

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 #16-17

RE: R.F.P. – Architectural Design Services for Housing Rehabilitation Activities

Proposals will be received at the Office of the Purchasing Agent, Town Hall,
740 Main Street, East Hartford, Connecticut, 06108 until Tuesday, December 15,
2015 at 11 a.m. at which time they will be publicly opened and recorded.

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 specified 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 Request for Proposal 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.
8. Please include a corporate resolution with your submittal. Sample formats for Corporations and Professional Corporations, Limited Liability Company and Partnerships (including Limited Partnership and Limited Liability Partnership) are attached in this packet.
9. Per Town Ordinance Sec. 10-10 (d): The Town shall not award a bid to any bidder who owes a delinquent tax to the Town. Bidders certify by virtue of their signature on the bid sheet that neither the bidder nor any business or corporation in which the bidder owns and interest is delinquent in tax obligations to the town.
10. The bidding entity is required to provide evidence from the Connecticut Secretary of State that they are in good standing and qualified to conduct business in the State of Connecticut.

RESOLUTION FOR CORPORATIONS AND PROFESSIONAL CORPORATIONS
(required)

(TO BE TYPED ON CORPORATION LETTERHEAD PAPER)

I _____, Secretary of _____
(Name of Corporation's Secretary) (Legal name of Corporation)
a Corporation duly organized and operating under the laws of _____ and
(State)

Qualified and authorized to do business in the State of Connecticut, DO
HEREBY CERTIFY that the following is a true, correct and accurate copy of a
Resolution duly adopted at a meeting of the Board of Directors of such
Corporation, duly convened and held on _____, at which meeting
a duly constituted quorum of the Board of Directors was present and voted in
favor of such Resolution. I further CERTIFY that such Resolution has not been
modified, rescinded or revoked since the date on which it was enacted, and it is
at present in full force and effect:

RESOLVED: That the following Officers of this Corporation, or any one
them: _____

_____,
(Name and title of Officer or Officers)
is empowered to execute and deliver in the name and on behalf of this
Corporation contracts, bids and other documents to the Town of East Hartford, State of
Connecticut, and are further authorized to affix the Corporate Seal to such documents and to
bind the Corporation to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature and the
Corporate Seal of the Corporation, this _____ day of _____.

(Affix Corporate Seal Below)

(Typed name of Corporation's Secretary)

SIGNATURE OF SECRETARY

Resolution for Limited Liability Company (required)
(TO BE TYPED ON LIMITED LIABILITY COMPANY LETTERHEAD PAPER)

The undersigned, all of the members [or, if applicable, the managing member] of _____
(legal name of LLC)
A Limited Liability Company duly organized and operating under the laws of _____ and _____ (State)
qualified and authorized to do business in the State of Connecticut, DO

HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Members of such Limited Liability Company, duly convened and held on _____, at which meeting a duly constituted quorum of the voting Members was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following Members of this Limited Liability Company, or any one them: _____

_____,
(Name and title of Members)
is empowered to execute and deliver in the name and on behalf of this Limited Liability Company, contracts bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to seal to such documents and to bind the Limited Liability Company to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have executed this resolution, this _____ day of _____.

Have all necessary parties sign and indicate their name and title, such as member, managing member etc..

Resolution for Partnership (including Limited Partnership and Limited Liability Partnership)
(required)

(TO BE TYPED ON PARTNERSHIP LETTERHEAD PAPER)

The undersigned, all of the partners (or, if a Limited Partnership, all of the general partners, or if a Limited Liability Partnership, all of the partners) of _____, a partnership (or, if applicable, a Limited Partnership or Limited Liability Partnership) duly organized and operating under the laws of _____ and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the voting partners of such partnership duly convened and held on _____, at which meeting a duly constituted quorum of the voting partners was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following partners, or any one of them: _____

_____,
(Name and title of Partners)

is empowered to execute and deliver in the name and on behalf of this partnership, contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to seal to such documents and to bind the partnership to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have signed this resolution on, this _____ day of _____.
(day) (month and year)

Have all necessary partners sign and indicate their name and title, such as partner, general partner, etc.

