

RFP FOR PROFESSIONAL CONSULTING SERVICES
PUBLIC BID NO. 1004

A. INTRODUCTION AND GENERAL REQUIREMENTS

The Town of Bloomfield, through its Purchasing and Insurance Coordinator, is requesting proposals from qualified firms to provide professional consulting services to the Town. The scope of services shall include matters related to the preservation and stabilization of a historic building located in Bloomfield, CT.

A pre-bid site visit for prospective proposers will be held February 7, 2007 at 2:00 p.m. at the Filley House, 130 Mountain Avenue, Bloomfield, CT.

The selected firm shall report to and be responsible to the Town of Bloomfield Building Committee through Bainie Wild, its liaison in all aspects of the assignment.

There is no expressed or implied obligation for the Town of Bloomfield to reimburse responding firms for any expense incurred in preparing proposals in response to this request.

To be considered, sealed proposals must be submitted in triplicate to the Town of Bloomfield Purchasing and Insurance Coordinator, Town Hall, 800 Bloomfield Ave., Bloomfield, CT 06002 by 1:00 p.m. on February 20, 2007. The envelope should be clearly marked on the outside "Proposal for Professional Consulting Services due February 20, 2007, Public Bid No. 1004". The Town of Bloomfield reserves the right to reject any or all proposals submitted. Proposals submitted will be evaluated by the Town of Bloomfield Building Committee and the Purchasing and Insurance Coordinator.

During the evaluation process, the Town of Bloomfield reserves the right, where it may serve the Town's best interest, to request additional information or clarifications from proposers. At the discretion of the Town of Bloomfield, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Town of Bloomfield reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Bloomfield and the firm selected.

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Questions regarding this request for proposal should be directed to:

Bainie Wild
Town of Bloomfield
800 Bloomfield Ave.
Bloomfield, CT 06002
(860) 769-3502

Questions regarding the bid/purchasing/contract process should be directed to:

Joanne Douglas
Purchasing and Insurance Coordinator
Town of Bloomfield
800 Bloomfield Ave.
Bloomfield, CT 06002
(860) 769-3534

B. ADDENDA TO REQUEST FOR PROPOSALS

If any addenda are issued to this request for proposals, they will be made available on the Town of Bloomfield website, www.bloomfieldct.org. However, it shall be the sole responsibility of those offering proposals to contact the Purchasing and Insurance Coordinator prior to submitting their proposals to determine whether any addenda have been issued.

C. SELECTION CRITERIA

Selection of consultant will be based upon the following standards:

1. Responsiveness of the written proposal to the purpose and scope of the project.
2. Reputation and professional qualifications of the specific individuals assigned to complete the project.
3. Experience with Connecticut governmental entities in the completion of similar projects.
4. Cost of the work to be done.

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D. INSURANCE REQUIREMENTS AND INDEMNIFICATION

Consultant shall agree to maintain in force at all times during which services are to be performed professional liability insurance with limits of no less than \$1,000,000. If such coverage is on a claims-made basis, consultant must agree to maintain, either through a claims-made contract or the use of an extended discovery provision, coverage for three years after the conclusion of all services performed under the agreement.

Consultant shall agree to maintain in force at all times during which services are to be performed the following coverages placed with company(ies) licensed by the State of Connecticut which have at least an "A-" VIII policyholders' rating according to BEST Publication's latest edition Key Rating Guide:

Commercial General Liability:	General Aggregate	\$2,000,000
	Prod./Compl. Operations	
	Aggregate	\$2,000,000
Automobile Liability:	Occ. Aggregate	\$1,000,000
	Liability Limit	\$1,000,000
Workers' Comp. and Employer's Liability:	\$100,000 each accident	
	\$500,000 disease policy	
	\$100,000 disease accident limit	

"The Town of Bloomfield and Board of Education" are to be named as "Additional Insured". Original, completed certificate of insurance must be presented to the Purchasing and Insurance Coordinator prior to purchase order/contract issuance.

HOLD HARMLESS AGREEMENT:--The Consultant, its agents and assigns shall indemnify and hold harmless the Town of Bloomfield and the Bloomfield Board of Education, including but not limited to, its elected officials, its officers, and agents, ("the Town") from any and all claims made against the Town, including but not limited to, damages, awards, costs and reasonable attorneys fees, to the extent any such claim directly and proximately results from the wrongful, willful or negligent performance of services by the Consultant during the Consultant's performance of this Agreement or any other Agreements of the Consultant entered into by reason thereof. The Town agrees to give the Consultant prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.

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E. PROJECT BACKGROUND

The Town of Bloomfield owns the historic Oliver Filley house, which was built in 1834 and is located at 130 Mountain Avenue in Bloomfield. The building is listed in the Connecticut State Registry of Historic Places. The Town has applied to the State of Connecticut Department of Economic and Community Development for a \$200,000 grant for the purpose of stabilization of the building.

The following preservation/stabilization tasks are planned:

- Development and installation of basic heating system to alleviate further damage to the house caused by harsh weather;
- Repointing of the mortar between the stones on the outside of the building to prevent further deterioration;
- Possible repair and/or replacement of doors and windows to further protect the house from harsh weather and from unauthorized entry into the facility.

