

Town of Old Saybrook
REQUEST FOR PROPOSALS
Supply of Floating Docks and Ramps - Ferry Road Town Dock

1. Summary and Background

The Town of Old Saybrook Connecticut, Harbor Management Commission (“OSHMC”) is currently accepting proposals for the supply of Floating Docks and Ramps to be added to an existing town owned facility located at Ferry Road in Old Saybrook. Proposals shall include the fabrication and delivery of floating docks and aluminium ramps. The unloading and installation of the floating docks and ramp will be performed by others. It is anticipated that the delivery of the floating docks and ramp shall be in the spring of 2022.

This Request for Proposal (RFP) is intended to solicit proposals from various qualified organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the qualified organization who provides the highest quality/ value at the lowest cost and is consistent with the Scope of Work and requirements contained within.

The Old Saybrook Harbor Management Commission is an elected commission charged with overseeing the harbor and waterfront facilities of the Town of Old Saybrook, Connecticut. Any decisions and awards made by the Town of Old Saybrook Harbor Management Commission are subject to the further approval of the Board of Selectmen of the Town of Old Saybrook.

2. Proposal Guidelines

This RFP represents the requirements for an open and competitive process. Proposals will be accepted until 4:30pm EST November 9, 2021. Any proposals received after this date and time will not be considered for this project. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must procure or subcontract any work to meet the requirements contained herein, this must be clearly stated in the proposal.

Purchase Order terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Old Saybrook Board of Selectmen who have the final authority to approve this Purchase Order. This final authority includes scope, budget, schedule, and other necessary items pertaining to the project.

3. Project Scope / Scope of Supply

The base scope of this RFP is as follows:

- Design, fabricate and deliver (2) 20 foot long 10-foot-wide floating dock with 20 inch free board. The docks will be hinged so they will be form a 40 foot long 10 foot wide floating dock went connected. The floating docks shall meet or exceed the requirements of Exhibit A and Exhibit B. Final pile locations to be determined during the shop drawing submittal and approval process.

- Design, fabricate and deliver (2) 25 foot long 10-foot-wide floating dock with 20 inch free board. The docks will be hinged so they will be form a 50 foot long 10 foot wide floating dock went connected. The floating docks shall meet or exceed the requirements of Exhibit A and Exhibit B. Final pile locations to be determined during the shop drawing submittal and approval process.
- Design, fabricate and deliver (2) 22 foot long 4-foot-wide aluminium ramps. The ramps shall meet or exceed the requirements of Exhibit A and Exhibit C

Upon receipt of bids the OSHMC will short list firms it feels provides the best design at the greatest value. A pre-award meeting will be held with short listed firms to discuss their proposed design and potential modifications.

5. Request for Proposal and Project Timeline

Prior to the due date of this RFP the Old Saybrook Harbor Management Commission will make reasonable efforts to answer any questions prospective bidders may have. Question must be submitted in writing by November 2, 2021. All proposals in response to this RFP are due no later than 4:30pm EST November 9, 2021.

Upon receipt of bids the OSHMC will short list firms it feels provides the best design at the greatest value. A pre-award meeting will be held with short listed firms to discuss their proposed design and potential modifications.

The selection decision for the winning bidder will be made no later than November 19, 2021 at which time a notice to proceed will be issued. The Commission wishes the docks and ramp to be delivered in the Spring of 2022. The proposal should specify the date the bidder proposes to deliver the docks and ramps.

6. Project Price and Payments

All proposals must include the bidder's proposed prices for each major item included in the proposal.

Payments will be made for each of the following milestones at the associated percentage of the Contract amount for that item:

- OSHMC approval of shop drawings – 30%
- Completion of fabrication – 30%
- Delivery of items – 30%
- Final acceptance / Release of Retainage – 10%

Invoices must be submitted on the first Monday of each month so that they can be approved at the regular Harbor Management Commission Meeting held on the third Monday of each month. Payment shall be made upon delivery and inspection of the docks and ramps. A 10% retainage will be held on all payments until final acceptance of the project. Lien and claim waivers may be required for all payments.

7. Miscellaneous Requirements.

With your proposal provide a description and duration of the product warranty..

All changes to the work must be submitted in writing by the Contractor and agreed by the Harbor Commission prior to being implemented.

8. Bidder Qualifications

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience with the fabrication of floating docks and ramps including references.
- Provide examples of similar dinghy dock projects that your firm has successfully completed.

9. Proposal Evaluation Criteria

The Old Saybrook Harbor Management Commission will evaluate all proposals based on the following criteria. The OSHMC will be evaluating the proposals to determine which proposed designs achieve the goals of the OSHMC at the best value. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Cost and Value: Bidders will be evaluated on the cost of the proposed design bids and the overall value
- Schedule: The proposed delivery date submitted by the bidder
- Technical expertise and experience: Bidders must provide descriptions and documentation

10. Proposal Submittal Deadline

All proposals shall be submitted by November 9, 2019 at 4:30pm EST to the following location:

Old Saybrook Harbor Management Commission C/O First
Selectmen's Office
Town Hall
302 Main Street
Old Saybrook, CT 06475

"Ferry Road Added Floating Docks and Ramps Proposal" should be clearly printed in the lower left of the envelope. The Old Saybrook Harbor Management Commission and the Board of Selectman reserves its right to reject any and all Proposals for not being responsive to this RFP. In addition, the Old Saybrook Harbor Management Commission and the Board of Selectman reserves its right to reject and rebid the Project if in its sole discretion, rebidding would result in better value for the Town.

OLD SAYBROOK IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. MBE'S, WBE'S AND SBE'S ARE ENCOURAGED TO SUBMIT BIDS.