

**TOWN OF THOMPSON  
PROFESSIONAL SERVICES PROCUREMENT NOTICE  
REQUEST FOR PROPOSAL**

**65 Main Street, North Grosvenordale  
ROOFING PROJECT**

The Town of Thompson will be accepting proposals from qualified individuals or firms to provide complete Rip and Replacement Roofing Project of the Town-owned building at 65 Main Street, North Grosvenordale. Interested individuals and firms should obtain the complete RFP and related information from the Town of Thompson website at [www.thompsonct.org](http://www.thompsonct.org)

Proposals must be submitted to Amy St. Onge First Selectman,  
815 Riverside Dr. North Grosvenordale,CT 06255 no later than **June 30, 2023 @ 12 PM**

**LATE PROPOSALS WILL NOT BE CONSIDERED.**

An Affirmative Action/Equal Opportunity Employer. Minority/Women /Disadvantaged Business Enterprises are encouraged to bid.

## TABLE OF CONTENTS

**Page No.**

<b>Section I</b>	<b>General Information</b>	<b>3</b>
<b>Section II</b>	<b>Considerations and Restrictions</b>	<b>3</b>
	Scope of Work	3
	Project Submittals	3
	Project Coordination	4
<b>Section III</b>	<b>Submission of Proposal</b>	<b>4</b>
	Minimum Requirements	4
	Term of Service	4
	Site Inspection	4
	Proposal Instructions	5
	Evaluation Criteria	6
	Selection Process	6
	Timeline	7
	Insurance Requirements	7
	Indemnification	8
<b>Attachments</b>		
	● Attachment A – Town of Thompson Response Page	9
	● Attachment B – Statement of Non-Collusion	10
	● Attachment C – Prevailing Wages	11
	● Attachment D – Plans and Specifications	12

## **SECTION I – GENERAL INFORMATION**

**Background** – The Town of Thompson has identified a need to complete a Roofing Project at the existing Town-owned building (Formerly the old TEEG Building) located at 65 Main Street, North Grosvenordale, Connecticut 06255.

**General Intent** - It is the general intent of the Town of Thompson to retain a Contractor to complete this scope of work in a continued effort to revitalize the existing 65 Main Street structure. In addition to the Roofing, this bid shall include any supplemental items such as submittals, management, general requirements (e.g. dumpsters), and any other item that is necessary to complete this Roofing scope of work in its entirety.

The structure is currently vacant. It is the intent of the Town to renovate and repurpose the building for use as a local small business support and education center incorporating work-share rental space, as well as meeting/classroom space.

Included within **Attachment C** are the Town's Plans and Specifications for the Project as Designed by Silver Petrucelli & Associates, Inc. (Designer).

The renovation construction of this project has been confirmed for funding through an award from the Small Business Administration, via the Congressional Appropriations process. As a Federal grant-funded project, prevailing wage requirements shall apply.

## **SECTION II – CONSIDERATIONS AND RESTRICTIONS**

The successful respondent shall ensure the construction of various systems will comply with all applicable codes.

All drawings, reports, data, and other documents prepared by the Contractor according to this Agreement shall be submitted to the Town for its review and approval. Resulting work products of the Contractor pursuant to this solicitation shall become property of the Town of Thompson.

No such approval shall in any way be construed to relieve the Contractor of responsibility for technical adequacy or operate as a waiver of any of the Town's rights under this Agreement. The Contractor shall remain liable to the Town according to applicable laws and practices for all damages to the Town caused by the Contractor's negligent performance of any of the services furnished under this Agreement.

The Contractor shall conduct regular meetings with the project team, at a location established by the Town to review progress. The Contractor will provide written notes (when requested) of each meeting to all attending parties before the next meeting.

**The Town shall not be obligated to accept any proposal and the Town shall reserve the sole right to determine the appropriateness of any proposal for this work.**

### **PROJECT SUBMITTALS**

Proposals shall demonstrate that the firm has the resources and capabilities necessary to meet all project requirements.

**A proposed schedule, including milestones and critical path tasks shall be included in the proposal.**

## PROJECT COORDINATION

The Respondent will work closely with the project team through all phases of the project. The Town/Boards will provide access to the property, all available plans and drawings.

## **SECTION III - SUBMISSION OF PROPOSAL**

### MINIMUM REQUIREMENTS

Respondent shall be licensed by the State of Connecticut to perform the required work.

Respondent shall have an assigned project manager to oversee this work and act as liaison to the Town. Respondent shall list all proposed staff.

Respondent shall demonstrate sufficient staff resources to perform the work within the required period.

Respondent shall have demonstrated experience designing systems with similar scope, complexity and schedule within the past five (5) years.

By submitting a bid, you are adhering to the Prevailing Wage requirements (prevailing wage information is included with this RFP as **ATTACHMENT C**).

### TERM OF SERVICE / TIME FOR COMPLETION

The selected firm will be expected to commence services within 15 days of contract execution or on such other schedule as may be agreed to with the Town. The Town anticipates allocating

- Two (2) months of complete service (award through onsite installation/completion)

The Town reserves the right to modify the schedule in the best interest of the Town as required.

