

TOWN OF VERNON, CT



Request for Proposals

Masonry Repairs to the Lucina Memorial Chapel *Grove Hill Cemetery, Cemetery Avenue, Vernon CT*



LEGAL NOTICE

TOWN OF VERNON

Request for Proposals #1056-10/10/2014

*Masonry Repairs to Lucina Memorial Chapel in Grove Hill Cemetery
Cemetery Avenue, Vernon CT*

INVITATION TO BID

The Town of Vernon, Connecticut is seeking a qualified professional and /or firm to conduct masonry repairs to the Lucina Memorial Chapel, located in the Grove Hill Cemetery, Cemetery Avenue, Vernon, CT. Individual must have demonstrated experience in providing such services and adhere to Federal and State standards and requirements.

A mandatory pre-proposal walk-through of the Chapel will be conducted on Monday, October 6, 2014 at 10:00 am. No proposals will be accepted unless the proposer or his authorized representative was in attendance at the mandated walk-through.

Copies of the RFP are available online by visiting the State of Connecticut Department of Administrative Services (D.A.S.) website at <https://www.biznet.ct.gov>; or by visiting the town's website at <http://www.vernon-ct.gov/legal-notices> and selecting RFP #1056-10/10/2014.

Interested parties should submit three (3) copies of their proposal, along with a certified check /bid bond in the amount of five percent (5%) of the total bid. Proposals must be submitted in a sealed envelope labeled on the outside "BID DOCUMENT – DO NOT OPEN – RFP #1056-10/10/2014" addressed to: John D. Ward, Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, 3rd Floor, Vernon, Connecticut 06066 by 11:00 AM on Friday, October 10, 2014; at which time proposals will be opened and read aloud publicly.

Emailed/faxed bids will not be accepted.

The selected firm must meet all municipal, state and federal AA and EEO practices and requirements. MBEs/WBEs/SBEs 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: The town of Vernon is subject to the requirements of the Freedom of Information Act. If a respondent believes the information contained in its proposal should be treated as confidential, that material shall be clearly marked. The Town shall endeavor to protect confidential materials from disclosure to non-Town employees to the extent required by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of a response to this RFP.

All questions about the proposals should be directed to Alan West, Cemetery Superintendent by e-mail at awest@vernon-ct.gov with copy to Carol Nelson, e-mail at cnelson@vernon-ct.gov, no later than Tuesday, October 7, 2014 at 5:00 pm. Answers to received questions will be posted by Wednesday, October 8, 2014 at 5:00 pm on the Town's website at <http://www.vernonct.gov/legal-notices> with reference to RFP #1056-10/10/2014.

John D. Ward, *Vernon Town Administrator*

SECTION I. GENERAL INFORMATION

1. Purpose of Solicitation

The Town of Vernon is accepting Request for Proposal(s) (RFP) from qualified, professional(s) and /or firms to conduct masonry repairs to the Lucina Memorial Chapel, located in Grove Hill Cemetery, Cemetery Avenue, Vernon, CT.

All responders shall be duly qualified, licensed and prepared to meet the requirement for services as outlined in this RFP.

2. Mandatory Walk-Through

- a. A ***mandatory*** pre-proposal walkthrough is scheduled for Monday, October 6, 2014 at 10:00 am for respondents to this RFP.
- b. In the event a potential proposer is unable to attend the mandatory walkthrough, an authorized representative may attend on their behalf. The representative may only sign-in for one (1) company. Subcontractors may not represent a potential proposer at a mandatory walkthrough.
- c. No proposal will be accepted unless the proposer or his authorized representative was in attendance.

3. Site Description and History

The Lucina Memorial Chapel is located in Grove Hill Cemetery. The chapel measures approximately 1,000 sq. ft. and was constructed by prominent Rockville businessman Edward Stevens Henry, who served as mayor, state treasurer, and congressman during his career. In January of 1923, Lucina Memorial Chapel, the gift of E. Stevens Henry in memory of his wife, Lucina, was opened for public use.

The walls of the Chapel are built mainly from stone on land owned by Richard Glessman, laid very carefully, but not too regularly. The gable copings and buttress heads are of cut limestone, rough dressed, except where door and window jambs made smooth work necessary. The chapel floor is of slate, irregularly laid. The roof is also of slate with lead flashings and gutters.

4. Services Requested

The Town is seeking qualified licensed individuals/firms to conduct Masonry Repairs on the ***Lucina Memorial Chapel***, Grove Hill Cemetery, Vernon in order to perform the following:

A. Bell Tower

- Utilize high permeable mortar similar to that used for repairs to the Fox Hill Monument,

i.e. high lime mortar.

- Repoint bell tower and chimney above roof line.
- Repoint all joints between gable end coping limestones.

B. Repair to Front Wall Additional Services - (Optional)

The town is also seeking estimates for repair work to the front Wall of Lucina Chapel as follows:

- Repoint rubble stone joints at front entrance gable end wall.

If desired, include any estimated costs/charges for this service and label per Section II, Format Requirements, as **Item 2 B.**

5. Contract Responsibility

- The selected individual/firm will be required to attend a **mandatory** walkthrough of the site as described in **Section 2.**
- 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 required by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFP.

6. Special Provisions

A. Reservations

The Town reserves the right to accept or reject any or all Proposals as a result of this request, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this Request for Proposal if found in the best interest of The Town.

The Town reserves the right to split the work/services and deal with multiple firms if it is deemed to be in The Town's best interest. All Proposals become the property of The Town of Vernon.

