

REQUEST FOR PROPOSAL

BID # 2024-1

5 Connecticut Ave. Norwich, CT 06360

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1. LEGAL NOTICE

Southeastern CT Council of Governments
Request for Bids
Office Building Renovations, 5 Connecticut Avenue, Norwich CT 06360

April 8, 2024
BID # 2024-01

The Southeastern CT Council of Governments (here after referred to as SCCOG) is soliciting a Request for Proposals for the SCCOG office renovation project. We are seeking qualified firms to perform excavating, carpentry, glazing, painting, finishes, masonry, data infrastructure and electrical work.

Responses to this RFP shall be submitted to the SCCOG's Executive Director, due not later than Monday, April 29 at 2:00pm. All proposals must be clearly marked **RFP – SCCOG OFFICE RENOVATION**. No oral, telephonic, emailed, or faxed responses shall be considered. No oral, telephonic, emailed, or faxed corrections, deletions, or additions to any response shall be accepted. SCCOG reserves the right to reject any or all responses, and to waive any or all formalities in connection with this request. Any responses received after the above scheduled due date and time shall not be accepted or considered.

A voluntary pre-proposal walk through will be held on April 16 at 10:00am at 5 Connecticut Ave. Norwich, CT 06360

Respondents are required to submit One (1) double sided copy and one electronic copy on a USB thumb drive of a sealed proposal by no later than April 29, 2024 at 2:00pm at SCCOG, Office of the Executive Director, 5 Connecticut Ave., Norwich, CT 06360 clearly marked "**RFP – SCCOG OFFICE RENOVATION**". Proposals received after this time and date will be rejected.

SCCOG reserves the right to reject any or all proposals if it deems such to be in the best interest of the SCCOG. Questions regarding the Request for Proposals should be directed to Wendy LeClair, Office Manager, wleclair@seccog.org.

Amanda Kennedy, Executive Director

2. PROJECT OVERVIEW

The Southeastern Connecticut Council of Governments is requesting bids for interior and exterior work to its offices at 5 Connecticut Avenue, Norwich. The work involves diverting surface drainage work, replacement of water damaged drywall assemblies, replacement of corroded metal doors, infill of block work, installation of new exterior windows and frames, interior alterations involving metal studs and drywall work, painting, and finishing.

Work shall be completed no later than July 30, 2024. Contractor/Bidder shall be experienced in commercial renovation work, provide evidence of liability, auto, and workers compensation insurance coverage, including excavation hazards. Contractor shall provide at least 3 references with contact phone numbers for work performed that is similar to this scope.

Contractor to be responsible for applying for, obtaining, and paying for all Building Permits from the City of Norwich, obtaining inspections for same, CBYD notification, private mark-out, and utility coordination

Contractor shall conduct themselves in a workmanlike manner and respect the decorum of Owner's premises as a professional environment. All noisy construction activities shall be scheduled with Owner in advance. All activities that produce dust or fumes shall be contained, and all surfaces and finishes shall be protected from damage. Premises to be left secure from rain and wind daily. No debris shall be left on site. Contractor is responsible for removal and disposal of all waste and leftover materials.

All colors and finishes to be approved by Owner in writing.

All product warranties shall be transferred to Owner.

Contractor to provide 12 Month material and labor warranty.

Where quantities of material or scope of work is not predictable, provide unit cost for same.

Provide unit costs for change orders.

"Approved" in this document means approved by the Owner.

Owner is a tax exempt government entity and will provide contractor with CT State Sales Tax Exemption Certificates, including certificates that allow purchase of materials to be tax exempt.

WORK VALUE SHALL BE BROKEN OUT BY LABOR, MATERIALS, OVERHEAD AND PROFIT FOR EACH CATEGORY.

3. OVERVIEW

The existing office building is a one-story construction type IIIB, slab on grade with exterior supporting walls of CMU, with wood furring strips and drywall finish. The exterior windows are commercial aluminum tube frame. Floor is slab on grade. Roof is wood truss, with an acoustical drop ceiling below. Interior partitions are wood frame and drywall.

