

INVITATION TO BID

CONTRACT #2026-02/16/2018

**DESIGN AND DEVELOPMENT OF BUILDING PLANS FOR CITIZEN'S BLOCK
28 – 34 PARK PLACE, VERNON CT**



Citizens Block Building, Vernon CT

Request for Proposal Issued by:

Town of Vernon- Administration
14 Park Place Vernon Ct. 06066

Contact:

Robert Kleinhans at rkleinhans@vernon-ct.gov

I. INVITATION TO SUBMIT PROPOSAL

The Town of Vernon, Connecticut is seeking a qualified, licensed architectural firm to provide design services for the preparation of plans and construction documents to include Mechanical, Electrical, Plumbing, Fire Protection, and Code Compliance relative to the design and development of building plans for Citizen's Block, a three-story, 15,668 square foot building located at 28-34 Park Place, Vernon CT. Submitted proposals should include specifications for the disposal/abatement of known hazardous building materials at the site which have been identified in previous studies which will be available for review by bidders.

The successful firm must have demonstrated experience in providing such service and adhere to standards and requirements typical for such service. Bids should be a lump sum and include all fees for services as itemized above whether or not said service is provided in-house or through sub-contractors and/or joint ventures.

These designs and construction documents will be used to set a final construction budget, and the selected firm is expected assist in preparing those numbers. Prevailing wage rules will apply and this project may involve State funding therefore Commission of Human Rights and Opportunity set asides may also apply.

Bidders may also consider including three add alternates as follows:

1: Lump sum fees for contract administration including bidding, contractor selection, and construction management/oversight. As the project will potentially be funded through a combination of local/State funds, this phase should include an anticipation of prevailing wage and Commission of Human Rights and Opportunity SBE/MBE set aside compliance,

AND/OR

2: Lump sum fees for a comprehensive site study to include alternative Americans with Disabilities compliant exterior access to all four floors (including basement), and/or a tiered parking structure.

AND/OR

#3: Lump sum fee for production of demolition specifications and construction management for the rear portion of Citizen's Block.

II. PROJECT DESCRIPTION - SCOPE OF WORK

A limited façade renovation was performed on the building in 2015 including the replacement of double hung windows, and storefronts. The future use of the building will be as commercial retail space on the ground (first) floor and flexible office space on second and third floor with an optional multipurpose room on the third floor

The Towns re-development goals for this property includes:

- i. Preserve the Historic character of the building while adhering to current building and fire codes.
- ii. Ground level should be a warm, dark box, for future tenant fit-out.
- iii. Provide engaging ground floor storefront commercial space for up to a maximum of four commercial businesses.
- iv. Design flexible interior office space on the 2nd and 3rd floors to maximize optimum workflow of various departments, including an optional multipurpose area on 3rd floor.
- v. Ensure adequate storage for file retention.

The development of concept designs will be an interactive process between the design professional team and town staff which will provide input on room arrangements and site configuration. The project will include a Concept Phase, Design Development Phase, and Final Design and Construction Phase.

The architect is expected to be present for some or all of the meetings either at the town offices or onsite.

III. PROJECT DELIVERABLES

- Drawings, specifications, and any associated technical data (calculations, suggested manufacturers products, photographs, etc.) complete and ready for bidding and permits.
- Construction estimate
- A proposed schedule for achieving the design goals within the master schedule proposed by the Town.

IV. TIMELINE OF RFP

Once a firm is selected, the following timeline will be followed

- | | |
|-------------------------------------|-------------|
| • Issue contract to Architect | March 2018 |
| • Concept phase complete | April 2018 |
| • Design Development Phase complete | June 2018 |
| • Construction Document completion | August 2018 |

V. MANDATORY/VOLUNTARY SITE VISIT

There will be a mandatory walk-through on **Wednesday, January 31, 2018 at 11:00 AM** at the site. A Release and Waiver of Liability Agreement will be provided by the Town, and must be

signed prior to the walk-through. No bids will be accepted from firms that do not attend the walk-through.

