

REQUEST FOR PROPOSAL

Renovation/Conversion Services Plan to
Convert Senior Center Building to new
Griswold Public Schools Alternative School
2022-01



The Town of Griswold

January 20th, 2022 – February 17th, 2022

**REQUEST FOR PROPOSALS
FOR
Renovation/Conversion Services Plan to Convert Senior Center Building to New Griswold Public
Schools Alternative School
January 20th, 2022**

The Town of Griswold is accepting proposals for a Renovation/Conversion Services Plan for the renovation/remodeling of the existing senior center that will be converted to a suitable space for the new Griswold Public Schools Alternative School. The Request for Proposals begins on **January 20th, 2022, and will close on February 17th, 2022 at 4:00pm.**

Introduction

The Town of Griswold is accepting proposals for a Renovation/Conversion Services Plans for the renovation/conversion of the town Senior Center, located on Soule Street in Jewett City, to be the new location for the Griswold Public Schools Alternative School. The Griswold Public Schools Alternative School is currently located on 1553 Glasgo Road, Griswold, CT. One of the primary goals to relocate the Alternative School is to establish a location much closer to the Griswold Public Schools district campus, located on Slater Avenue.

Background

The current Griswold Senior Center is located on 22 Soule Street, Jewett City, CT 06351. This facility was built in approximately 1984, and it has served as the Griswold community's Senior Center since its opening. In 2019, the Town of Griswold authorized work on a new, updated senior center to be constructed on Taylor Hill Road in Jewett City. When the new Senior Project commenced, the Town of Griswold formed an Alternative Space Needs committee comprised of the First Selectmen, Griswold Board of Education members, Griswold Public Schools administrators, and community members. The committee reviewed, researched, and selected the existing Senior Center location, on 22 Soule Street, to be a suitable new location for the Griswold Alternative School site. Architectural and consulting services have been contracted with Fred Marzec, Architects, LLC.

The completion of this new Senior Center project is estimated to be in the winter of 2022 with a move-in date shortly thereafter. A detailed Renovation Services Plan, based on the Conversion Schema drafted by Fred Marzec, is warranted so that Griswold Public Schools can secure a contractor to begin work immediately following the move to and opening of the new Senior Center on Taylor Hill road. Griswold Public Schools aims to open the newly renovated Alternative School for the 2022-2023 school year.

Services Required

Proposals will address the scope of the work; timeline; permitting; design/engineering services; project management; demolition phase; renovation phase, including all plumbing, electrical and HVAC plans; any project clarifications and exclusions.

Supporting documents to inform the Request for Proposal may be obtained from Fred Marzec –
Architects, LLC, 99 Colonel Brown Road, Griswold, CT 06351.

Tel: 860-376-2999

Email address: fred@fredmarzec.com

Proposals should be labeled:

**Renovation/Conversion Services Plan to Convert Senior Center Building to New Griswold
Public Schools Alternative School**

Proposals should be sent to:
Superintendent of Schools
Griswold Public Schools
211 Slater Avenue
Griswold, CT 06351

General Instructions

Basis of Award

The selected Renovation/Conversion Services Plan will be awarded to the responsive and responsible bidder offering the most feasible services for the Town of Griswold, and the lowest bidder will be closely scrutinized for consideration. The Town of Griswold reserves the right to reject any and/or all bids or any parts thereof, to waive any informality in any bid, to require a modification of the contract terms at any time, and to select the bidder who, in the opinion of the Town, will meet the best interests of the Town, provided that nothing herein shall be deemed to waive any requirement of federal, state or local law. Under no circumstances will the Town be responsible for the cost of preparing any bid.

Proposals and Bid Documents

Proposals are to be:

- Submitted in duplicate unless otherwise indicated in the specifications.
- Submitted in a sealed opaque envelope utilizing the enclosed label, with the bidder's name and address in the upper left-hand corner.
- Made out and signed in the corporate, or other, name of bidder. In addition, an authorized person must fully and properly execute the bid.
- Received no later than the time and date specified will not be considered.

Additionally:

- Amendments to or withdrawal of proposals received later than the time and date set for the opening will not be considered.
- Bidders or their representatives may be present at the bid opening.
- The Town of Griswold may require further information and references on any individual or company placing a bid prior to the awarding of a bid.
- The First Selectman reserves the right to amend and/or cancel the bid invitation prior to the time and date of the bid opening.
- The First Selectman reserves the right to correct an award erroneously made as a result of a clerical error on the part of the Town of Griswold & Griswold School District.
- A contract shall not be awarded to any corporation, firm or individual who has an unpaid and overdue debt to the Town by nonpayment of taxes, by debt or contract, or who is in default as surety or otherwise by any obligation to the Town.
- All bid prices shall be complete and include all necessary equipment and supervision.
- All bid prices shall be for on-site service. No travel time will be allowed.

Supporting Documents/Facilities Information Request

Fred Marzec –Architects, LLC, 99 Colonel Brown Road, Griswold, CT 06351.

Tel: 860-376-2999, Email address: fred@fredmarzec.com

Service Contractor Requirements

- Identified contractor must demonstrate successful professional experience of similar scope in the State of Connecticut.
- Contractor must submit at least 3 current references where similar work was performed by the bidder.

