

MARCIA A. LECLERC  
MAYOR

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

(860) 291-7270

FAX (860) 282-4857

PURCHASING DEPARTMENT

WWW.EASTHARTFORDCT.GOV

**TOWN OF EAST HARTFORD, CT  
INVITATION TO BID**

BID #15-07

RE: R.F.P. – Current Condition and Reuse Study for Historic Downtown Post Office

Proposals will be received at the Office of the Purchasing Agent, Town Hall,  
740 Main Street, East Hartford, Connecticut, 06108 until Thursday, September 18,  
2014 at 11 a.m. at which time they will be publicly opened and recorded.

There will be an optional pre-bid conference at the East Hartford Post Office, 846  
Main Street, East Hartford, CT on Wednesday, August 27, 2014 at 10:00 a.m.

Information and Specifications are available at the above office or on the Town of  
East Hartford bid's website at **<http://www.easthartfordct.gov/bids>**

The right is reserved to reject any or all bids when such action is deemed to be in the  
best interest of the Town of East Hartford, Connecticut

Michelle A. Enman  
Purchasing Agent  
(860) 291-7271



## TOWN OF EAST HARTFORD, CT.

### STANDARD INSTRUCTIONS FOR PROPOSAL

1. SEALED PROPOSALS WILL BE RECEIVED BY THE PURCHASING AGENT UNTIL THE DATE AND TIME ON THE TITLE SHEET. PROPOSALS RECEIVED LATER THAN THE DATE AND TIME SPECIFIED WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED. **PROPOSALS WILL NOT BE ACCEPTED VIA FAX OR E-MAIL.**
2. ALL PROPOSALS WILL BE OPENED AND RECORDED AND ARE SUBJECT TO PUBLIC INSPECTION. FIRMS MAY BE PRESENT OR BE REPRESENTED AT ALL OPENINGS.
3. MUNICIPALITIES ARE EXEMPT FROM ANY SALES, EXCISE OR FEDERAL TAXES. FEES MUST BE EXCLUSIVE OF TAXES AND WILL BE SO CONSTRUED.
4. THE TOWN OF EAST HARTFORD RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS OR ANY PART OF ANY OR ALL PROPOSALS AND TO WAIVE ANY INFORMALITY WHEN SUCH ACTION IS IN THE BEST INTEREST OF THE TOWN AND ALSO RESERVES THE RIGHT TO EXTEND AN AWARDED PROPOSAL BY MUTUAL CONSENT AND NEGOTIATE ANY TERMS, CONDITIONS AND PRICES IF IT IS IN THE BEST INTEREST OF THE TOWN.
5. FIRMS SHOULD FAMILIARIZE THEMSELVES WITH THE ITEMS AND/OR CONDITIONS SET FORTH IN THE RFP SPECIFICATIONS. FAILURE TO BE INFORMED WILL NOT BE ACCEPTED AS AN EXCUSE FROM FULFILLMENT OF THE REQUIREMENTS.
6. IN CASE OF AN ERROR IN THE EXTENSION OR ADDITION OF PRICES, THE UNIT PRICE WILL GOVERN. THE TOWN WILL NOT BE SUBJECT TO ANY PRICE INCREASES AFTER AN AWARD IF NOT PART OF THE ORIGINAL PROPOSAL TERMS.
7. FOR PROFESSIONAL SERVICES - A SELECTED TOWN COMMITTEE WILL EVALUATE ALL RESPONSES AND MAKE A RECOMMENDATION TO THE MAYOR. **IF DEEMED NECESSARY** BY THE COMMITTEE, AN INTERVIEW MAY BE REQUIRED AS PART OF THE SELECTION PROCESS.

# **INSURANCE REQUIREMENTS**

## **A CERTIFICATE OF INSURANCE WILL ONLY BE REQUIRED OF THE AWARDED BIDDER**

### **INSURANCE INDEMNIFICATION CLAUSE**

The Town of East Hartford, CT is to be named as an “**additional insured**” and an additional insured policy endorsement must be submitted with the certificate of insurance and the nature of the project is to be stated on the certificate.

### **INDEMNIFICATION**

**AGENCY** agrees to indemnify and hold the Town of East Hartford, CT harmless against and from any and all claims by or on behalf of any person arising from or in connection with:

A: Any act, error, omission, negligence or fault of **AGENCY** or any of its agents, servants, employees and sub-contractors.

B: Any accident, injury or damage whatsoever caused to any person occurring during the performance of this contract.

Further, the **AGENCY** agrees to indemnify and hold harmless the Town of East Hartford, CT against and from all reasonable costs, counsel fees, expenses and liabilities incurred in or with respect to any such claim and any action or proceeding brought thereon; and in any case any action or proceeding shall be brought against the contractor by reason of any such claim, contractor upon notice from the Town of East Hartford, CT agrees to resist and defend such action proceeding, unless **AGENCY** causes the same to be discharged and satisfied.

