

REQUEST FOR PROPOSAL

Architectural Plans for Converting the Town Senior Center to Alternative School Space

RFP #2020-3



Town of Griswold

February 27th, 2020 – March 12th, 2020

**REQUEST FOR PROPOSALS
ARCHITECTURAL SERVICES FOR CONVERTING THE TOWN SENIOR CENTER TO
ALTERNATIVE SCHOOL SPACE**

February 27th, 2020

The Town of Griswold is accepting proposals for ARCHITECTUAL RENDERINGS for converting the Town Senior Center to the Griswold Alternative School for the Griswold School District (student population 1,819) until **2:00 pm on March 20th, 2020**. At this time proposals will be opened in the First Selectman's Office, Town of Griswold, 28 Main Street, Jewett City, CT 06351. All proposals submitted after that time will be returned to the sender.

Proposals should be labeled:

ARCHITECTURAL SERVICES FOR CONVERTING THE TOWN SENIOR TO THE GRISWOLD
ALTERNATIVE SCHOOL

Proposals should be sent to:

Town of Griswold
Office of the First Selectman
28 Main Street
Jewett City, CT 06351

General Instructions

Basis of Award

This contract will be awarded to the responsive and responsible bidder offering the lowest total cost. The Town of Griswold reserves the right to reject any and/or all bids or any parts thereof, to waive any informality in any bid, to require a modification of the contract terms at any time, and to select the bidder who, in the opinion of the Town, will meet the best interests of the Town, provided that nothing herein shall be deemed to waive any requirement of federal, state or local law. Under no circumstances will the Town be responsible for the cost of preparing any bid.

Proposals and Bid Documents

Proposals are to be:

- Submitted in duplicate unless otherwise indicated in the specifications.
- Submitted in a sealed opaque envelope utilizing the enclosed label, with the bidder's name and address in the upper left-hand corner.
- Made out and signed in the corporate, or other, name of bidder. In addition, an authorized person must fully and properly execute the bid.
- Received no later than the time and date specified will not be considered.

Additionally:

- Amendments to or withdrawal of proposals received later than the time and date set for the opening will not be considered.
- Bidders or their representatives may be present at the bid opening.
- The Town of Griswold may require further information and references on any individual or company placing a bid prior to the awarding of a bid.
- The First Selectman reserves the right to amend and/or cancel the bid invitation prior to the time and date of the bid opening.
- The First Selectman reserves the right to correct an award erroneously made as a result of a clerical error on the part of the Town of Griswold & Griswold School District.
- A contract shall not be awarded to any corporation, firm or individual who has an unpaid and overdue debt to the Town by nonpayment of taxes, by debt or contract, or who is in default as surety or otherwise by any obligation to the Town.
- All bid prices shall be complete and include all necessary equipment and supervision.
- All bid prices shall be for on-site service. No travel time will be allowed.

Map Request

Map pdf renderings may be requested via email, to Sean P. McKenna, Superintendent of Schools: smckenna@griswoldpublicschools.org.

Service Contractor Requirements

- Architect must be a licensed contractor in the State of Connecticut.
- Bidder must submit at least 3 current references where similar work was performed by the bidder.

Contact Information

For bid specific questions, please contact:

First Selectman Todd Babbitt
Town of Griswold
28 Main Street
Jewett City, CT 06351
Phone: 860-376-7060
Email: firstselectman@griswold-ct.org

Name of Architect submitting quote: _____

Address: _____

_____, _____ State _____ Zip

Name of contact: _____

Phone number of contact: _____

Please provide the names and phone numbers of three customers to be used as references:

Business Name: _____

Name and Phone Number of Contact: _____

Business Name: _____

Name and Phone Number of Contact: _____

Business Name: _____

Name and Phone Number of Contact: _____

SPECIFICATIONS

For

Architectural Plans for Converting the Town Senior Center to Alternative School Space

Description The Town of Griswold requests proposals from Architects for repurposing the Town Senior Center to be a new site for the Griswold Alternative School. This plan will focus on building renovations that will be needed to bring the building to be in useable conditions for an educational facility.

