REQUEST FOR PROPOSALS FOR CLERK OF THE WORKS SERVICES FOR LEDYARD POLICE FACILITY, LEDYARD, CONNECTICUT

Release Date: 9 July 2015

Proposals Due Date: 20 July 2015 at 1:00 p.m.

BID# 2016-03

Introduction

The Town of Ledyard, Connecticut, through its Permanent Municipal Building Committee (PMBC), is requesting proposals for Clerk of the Works (Clerk) Services relating to the construction of the new Ledyard Police Facility to be constructed adjacent to the Ledyard Town Hall, at 741 & 737 Colonel Ledyard Highway, Ledyard, CT 06339. A general contractor has been selected, and the construction contract value is approximately $4.9 million.

The Project

This project will entail building a new 2-story Police Facility encompassing approximately 11,355 square feet, as well as significant exterior improvements (parking, access, subsurface improvements, landscape) to the entire Town Hall / Police Facility complex site (2.41 acres). Project start date is anticipated to be late July 2015 and anticipated completion is October 2016. More information about the project, including a set of project plans and specifications can be downloaded from:

www.advancedrepro.net

Access "plan room"
Access "public jobs"

Issuing Office

This RFP is being issued by the Town of Ledyard, on behalf of the Permanent Municipal Building Committee (PMBC), hereinafter referred to as the "Town."

Inquiries

All technical inquiries regarding this RFP must be in writing and must be addressed to:

Mr. Charles Karno

Town Planner

741 Colonel Ledyard Highway Ledyard, CT 06339

T: 860 464-3215

Email: Planner@ledyardct.org

The deadline for submitting questions related to this RFP is 15 July 2015.

Incurring Cost

The Town will not be held responsible for any costs incurred by the proposer for work performed in preparation and production of a proposal or for any work performed prior to the issuance of a contract.

Rejection/Acceptance of Proposals

The Town reserves the right to refuse, for any reason deemed to be in the Town's best interest, any and/or all proposals submitted under this RFP.

This RFP is not an offer to contract. Acceptance of a proposal neither commits the Town to award a contract with any firm, even if all requirements in this RFP are met, nor limits its right to negotiate in the best interest of the Town. The Town reserves the right to contract with any firm.

Addenda to RFP

Amendments to this RFP may be necessary prior to the closing date and will be furnished to all prospective proposers via the RFP/BIDS area of the town website at: http://ledyardct.org/ . Failure to acknowledge receipt of amendments in accordance with the instructions contained in the amendment may result in the proposal not being considered.

Submission of Proposals

Each proposer must submit one (1) original and two (2) copies, along with one (1) electronic copy (CD/DVD Disk or USB Drive) of the proposal in a sealed envelope bearing on the outside the name of the proposer, full address, bid number, name of the project for which the proposal is submitted and the date and time the proposal is due to: Office of the Mayor, Town of Ledyard, 741 Colonel Ledyard Highway Ledyard, CT 06339. Proposals must be received by 1:00 p.m. on Monday, July 20, 2015. Late

proposals will be returned unopened. Neither faxed nor emailed RFP responses will be accepted as a qualified RFP submission.

Subsequently, a short list of participating proposers will be selected by the Permanent Municipal Building Committee (PMBC). One or more candidates may be invited to make a presentation to the committee at a time to be determined. The PMBC may elect to make an award solely based on the RFP responses and not conduct oral interviews.

Corrections and Modifications: A proposer may correct, modify, or withdraw a proposal by sealed written notice, clearly marked as a correction, modification, or withdrawal, and received by the Town Planner prior to the time and date set forth for proposal submission.

As part of their response to this Request for Proposals respondents shall:

1. List past projects and references, which the proposer feels provide qualifications for this project. The proposer may list other qualifications, licenses, or certifications as appropriate.
2. List anticipated hours/week that the proposer would expect to spend onsite (should include hours for each major phase of the project if not consistent).
3. List proposed fees based on the scope above and the duration of the project listed herein. Fee should be expressed as a firm fixed price assuming a fourteen (14) month project, with reimbursable items listed if not included in the fixed fee.
4. Note qualifications such as insurance requirements.

Proprietary Information

The Town will post submissions to this RFP on the Town of Ledyard website to help ensure that our contract award decisions are completely visible to the town. Do not place information in submissions that the proposer does not wish to make public.

By submission of a proposal, the proposer certifies that in connection with its procurement: The financial data in this offer has been arrived at independently, without consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other proposer or competitor.

