

Chamber of Commerce Building

Roof and Cupola Repairs

1 Main Street, Old Saybrook, CT 06475



Office of The First Selectmen

302 Main Street

Old Saybrook, CT. 06475

Chamber of Commerce Roof Renovation Project

The Town of Old Saybrook is requesting proposals from experienced roofing contractors to provide labor and materials to complete the removal and renovation of the existing roofing system and removal or renovation ("fix in place", See Bid Alternate) of the cupola on the Chamber of Commerce building located at 1 Main Street.

I. Roofing Requirements

- A. The removal and replacement of the existing roofing AND removal or renovation of the cupola (**see Bid Alternate**), including the removal and replacement of the flashing, valleys, rakes, gutters, rain leaders and drip edges down to the existing ice and water barrier. The re-roofing portion of this project will commence once the copula has been repaired and, if necessary, returned to its original position on the tower structure. It is the responsibility of the Contractor to weather proof the roofing structure of this building throughout this project;
- B. Application of a new high temperature Class A underlayment ice and water barrier to the entire roof surface according to the manufacturer's instructions;
- C. Install an Inspire Synthetic Slate roofing system in accordance with manufacturer's instructions and include a limited product warranty for 50 years;
- D. A warranty on workmanship and products for 1 year;
- E. Installation of 20 oz. copper valleys, and 16 oz. flashing, valleys, rakes, gutters, rain leaders and drip edges to the perimeter portions of the roof;
- F. Installation of new 16 oz. 5" half round gutter and 3" smooth round copper down spouts to the perimeter of the roof;
- G. Flash roof repairs for all penetrations which will be sealed as may be required;
- H. Recommendations for the design and installation of a new soffit and copper clad eyebrow venting system;
- I. Replacement of two copper shelves at the base of the two gables;
- J. No extra charge to remove job-related debris from the premises nor replacement of deteriorated wood substrate as may be required; and
- K. Liability insurance for individual workers using scaffolding, crane, or hydraulic lifts necessary to complete this project.

II. Cupola Requirements

- A. The safe usage and licensing of workers required to operate rigging, lifts and related equipment for the removal/replacement of the roof and removal or renovation of the cupola (see Bid Alternate) are the responsibility of the Contractor;
- B. The safe usage and licensing of workers required to operate lift equipment to perform related interior electrical and structural repairs to the interior of the tower are the responsibility of the Contractor;
- C. The Contractor is directly responsible for the protection of the cupola during its rigging and repairs and, if necessary, transportation to and from the site;
- D. Depending on design and condition of cupola base, azek water resistant material where possible will be used replace the plywood substrate, dental work and trim boards. In addition, 16 oz. copper trim flashing, high temperature ice and water sheathing, and building wrap will be used to further weather proof the structure. The interior sheetrock portion including wooden supports previously damaged from repeated water penetration will also be repaired. This includes repair/replacement taping, priming and painting of damaged walls as may be required;
- E. Tower electrical lighting to be updated and wired for LED lighting;
- F. The Contractor is directly responsible for making sure the repaired Clock tower is correctly aligned and attached to the base of the building before weather proofing the roofing system;
- G. The design of the repairs to the cupola will ensure the existing windows (8) are weather proofed to prevent future water leakage and damage to the building's interior;
- H. If necessary, temporary disconnection of the electrical wiring in the tower base is required during this construction project until the cupola is properly re-secured to the roof base;
- I. If the cupola is removed from the site, repairs to existing gold leafing resulting from the cupolas removal, transportation, and shop repairs are the responsibility of the Contractor.

Proposals must be received by the Town of Old Saybrook in the office of the Finance Director, located at 302 Main Street, Old Saybrook, CT by 2:00 p.m. on June 8, 2018. In the event of the closure of Town Hall, bids will be opened at the same time on the following business day that Town Hall is open. Electronic submission is permitted to carl.fortuna@oldsaybrookct.gov. or leeann.palladino@oldsaybrookct.gov. It is not the intent of the Town to identify all existing conditions. It is expected the Contractor will examine existing conditions, available photos taken of existing building conditions and support documents which may reasonably affect their work on this project prior to submitting a Bid.

The Town of Old Saybrook reserves the right to accept or reject any or all proposals, to waive technicalities or informalities, award the contract to a bidder other than the lowest bid and negotiate terms, conditions and prices directly with the bidders if in the best interests of the Town. The Town of Old Saybrook is an affirmative Action/Equal Opportunity Employer, MBE's, WBE's and SBE's are encouraged to submit proposals.

Please note the proposed cost for this proposal must be submitted by the closing date to qualify your proposal for consideration by the Town.