BID # 16-17

TOWN OF EAST HARTFORD, CT

REQUEST FOR PROPOSAL (RFP)

FOR

ARCHITECTURAL DESIGN SERVICES

FOR

HOUSING REHABILITATION ACTIVITIES

ISSUED BY: Grants Administration Office
Town of East Hartford
740 Main Street
East Hartford, CT 06108

CONTACT: Sara Ross
Housing Planning Analyst
(860) 291-7210

PROPOSAL DUE: Tuesday, December 15, 2015
by 11:00 A.M. to the
Purchasing Department
Michelle Enman
Purchasing Agent
(860) 291-7271

I. GENERAL INFORMATION AND BACKGROUND

The Town of East Hartford is seeking a firm to provide architectural design services for a range of State of Connecticut or federally funded housing rehabilitation programs for low and moderate residential property owners. These programs may include, but are not limited to: (1) general housing rehabilitation, including emergency rehabilitation, of one to four unit, owner or non-owner occupied residential dwellings to bring properties in compliance with Housing Quality Standards as defined by U.S. Department of Housing and Urban Development (HUD) regulations, 24 CFR, Ch. VIII, Section 882.109 for minimum rehabilitation; (2) handicapped accessibility modifications to residential properties; and (3) Code correction projects.

It is the Town's intent to enter into a contract with a qualified firm to provide services as described below under "Scope of Services." All work performed under this contract shall be under the direction of an architect licensed in the State of Connecticut. The consultant will provide and maintain project files, status reports, payment records, schedules, field books, miscellaneous correspondence, inspection reports, delivery receipts, schedules, etc.

II. CONTRACT MANAGEMENT

The Managing Authority for this contract will be the Grants Administration Office. The consultant will report to the Housing Planning Analyst or the Grants Administrator.

III. A. DURATION OF CONTRACT/LIMIT TO FEES

Proposals are requested of qualified architectural firms to provide the Grants Administration Office of the Town of East Hartford with a document describing services and fee statements to act as a consultant for activities associated with previously described housing projects for three (3) years from the date of contract signing. This contract may be extended by mutual consent for two (2) one-year increments. In no event will the contract exceed a total period of five (5) years.

The contract does not guarantee a minimum number of assignments. It shall be limited to fees not exceeding \$100,000 over the period of the entire contract.

B. SCOPE OF SERVICES

Program applicants for housing rehabilitation activities are qualified by Grants Administration Office (GAO) staff. Initial housing evaluations are performed by the consultant. Environmental hazard risk assessments and post abatement clearance testing, such as lead-based paint or asbestos, where required, will be performed by other consultants. It is anticipated that an average of 18 units per year may be

rehabilitated under a general housing rehabilitation program. Generally, the average rehabilitation cost for a single family dwelling is \$12,000. The average rehabilitation cost *per unit* for multi-family dwellings is \$9,000.

The consultant for Town of East Hartford housing programs will be expected to provide the following services:

-Perform an initial inspection of each property with the homeowner, utilizing Housing Quality Standards as defined by HUD regulations 24 CFR, Ch. VIII, Section 882.109 for minimum rehabilitation, as a basis for writing specifications (if needed, a copy of 24 CFR, CH VIII, Section 882.109 defining Housing Quality Standards for minimum rehabilitation may be obtained through the Grants Office).

-Prepare and provide heat loss calculations for projects requiring furnace replacement.

-Prepare and submit detailed specifications, itemized cost estimates, and working drawings or elevations as necessary within 14 calendar days of the initial inspection. The specifications, drawings and/or elevations must be in a format which can be utilized as part of a bid and contract package. Bidding will be conducted by the GAO.

-Provide technical assistance to the GAO and homeowner on all phases of rehabilitation; including, but not limited, to:

- (a) Energy-related work, including heating systems, storm doors and windows, insulation;
- (b) Historic preservation matters; and
- (c) Environmental Review Record consultation regarding lead-based paint and asbestos

-Confer with contractors, suppliers, homeowners, and Town officials, as appropriate, regarding methods of construction and materials application.

-Conduct on-site pre-bid meeting with all interested contractors; assist Housing Planning Analyst with evaluation of bids and selection of contractor.

-Conduct at least three (3) inspections of each property undergoing rehabilitation; including an initial inspection with specifications/cost estimate; an interim inspection to assure use of appropriate materials and construction methods, and to confirm conformance with standards set forth in the bid documents; and a final inspection. Interim and final inspections shall be followed within five (5) calendar days by a site inspection report and/or punch list, as appropriate, with respect to construction contract compliance and standards of contractor workmanship.

NOTES:

The consultant for Town housing programs must be available to provide such services to Town personnel, contractors, and homeowners during the working hours of 8:30 a.m. to 4:30 p.m., and after normal business hours on a very limited basis, Monday through Friday.

The consultant for Town housing programs shall, at all times, indemnify and save harmless the Town of East Hartford and its officers, agents and employees on account of and from any and all claims, damages, losses, judgments, Workers' Compensation payments, litigation expenses and counsel fees arising out of injuries to the person (including death) or damage to property alleged to have been sustained by:

- officers, agents, and employees of the Town of East Hartford; or
- the consultant, his material men; or
- any other person whose injuries are alleged to have occurred on or near the work or to have been caused in whole or in part by the acts, omissions or neglect of the consultant or his material men by reason of his or their use of faulty, defective or unsuitable materials, tools or equipment or defective design in performing the work.

