

**LEGAL NOTICE
REQUEST FOR PROPOSALS
TOWN OF VERNON, CT**

**CONTRACT #2133 Redesign / Build Services related to Restroom-Concession Facility at
Windermere Fields**

The Town of Vernon, Connecticut is seeking Proposals for Redesign / Build Construction Services related to the construction of a Restroom/Concession/Storage facility at the Windermere Fields Soccer Complex located at 60 Windermere Road, Ellington, CT. The Proposed Building shall be rectangular with a gable roof, providing approximately 1500 square feet, containing Restrooms, an area for future Concession, Storage, and a Utility Room. The structure will have footings/frost walls and either concrete slab on grade / CMU building or Pre-Cast Concrete elements, with wood framed roof and 40-year asphalt shingles. A second stand-alone building (approximately 200 sf.) containing only restroom facilities and a small utility area is also included in this RFP as an 'add-alternate' item.

Concept drawings prepared by United Concrete are provided as a general guide to the finished configuration. The selected contractor shall prepare all required supplemental information, final plans and specifications for the Ellington Building Official's review and approval, at no additional cost to the project. In the event that 'special inspection' services are required during construction; the Town of Vernon shall be responsible for securing the required service and the associated costs.

Questions about this RFP should be emailed to David A. Smith, Vernon Town Engineer, at dsmith@vernon-ct.gov no later than Tuesday, November 21, 2023, at 3:30 pm. Answers to questions received will be posted by Tuesday, November 28, 2023, on the Town's website at <https://www.vernon-ct.gov/government/bid-opportunities> and at the Connecticut State Department of Administrative Services (DAS) at <https://portal.ct.gov/DAS/CTSource/CTSource> by referencing Contract# 2133. It is the sole responsibility of the respondent to review any or all addendum or question responses related to this RFP.

Three (3) copies of the proposal should be submitted in a sealed envelope, clearly marked "**BID DOCUMENT– DO NOT OPEN – CONTRACT #2133 – Redesign / Build Services related to the Restroom-Concession Facility at Windermere Fields**" 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 **Wednesday, December 6, 2023, at 10:00 am**, at which time and place they will be publicly opened and read aloud. To receive consideration bids must be in the hands of the authorized representative, no later than the day and hour mentioned above. Emailed, faxed, or late bids will not be accepted. Bid results will be posted on the Town website.

Proposals shall be opened and read aloud publicly on **Wednesday, December 6, 2023, at 10:00 am**. Bid results will be posted on the Town website.

A certified check or bid bond in the amount of five percent (5%) of the total bid and insurance certificates must accompany each proposal. Electronic copies of the RFP/Bid Specs are available for review at the Connecticut State Department of Administrative Services website at <https://portal.ct.gov/DAS> or on the Town of Vernon website at <https://www.vernon-ct.gov/government/bid-opportunities> with reference to Contract #2133.

This is a prevailing wage job and certified payrolls must be provided to the owner's representative. CT Commission on Human Rights and Opportunities requirements for Affirmative Action Plans and Disadvantaged Business Enterprises set-asides are likewise part of this assignment. MBEs/WBEs/SBEs are encouraged to apply.

This contract is subject to state set-aside and contract compliance requirements. The selected firm must meet all municipal, state and federal AA and EEO practices and requirements. MBEs/WBEs/SBEs are encouraged to submit a bid. 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