

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

PURCHASING DEPARTMENT

(860) 291-7270

FAX (860) 282-4857

WWW.EASTHARTFORDCT.GOV

**TOWN OF EAST HARTFORD, CT
INVITATION TO BID**

BID #20-20

RE: R.F.P. – Multidisciplinary Design Firm for Town Hall Upgrades

Proposals will be received at the Office of the Purchasing Agent, Town Hall,
740 Main Street, East Hartford, Connecticut, 06108 until Wednesday, May 13, 2020 at
11:00 a.m. at which time they will be publicly opened and recorded.

Information and Specifications are available at the above office or on the Town of East
Hartford bid's website at <http://www.easthartfordct.gov/bids>

The right is reserved to reject any or all bids when such action is deemed to be in the best
interest of the Town of East Hartford, Connecticut

Michelle A. Enman
Purchasing Agent
(860) 291-7271



TOWN OF EAST HARTFORD, CONNECTICUT

STANDARD INSTRUCTIONS FOR BIDDERS

1. Sealed bid proposals will be received by the purchasing agent until the date and time indicated on the Invitation to Bid. Bids received later than the date and time specified will not be considered and will be returned unopened.
2. Bids are to be returned with the bid number prominently indicated on any other mailing envelope. The name and address of the bidder should appear in the upper left hand corner of the envelope. **Bids will not be accepted via fax or e-mail.**
3. All proposals will be opened and read publicly and are subject to public inspection. Bidders may be present or represented at all openings. Bid results are mailed to all responding bidders.
4. Municipalities are exempt from any sale, excise or federal taxes. Bid prices must be exclusive of taxes and will be so construed.
5. The Town of East Hartford reserves the right to reject any or all bids or any part of all bids and to waive any informality when such action is in the best interest of the Town. The Town also reserves the right to extend by mutual consent an awarded bid when such action is in its best interest.
6. Bidders should familiarize themselves with all of the terms and conditions set forth in the bid specifications. Failure by the bidder to familiarize himself with these terms and conditions does not excuse the bidder from fulfillment of the bid specifications.
7. All entities doing business with the Town certify, upon acceptance of a bid and by virtue of their signature on that bid, that they have read, understood and will comply with the section of the Town's updated plan of affirmative action and equal opportunity relating to contractual and purchasing procedures – Section VIII Dated 01/88. The bidder agrees to cooperate fully should the Town choose to audit this compliance.
8. In case of an error in the extension or addition of prices, the unit price will govern. The Town will not be subject to any price increases after a bid award, unless it was part of the original bid terms.
9. The Town reserves the right to increase or decrease quantities listed in order to stay within the allocated funding at time of bid opening.
10. The Purchasing Department has the obligation to accept the lowest responsible bid which is in the Town's best interest. Factors include, but are not limited to: price, compliance to specifications, quality offered, freight costs, delivery time, past performance, standardization of current equipment, financial resources, technical qualifications, equipment and experience.
11. Bidders shall state in writing and attach to the bid, any conditions/exceptions that are part of the bid price. Comments to the effect "see literature" will not be acceptable.
12. Any manufacturers' names, trade names, brand names or catalog numbers used in the specifications are there for the purpose of establishing and describing general performance

and quality levels. Such references are not intended to be restrictive and bids are invited on these and approved equal brands or products of any manufacturer.

13. The Town's competitive bidding process is not a means for competitors to obtain private/proprietary information that is not otherwise normally available. Such information relates to a bidder's financial records and responsibility, test data, manufacturing drawings, formulas and processes. To promote competition and protect valid interests this type of information/data will remain confidential.
14. All bidder questions shall be directed to the Purchasing Agent. Procedural and clarification questions will be answered appropriately. Questions that require an answer that will in effect change/alter the intent of the specifications will only be answered in writing to all bidders by a bid addendum.
15. Awarded bidders are responsible for obtaining all necessary permits as required by OSHA, Federal, State and/or Town regulations. Town permits will be issued at no cost.
16. Alternate proposals will not be considered unless specifically called for in the bid.
17. Prices shall include packing, transportation and delivery charges F.O.B. to East Hartford/delivered unless specifically noted otherwise.
18. Bidder declares that the proposal is not made in connection with any other bidder submitting a proposal for the same bid and is in all respects fair and without collusion or fraud.
19. Cash discounts may be offered by bidder for prompt payment of bills, but such cash discount will not be taken into consideration in determining the awarded low bidder except in the case of tie bids and then only provided such discount is based on payment of invoice not less than fourteen (14) days after satisfactory delivery and/or receipt of invoice, whichever is later.
20. The Town will not award a bid to any bidder who owes a delinquent tax to the Town. Bidders certify by virtue of their signature on the bid sheet that neither the bidder nor any business or corporation which the Bidder owns an interest in is delinquent in tax obligations to the Town. The Purchasing Department will verify that no delinquent taxes are owed before any bid is awarded.
21. All bidders shall include a corporate resolution with your submittal. Sample formats for Corporations and Professional Corporations, Limited Liability Company and Partnerships (including Limited Partnership and Limited Liability Partnership) are attached in this packet
22. The bidding entity is required to provide evidence from the Connecticut Secretary of State that they are in good standing and qualified to conduct business in the State of Connecticut.