The existence of insurance shall in no way limit the scope of this indemnification. The consultant further undertakes to reimburse the Town of East Hartford for damage to property of the Town of East Hartford caused by the consultant, or his employees, agents, subcontractors, or material men, or by faulty, defective or unsuitable material or equipment used by him or them.

IV. PROPOSALS

Submission and Deadline

All proposals must be received Tuesday, December 15, 2015 @ 11 A.M.

Three (3) copies (one original & two copies) of the proposal shall be submitted to:

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

Proposals shall be plainly marked on the sealed envelope:

“Architectural Services for Housing Rehabilitation Activities”

Technical questions about this request for proposal may be directed to Sara Ross, Housing Planning Analyst, Grants Administration Office at (860) 291-7210. All other questions are to be directed to Michelle Enman, Purchasing Agent at (860) 291-7271.

Organization and Content

General Proposal Guidelines

A letter of transmittal along with a statement by the Consultant accepting all the terms and conditions contained in the RFP must be included.

The letter of transmittal shall include general information on the firm and proposed sub-consultants, the firm brochure, experience, and a resume of key personnel. All references should be sufficiently detailed to allow the Town to contact prior clients.

The letter must include a detailed statement indicating the organizational structure under which the firm proposes to conduct business. The relations to any “parent” firm or subsidiary firm, with any of the parties concerned must be clearly defined. The names and addresses of all owners of the design firm are to be clearly indicated.

The letter must provide the architectural firm's policy statement regarding design work which incorporates asbestos or lead paint removal. (Note: The Town of East Hartford's Grants Administration Office is prepared to employ the services of a separate industrial hygiene firm. Architectural firms will not be penalized for not participating in this process).

Detailed Proposal

Project Understanding: A discussion in whatever detail is necessary to demonstrate an understanding of the service required.

Experience: A detailed summary of the architect's experience with residential rehabilitation projects.

Staff Plan: An identification of staff who will be assigned to the projects, their background and experience and their areas and levels of responsibility; include resumes of all proposed project personnel.

Sub-consultants: All sub-consultants proposed to be engaged by the architect for services during the term of the contract must be listed.

Management Plan: Describe the project management system and how it will function to ensure the timely delivery of quality services.

Service Plan: Provide a detailed, itemized plan of proposed services.

Services Expected of the Town: Define the nature and scope of all services to be provided by the Town.

Fees:

A fee schedule shall be submitted as part of the proposal. "Appendix A – Proposed Fees," included in this RFP, must be completed and submitted as part of the proposal.

Conditions:

The proposal must include a statement indicating the Consultant's willingness to adhere to the following conditions:

The Consultant must have, or must open, an office in the vicinity of the East Hartford area within one hundred twenty (120) days of contract award. The actual or proposed location of the office must be identified in the proposal. Vicinity is defined as fifty (50) miles, or less, as measured from Town Hall. Travel time will not be considered as a reimbursable expense.

Have personnel reserve sufficient to assure task continuity, and agree that all proposed personnel are committed for the full duration of the contract. If a change is required, the Town shall be notified and will judge whether the substitution will impair the success of the project.

Agree that all sub-consultants hired by the Consultant must be included in the credentials submitted with the proposal and must be approved by the Town of East Hartford prior to working on any project. If a change is required, the Town shall be notified and will judge whether the substitution will impair the success of the project. Agree that all work produced under this agreement is to become the property of the Town of East Hartford and to turn over to the Town all original documents upon completion or demand.

Agree to accept management direction from the Town and specifically, the Managing Authority.

Agree to conform to all applicable laws and ordinances and statutes of the Federal Government, State of Connecticut and Town of East Hartford, including, but not limited to, the following:

- Signing of Plans by appropriate professionals licensed by the State of Connecticut
- Civil Rights Act of 1964, as amended
- Executive Orders Numbers 3 & 1 of the State of Connecticut
- Federal Labor Standards (29 CFR - Parts 3, 5, and 5a)
- Davis Bacon Act, as amended (40 USC 327-330)
- Copeland “Anti-Kickback” Act (18 USC 874), as supplemented in the Department of Labor regulations (20 CFR – Part 3)
- Flood Disaster Protection Act (PL 93-291)
- Hatch Act (Title 5 USC Chapter 15)
- Section 504 of the Rehabilitation Act of 1973
- Immigration Reform and Control Act of 1986

Agree that the Town reserves the right to terminate the contract with thirty (30) days’ notice with the assurance that the Consultant shall be entitled to reimbursement for any services rendered prior to Receipt of Notice of Termination.