PROJECT TIMETABLE

Interviews with prospective Contractors will be conducted and the successful bidder will subsequently be selected. The anticipated completion date for this project is fall, 2018. The award of this contract will be based on the lowest responsive, responsible, qualified bidder. Responsibility will be evaluated based on the vendor's previous years of experience, qualifications, and references involving similar projects.

Previous experiences and the contractor's ability to successfully complete this project in a timely fashion will be considered. All proposals in response to this RFP are to be the sole property of the Town of Old Saybrook. All information associated with this project is subject to State laws defining freedom of information and privacy rules, regulations and interpretation resulting from these laws. The Contractor agrees that this proposal will remain in effect for a period of 180 days after the bid submission deadline.

SCOPE OF SERVICE

The Contractor selected for this project will be responsible for providing competent persons who are trained, knowledgeable and qualified in the skills of various roofing applications. It is imperative that these tradesmen can be relied upon to phase their work assignments and site storage of material in tandem with other trade personnel on site in a safe working environment. Examples, questions or demonstration of preferences and knowledge for installation of roofing related materials are recommended. All applied roofing materials and associated colors will be selected by the Town's representative prior to purchase and application.

GENERAL REQUIREMENTS

The successful Contractor will be required to review in advance of the project the schedule for work days and hours of activity on the job site with the First Selectman's Office and Facilities Director for the Town of Old Saybrook before commencing this project. The Town reserves the right to alter and/or delay this project should individual schedules interfere with the daily operations of the Chamber operations both before and after the project start date at no expense to the Contractor. Should Chamber employees have cause to occupy the building or premises and would interfere with/or during the reconstruction period, it must be scheduled and agreed upon by the Contractor.

At a minimum, the Contractor should be prepared to provide an adequate number of employees on a schedule basis between the hours of 8:00 AM-4:30 PM, Monday through Friday exclusive of holidays and lunch hours to complete the tasks enumerated under this contract. An estimated start date and completion date excluding weekends will be given to the owner prior to starting the project. The Contractor will cordon off the work site from general public access and provide portable toilets for employee usage throughout this project.

The Contractor shall assume full liability for adhering to Connecticut OSHA requirements, inspections and local regulations. The Contractor is required to provide liability insurance covering employees work practice accidents, protection of workers on

the job site, and usage of vehicles for hauling material to and from the site. The manufacturer's standard warranties or guarantees will apply when their products are used on this site. See Town of Old Saybrook "Guarantee/Warranty" form which must be completed by the Contractor and submitted to the Town prior to the last project payment. In addition:

- The Contractor is required to obtain a building permit with the Town of Old Saybrook and submit a certificate of insurance before initiating this project. (See insurance requirement- attached Exhibit).
- The Town's Building Inspector and/or Town representative reserves the right to cease the operations of this project if during the daily walk around of the job site it is found to be unsafe and/or to ensure the progression of scope is up to Town's satisfaction and work standards.
- The Contractor may work off hours if desired. Discussion and approval with Town officials is required.
- The Contractor will be responsible for their employees' safety and maintaining valid insurance and liability coverages for this project. The wearing of appropriate safety foot wear, eye protection and adherence to safety precautions are required to work on Town property. Adherence to existing OSHA regulations and the proper training of workers on this job site are the responsibility of the Contractor.
- The Contractor is responsible for reporting accidents involving personnel, vehicles and equipment on the site to the First Selectman Office and the Old Saybrook Police Department for investigation and official reporting purposes.
- The security of building materials stored on site, especially ladders, roofing supplies, vehicles, and safety of all operating equipment are the responsibility of the Contractor. Individuals assigned to the operation of cranes and/or lifts must be prepared to show evidence of recent training and certification to operate this equipment on the job site.
- Necessary ground level protection measures will be taken on the Chamber Building site to identify and allocate vehicle parking, product delivery, storage, staging, scaffolding, planks, ladders, and dumpsters, in addition to operating cranes and lift equipment.
- Protection measures must also be taken to shield falling debris from damaging the exterior of windows, doors, building exterior, shrubs and plantings, air-conditioning and sprinkler equipment, gas meter, water faucet in addition to wiring that may be secured or attached to the exterior of the building. Precautions must be taken to protect the exterior window well from falling debris at all times.
- Selected pedestrian access and egress routes for construction, Chamber and emergency personnel must be protected and kept open during working hours of the Chamber permitting pedestrian access, especially after hours and in the event emergency access should be required on weekends and holidays.

- Given the small footprint of this work site every effort should be made by the Contractor to acknowledge the constant need to maintain an active safety plan. This is important for assuring the safety of the workers on the job site, those working in the building and visitors accessing this building and the local businesses located adjacent to the parking lot.
- The Contractor will submit a site plan delineating lay down requirements, including pedestrian and vehicular movement both in and around this site is prior to commencing this project.
- The Contractor is solely responsible for the protection and safekeeping of building products, including any damage or losses due to theft or vandalism of building products and equipment stored on this site.
- The Contractor will designate a 24-hour emergency contact person for the duration of the project, in addition to supplying the name, address, and telephone number of the individual with local police and fire officials.