VI. Insurance Requirements

All contractors and vendors are required to provide proof of the required insurance coverage before entering the premises or commencing any work on Town of Vernon buildings.

Contractors and vendors must obtain, at their own expense, all the insurance required here from an insurance company AM. Best rated as "A-VII" or better, and acceptable evidence of such insurance must be properly furnished to, and approved by, the Town of Vernon.

All subcontractors are subject to the same requirements. It is the responsibility of the primary contractor or vendor to obtain acceptable evidence of insurance from subcontractors.

The Town of Vernon also requires that they be named as an additional insured on your general liability policy(ies). Your general liability policy must be specifically endorsed with ISO Endorsement CG 20 10 (or equivalent) *or* ISO Endorsement CG 20 26 (or equivalent), *and* ISO Endorsement CG 20 37 (or equivalent). Where these forms require a description of locations or projects, enter "Vernon locations or projects." These form numbers must be specifically referenced on the certificate of insurance, and copies of these endorsements naming the Town of Vernon as additional insured must be furnished with the required certificate of insurance. If your insurance company uses a different form to provide the Town of Vernon with additional insured status on your policies, copies must be provided in advance with the insurance certificate for review and approval by the Town.

The amounts of insurance available to the Town as additional insured must be equal to the full policy limits carried by the contractor or vendor, including primary and excess (umbrella) liability policies or the amounts specified below, whichever is greater. Coverage provided under excess or umbrella policies must be at least as broad as that found in required underlying policies. All coverage must be primary and noncontributory as to the Town of Vernon.

The proper name for the entity to be named as additional insured is: "The Town of Vernon, and/or related or affiliated entities."

Evidence of compliance with these requirements is with the ACCORD form 25, "Certificate of Liability Insurance," plus copies of any required additional insured endorsements. Certificates should be sent to: **Michael J. Purcaro, Town Administrator, Town of Vernon, 14 Park Place, Vernon, CT 06066.**

Current insurance certificates must be furnished to the Town at all times. Replacement certificates must be furnished ten (10) days *prior to the expiration or replacement of* referenced policies.

The Town of Vernon reserves the right to make commercially reasonable changes in these requirements during the term of any work or project.

VII. Hazardous Building Material Removal

The town has conducted environmental studies, available online at www.vernon-ct.gov/legal-notices with reference to **Contract #2026-02/16/2018**. Submitted proposals should include specifications for the Disposal/Abatement of known hazardous building materials at the site.

VIII. Proposal Content

Each submitted proposal must contain the following information:

1. Narrative/description of proposed project services
2. Identification of Subcontractors
3. Proposed time frames
4. Similar project list
5. Three professional references from similar projects
6. Lump sum fee for design services
7. Add/alternate proposals, if any
8. A schedule of reimbursable costs

All questions about the proposals should be directed to Robert Kleinhans, Director of Public Works, by e-mail at rkleinhans@vernon-ct.gov with copies to Michael Purcaro, Town Administrator, by e-mail at mpurcaro@vernon-ct.gov, not later than 5:00 PM, Monday, February 5, 2018. Answers to all so received questions shall be posted by 5:00 PM, Thursday, February 8, 2018 on the Town's website under the bid section at <http://www.vernon-ct.gov/legal-notices> with reference to RFQ/P #2026-02/16/2018. Proposals should be addressed and delivered no later than **February 16, 2018 at 11:00 am** to:

**Michael J. Purcaro, Town Administrator
Town of Vernon
14 Park Place – 3rd floor
Vernon, CT 06066**

E-mailed, faxed, or late bids will not be accepted.

IX. Review/ evaluation criteria

- SCOPE OF SERVICES
- FEE PROPOSAL
- EXPERIENCE
- The selected firm must meet all municipal, state, and federal Affirmative Action and Equal Employment Opportunity practices and requirements.
MBEs/WBEs/SBEs 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

The Town of Vernon is subject to the requirements of the Freedom of Information Act. If a respondent believes the information contained in its qualifications should be treated as confidential, that material shall be clearly marked. The Town shall endeavor to protect confidential materials from disclosure to non-Town employees or contractors 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 the Request for Proposal.