TOWN OF EAST HARTFORD, CONNECTICUT
INDEMNIFICATION AND INSURANCE REQUIREMENTS
FOR
CONSTRUCTION, PROFESSIONAL OR LABOR SERVICE
BIDS

NOTE: CERTIFICATE OF INSURANCE WILL ONLY BE REQUIRED OF THE AWARDED BIDDER

A. INDEMNIFICATION

**THE AWARDED BIDDER WILL BE REQUIRED TO AGREE TO THE FOLLOWING
INDEMNIFICATION LANGUAGE**

To the fullest extent permitted by law, THE AWARDED BIDDER agrees on behalf of itself and its successors and assigns, covenants and agrees at its sole cost and expense, to protect, defend, indemnify, release and hold the Town of East Hartford, its agents, servants, officials, employees, volunteers and members of its boards and commissions (Collectively the "Town of East Hartford"), harmless from and against any and all Losses (defined below) imposed upon or incurred by or asserted against the Town of East Hartford by reason of bodily injury, personal injury, death, or property damage of whatsoever kind or nature, to any individuals or parties (including, but not limited to the Town of East Hartford, the Awarded Bidder, or any other third party) arising out of or resulting from, or alleged to arise out of or arise from Awarded Bidder's performance of its work under the contract, but only to the extent such Losses are attributable to the negligent or intentional act, error or omission of the Awarded Bidder or any person or organization employed or engaged by Awarded Bidder to perform all or any part of the contract. The term "Losses" includes any losses, damages, costs, fees, expenses, claims, suits, judgments, awards, liabilities (including, but not limited to, strict liabilities), obligations, debts, fines, penalties, charges, amounts paid in settlement, foreseeable and unforeseeable consequential damages, litigation costs, attorneys' fees, expert's fees, and investigation costs, of whatever kind or nature, and whether or not incurred in connection with any judicial or administrative proceedings, actions, claims, suits, judgments or awards.

Upon written request by the Town of East Hartford, the Awarded Bidder shall defend and provide legal representation to the Town of East Hartford with respect to any of the matters referenced above. Notwithstanding the foregoing, the Town of East Hartford may, in its sole and absolute discretion, engage its own attorneys and other professionals to defend or assist it with respect to such matters and, at the option of the Town of East Hartford, its attorneys shall control the resolution of such matters. Upon demand, the Awarded Bidder shall pay or, in the sole and absolute discretion of the Town of East Hartford, reimburse, the Town of East Hartford for the payment of reasonable fees and disbursements of attorneys and other professionals in connection with this contract.

**THE TOWN OF EAST HARTFORD WILL NOT AGREE TO INDEMNIFY THE AWARDED
BIDDER; SUBCONTRACTOR(S); OR INDEPENDENT CONTRACTOR**

B. INSURANCE

1. GENERAL REQUIREMENTS

The AWARDED BIDDER shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure all of the AWARDED BIDDERS's

obligations under this contract with an insurance company(ies) with an AM Best Rating of A-VII or better licensed to write such insurance in the State of Connecticut and acceptable to the Town of East Hartford.

Additional Insured: The Town of East Hartford, its officials, employees, volunteers, boards and commissions must be included as an Additional Insured on the AWARDED BIDDER'S Insurance Policies (except Workers' Compensation and Professional Errors & Omissions). Evidence of this must be provided upon inception of this contract and upon renewal of insurance by the AWARDED BIDDER to the Town of East Hartford in the form of language on a Certificate of Insurance as well as a policy endorsement.