PROFESSIONAL STANDARDS

In rendering services under this Agreement, the Contractor shall conform to professional standards of work and business ethic. The Contractor warrants that the services shall be performed in a professional and workmanlike manner, in accordance with generally accepted building principles and practices; and after completion of work each day the work site will be inspected by the Contractor to ensure the construction area is clean and safe.

The Contractor shall comply with all applicable State laws, Town ordinances, and building construction codes. The Contractor's employees shall acquire and possess all required permits and licenses. The Contractor shall be responsible for the payment of all fees associated with inspections and insurances. The Contractor is required to follow the Connecticut Building and Fire Safety Codes in compliance with this contract and should contact the Town's Building Inspector should there be questions with this requirement.

The Contractor is expected to understand and follow the Town's Environmental, Health, and Safety policies including any directives from the Town's Building Inspector.

The Contractor represents and warrants that all material, parts, and equipment shall be in good working order in accordance with generally accepted principles and repair practices. Design, fabrication, and assembly at all stages of this project will use best engineering and shop practices. The installation of any part(s) will comply with the manufacturer's printed instructions throughout this project. The Contractor will guarantee and warrant all workmanship for a period of (1) year from the date of Substantial Completion of this Project. Original guarantees and warranties extended by the manufacturer for individual products used on this Project will be executed and

provided to the Town of Old Saybrook and filed in the Office of the First Selectman.

When applicable, the Contractor shall assign or otherwise transfer warranties to the extent that such warranties are assignable or otherwise transferable to the Town.

CONTRACTOR'S STANDARDS OF CONDUCT

In order to insure the orderly and efficient performance of their duties and services for the Town of Old Saybrook and to protect the health, safety and welfare of all the members of the Town community the Contractor and their employees agree that the following actions are strictly prohibited while performing services on this project site. These include:

1. Use or possession of drugs or alcohol.
2. Possession of firearms or illegal weapons anywhere on this property including vehicles.
3. Harassment (sexual, racial, or otherwise) or intimidation of anyone on premises.
4. Violation of applicable traffic or public safety regulations on premises.
5. Conduct or behavior that endangers the health, safety and welfare of any member of the public.
6. Interference with the work of other Town employees.
7. Use of loud vulgar behavior or the use of profanity on the work site.

OTHER TERMS

The Contractor shall carry and maintain at all times during construction, and during the time that any provisions survive the term of the Agreement, sufficient general liability insurance to satisfy its obligations under this Agreement. The Contractor shall name the Town of Old Saybrook as an additional insured on the policy and shall provide the policy to the Town prior to the effective date of the Agreement. The Contractor shall not begin performance until the delivery of the liability insurance policy to the Town. This section shall survive the termination of this Agreement and shall not be limited by reason of any insurance coverage.

No change orders will be recognized as valid or will be initiated by the Contractor for this Project unless they are submitted in writing with labor, installation costs, overhead, profit and any other related expenses to the First Selectman's office and approved in advance of the change(s) proposed. Change orders must be approved in writing by both parties.

The Town of Old Saybrook reserves the right to award in part, to reject any and all proposals in whole or in part for misrepresentation or if the Contractor is in default of any prior Town of Old Saybrook contract, or if the proposal limits or modifies any of the terms and conditions and/or specification of this RFP. The Town of Old Saybrook also reserves the right to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the Town of Old Saybrook will be served. The Town of Old Saybrook reserves the right to correct inaccurate awards resulting from clerical errors.

A. General Selection Criteria

The following criteria will be used to evaluate proposal responses and select a short list of responders that may be requested to make oral presentations:

1. Quality of written proposal and completeness of response to all questionnaire items.
2. Ability to meet service requirements.
3. Experience in providing similar services.
4. Qualifications and experience of firm.
5. Aggregate service cost.

B. The firm selected shall provide a certificate of insurance indicating the following minimum coverage:

Workers' Compensation – As required by law (if participants are employees)

Professional Liability – Minimum limits of \$2,000,000 per occurrence. If the policy is on a claim made basis, the policy shall be continually renewed for two years beyond the termination date of this contract and its renewals.

All insurance coverage shall be primary

C. Reference – please be prepared to submit references upon request

BID ALTERNATE

The cupola is not required to be removed off site for repairs unless the contractor determines this to be necessary. Please indicate in your bid whether the proposal is for removal of the cupola for it to be repaired off site or whether the cupola will be fixed in place. If fixed in place, please indicate how the repairs would be made.

