

## **REQUEST FOR PROPOSAL FOR**

### **BARKHAMSTED TOWN HALL AND BARKHAMSTED ELEMENTARY SCHOOL**

#### **SIDEWALK REPLACEMENT**

**Release date:** September 5, 2019

**Pre-proposal questions:** Contact Don Stein, First Selectman – (860) 379-8285

**Proposal due date:** September 20, 2019; 11:00 AM

**Proposal delivery location:**

Town of Barkhamsted  
67 Ripley Hill Road  
Barkhamsted, CT 06063

The Town of Barkhamsted is requesting proposals from contractors to provide concrete sidewalk replacement services for the Town Hall and Barkhamsted Elementary School.

Copies of the governing site plan, entitled Concrete Sidewalk Replacement Plan, Barkhamsted Town Hall and Barkhamsted Elementary School, dated August 26, 2019, can be obtained in person from the Barkhamsted Town Hall, 67 Ripley Hill Road, Barkhamsted, CT or in pdf form from the Town website at [www.barkhamsted.us](http://www.barkhamsted.us). It is incumbent upon the respondent to check the website for additional information and/or addenda. This site plan provides all of the specifications and requirements of this contract.

Proposals are due September 20, 2019, at 11:00 a.m. and must be delivered or mailed to the First Selectman's Office located at 67 Ripley Hill Road, Barkhamsted, CT 06063 prior to the due date. At that time, the sealed bid quotations will be opened.

**Late Proposals will not be accepted**

#### **I. PURPOSE AND GENERAL INFORMATION**

It is the intent of this Request for Proposal to solicit bids for professional concrete services for the Town of Barkhamsted. The Town of Barkhamsted is inviting proposals from State of Connecticut-licensed Contractors to provide reconstruction of the designated sidewalks at the Barkhamsted Town Hall and Barkhamsted Elementary School. The proposed lead time and completion date for each of the tasks below shall be included in the proposal.

## SCOPE OF SERVICES

- A.** For each area below, the specifications for all required work are defined in the governing site plan referenced above.
- B. Replace concrete sidewalk on north end of Elementary School (Area #1)**
- New sidewalk location and grades to be identical to existing side walk with the deletion of existing handicap ramp..
  - Approximate square footage is 387; monocurb is 80 linear feet
- C. Replace concrete sidewalk in front of Elementary School (Area #2)**
- New sidewalk location and grades to be identical to existing side walk with the addition of handicap detectable strip and handicap accessible curb ramp.
  - Approximate square footage is 3,505, monocurb is 179 linear feet
- D. Replace concrete sidewalk and ramps surrounding Town Hall (Area #3)**
- Ramp is not replaced in kind; new grades are proposed to achieve handicap accessibility; includes addition of handicap detectable strip
  - Approximate square footage is 890, monocurb is 60 linear feet
- E. Replace concrete sidewalk between Elementary School and Town Hall (Area #4)**
- New sidewalk location and grades to be identical to existing side walk with the addition of handicap detectable strips.
  - Approximate square footage is 55, monocurb is 10 linear feet.
- F.** For all areas, please quote two options
- Town will remove existing sidewalk and curbing and perform rough grading and compacting
  - Provide optional quote for contractor to perform this task
- G.** For all areas, the Concrete Sidewalk detail and the Bituminous Pavement Patch detail contained in the governing site plan shall apply, as appropriate
- H.** Please return the sheet on the following page with all prices, schedule, and signed by an officer of the company.
- Please note that it may not be possible to complete Item C (Area #2) this fall due to the school's schedule. Please provide a price for this item for both the current time frame and if it cannot be performed until the summer of 2020.

### Proposal Pricing and Schedule

Option Pricing	Contractor will remove existing sidewalk and curbing and perform rough grading and compacting	Town will remove existing sidewalk and curbing and perform rough grading and compacting
B. Replace concrete sidewalk on north end of Elementary School (Area #1)		
C. Replace concrete sidewalk in front of Elementary School (Area #2)	1. Price if work performed this fall: _____  2. Price if work performed Summer 2020: _____	1. Price if work performed this fall: _____  2. Price if work performed Summer 2020: _____
D. Replace concrete sidewalk and ramps surrounding Town Hall (Area #3)		
E. Replace concrete sidewalk between Elementary School and Town Hall (Area #4)		
<u>Schedule</u>	Start date: _____  Completion date : _____	Start date: _____  Completion date: _____

Signed by officer of company: \_\_\_\_\_

Date signed: \_\_\_\_\_

## **II. RESERVES THE RIGHT TO REJECT**

The Town of Barkhamsted reserves the right to select the service provider which best meets the Town's goals and objectives, needs, budget constraints, and quality levels, as well as its service level expectations. The Town reserves the right, in its sole discretion, to reject any/or all proposals, to waive any irregularities and technical defects contained therein, to award the contract in its entirety, in part or not at all and/or to determine which proposal is the lowest and/or best to enter into a Contract, as it may deem to be in the best interest of the Town of Barkhamsted.