#### A. **GENERAL REQUIREMENTS**

The **AGENCY** shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure all of the **AGENCY** obligations under this contract with an insurance company(ies) with an AM Best Rating of A-VII or better licensed to write such insurance in the State of Connecticut and acceptable to the Town of East Hartford, CT

The insurer shall provide the Town of East Hartford, CT with **Certificates of Insurance signed by an authorized representative of the insurance AGENCY(ies)** prior to the performance of this contract describing the coverage and providing that the insurer shall give the Town of East Hartford, CT written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage. Such insurance or renewals or replacements thereof shall remain in force during the **AGENCY** responsibility under this contracts.

The **AGENCY** at the **AGENCY’S** own cost and expense, shall procure and maintain all insurance required and shall name the Town of East Hartford, CT as Additional Insured on all contracts, except Workers’ Compensation and Professional Errors & Omissions coverage’s.

B. SPECIFIC REQUIREMENTS:

1) Workers' Compensation Insurance

The **AGENCY** shall provide Statutory Workers' Compensation Insurance, including Employer's Liability with Limits of:

\$100,000 Each Accident  
\$500,000 Disease, Policy Limit  
\$100,000 Disease, Each Employee

2) Commercial General Liability Insurance

The **AGENCY** shall carry Commercial General Liability Insurance (Insurance Services Officer Incorporated Form CG-0001 or equivalent). As per occurrence limit \$1,000,000 is required. The Aggregate Limit will be not less than \$2,000,000. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

3) Business Automobile Liability Insurance

The **AGENCY** shall carry Business Automobile Liability Insurance (Insurance Services Office Incorporated Form CA-00001 or equivalent). A per occurrence limit of \$1,000,000 is required. "Auto Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

C. **OTHERS: PROFESSIONAL SERVICES – ARCHITECTS, ENGINEERS, ET AL.**

The **AGENCY** shall carry Errors & Omissions coverage in the amount \$1,000,000 per occurrence for all **professional services contracts only.**

The Town reserves the right to amend amounts of coverage required and type of coverage provided based on work or service to be performed.

D. SUBCONTRACTOR'S REQUIREMENTS:

The **AGENCY** shall require its subcontractors and independent contractors to carry the coverages set forth in section B and C above and will obtain appropriate Certificates of Insurance before the subcontractors and independent contractors are permitted to begin work.

The **AGENCY** shall require that the Town of East Hartford, CT be named as Additional Insured on all subcontractors and independent contractors insurance before permitted to begin work.

The **AGENCY** and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the Town of East Hartford, CT, and its officers, agents, servants and employees for losses arising from work performed by each on this contract.

## **Introduction and Project Background**

**Project:** The Town of East Hartford is soliciting proposals from consultants experienced in historical preservation and architecture and if necessary a licensed structural engineer, to conduct a current conditions assessment and a feasibility study to determine the best future use of the property known as the Downtown East Hartford Post Office at 846 Main Street.

**Time Period:** The RFP will be due on Thursday, September 18, 2014 @ 11 a.m. . There will be an optional walkthrough of the site on Wednesday, August 27, 2014 @ 10 a.m. at the East Hartford Post Office, 846 Main Street, East Hartford, CT.

**Study Sponsors:** The Connecticut Trust for Historic Preservation and the Connecticut State Historic Preservation Office. The project will be managed by the Town of East Hartford Development Office.

**Background:** The Post Office building was constructed in 1939 and was remodeled in 1965. The one-story, brick exterior building covers about 9,500 square feet, most of it located on the first floor and basement. At the rear of the building is a canopied deck that was formally used for loading and unloading mail trucks. Immediately behind the building is an asphalt-paved lot originally used for employee and mail truck parking. The total land area of the parcel is .71 acres.

In July, 2009, the Downtown Post Office was one of 19 Connecticut mail facilities considered for closure by the U.S. Postal Service as a cost-cutting measure. It was subsequently removed from that list three months later.

The Post Office is located on a highly visible parcel of land in the central business district on Main Street. Next door to the Post Office stands the Raymond Library, the Town's main library and a facility presently undergoing an \$8 million renovation. The library renovation project will transform the current 48,000 square feet of library space by adding 14,000 more square feet with new meeting and computer rooms, a teen section, and museum artifacts from the town's aerospace and tobacco farming history incorporated throughout the building.

East Hartford officials have recognized downtown development opportunities presented by the library renovation, particularly as they relate to the Downtown Post Office and the Postal Service's willingness to sell some of its properties. In July 2011, the Postal Service entered into an exclusive contract with a private real estate firm to sell surplus Postal Service properties.

**Historical Information:** East Hartford's Downtown Post Office stands in the middle of the Town's Central Avenue – Center Cemetery Historic District. It is generally recognized as the District's most ambitious Colonial Revival building. The symmetrical design with shallow hipped roof and wide granite pilasters defining the front entrance composition features a diamond-lighted octagonal cupola inspired by Mount Vernon.

The building was designed by Louis A. Simon, who served as the Supervising Architect for the U.S. Department of the Treasury from 1933 until 1939, when the position was transferred to the Public Works Administration/Works Progress Administration. Simon was a strong believer in what he considered a "conservative-progressive" approach to design in which he saw "art, beauty, symmetry, harmony and rhythm" (*American Architect and Architecture, August, 1937 issue*).

