

REQUEST FOR QUALIFICATIONS/PROPOSALS

for

Installation
for the

Clifford B. Green Memorial Center Generator Project

Issue date: March 6, 2023

QUESTIONS: Contact Project Manager, Roger LaFleur, in writing by email at pmrlafleur@yahoo.com
No questions will be accepted after Wednesday March 22, 2023

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I. INVITATION TO SUBMIT

The Town of Brooklyn, is seeking a qualified Contractor to provide the installation of new Generator for the Clifford Green Memorial Center located at 69 South Main Street, Brooklyn, Ct. 06234

Proposals should be addressed and delivered to:

Attn: **Austin Tanner, First Selectman**

4 Wolf Den Road

Brooklyn, CT 06234

All Proposals shall be delivered by: 1:00 p.m. Thursday March 23, 2023

The documents included as part of this RFQ/P are as follows:

1. Request for Proposals – this document
2. Plans and Specifications located on the website

II. PROJECT DESCRIPTION - SCOPE OF SERVICE

Clifford B. Green Memorial Center

The Town of Brooklyn is seeking a contractor to install new generator for the Community Center. This project is a "Turnkey Project" and must be ready for full operation by July 30, 2023. The firm selected for this project will be responsible for the installation of all of the components per the plans and specifications

Any firm submitting a proposal must meet the minimum qualifications as expressed in the RFP.

The RFP is available at the following link " _____ " or may be picked up at the office of the Brooklyn Town Hall at:

First Selectman's Office
4 Wolf Den Road,
Brooklyn, Ct 06234
Attn. Lisa Mileski

Notes:

- The awarded contractor is expected to be present for some or all of the meetings which may need to be conducted with user groups, either at the site, or elsewhere (unlimited).

Contractor Requirements

- Contractor(s) must show experience in providing similar scope of work for Connecticut municipalities in the previous five (5) years.

RFQ/P Response

Prospective contractor(s) shall provide the following in response to this RFQ/P;

1. One-page background of firm or firms (project teams are eligible). The background should include a brief description of the contracting firm(s) capabilities and experience associated with the scope of work described above.
2. List individuals and background of employees responsible for this project management.
3. List a minimum of two (2) projects with similar project components. Provide details of the project. Indicate whether the project was; (1) on budget, (2) any and all change orders, and (3) project completed on schedule.
4. Provide a minimum of three (3) customer references.

III. TIMELINE OF THE RFQ/P PROCESS

The following timeline will be followed:

Issue RFQ/P	Monday, March 6, 2023
Mandatory Site Visit	Tuesday March 14, 2023 at the Community Center 3:00 pm (We will meet in the rear parking lot)
RFQ/P due back from qualified firms	Thursday, March 23, 2023 at 1:00 p.m.
Interviews, if needed	Monday, March 27, 2023
Award of Bidder	Tuesday, March 28, 2023

IV. INSURANCE REQUIREMENTS

All contractors and vendors are required to provide proof of the required insurance coverage before entering the premises or commencing any work at the Town of Brooklyn. Contractors and vendors must obtain, at their own expense, all the insurance required here from an insurance company A.M. Best rated as "A-VII" or better, and acceptable evidence of such insurance must be properly furnished to, and approved by, the Town of Brooklyn.

All subcontractors are subject to the same requirements. It is the responsibility of the primary contractor or vendor to obtain acceptable evidence of insurance from subcontractors.

The Town of Brooklyn also requires that they be named as an additional insured on your general liability policy(ies). Your general liability policy must be specifically endorsed with ISO Endorsement CG 20 10 (or equivalent) *or* ISO Endorsement CG 20 26 (or equivalent), *and* ISO Endorsement CG 20 37 (or equivalent). Where these forms require a description of locations or projects, enter "Brooklyn locations or projects." These form numbers must be specifically referenced on the certificate of insurance, and copies of these endorsements naming the Town of Brooklyn as additional insured must be furnished with the required certificate of insurance. If your insurance company uses a different form to provide the Town of Brooklyn with additional insured status on your policies, copies must be provided in advance with the insurance certificate for review and approval by the Town.

The amounts of insurance available to the Town as additional insured must be equal to the full policy limits carried by the contractor or vendor, including primary and excess (umbrella) liability policies or the amounts specified below, whichever is greater. Coverage provided under excess or umbrella policies must be at least as broad as that found in required underlying policies. All coverage must be primary and noncontributory as to the Town of Brooklyn.

The proper name for the entity to be named as additional insured is: "The Town of Brooklyn, and/or related or affiliated entities."

Evidence of compliance with these requirements is with the ACCORD form 25, "Certificate of Liability Insurance", plus copies of any required additional insured endorsements. Certificates should be sent to: Austin Tanner, First Selectman, 4 Wolf Den Road, Brooklyn, CT 06234

Current insurance certificates must be furnished to the Town at all times. Replacement certificates must be furnished ten (10) days *prior to the expiration or replacement* of referenced policies.