V. Insurance

The successful firm shall be required to furnish evidence of the following insurance coverage within ten (10) days from notification of award. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. All renewal certificates shall be furnished at least ten (10) days prior to policy expirations.

-Comprehensive General Liability Insurance, including Contractual Liability Insurance, issued by an insurance company licensed to conduct business in the State of Connecticut with combined single limits of \$1,000,000 per occurrence with a \$2,000,000 aggregate limit. All, if any, deductibles are the sole responsibility of the architect to pay and/or indemnify.

-Automobile Liability Insurance issued by an insurance company licensed to conduct business in the State of Connecticut with limits not less than \$500,000 for all damages because of bodily injury sustained by each person as a result of any occurrence and \$1,000,000 for damages because of bodily injury sustained by two or more persons as a result of any one occurrence and limits of \$250,000 for all damages because of property damage sustained as the result of any one occurrence or a \$1,000,000 Combined Single Limit (CSL). All, if any, deductibles are the sole responsibility of the Architect to pay and/or indemnify.

-Professional Liability Insurance: issued on an occurrence basis; for the term of the contract with a \$1,000,000 Combined Single Limit; or, Professional Liability

Insurance: issued on a claims-made basis and extended for two years following completion date, with \$500,000 Combined Single Limit.

-Workers' Compensation Insurance in accordance with Connecticut State Statutes.

-Certificate of Insurance, with the following wording in the comments section, must be forwarded the Town's Risk Manager within ten (10) days from notification of the award: "The Town of East Hartford is named as an Additional Insured on the insurance coverage named above for claims arising out of the Consultant's performance for Architectural Services – Bid # 16-17.

This provision is required for: Comprehensive General Liability and Auto Liability Insurance only.

Each coverage named above shall provide not less than a thirty (30) day notice of cancellation to the Town of East Hartford.

VI. EQUAL OPPORTUNITY EMPLOYER

In order for a firm to be considered for business with the Town of East Hartford, that firm must be an Equal Opportunity Employer.

VII. TAX STATUS

The Town will not award a bid to any bidder if a delinquent tax is owed to the Town. All taxes must be current before any bid is awarded.

VIII. ADDITIONAL INFORMATION AND REVISIONS TO PROPOSALS

Information may be provided to responsible respondents who anticipate submitting a proposal for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Offerers shall be afforded fair and equal treatment with respect to access to additional information and revision of proposals.

IX. SELECTION PROCEDURE

All proposals submitted in response to this RFP will be reviewed against criteria listed in Section X and award of contract shall be made in accordance with the Town's purchasing procedures.

-A semifinal selection of three Architectural firms responding to this RFP may be invited to interview with and make a detailed presentation to the Selection Committee. You will be notified of the location and time of the interview at a later date.

-A Selection Committee will assist the Managing Authority in selecting an architect to provide the requested services.

-The Town intends to award a contract to the most responsible offerer or to the offerer whose proposal is determined to be in the best interest of the Town. The Town reserves the right to reject or modify any proposal or parts thereof for any reason, to negotiate changes to the proposal terms, and to waive minor inconsistencies within this RFP.

X. CRITERIA FOR SELECTION

Proposals will be evaluated in accordance with the following criteria:

-Architect's understanding of the services required.

-Architect's proposed method of assuring the achievement of acceptable performance of work.

-Availability and competence of personnel proposed for the project.

-The nature of the Architect's project management approach.

-The background and experience of the firm in providing similar services to municipalities and other entities; in particular, demonstrated experience with renovation projects which include, but are not limited to, historic preservation design, energy conservation measures, preparation of heat loss calculations, and removal of barriers to handicapped accessibility.

-Demonstrated ability to respond to the need for these design services in a timely manner.

-Competitiveness of proposed fees and costs.

-Positive references by clients having received similar services.

APPENDIX A

Fee Schedule

(This page must be returned with bid)

Name of Firm: _____

Type of Unit	Year 1	Year 2	Year 3	Year 4	Year 5
Single Family Dwelling Fee Per Unit					
Structures with 2 to 4 Dwelling Units Fee Per Structure					
Additional Costs Per Hour for additional inspections, consultations, conferences, additional drawings, etc.					

NOTE: Additional fees: Include additional costs such as general overhead charges, sub-contractor fees, and costs for printing. Please be aware that reimbursement to architectural firms for items such as printing costs by outside vendors cannot include tax charges.

LAST PAGE – R.F.P. # 16-17