a proposal in response to this RFP, a proposer implicitly agrees to comply with the following terms and conditions:

1. Equal Opportunity and Affirmative Action. The Town of Vernon is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.

2. Preparation Expenses. The Town of Vernon shall not assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.

4. Proposed Costs. All proposed costs must be fixed through the entire term of the contract.

5. Changes to Proposal. No additions or changes to the original proposal will be allowed after submission.

6. Supplemental Information. Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Town of Vernon. The Town of Vernon may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Town of Vernon. At its sole discretion, the Town of Vernon may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.

8. RFP Is Not An Offer. Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the Town of Vernon or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the Town of Vernon and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The Town of Vernon shall assume no liability for costs incurred by the proposer or for payment of services under the terms of the contract until the successful proposer is notified that the contract has been accepted and approved by the Town of Vernon.

I. RIGHTS RESERVED TO THE Town of Vernon

By submitting a proposal in response to this RFP, a proposer implicitly accepts that the following rights are reserved to the Town of Vernon:

1. Timing Sequence. The timing and sequence of events associated with this RFP shall ultimately be determined by the Town of Vernon.

2. Amending or Canceling RFP. The Town of Vernon reserves the right to amend or cancel this RFP on any date and at any time, if the Town of Vernon deems it to be necessary, appropriate, or otherwise in the best interests of the State.

3. No Acceptable Proposals. In the event that no acceptable proposals are submitted in response to this RFP, the Town of Vernon may reopen the procurement process, if it is determined to be in the best interests of the Town of Vernon.

4. Award and Rejection of Proposals. The Town of Vernon reserves the right to award in part, to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. Town of Vernon may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the Town of Vernon will be served. The Town of Vernon reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.

5. Sole Property of the Town of Vernon. All proposals submitted in response to this RFP are to be the sole property of the Town of Vernon. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the Town of Vernon unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the Town of Vernon and the SHPO without recourse.

6. Contract Negotiation. The Town of Vernon reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Town of Vernon further reserves the right to contract with one or more proposer for such services.

7. Clerical Errors in Award. The Town of Vernon reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of the Town of Vernon shall not constitute a breach of contract on the part of the State since the contract with the initial proposer is deemed to be void ab initio and of no effect as if no contract ever existed between Town of Vernon and the proposer.

APPENDIX

INSURANCE REQUIREMENTS

Bidders shall procure and maintain for the duration of the approved Project the following types of insurance, in amounts no less than the stated limits, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder;

Commercial General Liability (Town of Vernon added as additional insured):

Each Occurrence:	\$ 1,000,000
Personal/Advertising Injury per Occurrence:	\$ 1,000,000
General Aggregate:	\$ 2,000,000
Product/Completed Operations Aggregate:	\$ 2,000,000
Fire Damage Legal Liability	\$ 100,000

Automobile Liability (Town of Vernon added as additional insured):

Each Accident:	\$ 1,000,000
Hired/Non-owned Auto Liability:	\$ 1,000,000

Workers' Compensation/Employers Liability

Workers' Compensation Statutory Requirement set forth by State of CT

Employers Liability

Each Accident	\$ 100,000
Disease-Policy Limit	\$ 500,000
Disease-Each employee	\$ 100,000

Umbrella/Excess Liability (*following form of general liability, auto liability and employer liability*):

Each Occurrence:	\$ 1,000,000
General Aggregate:	\$ 2,000,000

Product/Completed Operations Aggregate: \$ 2,000,000

Professional Liability *(where required)*

Each Claim: \$ 1,000,000

Annual Aggregate \$ 1,000,000

All insurance may not be canceled or modified without thirty (30) days written notice to the Vernon Town Administrator, 14 Park Place, Vernon, CT 06066.

The Town of Vernon and State of Connecticut Department of Economic and Community Development, its officials and employees shall be named as an Additional Insured on the Commercial General Liability policy. Additional Insured status is not required for items 2 through 3 above.

Described insurance shall be primary coverage and the Bidder and Bidder's insurer shall have no right of subrogation recovery or subrogation against the Town of Vernon OR State of Connecticut. Bidder shall assume any and all deductibles in the described insurance policies.

Without limiting the Bidder's obligation to procure and maintain insurance for the duration identified in (A) above, each insurance policy shall not be suspended, voided, cancelled or reduced except after thirty (30) days prior written notice by certified mail has been given to the Town of Vernon, with the exception that a ten (10) day prior written notice by certified mail for non-payment of premium is acceptable.

Each policy shall be issued by an Insurance Company licensed to do business by Connecticut Department of Insurance and having a Best Rating of A-, VII, or equivalent or as otherwise approved by DECD.