

Naugatuck Board of Education Request for Proposals

Sealed Proposals will be received by the Business Manager, Naugatuck Board of Education, 497 Rubber Avenue, Naugatuck, CT for supplying the Naugatuck Board of Education with the following goods and/or services:

PROJECT:	Architectural Services for Window Replacement
CONTRACT:	202208-1 A
DESCRIPTION:	Professional Services for the Design of Window Replacements

The information and Request for Proposal and related documents may be examined at the Naugatuck Board of Education, 497 Rubber Avenue, Naugatuck, CT 06770.

Copies of the specifications may be obtained at the Business Manager's Office. Specifications can also be obtained from the Naugatuck Board of Education website, <http://www.naugatuck.k12.ct.us> and the Borough of Naugatuck website, naugatuck-ct.gov

All firms obtaining plans and specifications must submit contact information by e-mail to bernice.rizk@naugatuck.k12.ct.us. Contact information must be submitted three days in advance of the bid opening to be considered.

Addenda, if required, shall be posted on the <http://www.naugatuck.k12.ct.us> website. It is the bidder's responsibility to check the Board of Education website in advance of the bid opening to determine if any addenda have been issued.

Sealed proposals will be received by the Business Office, Naugatuck Board of Education, 497 Rubber Avenue, Naugatuck, CT 06770 until

DEADLINE:	Wednesday, September 7, 2022, 10 am
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Immediately following, the bids will be publicly opened and read.

The Naugatuck Board of Education reserves the right to waive any informalities or to reject any or all proposals.

The Naugatuck Board of Education is an affirmative action/equal opportunity employer; MBE's, WBE's and SBE's are encouraged to apply.

CONTENTS:

Section 1: General Information and Requirements.

Section 2: Items Required with Bid Response Packet.

Attachments (if applicable)

Section 1: General Information and Requirements

1.1 General Information and Intent

The Naugatuck Board of Education is seeking proposals from qualified contractors as described on page 1.

1.2 Pre-Bid Meeting

The Naugatuck Board of Education will have a pre bid meeting.

Walkthrough	Thursday, September 1, 2022, 9:30 am
Hop Brook School	75 Crown St, Naugatuck, CT 06770

1.3 Questions

All questions and inquiries shall be directed to:

Bernice Rizk, Business Manager
Naugatuck Board of Education
bernice.rizk@naugatuck.k12.ct.us

no later than Friday, September 2, 2022 at 4 pm. Responses will be emailed back by Tuesday, September 6, 2022 at 10 am.

1.4 Qualified Bidders

In order for a Contractor's proposal to be accepted, they must provide evidence of the successful completion of at least three similar projects within the last 5 years.

1.5 Minimum Project Scope

It is expected that all proposals shall include the following minimum work:

1. Obtain all necessary building permits and provide all required calculations and supporting documents.
2. Provide all necessary work, equipment and training to complete the project.
3. Cover letter indicating your desire to be considered for this project
4. Provide a brief written description of your firm, including qualifications and experience and experience in performing similar projects.

5. Briefly describe up to several projects that specifically relate to the Scope of Work required in the RFQ with contact information.
6. Include a list of references
7. Include information for any proposed consultants that are included on your team.
8. Include a narrative of how you would approach this project.
9. Provide 4 copies of all documents.

1.6 Negotiation

The Naugatuck Board of Education reserves the right to negotiate with the contractors submitting proposals.

1.7 Equal Opportunity Clause

The Naugatuck Board of Education is an affirmative action/equal opportunity employer.

(1) The vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The vendor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The vendor will, in all solicitations or advertisements for employees placed by or on behalf of the vendor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

3) The vendor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the vendor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The vendor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The vendor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the vendor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the vendor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

1.7.1 Submission of Proposals

Proposals will be accepted until deadline noted on page 1. All proposals must be clearly marked in one (1) large envelope with the Project and the Contract number.

Proposals shall be mailed or delivered to:

Business Manager
Naugatuck Board of Education
497 Rubber Avenue
Naugatuck, CT 06770

Immediately following the deadline, the bids will be publicly opened and read.