B. Contract Terms & Conditions

It is understood that any resulting contract executed will contain the following Indemnification and Release language:

Indemnification

It is further agreed that the Contractor (separately and collectively the "Indemnitee") shall indemnify, hold harmless, and defend The Town, its officers, agents, and employees from and against any and all claims, losses, damages, causes of action, suits, and liability of every kind, including all expenses of litigation, court costs, and attorney's fees, for injury to or death of any person or for damage to any property arising out of or in connection with the work done

by the Contractor under this Contract. Such indemnity shall apply regardless of whether the claims, losses, damages, causes of action, suits, or liability arise in whole or in part from the negligence of The Town, any other party indemnified hereunder, the Contractor, or any third party.

Release

The Contractor assumes full responsibility for the work to be performed hereunder and hereby releases, relinquishes, and discharges The Town, its officers, agents, and employees from all claims, demands, and causes of action of every kind and character, including the cost of defense thereof, for any injury to or death of any person and any loss of or damage to any property that is caused by, alleged to be caused by, arising out of, or in connection with the Contractor's work to be performed hereunder. This release shall apply regardless of whether said claims, demands, and causes of action are covered in whole or in part by insurance and regardless of whether such injury, death, loss, or damage was caused in whole or in part by the negligence of The Town, any other party released hereunder, the Contractor, or any third party.

C. Warranty

The Contractor warrants that it shall provide the work and services in accordance with the highest industry standards and practices applicable to its work.

7. Required Insurance and Bonds

A. Workers 'compensation: Contractor shall purchase and maintain Workers'

Compensation Insurance with statutory limits in accordance with all applicable state, federal and maritime laws, and Employers' Liability Insurance of \$1,000,000.00 per accident/occurrence, including, without limitation, an "Alternate Employer" and "Borrowed Servant" endorsement.

B. Liability insurance: Contractor shall purchase and maintain Commercial General Liability Insurance with \$1,000,000.00 combined single limit for Bodily Injury and Property Damage, specifically including Contractual Liability for their respective obligations under this Agreement, including Products Liability.

8. Taxes, Fees, Code Compliance, Licensing

The individual or firm shall be responsible for payment of any required taxes or fees associated with the contract. The provider shall be responsible for compliance with all applicable codes and laws in connection with performing the work contemplated under the contract.

9. References and Proprietary Information

All proposers grant The Town permission to make inquiries concerning the respondent and its qualifications and references to any persons or firms deemed appropriate by The Town.

Any proprietary information that the respondent provides in response to this RFP and for which provider does not want disclosed to the public shall be so identified on each page on which it is found. Data or information so identified will be used by The Town solely for the purpose of evaluation and contract negotiations. Disclosure of any of provider's proprietary information by The Town to third parties shall be in strict accordance with the laws and regulations regarding disclosure in the State of Connecticut.

10. Award

The Town reserves the right to accept proposals, award proposals and/or not award proposals on individual items listed, on group items, or on the proposal as a whole; to reject any and all proposals, to waive any informality in the proposals, and to accept the proposal that appears from all consideration to be for the best interest of The Town.

Notice of proposal award, if proposal be awarded, will be made within thirty (30) days of opening of proposals. The Town Administrator will authorize the selected respondent to commence performance of the work tasks set forth in the Final Proposal.

SECTION II. FORMAT REQUIREMENTS AND PREPARATION INSTRUCTIONS

Format Requirements

Proposals must be submitted in the format outlined in this section. Provide three (3) copies of your response. Each will be reviewed to determine if it is complete prior to actual evaluation. The Town reserves the right to eliminate from further consideration any response, which does not follow the format or is deemed nonresponsive; however, The Town reserves the right to waive any irregularities or formalities.

1. **Executive Summary**

Proposals shall state the respondent's overview of the project.

2. **Estimated Costs/Charges**

A. **Bell Tower**

B. **Front Wall** (*Optional*)

3. **Contractor Qualifications Data**

a) **References**: Provide a minimum of three (3) references. References for projects where the responding firm was not the prime contractor are not acceptable.

4. **Technical Approach**

Proposals must indicate a clear understanding of the scope of the work, including a detailed project plan outlining major tasks and responsibilities and time frames. All responders **must have attended the mandatory walkthrough** as outlined in Section 2.

Bid Preparation Instructions:

Parties interested in responding to this RFP should submit three (3) copies of their proposal, along with a certified check or bid bond in the amount of five percent (5%) of the total bid.

Proposals must be submitted in a sealed envelope and be received on or before Friday, October 10, 2014 at 11:00 am and delivered to

Town of Vernon
John D. Ward, Town Administrator
14 Park Place, Vernon CT 06066
BID DOCUMENT – DO NOT OPEN
Request for Proposal #1056-10/10/2014

at which time all proposals will be opened and read aloud publicly. **E-mailed/faxed proposals will not be accepted.**

The selected firm must meet all municipal, state and federal AA and EEO practices and requirements. MBEs/WBEs/SBEs 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: The town of Vernon is subject to the requirements of the Freedom of Information Act. If a respondent believes that information contained in its proposal should be treated as confidential, that material shall be clearly marked. The Town shall endeavor to protect confidential materials from disclosure to non-Town employees to the extent required by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFP.

All questions about the proposals should be directed to Alan West, Cemetery Superintendent by e-mail at awest@vernon-ct.gov with copy to Carol Nelson, e-mail at cnelson@vernon-ct.gov, no later than Tuesday, October 7, 2014 at 5:00 pm. Answers to received questions will be posted by Wednesday, October 8, 2014 at 5:00 pm on the Town's website at <http://www.vernonct.gov/legal-notice> with reference to RFP #1056-10/10/2014.