Components of the plan shall include, but not limited to:

- Site features.
- Building envelope, including roofing, windows, gutters, and doors.
- Environmental issues with existing building components.
- Handicapped accessibility.
- Plans with include condition assessment report, with listing of recommended improvements in order to hold classes in the building during the course of the academic year. The plans shall include an estimate of the probable costs of the recommended improvements. The costs should be divided into those that are necessary for the occupation of the building, and those that might be optional or preferred.

Proposal Requirements:

- A fee structure with a projected estimate of total fees for professional services including reimbursable expenses for printed reports as required.
- The building is secured, but can be opened for viewing at a mutually acceptable time.

GENERAL TERMS AND CONDITIONS

All bids are subject to the General Terms and Conditions, Bid Specifications and Contract Proposal as provided.

Price: Bid prices will be all-inclusive

Taxes: The Town of Griswold is exempt from the payment of the Excise Taxes imposed by the Federal Government, and the Sales and Use Tax of the State of Connecticut. Such taxes should not be included in the bid price. Exemption certificates will be furnished to the successful bidder.

Award: The First Selectman reserves the right to make an award which, in his judgment and recommendation from the department, following bid evaluations; best meets the specifications and is deemed in the best interest of The Town. The Town reserves the right to increase or decrease all quantities indicated in this bid.

The First Selectman further reserves the right to reject any or all bids, in whole or in part; to award any item, group of items or total bid unless otherwise specified by the bidder, and to waive informality or technical defects, if, in his judgment, the best interests of The Town of Griswold District will be so served.

Price Discrepancies:

In the event there is a discrepancy between the unit price and extended price the unit price will prevail.

In the event there is a discrepancy between the written price and numeric price the written price will prevail.

Laws: All deliveries shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut.

Permits:

It is the responsibility of the successful bidder to obtain all Federal, State and local permits when needed. All fees imposed by The Town & District, for permits issued by the Town of Griswold will be waived. All State or Federal permitting fees to be collected by the Town will not be waived.

Hold Harmless & Indemnification Agreement:

The bidder assumes full responsibility for its negligent acts, errors or omissions and agrees to hold harmless and indemnify The Town of Griswold, its agents and servants, from and against any and all claims, suits, damages, costs, losses and expenses resulting from such negligent acts, errors or omissions while conducting activities associated with this bid.

Anti Trust Claim Assignment Clause:

The contractor or subcontractor offers and agrees to assign to the Town of Griswold, all right, title and interest in all causes of action it may have under Section 4 of the Clayton Act, 15 U.S.C. Section 15, or under Chapter 624 of the General Statutes of Connecticut, arising out of the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract. This assignment shall be made and become effective at the time The Town of Griswold & Griswold Board of Education awards or accepts such contract, without further acknowledgment by the parties.

Non-Collusive Bid Statement

The bidder, being fully informed regarding the accuracy of the statements made herein, certifies that:

- a. The bid has been arrived at by the bidder independently and has submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition, and,
- b. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.

The bidder further certifies that this statement is executed for the purposes of inducing The Town of Griswold & Griswold Board of Education to consider the bid and make an award in accordance therewith.

Non Discrimination Clause:

The Contractor hereby agrees that neither he nor his subcontractors will refuse to hire or employ or to bar or to discharge from employment an individual or to discriminate against him in compensation or in terms, conditions or privilege of employment because of race, color, religious creed age, sex, national origin or ancestry, except in the case of bona fide occupational qualification or need.

The Contractor further agrees that neither he nor his subcontractors will discharge, expel or otherwise discriminate against any person because he has opposed any unfair employment practice or because he has filed a complaint or testified or assisted in any proceeding under Section 31-127 of the Connecticut General Statutes. The advertisement of employment opportunities will be carried out in such a matter as not to restrict or discriminate against individuals because of their race, color, religious creed, age, sex, national origin or ancestry, except in the case of a bona fide occupational qualification or need.