## **III. PREPARATION OF THE PROPOSAL**

Proposals should provide a straight forward, concise description of the proponent's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness, clarity of content, and conveyance of the information required by the Town of Barkhamsted. One (1) entire original proposal must be submitted to the Barkhamsted First Selectman's office by Friday, September 20, 2019, at 11:00 a.m. At a minimum, the proposal should contain the following information:

- Business Organization - State the full name, address, phone number, fax number and email address of your business and whether you operate as an individual, partnership, or corporation.
- List of business's experiences with federal, state or municipal programs pertaining to similar projects.
- Proof of appropriate state certifications - Provide proof that you are licensed to operate in Connecticut.
- Qualifications - Include a brief narrative description of the proposed services that will be delivered and the equipment available to perform the services. Please indicate completed projects of similar nature. Also indicate a contact person for each reference cited.
- Certificate(s) of insurance and workers compensation
- Pricing and schedule proposal sheet (page 3 of this Request for Proposal)

## **IV. INSURANCE REQUIREMENTS - CERTIFICATE OF INSURANCE**

The contractor shall furnish certificates of insurance in the following accounts:

- Comprehensive General Liability including premises/operations, contractual independent contractors, broad form property damage and personal injury. Limits of liability shall be combined bodily injury and property damage.
- Auto liability, including owned, non-owned and hired – limits of liability shall be combined bodily injury and property damage: \$1,000,000. Each occurrence: \$1,000,000 Aggregate.

- Excess Liability – Umbrella Form: \$1,000,000 Workers’ Compensation Insurance – Limit of liability shall be the statutory limits. State whether the sole proprietor and/or partners have elected to be included.
- The contractor shall have a certificate issued showing the Town of Barkhamsted as an additional named insured for the duration of the contract.
- Certificates shall be filed with the town’s agent before work is started and contain a thirty (30) day written notice of cancellation clause.
- All personnel on site shall follow ANSI and OSHA standards for personal protective equipment.
- Contractor shall be responsible for damages incurred to town or personal property within the work zone.

## **V. AGREEMENT/EXCEPTIONS**

Submission of a proposal indicates the Contractor agrees to the terms, conditions and other provisions contained in the RFP, unless the Contractor clearly and specifically presents in its proposal any exceptions to the terms, conditions, and other provisions contained in the RFP. Exceptions presented in a proposal are not to be considered incorporated into the contract between The Town of Barkhamsted and the selected Contractor unless and until the Town of Barkhamsted agrees to accept such exceptions. The selected Contractor must acknowledge and agree that the contract resulting from this RFP includes the terms, conditions, and other provisions contained in the RFP, the proposal selected (including any exceptions accepted by the Town of Barkhamsted) which is acceptable to the town of Barkhamsted and is not in conflict or contravention of the RFP, and any other documents mutually agreed upon by the Town of Barkhamsted and selected Contractor. No oral statements or any person shall modify or otherwise change or affect the terms, conditions, or specifications stated in the RFP or the resulting contract. A formal contract will be awarded after the selection of a contractor for the services identified in the scope of services by the Town of Barkhamsted. The contractor shall not assign the contract or any part thereof to any other person unless such assignment is first approved in writing by the Town of Barkhamsted, it being understood that the contract shall not be assignable unless the proposed assignee is acceptable to the municipality. The request for assignment must include evidence that the proposed assignee qualifies under all requirements of the contract and must be addressed as defined in the contract for services.

## **VI. PROPOSAL SUBMITTAL**

One entire original proposal must be submitted to the Barkhamsted First Selectman’s office as follows: Town of Barkhamsted, 67 Ripley Hill Rd. Barkhamsted CT 06063. All proposals must be received prior to Friday, September 20, 2019, at 11:00 a.m. Proposals may be mailed or dropped off at the Barkhamsted Town Hall. Proposals must be received in the First Selectman’s Office by 11:00 am for it to be considered in the RFP review process.

**VII. VALUATION OF PROPOSAL**

Only proposals meeting minimum qualifications will be evaluated. Contractor must be State of Connecticut-licensed. In addition to the price proposal, the Town of Barkhamsted will evaluate proposals based on, but not limited to, the following criteria:

- Experience in concrete construction
- Capability of contractor and/or personnel
- References

The Town of Barkhamsted reserves the right to accept or reject any or all proposals, in part or in total, and to waive any irregularity in any proposal if it is deemed to be in the best interests of The Town of Barkhamsted. The Town of Barkhamsted reserves the right to reject the proposal of any contractor who has previously failed to perform properly, or to complete on time, contracts of a similar nature, who is not in a position to perform the contract, or who has habitually and without just cause neglected the payment of bills or otherwise disregarded his/her obligations to subcontractors, suppliers, or employees. The Town of Barkhamsted reserves the right to make an award based solely on the proposals submitted or to negotiate further with one or more vendors. The contractor selected for the award will be chosen on the basis of greatest benefit to the Town of Barkhamsted, not necessarily on the basis of lowest price. All costs incurred in the preparation and presentation of the proposal shall be wholly absorbed by the contractor. All supporting documentation and manuals submitted with this proposal will become the property of the Town of Barkhamsted unless otherwise requested by the contractor at the time of submission.

Please provide a list of municipal and/or commercial client references and include contact information:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_