

# REQUEST FOR PROPOSALS

## Part-time Clerk of the Works

## Construction Oversight Services

### for the

## Belden Public Library Renovations

### *I. INTRODUCTION*

The Town of Cromwell hereby requests proposals for a Part-time Clerk-of-the-Works to provide Construction Oversight Services for the Belden Public Library Renovations.

All submissions must be in writing and in the form set forth in this Request for Proposals, and delivered in two separately sealed envelopes to the Department of Public Works. **One sealed envelope must be marked “Proposal” the other sealed envelope to be marked “Fee”. Submissions that don’t follow the two separately sealed envelope procedure will be rejected.**

#### GENERAL

The Town of Cromwell is seeking the services of an individual or a firm having expertise in providing construction oversight services for a municipal project involving the following scope of work:

The Cromwell Belden Library is a public library located at the town hall complex. The library was originally constructed in 1986 and has had little improvements to date. The proposed project consists of a 3,500 in-fill addition which is located within an adjacent courtyard. The one-story steel and brick structure will be constructed on a slab-on-grade concrete floor with poured-in-place concrete. The entry plaza will be reworked with new pavers and landscaping. The site drainage will be reconnected and rerouted within the new footprint. The new addition will have dedicated mechanical systems and lighting systems. The fire alarm system will be connected into the buildings existing control panel.

The new addition is intended as a multipurpose room. A dividing wall bisects the room into two meeting/classrooms. Restrooms will be provided within the new space. The existing library will be renovated with new finishes, lighting and modifications to the HVAC systems.

The library will remain operational throughout the process with the exception of times deemed necessary to close due to the construction. Thus, the contractor will manage the phasing of the construction and be responsible for little disruption to the library and town hall operations.

Award of the contract is subject to the approval of the Town which reserves the right to reject any or all proposals, and to the appropriation and availability of funds. The fee will be negotiated with the selected Owner’s Representative.

### **II. MINIMUM QUALIFICATIONS**

Applicant shall meet the following minimum requirements:

1. The Applicant shall have a minimum of seven years of supervisory experience in the construction and supervision of buildings of similar size and scope of complexity. If a current license and registration by the State of Connecticut as an architect or professional engineer is held, a minimum of 5 years experience in the construction and supervision of buildings is required.

### **III. REQUIRED SERVICES**

The Clerk-of-the-Works' duties and responsibilities:

1. This is intended to be a part-time position requiring approximately twenty hours per week of services, or as determined necessary to perform the required duties as listed herein.
2. Perform on-site observations during the active construction phase as may be reasonably necessary to determine in general if progress and quality of the Work being performed will be in conformance with the Contract Documents when completed.
3. Notify the Architect and Town immediately if Work does not conform to the Contract Documents or requires special inspection or testing.
4. Monitor the Contractor's progress as it relates to the construction schedule and alert the Architect and Town to conditions that may lead to delays in completion of the Work.
5. Attend all construction coordination and other meetings as directed by the Town.
6. Maintain a diary or log book of the construction activities observed, including: weather conditions and weather-related site conditions; nature and location of Work being performed; meetings attended and matters discussed; communications between the Town, Contractor, and Architect, including instructions, interpretations, and clarifications provided to the Contractor; any occurrence or Work that might result in a claim for change of contract compensation or time; record all oral agreements, instructions, disputes and questions pertinent to the Work. Owner's Representative shall photograph project progress and document any issues.
7. Attend all the construction meetings for the duration of the project.
8. In cooperation with the Architect, review the Work and prepare interim and final punch lists for the Contractor.
9. Collect, on the Town's behalf project close-out documentation, O&M manuals and as-built drawings.

#### **Limitations of Authority**

##### **The Clerk-of-the-Works shall NOT:**

1. Authorize deviations from the Contract Documents.
2. Approve substitute materials or equipment.
3. Personally conduct or participate in tests or third party inspections.
4. Assume any of the responsibilities of the Contractor's superintendent, Project Manager or subcontractors.
5. Expedite the Work of the Contractor.
6. Have control over or change of or be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work.
7. Issue a Certificate for Payment or Certificate of Substantial Completion
8. Prepare or certify to the preparation of a record copy of the Drawings, Specifications, addenda, Change Orders and other modifications.
9. Reject Work or require special inspection or testing except as authorized in writing by the Architect.
10. Order or Authorize the Contractor to stop or suspend the Work or any portion thereof.

11. Make agreements of any kind with the Contractor or subcontractors on Town's behalf. The term of the contract is expected to be for a period of approximately 150 days.

#### **IV. INFORMATION TO BE SUPPLIED/INSURANCE**

An Applicant is a firm or individual that submits a proposal in response to this Request for Proposals and that will be liable for the performance of the described duties and services.