Late submissions will not be accepted

1.7.2 Evaluations and Selection Criteria

Bidders will be selected with the following criteria (not listed in order of importance):

- a) Past company experience within the region, with the same type of work.
- b) Cost for all services combined, as determined by the Board of Education.
- c) Examples of completion of similar projects.
- d) Company must have all necessary permits and licenses to operate in the State of Connecticut for the term of the bid.
- e) Other criteria as determined by the Board of Education, weighting criteria will be determined by the Board of Education.
- f) The Board of Education reserves the right to negotiate with the successful bidder on the terms of their proposed Contract before signing, if it is in the best interest of the Board of Education.
- g) If the Board of Education cannot negotiate a contract with the selected Contractor the Board of Education may choose to negotiate with the next ranked vendor.

1.7.3 Naugatuck Board of Education's Reservation of Rights

The Naugatuck Board of Education reserves the right to waive any informality or to reject any or all proposals or to accept any proposals, should it deem it to be in the best interest of the Board of Education. The Board of Education reserves the right to reject any proposals if they show any omission, alteration of form, additions not called for, conditional bids, or irregularities of any kind.

1.7.4 Reimbursement for Costs

It is the responsibility of the Bidder's respondents to pay for all costs associated with submitting proposals. The Naugatuck Board of Education shall not reimburse any costs.

1.7.5 Insurance Requirements

Indemnification and Insurance

The Contractor shall indemnify, defend and hold harmless the Borough of Naugatuck and Naugatuck Board of Education, its officials, officers, employees and designees caused in whole or in part to the fullest extent permitted by law from and against any and all claims, suits, actions, obligations, liabilities, damages, losses or injury (including the resulting death of a person), penalties, and expenses (including reasonable attorneys' fees) to the extent arising out of the performance of this Agreement or due to the Contractor's negligence or willful misconduct or omissions of the Contractor or its employees, agents, subcontractors or representatives.

Prior to the commencement of the work, and until final completion and acceptance of the work, the Contractor shall procure and maintain the following types of insurance, and maintain all insurance coverage for the life of the contract, from an insurance company or companies with an A.M. Best Rating of A- (IX) or better. Such insurance will protect and indemnify the Borough of Naugatuck and Naugatuck Board of Education from all claims which may arise out of or result from the Contractor's obligations under this agreement, whether caused by the contractor or by a subcontractor or any person or entity directly or indirectly employed by the Contractor or by anyone for whose acts said Contractor may be liable.

- A. *Workers Compensation:* The Contractor shall provide workers compensation and employer's liability insurance that complies with the regulations of the State of Connecticut with limits no less than \$100,000 each accident by bodily injury; \$100,000 each accident by disease and a policy limit of \$500,000. Such policy shall contain a 'waiver of our right to recover from other endorsement' in favor of the Borough of Naugatuck.
- B. *Commercial General Liability Insurance:* The Contractor shall provide commercial general liability insurance policy that includes products, operations and completed operations as follows: Bodily injury & property damage with an occurrence limit of \$1,000,000: Personal & advertising injury limit of \$1,000,000 per occurrence: General aggregate limit of \$2,000,000 (other than products and

completed operations): Products and completed operations aggregate limit of \$2,000,000. The policy shall name the Borough of Naugatuck and Naugatuck Board of Education as an additional insured on an ongoing basis.

In addition,

- Such policy will be provided on an occurrence basis and will be primary and shall not contribute in any way to any insurance or self-insured retention carried by the additional insured.
- Such policy shall contain a broad form contractual liability endorsement or similar wording within the policy form.
- Such policy shall contain a waiver of subrogation in favor to the Borough of Naugatuck.
- Such policy shall include coverage for the Contractor's sub-contractors or any person or entity directly or indirectly employed by said Contractor or by anyone for whose acts said Contractor may be liable.

C. *Commercial Automobile Insurance*: The Contractor shall provide commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit. Such coverage shall also include hired and non-owned automobile coverage.

D. *Umbrella Liability Insurance*: The Contractor shall provide commercial umbrella liability with limits no less than \$1,000,000 each occurrence and \$1,000,000 in the aggregate which shall be following form, without restriction or limitation, providing coverage over items (A), (B), (C), as noted above on a primary and non-contributory basis.

Prior to the issuing of any notice to proceed by the Borough of Naugatuck, the Contractor shall furnish the Borough of Naugatuck with Certificates of Insurance evidencing such insurance as set forth above. Said policies shall not be cancelled or permitted to lapse until completion and approval of the performance of the work until ten (10) days after the Borough of Naugatuck has received written notice, by certified or registered mail, that the cancellation or change of such policy is contemplated.