The cost quoted in response to this RFP must be valid for a minimum period of sixty (60) days.

Independent Contractor Relationship

The selected Clerk shall work as an independent contractor and will be required to take out and keep in force all permits, licenses, certifications and other approvals and insurance that may be required by the Town of Ledyard, State of Connecticut, or Federal Agency. Failure to comply with any of these items would be immediate grounds for contract termination.

Prime Contractor Responsibility

Proposers submitting proposals to this RFP may not utilize the service of subcontractors without the prior written approval of the Town.

Termination for Default or for the Convenience of the Town

Performance under any contract resulting from this RFP may be terminated by the Town whenever: The contractor shall default in the performance of his/her contract and shall default within the period specified by the issuing officer in a notice specifying default; or The issuing officer shall determine that termination is in the best interest of the Town.

Termination will be effected by delivery to the contractor of a notice to terminate, stating the date upon which the termination becomes effective.

In the event of termination of this agreement as a result of a breach by the contractor hereunder, the Town shall not be liable for any fees and may, at its sole option, award an agreement of the same services to another qualified firm with the best proposal or call for new proposals and award the agreement thereunder. The contractor shall be responsible for direct and consequential damages as a result of its breach, including but not limited to, extra costs required under the new agreement of similar services.

Ambiguity in the Request for Proposals (RFP)

Prior to submitting the proposal, the proposer is responsible to bring to the Town's attention any ambiguity in this RFP. Failure to do so shall result in the proposer forfeiting any claim for adjustment based on such ambiguity as should have been noted by a prudent vendor.

In the event of any ambiguity between the Town's RFP and the proposer's proposal, then whatever shall be more favorable to the Town as determined in the sole discretion of the Town of Ledyard Finance Director shall prevail and take precedence.

Ownership Information

The Town shall have unlimited rights to use, disclose or duplicate, for any purpose whatsoever, all information developed, derived, documented or furnished by the proposer under any contract resulting from this RFP.

In the event of contract award, all data collected and other documentation produced as part of the contract will become the exclusive property of the Town and may not be copied or removed by any employee of the proposer without written permission of the Town.

Contract Agreement

The selected proposer will be required to agree to and sign a formal written contract agreement between the Town of Ledyard and the Proposer selected by the Town.

Insurance Requirements

The selected proposer, upon the signing of the formal contract, will be required to deliver an insurance certificate in amounts, companies and terms acceptable to the Town. Minimum insurance requirements are:

General Liability:	
Each Occurrence	$1,000,000
General Aggregate	$2,000,000

Product/Completed Operations Aggregate	$2,000,000
Auto Liability:	
Combined Single Limit	$1,000,000
Each Accident	$1,000,000
Professional Liability:	
Each Claim or Occurrence	$1,000,000
Aggregate	$3,000,000
Umbrella (Excess Liability)	
Each Occurrence	$5,000,000
Aggregate	$5,000,000

Tax Exempt

The Town is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in the proposal.

Minimum Qualifications

Proposers must meet the following minimum requirements:

1. Ability to constructively participate in dispute resolution.
2. Ability to provide impromptu briefings and reports to visitors and inspectors concerning the status of construction and ongoing activities.
3. Ability to read and understand construction drawings, specifications, and contracts.
4. Ability to understand the results of material testing and sampling.
5. Ability to understand warranties and conditions which invalidate those warranties.
6. Basic writing and computer skills.
7. Broad general understanding of current construction practices, methods, and materials.

8. Broad knowledge of building codes. Ability to successfully research specific building code questions.
9. Excellent communications skills.
10. Familiarity with environmental laws and site concerns related to this project.
11. Familiarity with proper procedures for handling and storing hazardous materials.
12. General knowledge of major building systems and their operation and maintenance.
13. Knowledge of construction site administration.
14. Knowledge of techniques for construction scheduling.
15. Thorough knowledge of construction financing and accounting.
16. Thorough knowledge of construction site safety requirements.
17. Thorough knowledge of the roles and interactions of the members of the building team.

Scope of Services

Work to be conducted by the selected proposer will include representing the interests of the Town of Ledyard in regards to ensuring that the quality of both materials and workmanship are in accordance with the design information such as specification and engineering drawings, in addition to recognized quality standards. The selected Clerk will be responsible for working in cooperation with Town Officials, the PMBC, the Town's contracted Architect and Engineers, and others, to administer the construction of the facility.

