

REQUEST FOR PROPOSALS – PLYMOUTH TOWN HALL ADA RENOVATIONS

RFP INSTRUCTIONS

Project Name: American Disabilities
Act (ADA) Town Hall Renovations

Project Location: Mayor’s Office; Town
Hall, 80 Main Street, Terryville, Ct. 06786

Notice Date: 1/8/2024

Due Date: 2/5/2024

[I.] TOWN HALL RENOVATIONS - RFP Instructions

The “Mayor’s Office; Town of Plymouth,” will adhere to the following RFP Town Hall Instructions ADA renovations. for the above referenced project. These RFP Instructions will allow for a competitive selection process to be used to evaluate and select a qualified CT licensed “General Contractor” to renovate the Plymouth Town Hall Upstairs to implement AIA drawings for Town Hall ADA and Renovations paid for by STEAP state Funding.

1. “The Town of Plymouth” shall solicit proposals for Request for Proposal (RFP) Project entitled to implements ADA renovations at the Plymouth Town Hall. ADA Renovations in summary: renovate male and female bathrooms on first and second floors to meet ADA Codes; construct an ADA ramp for the Community room to the stage; replace ball door knobs with lever arm doorknobs. Must meet the complete details of the AIA Blueprints and Specifications prepared by AIA.
2. The “Mayor’s office” shall compose a “Mayor Selection Committee” which may include, but not limited to: The Mayor and one Town Council and or town staff member.
3. The selection committee shall evaluate all criteria included in the RFP Package and rank each RFQ response on the ranking sheet as well as Bid Price, Pending the number of RFP responders, and if available, a minimum of the three highest qualified firms shall be selected to sit for interviews and provide additional information on their background and fee proposal for the proposed ADA renovation activities.
4. The final selection shall be made based by the Mayor and Town Council principally on successful experience with similar ADA renovation projects, bid amount and staff capacity to initiate the renovation tasks in a timely manner within 1 mobilization month of the signing of the Contract. All work is projected to take place within an estimated 9 months.
5. The Mayor reserves the right to reject any proposal for the RFP services if the amount at the time of their fee proposal is not within budget and solicit new proposals from Re-Bid RFP Process.

6. The Mayor reserves the right to have legal counsel review and for legal advice on any or all RFP proposals.
7. All Potential Bidders must attend a Pre-Bid Walk Thru either 1/12/2024 **OR** 1/17/2024; at 1PM, Plymouth Town Hall, 80 Main Street, Terryville, CT in the “Assembly Room.”
8. All Request for Information (RFI) relating to the RFP must be in writing via email and sent to Mayor@plymouthct.gov attention VKlimas, Grant Administrator Consultant. All RFIs must be submitted by 1/25/2024, the town will submit RFIs and our responses to all Bidders registered at either of the Walk Thru as identified in #9 below.
9. **All RFP Proposals/Bids must be signed, sealed, addressed to, and in-the-hands of the Joseph T. Kilduff, Office of the Mayor, by February 5, 2024, 3:00 PM, Plymouth Town Hall, 80 Main Street, Terryville, Ct. 06786.**
10. If applicable, all items are subject to COVID Executive Orders at the time of approval and subject therein that period of time.

[II.] RFP Projected Timeline

Notice of Funds Available

- Advertise Request for RFP Notice by January 8, 2024.
- One x RFP Mandatory Walk Thru(s) 1/12/2024 **OR** 1/17/2024;
Assembly Room , Plymouth Town Hall 10:30 AM
- **RFP BIDS MUST BE SUBMITTED BY. February 5, 2024, 3:00 pm.**
IN-Hand to the Town of Plymouth’s Mayor’s Office, 80 Main Street, Plymouth Town Hall
- Interviews & Selection of Final RFP Proposal FEBRUARY, 2024
- One Year Contract Negotiated and Signed February, 2024
- Projected Construction Begins Early March, 2024

Please note the Mayor has the discretion to amend the schedule. All meetings may be subject to COVID public meetings executive orders.