The AWARDED BIDDER shall provide the Town of East Hartford with a Certificate(s) of Insurance signed by an authorized representative of the insurance company(ies) prior to the performance of this contract describing the coverage and providing that the insurer shall give the Town of East Hartford written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage. Such insurance or renewals or replacements thereof shall remain in force during the AWARDED BIDDER'S responsibility under this contract. Failure to provide or maintain any of the insurance coverage required herein shall constitute a breach of the Contract.

2. **SPECIFIC REQUIREMENTS:**

a) **Commercial General Liability Insurance**

The AWARDED BIDDER shall carry Commercial General Liability Insurance (broad form coverage) insuring against claims for bodily injury, property damage, personal injury and advertising injury that shall be no less comprehensive and no more restrictive than the coverage provided by Insurance Services Office (ISO) form for Commercial General (CG 0001 04/2013). By its terms or appropriate endorsements such insurance shall include the following coverage, to wit: Bodily Injury, Property Damage, Fire Legal Liability (not less than the replacement value of the portion of the premises occupied), Personal & Advertising Injury, Blanket Contractual, Independent Contractor's, Premises Operations, Products and Completed Operations (for a minimum of two (2) years following Final Completion of the Project). Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

Type of Coverage:	Occurrence Basis
Minimum Amount of Coverage:	\$1,000,000 per occurrence
	\$2,000,000 aggregate
Policy Period:	Annual Policy

b) **Workers' Compensation and Employer's Liability Insurance**

The AWARDED BIDDER shall provide Statutory Workers' Compensation Insurance as required by the State of Connecticut, including Employer's Liability.

Amount of Coverage: Coverage A:	Statutory
Coverage B (Employer Liability):	\$500,000 Each Accident
	\$500,000 Disease, Policy Limit
	\$500,000 Disease, Each Employee

c) Commercial Automobile Liability Insurance

The AWARDED BIDDER shall carry Commercial Automobile Liability Insurance insuring against claims for bodily injury and property damage and covering the ownership, maintenance or use of any auto or all owned/leased and non-owned and hired vehicles used in the performance of the Work, both on and off the Project Site, including loading and unloading. The coverage should be provided by Insurance Services Office form for Commercial Auto Coverage (CA CA0001 10/2013) or equivalent. "Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

Type of Coverage:	Occurrence Basis
Minimum Amount of Coverage:	\$1,000,000 combined single limit
Policy Period:	Annual Policy

d) Umbrella Liability Insurance

The Town reserves the right to require the AWARDED BIDDER to carry an umbrella liability insurance policy up to **\$5,000,000**. The necessity and amount of umbrella liability insurance is dependent upon a number of factors including, but not limited to scope, price and duration of the work to be performed. The Town of East Hartford will inform the AWARDED BIDDER as to the necessity and limits for this insurance as soon as practicable, and has sole discretion of the limits to be required.

3. PROFESSIONAL SERVICE CONTRACTOR REQUIRMENTS

(e.g., Architects, Engineers, et al.)

The AWARDED BIDDER shall carry Errors & Omissions coverage in the **minimum** amount \$1,000,000 per claim/\$1,000,000 annual aggregate for all professional services contracts. If the insurance coverage is written on a Claims-Made basis, an extended reporting period of at least 3 years after substantial completion of the project is required. Increased coverage limits may be required based on the scope, price and duration of the work to be performed. The Town of East Hartford will inform the **AWARDED BIDDER** as to the required limits for this insurance as soon as practicable, and has sole discretion of the limits to be required.

4. SUBCONTRACTOR REQUIREMENTS:

The AWARDED BIDDER shall require all subcontractors and independent contractors to carry the coverages set forth in section B. INSURANCE and will obtain appropriate Certificates of Insurance before the subcontractors and independent contractors are permitted to begin work.

The AWARDED BIDDER shall require that The Town of East Hartford, its officials, employees, volunteers, boards and commissions be included as an Additional Insured on all subcontractors and independent contractors insurance (except Workers' Compensation and Professional Errors & Omissions) before permitted to begin work.

The AWARDED BIDDER and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the Town of East Hartford, and its officers, agents, servants and employees for losses arising from work performed by each on this contract.