The Town of Brooklyn reserves the right to make commercially reasonable changes in these requirements during the term of any work or project.

Contractor shall agree to maintain in force at all times during which services to be performed the following minimum coverages and shall name the Town of Brooklyn as Additional Insured on a primary and non-contributory basis to all policies except Workers Compensation. All policies should also include a Waiver of Subrogation. **These requirements shall be clearly stated in the remarks section on the Certificate of Insurance.** Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best’s Rating of A-VIII. In addition, all Carriers are subject to approval by the Town of Brooklyn.

		(Minimum Limits)
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

If any policy is written on a “Claims Made” basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

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

Original, completed Certificates of Insurance must be presented to the Town of Brooklyn prior to purchase order/contract issuance. Contractor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of the policy.

V. MINIMUM QUALIFICATIONS

The minimum requirements for qualification are as follows:

- A minimum of 2 generator projects constructed within the last 5 years.
- Attendance at the Tuesday March 14, 2023 mandatory site visit

VI. WRITTEN PROPOSAL

The written proposal is due Thursday, March 23, 2023 at 1:00 a.m. Firms are required to submit three (3) hardcopies and one (1) electronic copy of their proposal to:

**Brooklyn Town Hall
4 Wolf Den Road
Brooklyn, CT 06234
Attn. Lisa Mileski**

Submissions are to be clearly identified with the title; **Clifford Green Memorial Center, Generator Project Proposal.**

VII. GENERAL TERMS AND CONDITIONS

A prospective respondent must be willing to adhere to the following terms and conditions and by submitting a proposal hereby accepts and will comply with them in their response to this Request for Proposal.

1. **Acceptance or Rejection by the Town of Brooklyn**– Brooklyn reserves the right to accept and/or reject any or all proposals submitted for consideration to serve the best interests of the Town of Brooklyn. Respondents whose proposals are not accepted will be notified in writing.
2. **Ownership of Documents** – All proposals submitted in response to this RFQ/P are to be the sole property of the Town of Brooklyn and subject to the provisions of Section 1-19 of the Connecticut General Statutes (re: Freedom of Information).
3. **Ownership of Subsequent Products** – Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ/P is to be the sole property of the Town of Brooklyn unless stated otherwise in the RFQ/P or contract.
4. **Timing and Sequence** – Timing and sequence of events resulting from this RFQ/P will ultimately be determined by the Town of Brooklyn.
5. **Oral Agreements** – Any alleged oral agreement or arrangement made by a respondent with any agency or employee will be superseded by the written agreement.
6. **Amending or Canceling Requests** – The Town of Brooklyn reserves the right to amend or cancel this RFQ/P prior to the due date and time, if it is in the best interest of the Town of Brooklyn to do so.
7. **Rejection for Default or Misrepresentation** – The Town of Brooklyn reserves the right to reject the proposal of the consultant that is in default of any prior contract or for misrepresentation.
8. **Clerical Errors in Awards** – The Town of Brooklyn reserves the right to correct inaccurate awards resulting from its clerical errors

9. **Rejection of Submission** – Submissions will be rejected in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFQ/P.
10. **Changes to Submissions**– No additions or changes to the original RFQ/P will be allowed after submittal.
11. **Contract Requirements** – A formal agreement will be entered into with the firm selected. The contents of the proposal submitted by the successful respondent and the RFQ/P will become part of any contract award.
12. **Rights Reserved to Brooklyn**– the Town of Brooklyn reserves the right to award in part, to reject any and all proposals, in whole or in part, and to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the Town will be served.
13. **Withdrawal of Submission** – Negligence on the part of the respondent in preparing the RFQ/P confers no right of withdrawal after the time fixed for the acceptance of the submission.
14. **Assigning, Transferring of Agreement** – The successful respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the agreement, its rights, title or interest therein or its power to execute such agreement to any other person, company, or corporation without the prior consent and approval in writing by Brooklyn.
15. **Cost of Preparing RFQ/P** – The Town of Brooklyn shall not be responsible for any expenses incurred by the organization in preparing and submitting an RFQ/P. A RFQ/P shall provide a straightforward, concise delineation of the firm’s capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.
16. **Definition of Terms** – **For the purpose of this RFQ/P, whenever the word “respondent” appears, it shall refer to “Contractor” and whenever the word “Contractor” appears, it shall refer to “respondent.”**

EVALUATION CRITERIA

Teams will be evaluated on the following criteria

- Contractor references from clients of previous completed projects
- Meeting the minimum requirements of the RFP
- Bid price

BID FORM

The cost for providing a new generator per plans and specifications for the Community Center

Bid Proposal Amount _____

Exclusions: Hazardous materials investigations or testing

Firm: _____

Name: _____
(Please Print)

Signature: _____ **Date:** _____