[III.] RFP Professional Qualifications

Interested General Contractors must submit a cover letter, resume, and related documents with the following information:

1. A Resume of the professional information must include an address, telephone number, contact information, website, etc.
2. The RFP responder **MUST** have Education/Training Minimal required education to have in good standing with a licensed “General Contractor” in good standing with the State.
3. Minority or Women or Disability Businesses owned business encouraged to apply.
4. Examples ADA Renovation projects completed.
5. List of three professional and personal references relating ADA renovations.
6. Successful Experience & Examples of completed projects working with:
 - State of Connecticut Funding Rules and Regulations; CHRO regulations, ADA Projects; Prevailing Wages, state and local Building codes and Regulations.
7. Has the responding professional/company or individual[s] therein ever been suspended, or disbarred, or disciplined from any local, state, or federal governmental agency or entity? If yes please explain in detail. The Town of Plymouth reserves their right to reject any Bids that have some are disciplinary actions which include Warning, Loss of License, Non-compliance, etc. or any other disciplinary action(s)..
8. Has the firm or any individual in your organization ever been placed on the Office of Inspector General (OIG) Exclusion listing, state exclusion listing, or other type of governmental exclusion listing? If yes please explain in detail. Please note one diminutive violation does not exclude anyone; it depends on the severity, frequencies, and related topics. Failure to clearly identify OIG or other regulatory disciplinary action(s) may be a sole reason for Town rejection of the Bid.
9. Typical Fee Structures/Hourly Rates and Total Bid Price for may be negotiated.
10. All Bids must be specifically sealed and signed and delivered on time; or earlier.

[IV.] RFP Scope of Work

Complete bid Plans and Specification documents can be viewed and ordered through **ADVANCED REPROGRAPHICS**, LLC, 50 Corporate Avenue, Plainville, CT, 06062. ASK FOR Breann Frawley, (860) 410-1020. For viewing: Visit www.advancerepro.net select “Planroom” select “Public Jobs”. **REQUEST FOR PROPOSALS – PLYMOUTH TOWN HALL ADA RENOVATIONS.**

Documents will be available 1/8/2024. To obtain an electronic or paper set of bid documents: An electronic or paper set containing all contract documents may be purchased directly from Advanced Reprographics.

1. After review and negotiations the Mayor, Town Council, will enter into an appropriate Renovation Agreement.
2. Fully comply with AIA ADA drawings for AIA ADA accessibility specifications for the: male and female bathrooms on the top and bottom floor of the Plymouth Town Hall. CT. Also produce the same to build a ADA ramp to gain access to the Town Council staging area in the bottom floor Community Room' where they hold Public Meetings and Monthly Meetings. And replace ball handle door knobs with ADA lever arm door handles. Any other item identified within the Blueprints and Specifications.
3. Comply with reasonable AIA direction and supervision of all construction renovation related activities.
4. Attend various meetings and conferences with STEAP funding and related organizational entities.
5. Write and prepare all the related paperwork throughout the grant including Building Permit and Inspections, Certificate of Occupancy, Close-Out documents.
6. Fully comply with all state Prevailing Wage Standards; applicable local, state, federal Building Codes; and federal ADA Codes.
7. **All Change Orders must fully comply with all parties must approve in writing before any CO implementation. There will be NO verbal Change Orders by any of the parties.**
8. There will be a 5% Retainage until all work has been approved by the Town's Building Inspector and approved by the AIA.
9. Either party may cancel this Contract within a 3 week written notice by either party.
10. The Town of Plymouth with a 14 day written notice to the Contractor to correct any deficiency may cancel this Contra.

Authorized by the Mayor of the Town of Plymouth:

Joseph P. Kilduff, Mayor

date

**AIA BID SHEET IN RESPONSE TO THE TOWN OF PLYMOUTH’S CT.
“ADA RENOVATIONS AT THE PLYMOUTH TOWN HALL” “REQUEST
FOR GENERAL INFORMATION CONTRACTOR’S BID”**

In summary this required BID SHEET is for Request for Proposal (RFP) Project:entitled:
ADA Renovations to renovate male and female bathrooms on the first and second floors to
meet ADA Codes; construct an ADA ramp for the Community room to the stage; replace
ball door knobs with lever arm doorknobs and must meet the complete details of the AIA
Plans and Specifications prepared by AIA.