**THE TOWN RESERVES THE RIGHT TO AMEND THE AMOUNTS OF
COVERAGE REQUIRED AND TYPE OF COVERAGE PROVIDED
BASED ON THE FINAL AGREED UPON SCOPE OF SERVICES**

Revised 26 March 2020



Department of Public Works

Request for Proposals
RFP #20-20
Multidisciplinary Design Firm for Town Hall Upgrades

Background

The Town of East Hartford seeks to enter into a contract with a multi-disciplinary design team to provide a range of architectural and engineering design services as described in Attachment B Scope of Work. Firms must be skilled and experienced in working with municipalities in Connecticut and possess thorough knowledge of replacement of environmental control systems in occupied and historic municipal buildings.

Required Services

Required services will vary depending on the task/project, as follows:
Refer to Attachment B Scope of Work.

Proposals

Firms wishing to be considered should submit their qualifications on GSA Form 330, and include any other information representative of the firm's experience and ability. In addition, proposals should include hourly rates for all job classifications necessary to provide the above-listed services (see Appendix A).

Other Considerations

- Firms must maintain a physical place of business within 75 Miles of East Hartford, CT.

Selection Process

Firm(s) will be selected based on overall quality and completeness of the Contractor's RFP response, relevance of experience, strength of references, and pricing. The Department of Public Works may conduct in-person interviews to determine the best fit between the firm and the needs of the Town of East Hartford.

The Town of East Hartford reserves the right to negotiate with multiple firms selected through this RFP process and may modify or reduce the overall scope of the work to be performed by the selected design team. In addition, the Town of East Hartford reserves the right to reject any and all proposals when such action is deemed to be in the best interest of the Town.

Responses to this RFP must include one original and FOUR copies and be received in the East Hartford Purchasing Department office at 740 Main Street, East Hartford, CT 06108 no later than **11:00 a.m. on Wednesday, May 13, 2020 @ 11 a.m.** All responses must also be submitted in PDF format.

Michelle Enman
Purchasing Agent
(860) 291-7270
menman@easthardct.gov

Appendix A- Pricing
RFP #20-20
Multidisciplinary Design Firm for Town Hall Upgrades

1. Provide hourly rates for the positions below. If firm does not staff a certain position, list as N/A. If firm staffs another type of position that would be applicable to the Town of East Hartford account, write in on the blank lines.

- a. Principal-In-Charge = \$ _____ /hr
- b. Senior Project Manager = \$ _____ /hr
- c. Project Manager = \$ _____ /hr
- d. Architect = \$ _____ /hr
- e. Engineer = \$ _____ /hr
- f. Draftsperson / CADD Operator = \$ _____ /hr
- g. Clerical = \$ _____ /hr
- h. _____ = \$ _____ /hr
- i. _____ = \$ _____ /hr
- j. _____ = \$ _____ /hr
- k. _____ = \$ _____ /hr

2. Reimbursable Expenses = Actual Cost + _____%

Reimbursable costs include (fill in what items firm seeks reimbursement for):

- 3. Range of Professional Fee _____% of \$3.9 million
- 4. Range of Professional Fee _____% of \$6.5 million

SUBMITTED BY:

Vendor	Contact Person
Written signature	Title
Address:	
Telephone#	Fax#
Email	Date

APPENDIX B
TOWN OF EAST HARTFORD
SCOPE OF WORK

Multidisciplinary Design Firm for Town Hall Upgrades

The Town of East Hartford, Connecticut requests professional qualifications and fee proposals from **multi-disciplinary design firms or teams** for the proposed Town Hall Infrastructure project comprised of the following components:

- **Replacement of the existing building electrical systems including electrical power (main and distribution) and lighting systems for LED fixtures;**
- **Replacement of the existing building HVAC system with code-compliant and energy efficient systems, which may include a new gas service based on the design recommendation;**
- **Removal of an underground storage tank;**
- **Replacement of all roofing systems including consideration for solar panel system;**
- **Exterior restoration of the cupola;**
- **Refurbishment of existing bathroom facilities for HC accessibility;**
- **Code upgrades including a new fire suppression system, a new fire alarm system, and related egress and HC accessibility work in consultation with the Authorities Having Jurisdiction;**
- **New security systems;**
- **Upgrade the 1935 building elevator;**
- **Isolated masonry repairs to the facades;**
- **Related site improvements and utility infrastructure as required to support the new work;**
- **Restoration of the original 1935 building main entrance and site design;**
- **Limited ACM abatement of ceiling tiles and selected areas of drywall joint compound.**

Diagrams and ages of the various building areas are attached.