4. Scope of work:

Scope of work:

A. **ROOFING**

Remove and replace approximately 50 square of asphalt shingles 5:12 pitch roof
Provide 30 year architectural or better, approved name-brand shingle (specify warranty)
Provide unit price for spot replacement of 5/8 plywood sheathing
Provide Ice and Water Shield two rows at eaves and at Mechanical curbs/crickets
30# felt underlayment or approved equivalent
Replace watertight connections at electrical and plumbing penetrations with rubber hat or approved device
Metal drip and edge rake metal trim

B. **EXCAVATION-DRAINAGE AND WATERPROOFING SOUTH AND EAST WALLS**

Cut and remove approximately 4' by 282' asphalt pavement
Excavate to existing building footing below grade, 4' by approximately 4' deep, remove spoils from site
Install 5.5' by approximately 170' Certainteed Platon foundation wrap or approved equivalent HDPE approved product
Install 4" Schedule 30 rigid perforated footing drain collection pipe approximately 282' to discharge at level spreader
Install ¾ crushed stone approximately 4' x 4' x 282', cover with silt fabric 2 sides and top
Install 6" schedule 30 roof drain pipe, with 4 leader connections and end cleanout, to discharge in new catch basin
Install DOT flat top catch basin and top, cut and slope surrounding pavement to drain to basin.
Install 12" discharge pipe and level spreader, corrugated PE approved by Owner from catch basin to level spreader, approximately 112'. Level spreader to include PE discharge apron, 3" rip rap pad 10' by 10' by 6", grading as necessary.
Compact and repave min 6" process stone, minimum to collect 3" asphalt. Hot rubber seal cracks.
Slope asphalt away from building.

C. **BUILDING ENVELOPE AND INTERIOR ALTERATIONS**

Plan key

Item/task

A. Enlarge window opening, 48x48, install insulated glass in aluminum frame, spec to be approved by Owner.

- B. Remove existing metal frame door, raise threshold by 4" with poured concrete, install new 36x80 galvanized metal door and frame, infill and caulk, prep for painting. Construct 36 x 36 x 4" platform on inside, paint sides and prep top for floor covering by others.
- C-D Remove metal door and frame, raise door opening 4" with poured concrete, install 36x48 windows, infill balance with metal studs and Dens-glass, stucco finish (either EIFS for wire mesh and masonry)
Remove approximately 120' x 4' of drywall
Remove and dispose of insulation
Treat wall cavity and studs for mold where applicable. Use approved treatment.
Replace insulation with mineral wool thermal batts to fill cavity
Replace 5/8 DW with Gold Bond XP Purple or approved equivalent
Tape to level 4 with Certainteed M2 Tech mold resistant compound or equivalent
Prime and two topcoats floor to ceiling per customer color and sheen specs
Install approx. 120 lin ft of vinyl base to match existing
All work to be conducted behind a dust controlled enclosure to protect computers and office equipment.
Include final cleanup of entire office
- E. Remove and reserve glass door, install metal and DW infill, tape and paint corner to corner to match.
- F. Remove millwork and reinstall new millwork provided by owner.
- G. At Utility room, remove existing metal frame door, raise threshold by 4" with poured concrete, install new 36x80 galvanized metal door and frame, infill and caulk, prep for painting.
At GIS Office, infill existing archway, cut new door, tape and frame for reserved glass door reset. Remove all shelving and counters, tape and paint entire room.
- H. Cut in new window, prep opening for aluminum frame fixed window, 48 x 48"

D. **ELECTRICAL**

Install three combination LED Exit Lights and Emergency Lights---Ceiling Mount.

Include exterior illumination lamp.

Install two 50 amp, 240 volt branch circuits for future EV chargers to be mounted on Southern elevation of the building. EVSE device supplied by Owner.

Install occupancy sensors in kitchen, bathrooms, library, and individual offices.

Install data outlets in new GIS office and Copier/printer location.

Install 2 new branch circuit outlets for plan sheet printer in new GIS office.

Relocate duplex receptacle outlets in front counter millwork.

Provide power whip connections for new powered cubicles, two locations.