### SITE INSPECTION

An optional pre-proposal meeting is scheduled for **8:00 AM Thursday, June 22, 2023**, at 65 Main Street, North Grosvenordale, Connecticut 06255.

### PROPOSAL INSTRUCTIONS

By submitting a proposal, Respondent represents that they have thoroughly examined and become familiar with the Scope of the Work outlined within this RFP (inclusive of attachments) and are capable of performing the work to achieve the Town's objectives.

All firms are required to submit a **clearly marked original** and four (4) copies of their proposal to Amy St. Onge, First Selectman 815 Riverside dr. N. Grosvenordale, CT 06255 by the date and time listed in the proposal response page. All proposals will be opened publicly at the first regular meeting of the Board of Selectmen following the close of the bid period and recorded as received at the Merrill Seney Community Room at the Town Hall 815 Riverside dr. **Respondents may be present at the opening; however, there will be no public reading of Proposals.** Proposals received later than the time and date specified will not be considered. The proposal must be submitted in a sealed envelope or package and the outside shall be clearly marked with the firm's name and address as well as follows:

**SEALED REQUEST FOR PROPOSAL PROFESSIONAL SERVICES PROCUREMENT NOTICE  
65 MAIN STREET, NORTH GROSVENORDALE  
ROOFING PROJECT**

All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein.

- Table of Contents to include clear identification of the material provided by section and number.
- A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract.
- Name, email address and telephone number of person(s) to be contacted for further information or clarification.
- Copy of State of Connecticut license to perform the work required and involved if required.
- Name and qualifications of assigned project manager and a list of staff members who would be involved with the project, including their assigned roles and a description of their background and experience.
- A background statement including a description of relevant experience of the firm/individual submitting the proposal.
- Respondent shall provide a list of 3-5 references and examples of previous similar projects successfully completed within the last five years with the contact name, address and telephone number of the owners' representative in each project.
- Schedule. Must be able to accommodate schedule, time is of the essence.
- A concluding statement as to why the respondent is best qualified to meet the needs of the Town.
- Proposal Response Form (**ATTACHMENT A**). Description of any exceptions taken to this RFP. If any proposal involves any exception from the stated requirements and specifications, they must be clearly noted as exceptions and attached to the proposal.
  - Include any other Technical Data from the respondent and hourly wages.
- Statement of Non-Collusion (**ATTACHMENT B**).

Any technical questions regarding this RFP shall be made in writing and directed to **Tyra Penn-Gesek, Director of Planning & Development by email** at [planner@thompsonct.org](mailto:planner@thompsonct.org) (with Subject "**65 MAIN STREET**").

For administrative questions concerning this proposal, please contact **Tyra Penn-Gesek, Director of Planning & Development by email** at [planner@thompsonct.org](mailto:planner@thompsonct.org) (with Subject "**65 MAIN STREET**").

All questions, answers, and/or addenda, as applicable, will be posted on the Town of Thompson website at: [www.thompsonct.org](http://www.thompsonct.org)

**It is the respondent's responsibility to check the website for addenda prior to submission of any proposal.**

Note: Responses to requests for more specific contract information than is contained in the RFP shall be limited to information that is available to all respondents and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.

**Failure to include any of the above-referenced items in the submitted proposal may be grounds for disqualifying said proposal.**

## **EVALUATION CRITERIA**

The Town of Thompson shall select the responsible and responsive proposal, which is determined by the Town to be the best suited, most advantageous, and provides the best value to the Town based on the criteria included in this Request for Proposal. The Town expressly reserves the right to negotiate with the selected Proposer prior to an award of any contract pursuant to this RFP. Best value shall be determined by consideration of some or all of the following factors as deemed appropriate by the Town.

Accuracy, overall quality, thoroughness, and responsiveness to the Town's requirements as summarized herein.

The qualifications and experience of the firm, the designated account representative, and other key personnel to be assigned to the project.

Successful performance of similar work.

Technical Solution/Approach to Project: Types, capabilities, efficiency, applicability, efficient use of space and resources.

Demonstrate ability to meet schedule.

The number, scope, and significance of conditions or exceptions attached or contained in the proposal.

## **SELECTION PROCESS**

This request for proposal does not commit the Town of Thompson to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request become the property of the Town of Thompson. The Town of Thompson reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondents, the right to extend the contract for an additional services, or to cancel in part or in its entirety the request for proposal, and to waive any informality if it is in the best interests of the Town to do so.

A Selection Committee, appointed by the First Selectman, will evaluate all proposals received for completeness and the respondent's ability to meet all requirements as outlined in this RFP. If needed, then the Committee will then interview the specific firm(s) whose statements best meet

all criteria required. Upon completion of interviews, the Selection Committee will forward to the First Selectman, a recommendation of contract award.

The awarded firm will be asked to submit a specific Scope of Services and associated fee proposal. The Town shall review said proposals and negotiate an agreement based on those discussions.