The Design team will be required to provide comprehensive professional services, including but not limited to the following:

- Review of the Hazardous Building Report prepared by the Owner's consultant for the design consultant's use in developing MEP/FP system selections and distribution pathways through the building and the re-roof approach;
- Measurement, scanning, photographic, and drafting services to create digital plan files suitable for the documentation of project designs;
- Code analysis including all relevant Codes and meeting with the Authorities Having Jurisdiction to review the life safety design approach;
- Conceptual Design to prioritize work and secure full funding through the municipal process;
- Schematic Design;
- Design Development;
- Construction Documents including a well-defined Quality Control phase;
- Bidding Phase and Construction Administration Phase representation;
- Assist in the preparation of Cost Estimates by the Owner's Project Manager (Downes Construction Company) at the conclusion of each phase;
- MEP/FP engineering;
- Architectural design for the Code Analysis and upgrades, re-roofing, cupola restoration, and appropriate integration of new MEP/FP systems into the existing historic building;

- Structural Engineering, Civil Engineering, and Landscape Architecture as may be required for upgrades to the ceremonial western entrance and to incorporate new HVAC systems on the roof;
- Regular presentations and workshops as required to keep the Building Committee and User Groups informed of design progress, and not less than twice monthly;
- Coordination with all State and local regulatory agencies as required to obtain Town approvals, and to insure compliance with all applicable laws and Codes.

No significant changes to the departmental organization or office suite layouts are anticipated.

Firms should include specialty consultants as required to provide the expertise demanded by the design program, and should include specific information on the relevant experience of all team members. Final selection of the sub-consultants shall be subject to review and acceptance by the Building Committee.

Firms should include an order-of-magnitude fee for professional services.

The Owner has procured the services of the following consultants:

- Environmental remediation engineer (TRC)

Construction of the project will likely commence September 2020.

The construction delivery method will be determined following a budget and scope evaluation of the project at the conclusion of Schematic Design. A CM-at-Risk is the recommended approach.

The Project is currently funded at \$3.9 million and cost estimate will be revised through the work of the Conceptual Design phase. The funding for this project to date has been made available by the Town of East Hartford.

Proposals should be received by Michelle Enman, Purchasing Agent, East Hartford Town Hall 740 Main Street East Hartford, CT 06108. Please submit (5) copies of the proposal.

The Town of East Hartford and its Agencies and Commissions are Affirmative Action – Equal Opportunity employers. Respondents to this Request for Qualifications agree and warrant that in the performance of the work on these projects, the firm will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability. Respondents agree to provide the State of Connecticut Commission on Human Rights and Opportunities with such information requested by the Commission concerning employment practices and procedures.

RESOLUTION FOR CORPORATIONS AND PROFESSIONAL CORPORATIONS
(required)

(TO BE TYPED ON CORPORATION LETTERHEAD PAPER)

I _____, Secretary of _____
(Name of Corporation's Secretary) (Legal name of Corporation)
a Corporation duly organized and operating under the laws of _____ and
(State)

Qualified and authorized to do business in the State of Connecticut, DO
HEREBY CERTIFY that the following is a true, correct and accurate copy of a
Resolution duly adopted at a meeting of the Board of Directors of such
Corporation, duly convened and held on _____, at which meeting
a duly constituted quorum of the Board of Directors was present and voted in
favor of such Resolution. I further CERTIFY that such Resolution has not been
modified, rescinded or revoked since the date on which it was enacted, and it is
at present in full force and effect:

RESOLVED: That the following Officers of this Corporation, or any one
them: _____

_____,

(Name and title of Officer or Officers)

is empowered to execute and deliver in the name and on behalf of this
Corporation contracts, bids and other documents to the Town of East Hartford, State of
Connecticut, and are further authorized to affix the Corporate Seal to such documents and to bind
the Corporation to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature and the
Corporate Seal of the Corporation, this _____ day of _____.

(Affix Corporate Seal Below)

(Typed name of Corporation's Secretary)

SIGNATURE OF SECRETARY

Resolution for Limited Liability Company (required)
(TO BE TYPED ON LIMITED LIABILITY COMPANY LETTERHEAD PAPER)

The undersigned, all of the members [or, if applicable, the managing member] of

(legal name of LLC)

A Limited Liability Company duly organized and operating under the laws of _____ and
(State)

qualified and authorized to do business in the State of Connecticut, DO

HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Members of such Limited Liability Company, duly convened and held on _____, at which meeting a duly constituted quorum of the voting Members was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following Members of this Limited Liability Company, or any one them: _____

(Name and title of Members)

is empowered to execute and deliver in the name and on behalf of this Limited Liability Company, contracts bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to seal to such documents and to bind the Limited Liability Company to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have executed this resolution, this _____ day of _____.

