

INVITATION TO BID

**Architect Engineering Design Services Associated with:
POQUONOCK FIRE STATION
ROOF REPLACEMENT PROJECT
1575 Poquonock Avenue
Windsor, CT 06095**

THIS IS AN INVITATION FOR BIDS AND THE TOWN RESERVES THE RIGHT TO NEGOTIATE AND CONTRACT WITH ANYONE OR NO ONE, HIGH OR LOW, AS IT DETERMINES TO BE IN THE BEST INTERESTS OF THE TOWN OF WINDSOR.

INTENT AND GENERAL INFORMATION

In accordance with the provisions of Connecticut General Statutes (CGS) Section 10-291 as amended; The Town of Windsor solicits proposals from LICENSED architects to design replacement of existing roof; 9000 sq. ft. of flat roof and asphalt shingled roof over apparatus bay.

All drawings documents performed under contract between the Town of Windsor and the ARCHITECT is required to be APPROVED by town Building and Fire Marshals offices.

SCOPE OF WORK

The selected ARCHITECT will design the replacement of 9,000 sq. ft. of flat and pitched asphalt shingled roofs at 1575 Poquonock Avenue fire station.

BID AND SUBMITTAL CONDITIONS:

THE BIDS SHALL INCLUDE:

1. Bidders will submit two sets of their sealed bid with enclosed BID FORM.
2. A statement of staff availability and their experience and background.
3. A projected time schedule of the work. It is expected that the design work will be completed sooner or by January 30, 2020.

SUBMISSION REQUIREMENTS

Bids will be received at the Finance Department Windsor Town Hall Attn: Director of Finance James Bourke Windsor Town Hall 275 Broad Street, Windsor, CT 06095 until August 23, 10:00 AM at which time they will be opened in the Town Hall, second floor, Rose Room and publicly read aloud.

Contact Whit Przech at 860-285-1870 with any and all questions related to this design project. A mandatory walkthrough is scheduled for Wednesday August 14, 2019 10:00 AM. Sign-in will be in fire station conference room. Available drawings will be sent electronically to participants of mandatory walkthrough only.

Bid Proposals must be submitted by 10:00 AM August 23, 2019. All bids must be signed by an Officer of the Company, lump sum proposal to include design costs, attendance at Windsor Public Building Commission meetings, walkthrough attendance, bid document review with town staff, construction administration, closeout documentation.

TERMS AND CONDITIONS

Unless otherwise modified, the following terms and conditions will apply to professional services rendered. Bids must be held firm and may not be withdrawn for ninety (90) days after the bid opening.

Services to be Provided

The Architect shall provide services as set forth in their bid and in accordance with the terms identified herein. The services provided will be performed on behalf of and solely for the Town of Windsor and any information, tests, reports, correspondence, and conclusions shall not be released to other parties unless authorized by the Town of Windsor or in accordance with any applicable state or federal law.

Billing and Payment

The Town of Windsor will pay the Architect for services performed in accordance with the signed Agreement. Invoices will be submitted periodically or upon completion of services rendered for approval to the PBC. The Town reserves the right to request substantiating information on any bill submitted. The Town will, within 10 days after approval by the Town's Public Building Commission of an invoice requesting payment, either indicate the approval of payment and process the invoice or indicate to the Architect in writing, the reason for refusing to approve said invoice. In the latter case, the Architect will make the necessary corrections and resubmit the invoice. The Town will, within 30 days of an approved invoice, pay the amount to the Architect.

Court Litigation and Waiver of Jury Trial

Notwithstanding the existence of any provision for arbitration of disputes in the contract or any legislation providing for arbitration, any dispute arising under this contract shall not be submitted to arbitration and the parties shall be left to the

remedies at law. It is further expressly agreed that both parties waive and relinquish their right to a trial by jury of any dispute arising out of this contract. The intent of the parties is not to have a jury decide any aspect of any dispute which may arise under this contract.