F. PROJECT OBJECTIVE AND TIMEFRAME

Services required of the selected Consultant will include site investigation; assessment and evaluation of the existing structure; design services to include preliminary engineering, materials and methods; development of preservation/stabilization bid specifications for the Town's use in contractor solicitation. Consultant will also be present at pre-bid meeting(s) and provide the Town with responses to bidder technical questions. Following the bid opening, Consultant will assist the Town in contractor selection. Consultant will provide construction administration for the project, including shop drawing review and approval, regular site visits, review of submittals, review of certified payrolls (if applicable) and contractor payment applications.

The preliminary project schedule is:

Pre-Bid Site Visit (2:00 p.m.):	2/7/07
RFP for Architectural Services Due (1:00 p.m.):	2/20/07
Selection of Consultant:	3/14/07
Preliminary Design to Town of Bloomfield Building Committee:	4/11/07
Final Design to Town of Bloomfield Building Committee:	5/2/07
Bid Specifications to Town Purchasing for Solicitation:	5/16/07
Pre-Bid Meeting:	5/29/07
Bid Opening:	6/11/07
Selection of Contractor:	6/25/07
Completion of Preservation/Stabilization Work:	8/24/07

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G. DATA AVAILABLE

Other data reasonably required by the proposer(s) will be made available. Inquiries should be directed to:


**Bainie Wild
Town of Bloomfield
800 Bloomfield Ave.
Bloomfield, CT 06002
(860) 769-3502**

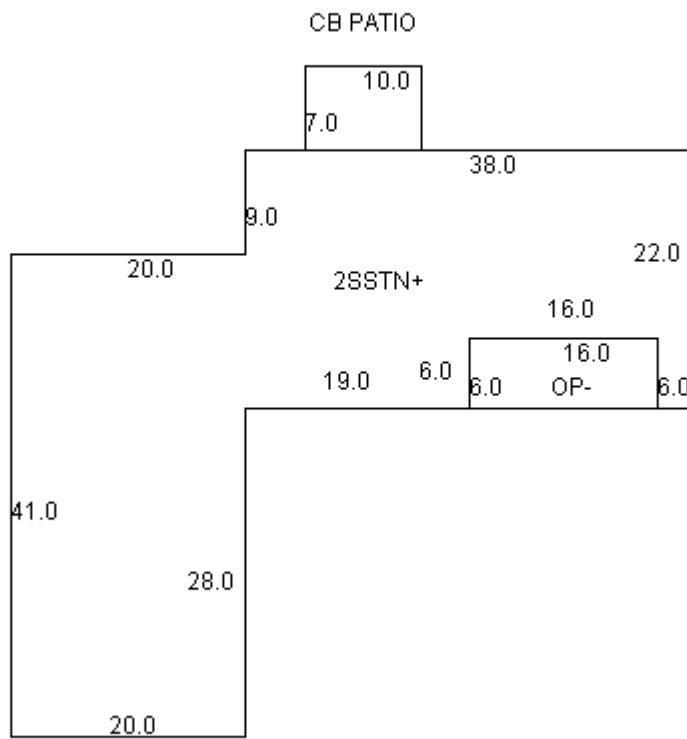
H. SUMMARY OF QUALIFICATIONS

Describe in detail the qualifications of your company and individuals specifically assigned, and supply a list of current clients for references with names, addresses, telephone numbers, and contact persons who can be contacted by the Town for discussion of your services to those clients. In addition, please provide the names of at least two clients with whom you have done business in the past, but who are no longer your clients.

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Account #:	R90023						
Location:	00130 MOUNTAIN AVE						
Sale Date:	//						
Sale Price:							
Assessment:	505010						
Deed Type:							
Vol / Page:	534 16						
Map	175-1 1						
Exempt:							
Zone:	R-30						
Total Acre:	139.30						
Census Tract:	4714						
		Total Area:	3120				
		Bsmt Finish Area:					
		Bsmt Semi Finish Area:					
		Net Area:	3120				
	Kit	DR	LR	BR	FR	Other	Total
Bsmt							
1st	1	1	1		1		4
2nd				5		1	6
3rd							
Total	1	1	1	5	1	1	10
Bsmt Garage:							
Rooms:	10	State Desc.	Assessment	Unit	Acre		
Bed Rooms:	5	RES. LAND	32200		0.69		
Baths:	2.0	RES. DWELLINGS	151380	1			
Year Built:	1834	RES. OUT BUILDING	6090	3			
House Type:	COLONIAL 2	VACANT RES. LAND	315340		138.61		
Occupancy:	FAMILY RESIDENCE						
Heating Fuel:	OIL						
Heat Type:	STEAM	OB. Construct	OB. Desc	Year	Sq. Ft.		
A.C. %:		FRAME	BARN	1900	4500		
Foundation:	STONE-BRICK	FRAME	SHED	1900	1210		
Siding:	STONE	FRAME	SHED	1900	936		
Roof Type:	GABLE						
Roof Mat.:	ARCH SHINGLES						
Fireplaces:							
Description:							



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