Have all necessary parties sign and indicate their name and title, such as member, managing member etc..

Resolution for Partnership (including Limited Partnership and Limited Liability Partnership)
(required)

(TO BE TYPED ON PARTNERSHIP LETTERHEAD PAPER)

The undersigned, all of the partners (or, if a Limited Partnership, all of the general partners, or if a Limited Liability Partnership, all of the partners) of _____, a partnership (or, if applicable, a Limited Partnership or Limited Liability Partnership) duly organized and operating under the laws of _____ and qualified and authorized to do business in the State of Connecticut, DO

HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the voting partners of such partnership duly convened and held on _____, at which meeting a duly constituted quorum of the voting partners was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

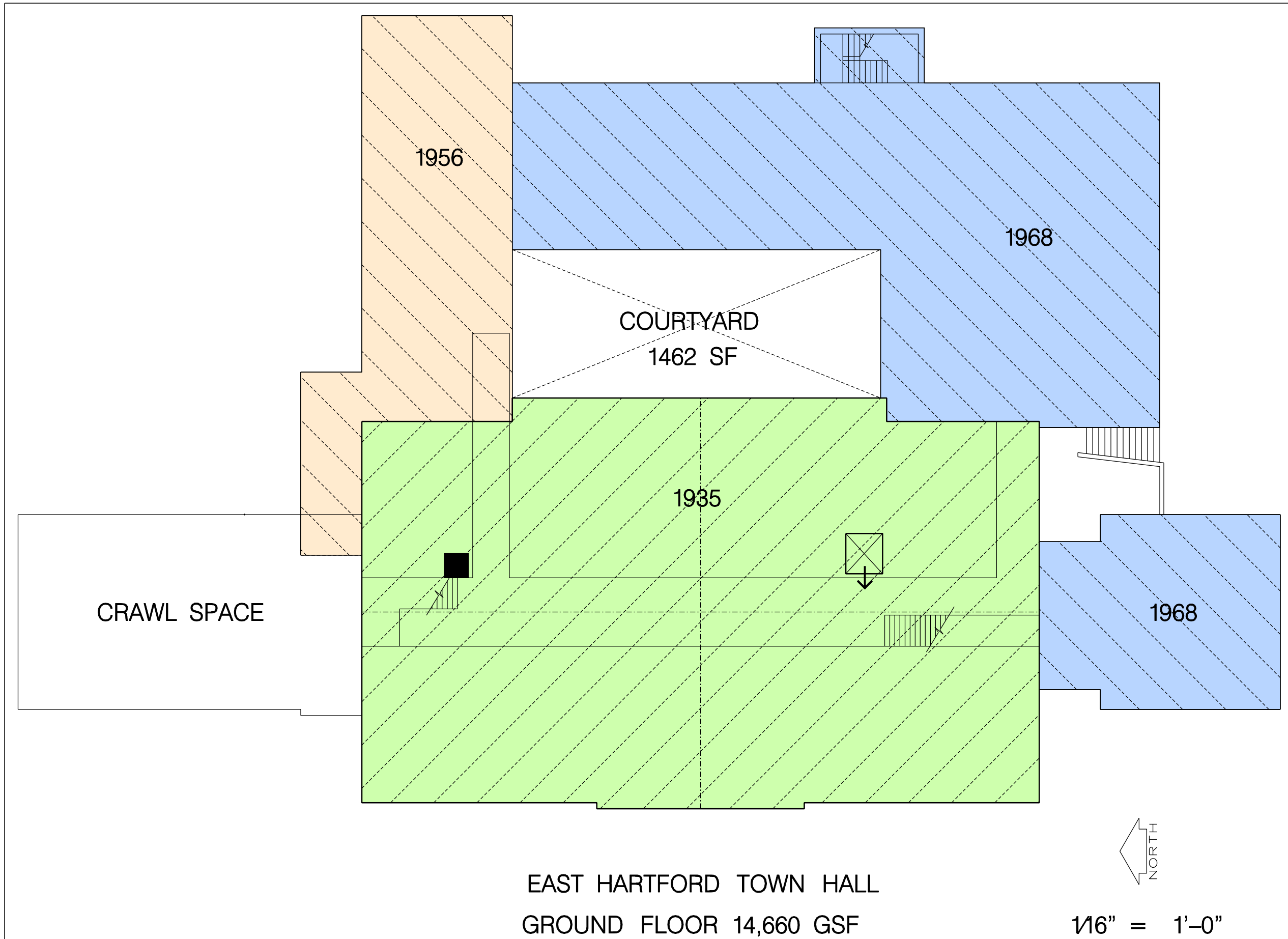
RESOLVED: That the following partners, or any one of them: _____