The Contractor shall advise all their insurers of the contract provisions regarding insurance. The failure of the Contractor to notify insurers of the contract provision shall not relieve the Contractor from its insurance obligations under the Agreement. Non-fulfillment of the insurance provisions shall constitute a breach of this agreement and the Borough of Naugatuck retains the right to stop work until proper evidence of insurance is provided.

1.7.6 Signature Requirements

Proposals must be signed by a duly authorized official of the Company. Consortiums, joint ventures, or teams submitting proposals will not be considered, unless it is established that all contractual responsibility rests solely with one Contractor or one legal entity, which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.

1.8 Safety

All practices, materials and equipment shall comply with the Federal Occupational Safety and Health Act, as well as any pertinent State and/or local safety and environmental codes.

1.9 Observance of Laws

The Contractor shall, at all times, observe and comply with all Federal, State and Borough laws, ordinances and regulations in any manner affecting the conduct of the work.

1.10 Attachments

The following attachments shall be made part of this RFP:

1. Certificate of Non-Collusion Form.
2. Scope of Work
3. Insurance Agreement

1.11 Transferability of CONTRACT

No assignment of the contract or any right accruing under this contract shall be made in whole or in part by the Contractor without the express written consent of the Board of Education, which consent will not be unreasonably withheld. In the event of any assignment, the assignee shall assume all of the liability of the Contractor.

1.12 CONTRACT Documents

The Request for Proposal and its attachments, Insurance Certificates, Performance Bonds, the executed contract and any addenda to the foregoing shall constitute the Contract Documents.

1.13 Indemnity

The Contractor shall indemnify, hold harmless, and exempt the Board of Education, its agents, servants and employees from and against all legal proceedings, claims and associated costs and Attorney's fees incident to any work done in the performance of this CONTRACT arising out of a willful or negligent act or omission of the Contractor, its agents, servants or employees.

1.14 Default

If the Contractor fails to perform this contract in accordance with its terms, the Board of Education shall have the right, in addition to all other remedies it may have, to declare the Contractor in default, and to resubmit the contract for further bid. In that event, the Contractor shall pay to the Board of Education, as liquidated damages, the amount of any

excess of the new contract price over the Contract price herein provided for, both prorated to the period of time covered by the unexpired term of the Contract at the time of default.

Section 2: Items Required With Bid Response Packet

The following items are required to be included with your bid response packet:

2.1 Letter of Interest

The Contractor shall submit a signed letter of interest on company letter head detailing the proposed project and the company's experience and any assumptions, conditions or important information needed in order to properly review the proposal.

2.2 Price Proposal

The proposal shall include the following minimum items:

- A. Detailed price proposal including itemized costs for each task of the project.
- B. List of any additional equipment and supplies that will be purchased.

2.3 Schedule of Work

The Contractor shall submit a detailed schedule of project work (based on days commencing upon Contract signing.)

2.4 Insurance Certificate

The Contractor shall submit an insurance certificate showing the Contractor's current applicable insurance coverage.

2.5 References

The CONTRACTOR shall provide a minimum of three (3) references, preferably municipalities or Boards of Education in Connecticut or New England), where they have performed the type of work listed in this RFP.

PROJECT:	Architectural Services for Window Replacements
CONTRACT:	202208-1 A
DESCRIPTION:	Professional Services for the Design of Window Replacements

Attachment #1

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person.