Mediation

All claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be submitted to non-binding mediation. On the written notice of either party to the other of the election to submit any dispute under this Agreement to mediation, each party shall designate its representative and shall meet at the Windsor Town Hall within ten (10) days after the service of notice. The parties themselves shall then attempt to resolve the dispute within ten (10) days of meeting.

Should the parties themselves be unable to agree on a resolution of this dispute, and then the parties shall appoint a third party, who shall be a competent and impartial party and who shall be acceptable to each party, to mediate the dispute. Each party shall pay the fees and expenses of the party mediator and such costs shall be borne equally by both parties. Upon agreement of the parties, either party may waive the first step in the mediation process and appoint a mutually acceptable mediator.

Any third party mediator designated to serve in accordance with the provisions of the Agreement shall be disinterested and shall be qualified to evaluate the performance of both parties.

This process shall be considered as a condition precedent to moving to court.

Equitable Relief

Nothing herein shall prevent either party from obtaining a court order enforcing the mediation process or such other temporary or equitable relief until such time that the dispute is settled or finally adjudicated.

Insurance

The ARCHITECT shall, after being awarded the Contract but prior to starting work, furnish Certificates of Insurance, including Automobile, Commercial General Liability, Professional Liability, Umbrella Liability, and Worker's Compensation insurance in the following amounts:

1. **Commercial General Liability Insurance:**

The ARCHITECT shall provide Commercial General Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

The CGL shall be written on ISO occurrence form CG 00 01 10 93 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract)

2. Commercial Automobile Liability Insurance

The ARCHITECT shall provide Commercial Automobile Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate, and shall include coverage for all owned, hired, and non-owned vehicles.

3. Worker's Compensation Insurance

The ARCHITECT shall provide Worker's Compensation Insurance in the required amount as applies to the State of Connecticut and Employers Liability Insurance as follows:

- Bodily Injury by Accident - \$100,000 each accident
- Bodily Injury by Disease - \$500,000 policy limit
- Bodily Injury by Disease - \$100,000 each employee

4. Umbrella Liability Insurance

The ARCHITECT shall provide Commercial Umbrella Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

5. Professional Liability Insurance

The ARCHITECT Shall provide Professional Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

Each Policy of Insurance shall include a waiver of subrogation in favor of the Town of Windsor and shall provide no less than thirty- (30) days notice to the Town of Windsor in the event of a cancellation or change in conditions or amounts of coverage. The Commercial General Liability, Automobile, and Umbrella Liability shall name the Town of Windsor as an additional insured.

Certificates of Insurance, acceptable to the Town of Windsor shall be delivered to the Town of Windsor prior to the commencement of the work and kept in force throughout the term hereof.

USE OF ARCHITECTS DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS

The drawings, specifications and other documents prepared by the Architect for this Project shall be the joint property of the owner and the Architect, provided, however, the rights of ownership shall be limited as follows:

(a) Architect shall provide the owner with all close out documents, any all manuals and documentations.

The Owner shall have the unlimited right to submit or distribute documents to meet official regulatory requirements or for similar purposes in connection with the project.

Town of Windsor
Windsor Town Hall
Finance Department
275 Broad Street
Windsor, Connecticut 06095

TO: Mr. James Bourke
Director of Finance
Town of Windsor
275 Broad Street
Windsor, CT 06095

The undersigned _____ doing business in the Town
of _____,
County of _____, State of _____, submits
herewith, in conformity with the RFP dated August 24, 2019, the following proposal.

ROOF REPLACEMENT DESIGN FOR POQUONOCK FIRE STATION

1. PROPOSAL LUMP SUM BID

\$ _____

(_____)

written figures

Name of
Bidder: _____

—

By _____
Title _____

Address of
Bidder _____

—

Telephone No. _____ email _____

4. Receipt of Addenda: Receipt of the following Addenda (if any) is hereto acknowledged:

Addendum	Signature	Date
No. 1	_____	_____
No. 2	_____	_____
No. 3	_____	_____
No. 4	_____	_____

