

Town of Old Saybrook

REQUEST FOR PROPOSALS Town Green Gazebo

The Town of Old Saybrook is seeking proposals for the construction of a new Dodecagon Gazebo structure on the green in front of Town Hall at 302 Main Street. Please present two quotes, one for an all wood model and a second for an all vinyl clad option. Both options will be carefully evaluated by Town officials to determine the best selection for the purchase and installation of this new gazebo on this site.

The Contractor will provide in writing a 10-year warranty for all material and labor required to complete this project.

The Town will be responsible demolishing and removing the existing gazebo structure and coordinate protection of the existing site utilities to ensure the site is safe and secure during this re-construction period.

Design specifications submitted for the new replacement of our structure will be subject to the Town's review process which will include the Town's Building Inspector, Fire Marshal and other officials prior to the award of this contract. All proposals in response to this RFP will remain the sole property of the Town of Old Saybrook.

MANDATORY ATTENDANCE FOR CONTACTORS TO TOUR THE SITE AND ASK QUESTIONS AT 10AM ON APRIL 18, 2022.

Sealed proposals must be received the Selectmen's Office by May 2, 2022 at 2:00 p.m.

SELECTION CRITERIA: The selection and award of this contract will be based on the most responsible, responsive and qualified bidder that responds to this proposal. Responsibility will be evaluated based on the candidate's previous experiences, qualifications, references, and the ability to competently complete the award of this project in a timely and accepted fashion.

The Town of Old Saybrook reserves the right to accept or reject any or all proposals, to waive technicalities or to award the contract to the most qualified bidder who does not submit the lowest bid if it is in the best interest of the Town. Any agreements to pay for this project through partial deposits or percentages for work completed must be discussed and agreed on prior to the award of this contract.

PROJECT REQUIREMENTS: The Contractor will be responsible for the delivery, assembly, and construction of this new gazebo on the Town's new concrete base.

The Contractor will also be responsible for:

- securing all permits from the Town, proof of insurance certificate for liability naming the Town as an additional insured (recommended insurance requirements are attached on page 5) and proof of Workers Compensation insurance;
- examining existing site conditions and supporting documents which may reasonably affect their experience to bid and work on the project,
- site responsibility for the equipment, personnel actions, and route used during the construction and erection of the gazebo at this site,
- site safety and security of building material and tools until the project is completed and returned to the Town's control,
- determining the delivery date for the gazebo sections and associated equipment for erection of the structure at the site with the Selectman's Office,
- transportation and unloading of building material and supplies used to erect the gazebo at the site. The hauler and/or rigger is responsible for presenting the required licensing, insurances and certifications while at the site,
- processing the submission of any change orders in writing with the First Selectmen's Office.

PROJECT REQUIREMENTS:

- The Contractor will be responsible for delivering, assembling and construction of a double roofed Dodecagon Gazebo structure measuring 30' x 30' without hand railings at the Town green site,
- providing engineered drawings for elevations, post layouts, and roof framing with detailed cross sections, including top spindle designs,
- providing engineered calculations for the snow loads, wind speed, and sheer,
- specify and ensure all structural wood members and connections will be of sufficient type to carry the intended design loads and values,
- specify ice and water covering over the tongue & groove mahogany boards beneath clear cedar roofing shingles,
- specify the minimum grade and species for posts, headers, and primary structural members shall be of dense select structural southern pine,
- providing that all bolts, nuts and screws used shall be stainless and/or hot dipped galvanized steel approved for use on treated wood,
- providing design figures showing lbs. for the maximum uplift, downward and shear strength for the column bases,
- provide a post anchoring method using two heavy duty L-brackets opposite each other per each post; each with ½ X 4" drill-in anchors to be covered with post base trim,
- meeting a standard minimum beam height of 7' 6",
- meeting the current seismic design requirements for the State of CT for this type of exterior gazebo structure,

- providing concealed wiring runways to protect possible damage to the wiring of fixtures, receptacles, switch options and provide warranties for all parts and equipment installed,
- providing evidence of a compression ring, for additional snow, wind and sheer resistance,
- providing lathe and cedar shingles with stain options for the underside of the roofing lathes and decking,
- providing design options for cupolas available in selections to include roof flashing, molding, venting, arching and availability in wood or vinyl,
- providing New England style turned posts and Victorian braces with railing style options,
- provisions for concealing internal wiring within the columns, and structures framework,
- providing crown molding styles to be installed to the finished edges of the gazebo overhang,
- provide sufficient support for attaching a fan/lighting fixture to the ceiling.

Any additional costs for options as listed above shall be specified.

PROJECT TIMETABLE: This project should be scheduled to be completed by the fall, 2022 or sooner, if possible. The Proposer should bid the total cost of the work, parts and labor and include an estimated timetable for completion of this project. Change orders for payment must be submitted in writing to the First Selectman who must agree with the change order signed by both parties before additional costs may be added to the project. All work will be inspected by the Project Managers, Building Inspector, and Fire Marshall frequently during the installation.

PROPOSAL CONDITIONS:

- The Proposer agrees that the proposal will remain valid for a period of 60 days after the submission deadline and may be extended beyond that time by mutual agreement.
- The Town of Old Saybrook may amend or cancel this RFP prior to the due date and time if it deemed appropriate or otherwise in the best interest of the Town of Old Saybrook.
- All proposals submitted in response to this RFP are the sole property of the Town of Old Saybrook.
- The Proposer must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the project. There will be no subcontracting without Town approval.
- Any costs and expenses incurred by Proposers in preparing or submitting proposals are the sole responsibility of the Proposer.
- No additions or changes to the original proposal or design will be allowed after submission without Town approval.

PROPOSAL REQUIREMENTS

All proposals must be submitted in sealed envelopes or packages addressed to:

Attn: Office of the First Selectmen
Carl P. Fortuna, Jr.
302 Main Street
Old Saybrook, CT 06475
Telephone: 860-395-3123
Email: carl.fortuna@oldsaybrookct.gov
Website: oldsaybrookct.org

Proposals transmitted by Fax or Email will not be accepted or reviewed. Proposals must be submitted in a sealed envelope marked "RFP 2022 Town Green Gazebo".

Any questions with regard to this work are to be in writing/email no later than April 26, 2022 and directed as above for circulation to and response by a representative of the Town of Old Saybrook. Responses will be sent via email to all interested persons.

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

Minimum Insurance Requirements. The selected contractor shall agree to maintain in force at all times during which services are to be performed the following coverage placed with a company(ies) licensed to do business in the State of Connecticut:

General Liability*	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability*	Combined Single Limit	
	Each Accident	\$1,000,000
Umbrella* (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Professional Liability	Each Occurrence	\$ 1,000,000
	Aggregate	\$ 1,000,000

* The Town of Old Saybrook shall be named as “Additional Insured”. Coverage is to be provided on a primary, noncontributory basis.

Workers’ Compensation and Employers’ Liability	WC Statutory Limits	
	EL Each Accident	\$500,000
	EL Disease Each Employ	\$500,000
	EL Disease Policy Limit	\$500,000