As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature

_____/_____/_____
Date

Printed Name of Person Signing Proposal

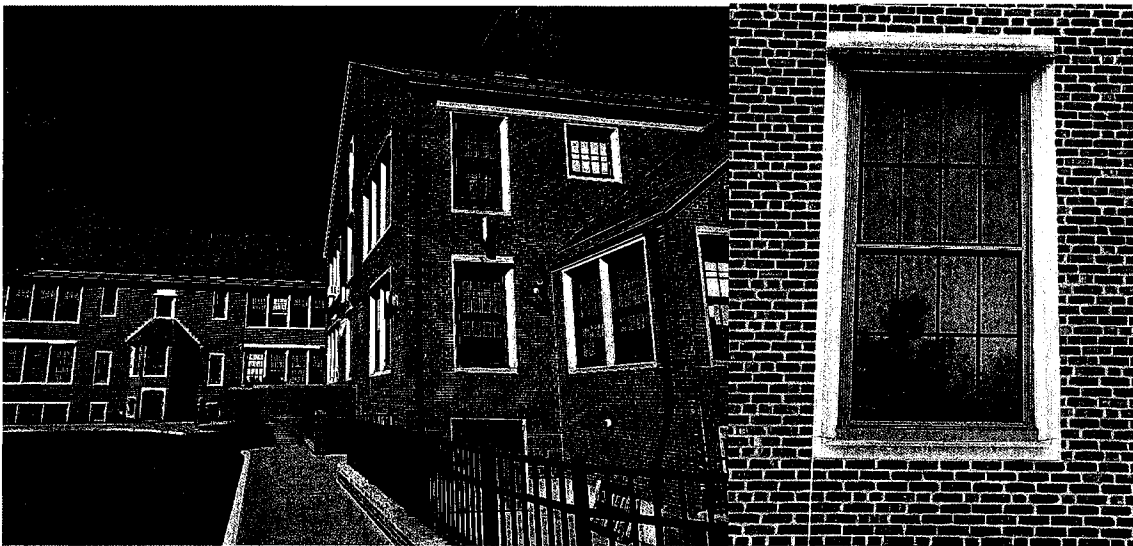
Name of Business

Attachment #2
Scope of Work
Location: Naugatuck Public Schools, Naugatuck, CT

Architectural Services for Window Replacement

The Borough of Naugatuck, Board of Education is soliciting proposals from qualified architectural firms to provide professional services in the design of window replacement at the following schools: Hop Brook Elementary, Hillside Intermediate and Salem Elementary.

Hop Brook Elementary School



There are currently 203 windows of various sizes and shapes on four levels/stories, including transom/over door fixed windows and a secondary building.

Sizes include:

14" by 36"
17" by 43"
26" by 73"
27" by 41"
27" by 98"
28.5" by 95"
36" by 36"
36" by 66.5"
36" by 80"
38" by 51"
41.5" by 95"
44" by 103"

46'' by 71''
48" by 86"
49.5" by 49"
50" by 71.5"
51" by 95.5"

Window count:
Basement Level: 38 windows
First Floor: 98 windows
Second Floor: 65 windows
Third Floor: 2 windows

Hillside Intermediate School



There are currently 106 windows of various sizes and shapes on four levels/stories, including transom/over door fixed windows.

Sizes include:
61" by 112"
61" by 63"
40'' by 120''
66" by 120"

Window count:
Basement Level: 11 windows
First Floor: 40 windows
Second Floor: 37 windows
Third Floor: 18 windows

Salem Elementary School



There are currently 110 windows of various sizes and shapes including two circle and four half-circle windows on four levels/stories.

Sizes include: 33" by 89", 45" by 89", 32" by 35", 34" by 69", 33" by 52", Circle 51"

Window count:

Basement Level: 27 windows

First Floor: 30 windows

Second Floor: 34 windows

Third Floor: 19 windows

1. Scope of Services:
 - A. Prepare all necessary plans and specifications in accordance with all local, state and federal department requirements, including proposed project schedule from conception to CO, including but not limited to; Schematic Design and Design Development, Contractual documents, Bidding and Construction services and reviews and approvals from state or federal historic preservation agencies.
 - B. Provide and assist with all state reporting and approvals required to receive state reimbursement.
 - C. Create schematic drawings and renderings of possible designs.
 - D. Meet with stakeholders for each facility and gather information and provide a comprehensive listing of all recommendations based on the needs assessment for each project.
 - E. Attend meetings with required agencies to obtain necessary approvals.
 - F. Prepare bid specifications and plans for bidding requirements.
 - G. Assist in the analysis of bids that are received.
 - H. Attend all Building Committee Meetings.
2. Review existing zoning, wetlands, flood plain, environmental and health requirements and apply those restrictions to the submitted proposal.
3. Provide required materials, drawings and specifications for all town agencies.
 - A. Attend all required agency meetings and present information required to obtain approvals and necessary permits.
 - B. Prepare materials and attend all required State Department of Administrative Services meetings to obtain all necessary approvals for funding.
4. Provide final evaluation with options to the committee which include:
 - A. Schematic drawings and specifications
 - B. Full cost estimates for each option
 - C. Provide revisions as needed
 - D. Assist committee on final recommendation and design
 - E. Make necessary presentations to various town agencies

5. Assist and prepare bidding plan documents and drawings to be included in bid packets. Assist in placing legal notices and other requirements of the bid process as outlined by the Borough of Naugatuck.
6. Evaluate bids and provide an evaluation of all bids received to the committee for selection of contractors.
7. Construction Phase Services
 - A. Provide on-site observation and supervision of construction as necessary during the entire construction period.
 - B. Continually update all drawings and schedules
 - C. Prepare change order requests and receive approvals.
 - D. Participate in progress meetings and provide progress reports.