1. Name of Company_____

2. Address:_____

3. Email address:_____

Cell Phone:_____Land Line Phone_____

4. Years of GENERAL ACONTRACTOR

experience:_____

ADA Projects Experiences:Date	Town	Description of ADA Renovations	\$ COSTS

Please attach more materials to explain your ADA experience.

6. CT GENERAL CONTRACTOR’S Licensed or Professional Certification Valid up-to-date and copy attached:___Date Expires _____

7. Have you/your Company ever been disciplined by a governmental agency (OIG, DAS, DOH, DPH, CHRO, etc.)? If yes, Please explain summary, dates, agency disciplining, case Number – State agency, etc. Failure to report or reporting inaccurately will most likely place your BID in jeopardy, please explain:

7. Three Professional and one Personal References,

Number	Name	Professional	Cell & email

Attach any appropriate explanatory documents, pictures, related info.

8. Describe your Company’s staff patterns. If the assigned Project Manager becomes incapacitated what professional and non-professional backup staff do you have? Please explain.

9. Insurances in-hand (name, type costs, etc.) along with Bid Bond and Performance Bond. If selected “Certificates of Insurance will be required” to be submitted before final approval and signing final contract and will have as Certificate of Holder; Town of Plymouth, & Town of Plymouth’s Grant Administrator. Please list your insurance companies and types that you have in-hand.

10. Warranties/Guarantees: How long and what items of this project that you and your company will warranty and/or guarantee all products and work that you and your company provide:

Please list any specific product(s) or service(s) that you and your company specifically do NOT warrantee/guarantee

11. TOTAL COST OF WORK FOR THE PROJECT (BID IS GOOD FOR 90 DAYS)

NUMERICAL AMOUNT \$ _____

AMOUNT TYPED OUT IN PRINT: \$

12. Change Orders(CO). From time-to-time unforeseen circumstances occur and it is fully understood that any and all Changes Orders must be approved and in writing by all parties (Owner, Administrator, Contractor.). Verbal COs are not accepted. _

COs Agree & Understand: _____

START DATE Work: _____ COMPLETION DATE Work: _____

NOTE: RFPs may be requested for more information.

Company's Authorized and Notarized Signature:

Company's Authorized Signature and Date of Submission

Notary's Signature and Seal

Legal Notice - Town of Plymouth

Request for Proposal - Plymouth Town Hall ADA Renovations

The Mayor’s Office, Joseph T. Kilduff, is seeking licensed “General Contractors” to submit their BID for the American Disabilities Act (ADA) Plymouth Town Hall ADA renovations project. This ADA renovation project is funded by the Ct. Dept. of Economic and Community Development STEAP funds and Town funds. The overall scope of the Town Hall ADA project is to renovate existing first and second floor 50-year-old out-of-date male and female bathrooms; into, up-dated ADA compliant first and second floor bathrooms; install lever arm ADA compliant door knobs; and construction of a finished ADA ramp to the stage area of the Town Hall community room, other per AIA Specifications and Blueprints

Must have: ADA renovation knowledge experience; acquire a Town Building permit and final approval inspection; current valid in good standing CT. “Licensed Contractor;” actual ADA renovation experience; satisfactorily pass a background check; follow “Prevailing Wage Regulations and Rates;” CHRO set-a-sides; attend a mandatory ADA Plymouth Town Hall, 80 main Street, Terryville, Walk Around meeting on 1/12/2024 **OR** 1/17/2024, Assembly Room.

Request Town of Plymouth 2024 **RFP ADA Town Hall Bid Package** from, Vinnie Klimas, Grant Administrator Consultant, Plymouth Town Hall, Mayor’s Office, 80 East Main Street, Terryville, Ct. 06786 Telephone (860) 585-4001 or send email request to MayorLabas51@aol.com. Detailed Bid Blueprints and Specifications are available from www.advancerepro.net EOE employer. MBE, DISMBE, WMBE, are encouraged to apply. **RFP sealed BID Submission deadline by 2/5/2024by 12 noon, Plymouth Town Hall, Mayor’s Office, 80 Main Street, Terryville, CT. 06786.**