

**LEGAL NOTICE**

**TOWN OF VERNON**

**CONTRACT #2026-02/16/2018**

**INVITATION TO BID**

**DESIGN AND DEVELOPMENT OF BUILDING PLANS FOR CITIZEN'S BLOCK**

**28 – 34 PARK PLACE, VERNON CT**

The Town of Vernon, Connecticut is seeking a qualified, licensed architectural firm to provide design services for the preparation of plans and construction documents to include Mechanical, Electrical, Plumbing, Fire Protection, and Code Compliance relative to the design and development of building plans for Citizen's Block, a three-story, 15,668 square foot building located at 28-34 Park Place, Vernon CT. Submitted proposals should include specifications for the disposal/abatement of known hazardous building materials at the site which have been identified in previous studies which will be available for review by bidders.

The successful firm must have demonstrated experience in providing such service and adhere to standards and requirements typical for such service. Bids should be a lump sum and include all fees for services as itemized above whether or not said service is provided in-house or through sub-contractors and/or joint ventures.

Bidders may also consider including three add alternates as follows:

# 1: Lump sum fees for contract administration and construction management oversight.

AND/OR

# 2: Lump sum fees for a comprehensive site study to include alternative ADA compliant access to all four floors (including basement), elevator service, and/or a tiered parking structure.

AND/OR

#3: Demolition specifications for the rear portion of Citizen's Block.

There will be a mandatory walk-through on **Wednesday, January 31, 2018 at 11:00 AM** at the site. A Release and Waiver of Liability Agreement will be provided by the Town, and must be signed prior to the walk-through. No bids will be accepted from firms that do not attend the walk-through.

Copies of the RFP are available online at [www.vernon-ct.gov/legal-notices](http://www.vernon-ct.gov/legal-notices) with reference to **Contract #2026-02/16/2018**. All questions about the proposals should be directed to Bob Kleinhans by e-mail at [rkleinhans@vernon-ct.gov](mailto:rkleinhans@vernon-ct.gov) no later than 5:00 PM on Monday, February 5, 2018. Answers to all so received questions shall be posted by Thursday, February 8, 2018 on the Town's website at

[www.vernon-ct.gov/legal-notices](http://www.vernon-ct.gov/legal-notices) referencing contract #**2026-02/16/2018**. A certified check or bid bond of five percent (5%) of the total bid must accompany each proposal.

Three (3) copies of all proposals should be submitted in a sealed envelope, with “**BID DOCUMENT – DO NOT OPEN – CONTRACT #2026-02/16/2018**” clearly marked on the outside of the envelope, to: Michael J. Purcaro, Town Administrator, 14 Park Place, 3<sup>rd</sup> Floor, Vernon Ct. 06066 by **11:00 AM** on **February 16, 2018**; at which time proposals shall be opened and read aloud publicly. E-mailed, faxed, or late 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:** 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 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.