Addendum to RFP

CHAMBER OF COMMERCE BUILDING TOWN PROJECT NUMBER OS-01/2018 1
MAIN STREET OLD SAYBROOK, CT 06475 DATED: May 25, 2018
BIDS DUE: June 8, 2018 at 2:00 pm.

1. This Purchase Order will not be issued until the liability insurance, (\$2,000,000 per occurrence), bid bond (10%), performance bond (100%) for this project must be submitted with your request for a Town permit. The name of a contact person and an emergency telephone number must be submitted to the Town for after hour emergency contact.
2. The Town and Contractor will inspect the condition of the building and site at the beginning and conclusion of this project. Damages and required repairs to the structure, equipment and site are the responsibility of the General Contractor.
3. Scheduling of construction activity for this project must be coordinated with the Town's Facilities Director. This includes the arrangement of equipment and vehicles entering, exiting and parking on the site. A site plan delineating lay down plans is required before starting the project. Security of equipment and materials on the site is the responsibility of the Contractor
4. Unit costs for the replacement of damaged roof decking will be determined on a square footage basis and inspection at the site. The Bidder will include a cost per square foot for the removal and replacement on a 4 X 8 unit basis. The Town will provide the necessary sheet material delivered to the job site.
5. Requests for Change Order approval must first be submitted and approved in writing by the First Selectman's Office before initiation of construction.
6. The Town of Old Saybrook will provide the necessary dumpsters and removal services for this project. Size, location and schedule will be determined by the Contractor.
7. Traffic requests for Police Officer assistance must be submitted prior to the date required to provide sufficient time for local coordination efforts.
8. Requests for pre-payments prior to this Project's completion and final inspection must be addressed to the First Selectman's Office for consideration.
9. No additional drawings of the Chamber structure exist beyond the PDF drawing available on the town website. It is expected, but not required, that the existing cupola structure will be disassembled and reinstalled in the same manner as it was originally designed and constructed. Should inspection of the existing installation of the cupola and base prove insufficient for properly reconnecting the cupola to the base the Town will review suggested designs and associated costs with its engineer.
10. The contractor is responsible for hiring licensed electricians who will be responsible for disconnecting the existing clock and related lighting circuits affected by this project. The Contractor is responsible for protecting the operation of the existing power panel, fire panel, and security systems from damages during this construction project. Also note this building has its own fire sprinkler systems which will not be turned off and must remain operational during this project.
11. The cupola base and interior of the base tower must be protected at all times from damages from water during this construction project. If damages are found in the base tower structure (interior or exterior) after the cupola is removed they will be repaired before any new interior sheetrock application is approved. Sheetrock repairs include the installation of new sheetrock of matching thickness, taping, priming, and repainting to match existing interior colors. All sheetrock must be FIRE RATED, moisture and water

resistant.

12. "Grace Ice and Water Shield HT" or equal is to be used to cover the existing barrier material located beneath the existing asphalt shingles that are being removed. Voids created during removal of the existing roofing should be patched to match the existing contours before applying the new ice and water covering (Grace).

13. The existing void created by the removal of the cupola should be protected from the elements using $\frac{3}{4}$ plywood and EPDM properly secured to the base. Tarps alone are insufficient for temporary weather protection. The Contractor is responsible for the duration of this project from water leaks and damages from falling debris both within and outside of this structure. Plywood sheeting will be temporarily installed beneath the interior of the tower base to protect the finished flooring from damages during the construction period.

14. The eight windows in the cupola are to be replaced using the same style, shape and frame type with laminated $\frac{1}{4}$ " safety glass, selection and dimensions to be verified by the Town before ordering and installation in the cupola.

15. Remove and replace all PVC dental work and replaced with new Azek material. Existing framing structure shall be inspected and deterioration should be brought to the attention of the Facilities Director before repairs and/or replacement is performed. Note when rebuilding the cupola, we are only replacing damaged framing components and not trying to completely rebuild the entire cupola. Tyvek or approved equal building wrap is to be applied to all remaining areas not covered by ice and water material. No existing copper flashing or trim work materials will be reused on this structure. Used copper removed from the building is to remain on site for Town disposal.

16. The flashing covering on the shelves beneath the windows are to be replaced with 16 oz. red copper which also includes the same for the step flashing at the base of cupola (8" X 8"). If repairs to the dome or inlaid gutter at the base of the dome are required, photos will be taken and an assessment of repairs will be brought to the attention of the Facilities Director. Photos will be taken of the cupola and tower base structures to confirm existing conditions once the cupola lowered to the ground and before any new construction can begin.

17. Liquidated damages will charged after 90 days at \$100/day while the retainage amount will be 5% of the contract.