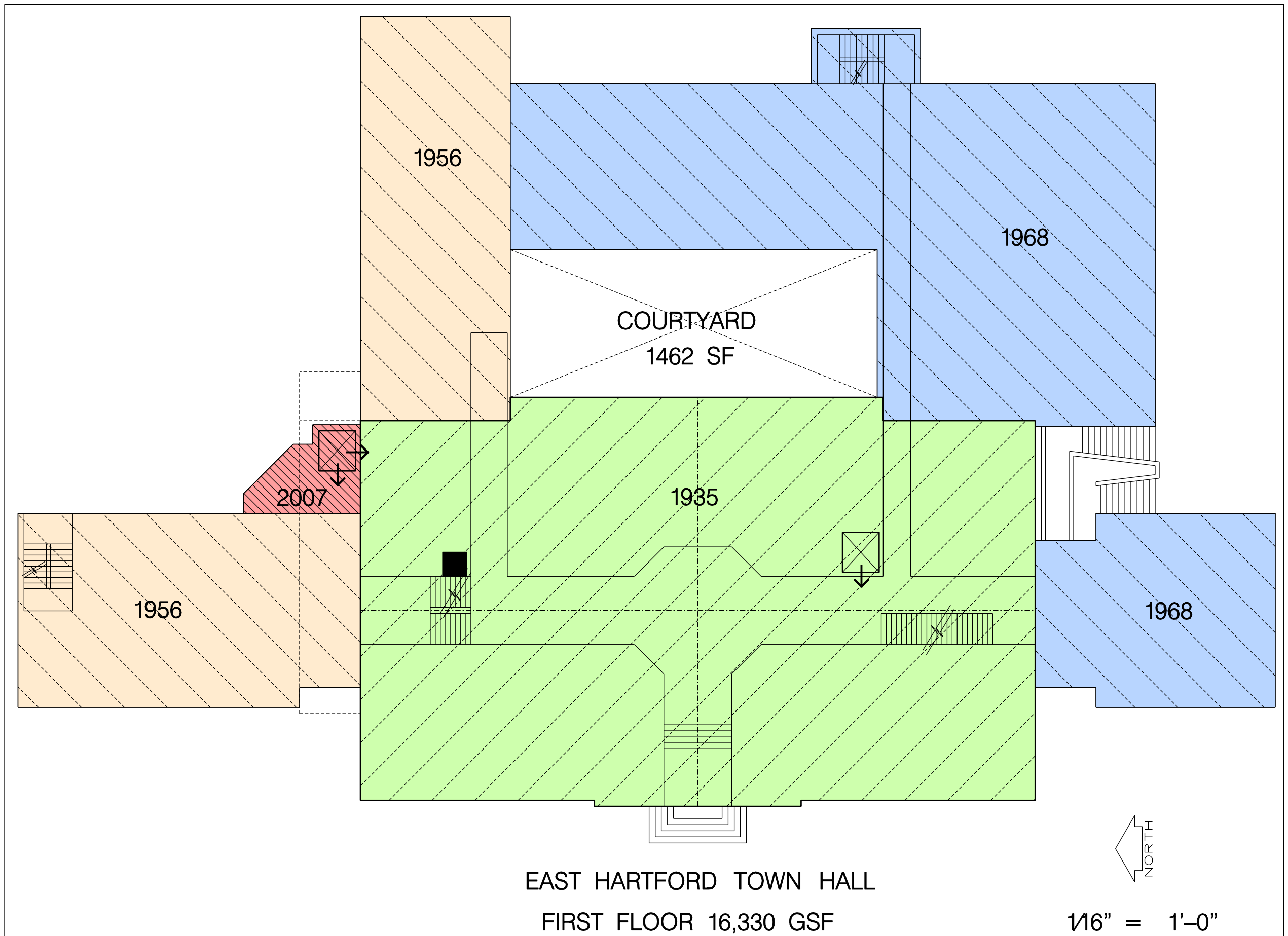
_____,
(Name and title of Partners)