Provide new duplex receptacle outlets for cubicles adjacent to director's office.

Provide new data connections to 6 new cubicle locations

E. LIGHTING

Upgrade all interior lamps to LED, 4,000K

Replace all exterior lighting with Dark Sky compliant full cut off LED fixtures

Install exterior lighting control time clock and photo sensor override

The awarded firm will be expected to work closely with the SCCOG management. The members of the team are:

5. RFP TIMELINE

- RFP Published – April 8, 2024
- Voluntary walk through – April 16, 10:00am
- RFP Due Date – April 29, 2024, 2 pm
- Review of Proposals – May 6-8, 2024
- Proposal Awarded – May 20, 2024
- Project Start Date - TBD

6. SUBMISSION OF PROPOSALS

General Requirements:

Proposals must include a concise description of the Company's ability to meet the requirements of this Proposal. Include a letter of interest providing a brief background of the Company. Respondents shall submit one (1) double-sided copy and one (1) electronic copy (1 compiled PDF file) of their proposals.

Company Information -- The respondent shall provide a brief summary of its company, including the following information:

- Name of company and parent company, if any.
- Any prior name(s) by which the company was known and the corresponding years.
- Name(s) of any subsidiary companies owned or controlled by responding company.
- Legal form of ownership. If a corporation, where incorporated and when.
- Indicate the years engaged in construction services under the present name.
- Names, titles, and contact information for the principal members of the company, including officers. Indicate which individuals are authorized to bind the company in negotiations with SCCOG.
- Address of principal office from which the Project will be managed.
- Name, address, telephone number and email address of key personnel contact, to receive notifications and to reply to inquiries from SCCOG.
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Estimating/Cost Management

- Discuss company's ability to perform project and to accurately estimate costs associated with "Scope of Work" section of this RFP.
- SCCOG is exempt from Federal Excise Taxes and Connecticut Sales and Use Tax as Government Entity, and will provide the winning bidder with Sales tax Exemption Certificates as well as supplier purchase Exemption Certificates so that materials purchased for this work shall also be exempt from Sales Tax.

Schedule and Phase Management

- Provide a preliminary schedule that identifies each phase of the above “Scope of Work” and projected time to complete.
- Identify potential issues that could negatively or positively affect the proposed completion date.

Related Experiences and References

- List correlating projects completed by your company for a minimum of the past two years.
- Include contact information (Name, phone number, email) of a key individual associated with each project. Note if any claims, disputes or litigation has occurred on any of these projects, including the parties involved, and the current status of each.
- Identify any prior projects performed for SCCOG.

7. METHOD OF SELECTION

SCCOG will evaluate each proposal based on the following criteria:

- The respondent’s ability to develop accurate cost estimates.
- The respondent’s proven record of satisfactory completion of previous similarly scoped projects.
- The respondent’s ability to submit cost-effective solutions.
- The respondent’s key personnel assignment.
- The respondent’s provided references.

Submittals delivered solely by telephone or email will not be accepted, and no proposals received after the closing date and time will be considered. Failure to comply with these instructions will result in the rejection of your proposal.

SCCOG reserves the right to accept any bid or part of bids, to reject any, all or any part of the bids, to waive formalities or informalities in the bidding process and to award the bid deemed to be in the best interest of the Board.

8. PROPRIETARY INFORMATION

This RFP and one copy of each original proposal received, together with copies of all documents pertaining to the award of a contract, shall be retained by SCCOG and made part of a file or record which shall be open to public inspection after contract is awarded.

End of RFP

BID RESPONSE FORM

Vendor Name: _____

Contact: _____

Phone: _____ Email: _____

Provide unit pricing for all work estimated at Time and Material:

Provide standard billing markup for change orders: _____

WORK VALUE SHALL BE BROKEN OUT BY LABOR, MATERIALS, OVERHEAD AND PROFIT FOR EACH CATEGORY.

Roofing: _____

Excavation and site work: _____

Masonry: _____

Carpentry: _____

Glazing: _____

Painting: _____

Electrical: _____

Data: _____

Price expires: _____

Contractor's authorized signature: _____ Date: _____