

Town of Vernon, CT
Request for Proposal

Contract #2103 - Professional Services Related to the Rehabilitation of
Fox Hill Memorial Tower, Henry Park, Vernon, Connecticut
Legal Notice

The Town of Vernon, Connecticut is seeking proposals from qualified firms or individuals for consulting architectural and engineering services to develop plans and specifications per the Town's grant from the Connecticut Department of Energy and Environmental Protection. A firm shall provide a cost opinion of the contemplated work, assist in the bidding of these repairs, and provide construction administration and inspection.

The Fox Hill Tower structure stands 72 feet high and is maintained by the Vernon Parks and Recreation Department. The iconic tower is located in Henry Park which is heavily utilized for community events. The tower is also prominently displayed in the official Town seal.

There will be a **mandatory on-site evaluation** of the Tower scheduled for **Tuesday, January 24, 2023, at 1:00 pm** at Henry Park, Fox Hill Tower, 120 South Street, Vernon, Connecticut 06066. The Tower will be open for interior inspection and exterior review. No questions will be answered regarding the project at that time, but access to the interior of the upper levels will be permitted. The exterior is always available for inspection while the park is open.

Questions about this RFP should be emailed to David A. Smith, Vernon Town Engineer, at dsmith@vernon-ct.gov no later than **Monday, January 30, 2023, at 3:30 PM**. Answers to questions received will be posted by **Monday, February 6, 2023**, 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 Contract# 2103. 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 #2103**" 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 **Monday, February 13, 2023, at 10:00 AM**. Emailed, faxed or late bids will not be accepted.

Received bids will be opened publicly in person on **Monday, February 13, 2023, at 10:00 AM**. Bid results will be posted on the Town website.

The selected firm must meet all municipal, state, and federal AA and EEO practices and requirements. MBE's, WBE's, and 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 permitted 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