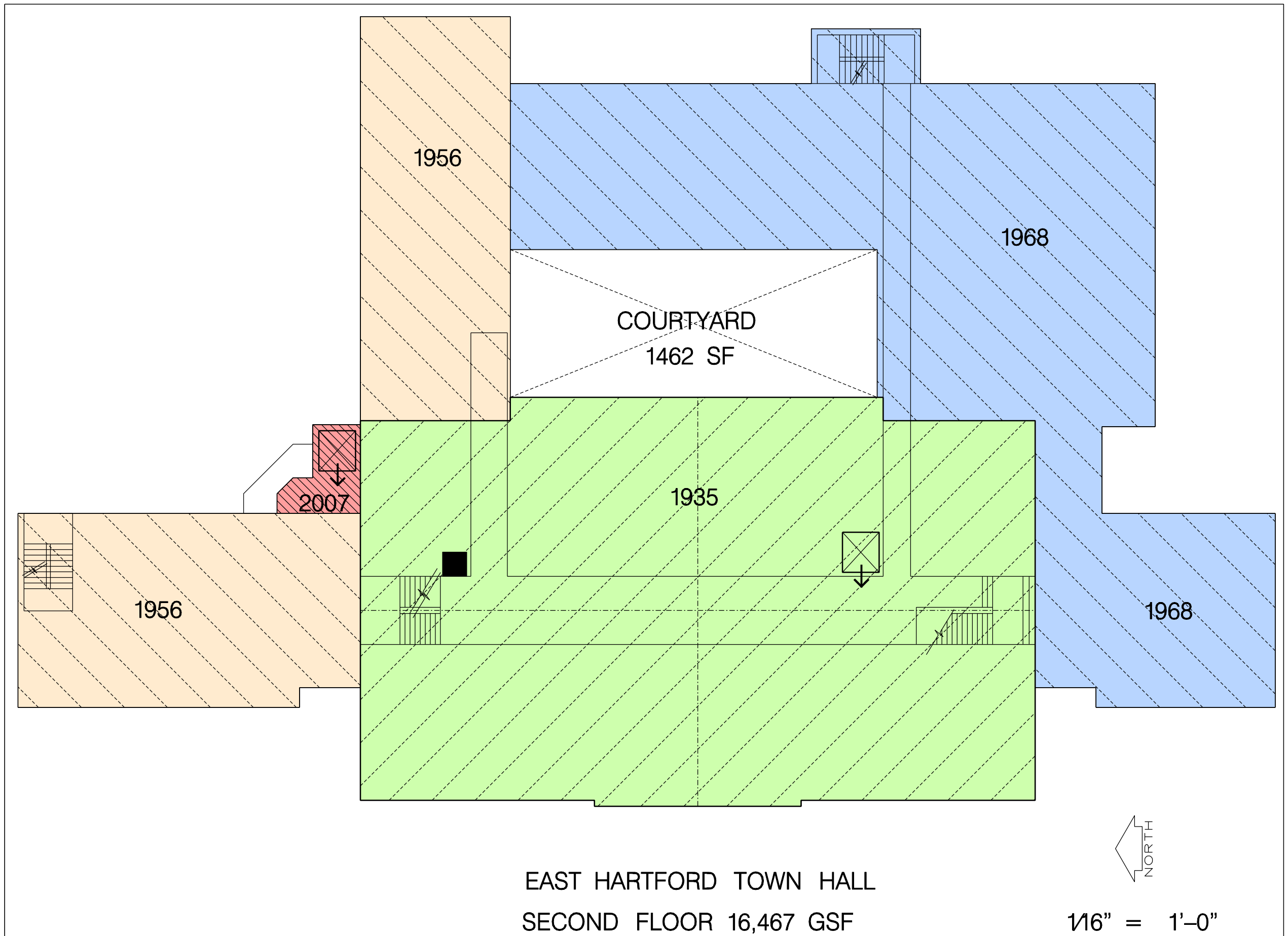
is empowered to execute and deliver in the name and on behalf of this partnership, contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to seal to such documents and to bind the partnership to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have signed this resolution on, this _____ day of _____.
(day) (month and year)

Have all necessary partners sign and indicate their name and title, such as partner, general partner, etc.







EAST HARTFORD TOWN HALL
 SECOND FLOOR 16,467 GSF

NORTH
 1/16" = 1'-0"