Contact Information

For bid specific questions, please contact:

Superintendent Sean P. McKenna
Griswold Public Schools
211 Slater Avenue
Griswold, CT 06351
smckenna@griswoldpublicschools.org
860-376-7609

Renovation/Conversion Services Plan to Convert Senior Center Building to New Griswold Public Schools Alternative School

Name of Firm/Individual Submitting Quote: _____

Address: _____

_____, _____ State _____ Zip

Name of contact: _____

Phone number of contact: _____

Please provide the names and phone numbers of three customers to be used as references:

Business Name: _____

Name and Phone Number of Contact: _____

Business Name: _____

Name and Phone Number of Contact: _____

Business Name: _____

Name and Phone Number of Contact: _____

SPECIFICATIONS

For

Description: **Renovation/Conversion Services Plan to Convert Senior Center Building to New Griswold Alternative School**

Components of the renovation/conversion plan shall include, but not limited to:

- A detailed description of the general contracting/construction management that ascribes to the Renovation/Conversion Services Plan.
- Review of the Scope of Services that will clearly articulate steps linked to the architectural plans provided by Mr. Marzec.
- Sequenced timeline to include a mapping out of the different construction phases.
- Projected costs, including contractors’ fees, permitting, and a forecast of potential “supply chain/ordering” complexities in light of pandemic disruption.
- 3 Professional References.
- A review of addressing handicap accessibility.
- Proof of General Liability Insurance with the minimum insurance requirements.

Proposal Requirements:

- Include the following deliverables:
 - A clearly sequenced and delineated, master plan document that will be delivered in hardcopy form as well as in electronic, PDF format.

Evaluation Criteria and Process

The Alternative Space Needs Committee, in coordination with the Griswold Board of Education, will conduct an evaluation of proposals and rate each submittal based on the following criteria:

1. Ability to provide requested services
2. Experience and familiarity with this kind of specified work.
3. Project approach.
4. Cost
5. References

GENERAL TERMS AND CONDITIONS

All bids are subject to the General Terms and Conditions, Bid Specifications and Contract Proposal as provided.

Price: Bid prices will be all-inclusive

Taxes: The Town of Griswold is exempt from the payment of the Excise Taxes imposed by the Federal Government, and the Sales and Use Tax of the State of Connecticut. Such taxes should not be included in the bid price. Exemption certificates will be furnished to the successful bidder.

Award: The First Selectman reserves the right to make an award which, in her judgment and recommendation from the department, following bid evaluations; best meets the specifications and is deemed in the best interest of The Town. The Town reserves the right to increase or decrease all quantities indicated in this bid.

The First Selectman further reserves the right to reject any or all bids, in whole or in part; to award any item, group of items or total bid unless otherwise specified by the bidder, and to waive informality or technical defects, if, in his judgment, the best interests of The Town of Griswold District will be so served.

Price Discrepancies:

In the event there is a discrepancy between the unit price and extended price the unit price will prevail.

In the event there is a discrepancy between the written price and numeric price the written price will prevail.

Laws: All deliveries shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut.

Permits:

It is the responsibility of the successful bidder to obtain all Federal, State and local permits when needed. All fees imposed by The Town & District, for permits issued by the Town of Griswold will be waived. All State or Federal permitting fees to be collected by the Town will not be waived.

Hold Harmless & Indemnification Agreement:

The bidder assumes full responsibility for its negligent acts, errors or omissions and agrees to hold harmless and indemnify The Town of Griswold, its agents and servants, from and against any and all claims, suits, damages, costs, losses and expenses resulting from such negligent acts, errors or omissions while conducting activities associated with this bid.

Anti Trust Claim Assignment Clause:

The contractor or subcontractor offers and agrees to assign to the Town of Griswold, all right, title and interest in all causes of action it may have under Section 4 of the Clayton Act, 15 U.S.C. Section 15, or under Chapter 624 of the General Statutes of Connecticut, arising out of the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract. This assignment shall be made and become effective at the time The Town of Griswold & Griswold Board of Education awards or accepts such contract, without further acknowledgment by the parties.

Non-Collusive Bid Statement

The bidder, being fully informed regarding the accuracy of the statements made herein, certifies that:

- a. The bid has been arrived at by the bidder independently and has 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,
- b. 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.

The bidder further certifies that this statement is executed for the purposes of inducing The Town of Griswold & Griswold Board of Education to consider the bid and make an award in accordance therewith.

Non Discrimination Clause:

The Contractor hereby agrees that neither he nor his subcontractors will refuse to hire or employ or to bar or to discharge from employment an individual or to discriminate against him in compensation or in terms, conditions or privilege of employment because of race, color, religious creed age, sex, national origin or ancestry, except in the case of bona fide occupational qualification or need.

The Contractor further agrees that neither he nor his subcontractors will discharge, expel or otherwise discriminate against any person because he has opposed any unfair employment practice or because he has filed a complaint or testified or assisted in any proceeding under Section 31-127 of the Connecticut General Statutes. The advertisement of employment opportunities will be carried out in such a matter as not to restrict or discriminate against individuals because of their race, color, religious creed, age, sex, national origin or ancestry, except in the case of a bona fide occupational qualification or need.