The East Hartford Post Office also houses an historical artifact that recalls the early settlements of the Connecticut River valley. A tempera mural titled “The Stop of Hooker’s Band in East Hartford Before Crossing the River” by Alton Tobey can be found in the rear of the building. It has been damaged, but most of the mural remains.

The five by thirteen foot mural, painted in egg tempera, was the result of a Public Works Administration national competition held in 1940. The scene in the painting is of Thomas Hooker addressing his little band of Puritan settlers just before they crossed over the Connecticut River in 1636 to found the city of Hartford. The full-color preliminary oil painting for this mural, executed by Tobey preliminary to the execution of the mural itself, measures 26 x 44-1/4 inches, and is currently in the collection of the Smithsonian American Art Museum, Washington, D.C.

**Work Elements:** Major work elements are the following:

1. Assemble a team that includes a member with historical architecture expertise. The team should also include professionals that specialize in real estate, retail development, construction, and others as deemed necessary to complete the outlined project scope.
2. Coordinate the team members.
3. To work with the town to identify groups or individuals which should be consulted regarding Town priorities and optimal reuse scenarios.
4. To identify community needs in the areas of commercial and governmental or public use.
5. To collect and analyze information related to the physical condition of the structure and costs related to its stabilization and rehabilitation. The analysis should take into consideration several scenarios for reuse.
6. To develop reuse alternatives and assist, if directed, to communicate the options to stakeholders and the public.
7. To evaluate the economic and preservation merits of any potential reuse alternatives, and how they will meet the Town’s identified needs or reuse priorities and to establish financial feasibility.
8. To suggest the most viable reuse option.
9. To prepare a draft and then a final report that includes *but is not limited to*:
  - a. An introduction that outlines the purpose of the study, site description, chronology and historical overview.
  - b. Analysis of current physical conditions as well as associated costs of renovations and/or repair.
  - c. Presentation of reuse scenarios and their associated issues, and a section which includes how the interior and exterior of the building might change with floor plans depicting layouts of proposed renovations.
  - d. A financial analysis section that details expected rehabilitation costs for reuse alternatives.

**Proposals:** The purpose of the study is to determine the current conditions of the building as well as evaluate reuse options regarding the Post Office building. The consultant will present those options, with supporting information and documents, to the Town officials or committee identified by the Development Department.

Consultants must follow the instructions contained in this RFP in preparing and submitting their proposals. Failure to follow instructions may automatically lead to the proposal not being reviewed. All proposals should be double-sided and should include the following information:

*Technical Proposal:*

1. Identification of the primary contact person at the firm for the proposal.
2. List of people expected to work on the contract, including names, education, professional licenses, relevant experience and role in the contract (resumes are acceptable). Subcontractors should be included in this list and identified as such. The Project Manager should be clearly identified.
3. Proof of insurance.
4. List of at least three similar projects that the consultant has worked on with client contact information, including contact names, addresses, email and phone numbers. Staff who worked on these projects should be the same as proposed for the East Hartford work.
5. Description of your approach to the scope of work including a detailed description of tasks expected to be performed by the consultant and its subconsultants, anticipated time to complete each task, milestones, deliverables, costs and other information as necessary to demonstrate the consultant's thorough understanding and ability to complete this type of work. An explanation should be included regarding the hours expected to be provided by task for each key individual.
6. List of resources, personnel, data or other assistance that the consultant expects or requires from the Town in order to complete each task.
7. List evidence that consultant meets the National Park Service Professional Minimum Qualification Standards (36 CFR61) for historical architect.
8. List of any actions taken by any regulatory agency or litigation involving the firm or its agents or employees with respect to work performed. Consultants should explain if/why they are or are not at fault in these cases or how they have taken steps to avoid repetition on these actions/litigations.

*Cost Proposal – Should be separated out*

1. Costs expected to be associated with the tasks identified in #5 above by per hour staff costs, expected expenses (materials, travel, etc.) and overhead/profit.
2. An itemized breakdown of any predicted subcontractor costs and expenses.

**SUBMISSION REQUIREMENTS**

Four copies of the proposal should be submitted by Thursday, September 18, 2014 @ 11 a.m. to:

Michelle Enman  
Purchasing Agent  
740 Main Street  
East Hartford, CT 06108

Proposals received after September 18, 2014 will not be considered. All questions pertaining to this RFP should be submitted to Eileen Buckheit, Development Director at [ebuckheit@easthartfordct.gov](mailto:ebuckheit@easthartfordct.gov) no later than noon, September 5, 2014. Responses will be sent to the bidders as soon as possible.

Upon submission all proposals become the property of the Town of East Hartford. The expense of preparing, submitting and presenting a proposal is the sole responsibility of the consultant. The Town of East Hartford retains the right to reject any and all proposals received, to negotiate with any qualified source or to cancel in part or in its entirety this RFP as in the best interest of the Town of East Hartford. This solicitation in no way obligates the Town of East Hartford to award a contract.