The Town will be responsible to provide workspace (temporary trailer or adequate space within the Town Hall complex) for the Clerk, including power, heat, phone, and data. It is anticipated that the scope of services listed below require a part-time Clerk (less than 40 hours per week). Exact number of hours and amount of on-site participation will be determined at a later date based upon negotiations with the Proposer and the Town of Ledyard.

The Clerk shall be expected to perform all professional services consistent with the industry-accepted roles of a Clerk of the Works. In general they shall include, but shall not necessarily be limited to:

- Attending meetings with the PMBC, General Contractor, and/or Architect as necessary, throughout the construction processes, including presentations as needed.
- Develop a thorough familiarity with the purpose of the facility to be constructed, with the Town's requirements, with the design and with the contract documents.
- Maintain continuous communications with the Town (PMBC Chairman or other designated official), and the Town's contracted Architectural firm and General Contractor, as well as various sub-contractors or consultants, as necessary.
- Coordinate between the General Contractor and the Town those activities that may disrupt Town Hall operations or construction activities.
- Observe the quality and progress of construction to determine, in general, that it is proceeding in accordance with the contract documents and in accordance with the General Contractor's proposed construction schedule.
- Maintain records at the construction site in an orderly manner as directed by the Town. Include copies of all correspondence concerning the project, contract documents, construction schedule, change orders, test results, permits, inspection reports, insurance policies, minutes or summaries of meetings, shop drawings, invoices, lien releases, and any other applicable documentation. Maintain separate files of approved and disapproved change orders.
- Maintain a log of all daily activities including daily progress, weather conditions, visitors, inspectors, sub-contractors on site, nature and location of work performed, either through personal observations or as reported by the construction manager in its daily logs and daily reports.
- Meet and accompany any inspectors from local, state or federal agencies having jurisdiction over the project. Immediately report the results of such inspections to the Town and the design construction team. Monitor any and all corrective actions.

- As far as able, observe tests as required by the contract documents.
- Review field reports from architects and engineers. Monitor any and all corrective actions.
- Observe material delivered to the site and used by the sub-contractors to ensure that materials used are those specified or approved substitutes, and that the materials are in good condition and free of defects.
- Monitor the proper storage of materials, including any off-site storage. Report problems to the General Contractor. Notify the Town if, in the Clerk's opinion, any materials should be replaced due to improper storage.
- Immediately notify the Town and the Architect of any work which, in the opinion of the Clerk, is substandard or otherwise not in accordance with the contract documents. Document with photographs, measurements etc. as appropriate.
- Immediately report to the Town, and Architect, any conditions that may result in a delay of completion of work.
- Assist the design / construction team in the development of a punch list. Monitor the status of the punch list and inform the PMBC of the status of the punch list on a regular basis.
- Monitor and inspect the installation of Town furnished equipment or material.
- Participate in final inspection, close-out, and systems start-up.
- Assist in the coordination of access to various parts of the facility, or site, by the builders and by the occupants.
- Carefully coordinate and monitor any occupation of the facility by the Town prior to final completion of work. Be especially alert to any conditions which may lead to claims for damage.
- Receive and inventory keys, special tools, filters, spare parts, and similar items for transfer to the Town's staff.
- Receive and review all requests for payment from the General Contractor.
- Make recommendations to the Town concerning payment.
- Receive and review as-built drawings for transfer to the Town.

- Receive, review and maintain technical manuals, operator's manuals, manufacturer's instructions and similar documents for transfer to the Town's staff.
- Provide a weekly report to the Town (PMBC) outlining construction progress, needed decisions, pending change orders, current activities, construction photos, and daily logs.

Other Information

Provide any other information that you believe will assist the Town in making its selection. Such information may be in this last section of your proposal or may be presented in one or more appendices.

Basis for the Award

Proposals will be evaluated by the PMBC. Proposals will be evaluated on a predetermined set of criteria including, but not limited to, general qualifications and experience of the proposer, fee proposal, references and whatever other information is provided by the proposer to assist the PMBC in making a selection decision.

During the evaluation process, the Selection Committee may, at its discretion, request anyone or all proposers to make oral presentations. Such presentations will provide proposers with an opportunity to answer any questions the Selection Committee may have on a vendor's proposal. Not all vendors may be asked to make such oral presentations.

The Town reserves the right to reject any or all proposals submitted, to request additional information from any proposer, and to negotiate with any of the proposers regarding the terms of the engagement. The Town intends to select the vendor that, in its opinion, best meets the Town's needs, not necessarily the vendor that proposes the lowest fees.

END OF REQUEST FOR PROPOSALS