Additional technical information may be requested from any respondent for clarification purposes, but in no way changes, the original qualification statement submitted.

## TIMELINE

The Town intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFP	June 13, 2023
Pre-Proposal Meeting: 8:00 AM at 65 Main Street, North Grosvenordale, Connecticut 06255	June 22, 2023
RFP Due Date: 12 PM	June 30, 2023
Interviews with Top Respondents	Early July
Award of Contract / Effective Date	Mid July

## INSURANCE REQUIREMENTS

The Respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverages covering the Respondent and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Thompson its employees and agents as an Additional Insured** on a primary and non-contributory basis to the Respondent's Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Respondent's Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A-VIII with all policies written on an occurrence form basis. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

### Worker's Compensation Insurance:

Statutory Coverage

Employer's Liability

\$500,000 each accident/\$500,000 disease-policy limit/\$500,000 disease each employee

A Waiver of Subrogation shall be provided in favor of the Town of Thompson and its employees and agents.

### Commercial General Liability:

Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.

Limits of Liability for Bodily Injury and Building Damage

Each Occurrence \$1,000,000

Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)

A Waiver of Subrogation shall be provided in favor of the Town of Thompson and its employees and agents.

Automobile Insurance:

Including all owned, hired, borrowed and non-owned vehicles  
Evidence of Combined Single Limit of Liability for Bodily Injury and Building Damage: Per  
Accident \$1,000,000

A Waiver of Subrogation shall be provided in favor of the Town of Thompson and its employees and agents.

Errors and Omissions Liability or Professional Services Liability Policy

Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$1,000,000 each occurrence or per claim. The awarded respondent(s) will be responsible to provide written notice to the Owner 30 days prior to cancellation of any insurance policy.

The respondent agrees to maintain continuous professional liability coverage for the entire duration of this Project, and shall provide for an Extended Reporting Period in which to report claims for seven (7) years following the conclusion of the Project.

The respondent shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, statutory Worker's Compensation and Employer's Liability and Professional Services Liability coverage.

The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The awarded Respondent(s) will be responsible to provide written notice to the Owner 60 days prior to cancellation or non-renewal of any insurance policy. The Certificate shall evidence all required coverages including the Additional Insured on the General Liability and Auto Liability policies and Waiver of Subrogation on the General Liability policy.

The respondent shall provide the Town copies of any such insurance policies upon request.

**INDEMNIFICATION**

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Respondent's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Respondent, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Respondent to perform or furnish either of the services, or anyone for whose acts the Respondent may be liable.



**ATTACHMENT A**

**TOWN OF THOMPSON PROFESSIONAL SERVICES PROCUREMENT NOTICE  
REQUEST FOR PROPOSAL  
65 MAIN STREET, NORTH GROSVENORDAL  
PROPOSAL RESPONSE PAGE**

**It is the responsibility of the respondent to check the Town’s website for any Addenda before submitting the proposal. Due: **June 30, 2023 @ 12 PM.****

	<b>Task</b>	<b>Total Cost</b>
1.	ROOFING PROJECT	\$
		<b>Misc Items Below</b>
	Number of Addendum Received/Reviewed	#
	Respondent Technical Proposal is Attached along with Hourly Wage Rates	Yes or No

***The above values are mutually exclusive and will be phased and approved independently***

\_\_\_\_\_  
**Type or Print Name of Individual**

\_\_\_\_\_  
**Doing Business as (Trade Name)**

\_\_\_\_\_  
**Signature of Individual**

\_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**City, State, Zip Code**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Telephone Number / Fax Number**

\_\_\_\_\_  
**E-Mail Address**

\_\_\_\_\_  
**SS # or TIN#**

(Seal – If proposal is by a Corporation) Attest

**ATTACHMENT B**

**TOWN OF THOMPSON PROFESSIONAL SERVICES PROCUREMENT NOTICE  
REQUEST FOR PROPOSAL  
65 MAIN STREET, NORTH GROSVENORDAL  
PROPOSAL RESPONSE PAGE**

**NON-COLLUSION STATEMENT**

The company submitting this proposal certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Name and Title of Agent: \_\_\_\_\_

By (SIGNATURE): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ATTACHMENT C**

**TOWN OF THOMPSON PROFESSIONAL SERVICES PROCUREMENT NOTICE  
REQUEST FOR PROPOSAL  
65 MAIN STREET, NORTH GROSVENORDAL  
PROPOSAL RESPONSE PAGE**

Prevailing Wages

LINK: <https://wtrich.box.com/s/cfpytez02ulqtl3nat6ldf80slx409cn>

**ATTACHMENT D**

**TOWN OF THOMPSON PROFESSIONAL SERVICES PROCUREMENT NOTICE  
REQUEST FOR PROPOSAL  
65 MAIN STREET, NORTH GROSVENORDAL  
PROPOSAL RESPONSE PAGE**

Plans and Specifications

LINK: <https://wtrich.box.com/s/cfpytez02ulqtl3nat6ldf80slx409cn>