Applicants shall supply the following information:

##### **A. Description of the Applicant (Firm or Individual)**

Provide a brief description of the firm or individual including:

- a. Name and current address.
- b. Current resume showing education, licenses, relevant certifications, etc. and recent Owners Representative and/or building construction experience (including dates of previous employment).
- c. Outline of public and private project types and client types for which applicant performed services similar to the services solicited in this RFP over the past five years. Description of the nature, size and complexity of projects in which the applicant has participated.
- d. Contact information for references from the projects requested/listed above. Provide a list of the names, titles, current addresses and telephone numbers of the people involved including owner, architect, and general contractor.
- e. Any special capabilities or services which the proposer has which may be applicable to this project, such as experience in overseeing renovations for historic municipal structures.
- f. Other expected engagements during the term of the project. Describe the engagements, identify any actual or potential conflicts with the proposed services to the Town of Cromwell and how these would be addressed.
- g. Statement that applicant has all the requested qualifications.
- h. Financial documentation customarily relied upon in the financial and accounting industries indicating the financial stability and viability of the applicant as a going concern.
- i. Whether applicant has ever been debarred or been the subject of any type of censorship by any local, state or federal governmental unit, body or agency in connection with the provision of project management services or any other related discipline.
- j. Whether applicant has ever had its contract terminated by any owner on any project for any reason. Please provide an explanation of such termination and the reasons for the same, along with the name, address and phone number for a contact person for the owner of such project.
- k. Complete list of pending or reasonably anticipated projects for which applicant provides clerk of the works services or other professional services. Such list should identify whether, and to what extent, any of the key employees or consultants to be used by applicant on this project are employed or used on any pending or reasonably anticipated projects.

##### **B. Insurance**

The Consultant shall carry Commercial General Liability Insurance, including Contractual Liability Insurance providing for a total limit of One Million Dollars (\$1,000,000) for all damages

arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injuries to or destruction of property in any one accident or occurrence, and, subject to that limit per accident, a total (or aggregate) limit of Two Million Dollars (\$2,000,000) for all damages arising out of bodily injuries to or death of all persons in all accidents or occurrences and out of injury to or destruction of property during the policy period.

## ***V. PROCEDURAL REQUIREMENTS***

### **Submission of Proposals**

- a. Submit three (3) copies of your proposal in a sealed envelope clearly marked **“Proposal”**. Submit three (3) copies of your fee in a sealed envelope clearly marked **“Fee”**.
- b. Proposals must be received at the office of Public Works, 41 West Street, Cromwell, CT no later than 1PM on August 24, 2018.
- c. The deadline will be strictly observed. Proposals delivered to any other office or location will be rejected as non-responsive.
- d. Proposals shall be delivered by U.S. Mail, Federal Express or other such service or by hand. Delivery by facsimile or email is prohibited. It is the proposer's sole responsibility to ensure that its proposal is received at the proper location at or prior to the deadline.

The proposals shall not be opened publicly, but the Town shall cause them to be opened in the presence of one or more witnesses at the time specified above. Until the completion of the evaluations the contents of the proposals shall remain confidential and shall not be disclosed to competing proposers. At the opening of proposals, the Town shall prepare a register of proposals, which shall include the name of each proposer.

## ***VI. REVIEW OF PROPOSALS***

### **A. Evaluation of Proposals.**

The Town shall designate one or more persons to evaluate proposals. In evaluating proposals, the Town will review all proposals and base its selection on the following evaluation criteria:

- a. Name and current address.
- b. Current resume showing education, licenses, relevant certifications, etc. and recent Owners Representative and/or building construction experience (including dates of previous employment).
- c. Outline of public and private project types and client types for which applicant performed services similar to the services solicited in this RFP over the past five years. Description of the nature, size and complexity of projects in which the applicant has participated.
- d. Contact information for references from the projects requested/listed above. Provide a list of the names, titles, current addresses and telephone numbers of the people involved including owner, architect, and general contractor.
- e. Any special capabilities or services which the proposer has which may be applicable to this project, such as experience in overseeing renovations for historic municipal structures.
- f. Statement that applicant has all the requested qualifications.
- g. Financial documentation customarily relied upon in the financial and accounting industries indicating the financial stability and viability of the applicant as a going concern.

- h. Whether applicant has ever been debarred or been the subject of any type of censorship by any local, state or federal governmental unit, body or agency in connection with the provision of project management services or any other related discipline.
- i. Whether applicant has ever had its contract terminated by any owner on any project for any reason. Please provide an explanation of such termination and the reasons for the same, along with the name, address and phone number for a contact person for the owner of such project.
- j. Complete list of pending or reasonably anticipated projects for which applicant provides clerk of the works services or other professional services. Such list should identify whether, and to what extent, any of the key employees or consultants to be used by applicant on this project are employed or used on any pending or reasonably anticipated projects.

The Town shall review all proposals and select a short list of respondents based on qualifications and the proposal. The Town reserves the right to request additional information from the finalists and/or request such finalists to appear for an interview, but if the Town does make such a request(s), it shall make such request(s) of all finalists equally. The fee envelopes of the short listed respondents shall be opened and the lowest bidder shall be awarded the contract. If the Town is unable to reach agreement with the low bidder within a 30-day time frame, the Town would then proceed with the second lowest bidder and so-on.

#### **B. Award/Rejection/Other**

The Town reserves the right to reject any and all proposals, waive informalities, and to recommend the award of a contract as may be in the best interest of the Town.

All proposals, materials, documents, etc. submitted in conjunction with the selection process shall become the property of the Town and may be disposed of without notification and shall be considered public information.

The applicant selected by the Town shall be expected to comply with all applicable federal, state and local laws and regulations in the performance of services.

Required Certifications: Following this page is a Non-Collusion Certification, which must be completed and signed by each proposer.

## NON-COLLUSIVE BID STATEMENT

All Bidders are required to sign a Non-Collusive Statement with all public bid as follows:

1. The bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the Invitation to Bid, designed to limit independent bidding or competition, and
2. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.

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(Signature)

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(Company Name)

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(Name and Title)

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(Address)

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(City and State)