1. Indemnification and Insurance

_____ ('The Contractor') shall indemnify, defend and hold harmless the Borough of Naugatuck, its officials, officers, employees and designees caused in whole or in part to the fullest extent permitted by law from and against any and all claims, suits, actions, obligations, liabilities, damages, losses or injury (including the resulting death of a person), penalties, and expenses (including reasonable attorneys' fees) to the extent arising out of the performance of this Agreement or due to the Contractor's negligence or willful misconduct or omissions of the Contractor or its employees, agents, subcontractors or representatives.

Prior to the commencement of the work, and until final completion and acceptance of the work, the Contractor shall procure and maintain the following types of insurance and maintain all insurance coverage for the life of the contract, from an insurance company or companies with an A.M. Best Rating of A- (IX) or better. Such insurance will protect and indemnify the Borough of Naugatuck from all claims which may arise out of or result from the Contractor's obligations under this agreement, whether caused by the contractor or by a subcontractor or any person or entity directly or indirectly employed by the Contractor or by anyone for whose acts said Contractor may be liable.

- A. *Workers Compensation*: The Contractor shall provide workers compensation and employer's liability insurance that complies with the regulations of the State of Connecticut with limits no less than \$100,000 each accident by bodily injury; \$100,000 each accident by disease and a policy limit of \$500,000. Such policy shall contain a 'waiver of our right to recover from other endorsement'.
- B. *Commercial General Liability Insurance*: The Contractor shall provide commercial general liability insurance policy that includes products, operations and completed operations as follows: Bodily injury & property damage with an occurrence limit of \$1,000,000; Personal & advertising injury limit of \$1,000,000 per occurrence; General aggregate limit of \$2,000,000 (other than products and completed operations); Products and completed operations aggregate limit of \$2,000,000. The policy shall name the Borough of Naugatuck as an additional insured on an ongoing basis. In addition,
 - Such policy will be provided on an occurrence basis and will be primary and shall not contribute in any way to any insurance or self-insured retention carried by the additional insured.
 - Such policy shall contain a broad form contractual liability endorsement or similar wording within the policy form.
 - Such policy shall contain a waiver of subrogation in favor to the Borough of Naugatuck.
 - Such policy shall include coverage for the Contractor's sub-contractors, or any person or entity directly or indirectly employed by said Contractor or by anyone for whose acts said Contractor may be liable.
- C. *Commercial Automobile Insurance*: The Contractor shall provide commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit. Such coverage shall also include hired and non-owned automobile coverage.
- D. *Umbrella Liability Insurance*: The Contractor shall provide commercial umbrella liability with limits no less than \$1,000,000 each occurrence and \$1,000,000 in the aggregate which shall be following form,

without restriction or limitation, providing coverage over items (A), (B), (C), as noted above on a primary and non-contributory basis.

- E. Professional Liability: The Contractor shall provide professional liability covering errors and omissions. Such insurance shall be in an amount no less than \$1,000,000 each occurrence and \$1,000,000 in the aggregate. If such insurance is written on a claims-made basis, the Contractor shall maintain such coverage continuously throughout the term of the work for a period of three (3) years following acceptance of the work by the Borough.

Prior to the issuing of any notice to proceed by the Borough of Naugatuck, the Contractor shall furnish the Borough of Naugatuck with Certificates of Insurance evidencing such insurance as set forth above. Said policies shall not be cancelled or permitted to lapse until final completion and approval of the performance of the work until ten (10) days after the Borough of Naugatuck has received written notice, by certified or registered mail, that the cancellation or change of such policy is contemplated.

The Contractor shall advise their insurers or agent of the contract provisions regarding insurance. The failure of the Contractor to notify insurers or agent of the contract provision shall not relieve the Contractor from its insurance obligations under the Agreement. Non-fulfillment of the insurance provisions shall constitute a breach of this agreement and the Borough of Naugatuck retains the right to stop work until proper evidence of insurance is provided.

Signed by Contractor: _____ Date: _____

Printed Name of Contractor: _____ Title: _____

Address of Contractor: _____

Signed by *Borough of Naugatuck*: _____ Date: _____

Printed Name of *Borough of Naugatuck*: _____ Title: _____