



**TOWN OF STRATFORD  
PURCHASING DEPARTMENT  
STRATFORD, CONNECTICUT**

**REQUEST FOR PROPOSAL**

RFP No. 2015-026

Issued: May 11, 2015

Subject: Academy Hill Civil War Monument Restoration Services

The Town of Stratford through the Office of the Purchasing Agent will receive SEALED PROPOSALS for furnishing the equipment described in the accompanying specifications, in accordance with the instructions, conditions and reservations that follow:

**A. CLOSING DATE:**

Proposals will be received until 3:00 pm June 4, 2015, in the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any proposals received after the date and time specified shall NOT be considered.

A non-mandatory pre-proposal meeting will be held at the Civil War Monument, Academy Hill on May 19 at 11:00am

**B. INSTRUCTIONS:**

Proposals are to be submitted (THREE COPIES) in a sealed envelope/box and clearly marked with the bid number and description on the outside of the envelope, including all outer packaging (DHL, FedEx, UPS, etc).

Proposals must be delivered to:

Purchasing Department  
Stratford Town Hall — Rm 202  
2725 Main Street  
Stratford, CT 06615

## **C. CONDITIONS:**

### **Bid Surety:**

A Bid Surety is not required.

**Taxes:** The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

**Addendums:** All addendums will be posted on the town website [www.townofstratford.com](http://www.townofstratford.com). It is the responsibility of the bidder to check the website for any addendums before submitting their bid.

**Conflict of Interest:** No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

### **Insurance Requirements:**

#### **A. General Liability**

Occurrence limit \$1,000,000; aggregate limit \$2,000,000. The insurance carried by the proposer shall be on form CG 00 01, or equivalent. The Town of Stratford shall be named as an additional insured on the contractor's General Liability Insurance Policy with form CG 20 10 or CG 20 33, *and* CG 20 37.

#### **B. Automobile Liability**

Combined single limit of \$1,000,000. Comprehensive automobile policy to cover all owned, hired or non-owned automobiles or vehicles.

#### **C. Workers Compensation**

The proposer must have workers' compensation and employers liability insurance as required by Connecticut and federal law, plus employers liability limits of \$1,000,000 per accident, 1,000,000 disease each employee and \$1,000,000 disease policy limit.

#### **D. Umbrella Liability**

The proposer shall have a minimum coverage of \$1,000,000 excess umbrella coverage, naming the Town as additional insured.

The proposer shall procure and pay for the insurance coverage described above and must maintain the indicated insurance for a period of two (2) years after completion of the contract. All policies shall provide for thirty (30) days written notice prior to cancellation, substantial change or nonrenewal. The successful bidder must file the required Performance Bond (if required in bid specs) and an Insurance Certificate within two weeks of the date of notification of award. Failure or neglect to do so may be considered by the Town as proof that the proposer is unable to fulfill the contract. A current insurance certificate and a copy of the endorsement or policy wording adding the Town as Additional Insured must be in the Town's possession at all times. In addition, the selected firm shall require its subcontractors, if any, to meet the same insurance requirements and to furnish the Town with similar evidence of insurance.

In addition, the proposer shall, at all times, save, indemnify and hold harmless the Town of Stratford, its officers, agents, employees and servants from liability of any nature or kind, including costs and expenses for or on account of, any patented or copyrighted equipment, materials, articles, or processes used in the performance of this contract, or on account of any and all claims, damages, losses, litigation expense and counsel fees arising out of loss or injuries (including death) sustained by or alleged to have been sustained by the public or any persons affected by the proposer 's work, or by the proposer or any subcontractor, or anyone directly or indirectly employed by them while engaged in the performance of their duties in connect

#### **D. RESERVATIONS:**

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

**RFP 2015-026**  
**ACADEMY HILL CIVIL WAR MONUMENT**  
**RESTORATION SERVICES**

**I. PURPOSE:**

This Request for Proposal is to establish a contract with a design build team to provide restoration/repair/replacement services for the restoration of the Civil War Monument in the Town of Stratford, Connecticut.

**II. BACKGROUND:**

The Civil War Monument, located at Academy Hill Park in the Town of Stratford was dedicated in 1889. This unique monument is made of a sand cast Zinc. In 1987, the Town had the monument restored, which included the addition of a stainless steel interior structure designed to support most of the zinc skin. Since then there has been deterioration of the base section of the monument and the Town engaged Keast and Hood with Worcester Eisenbrandt, Inc to perform an Assessment Report and make recommendations for improvements. This report, completed in 2015, is attached to this RFP and is the basis for submitting a proposal for restoration.

**III. THE WORK:**

Prospective Firms shall demonstrate extensive conservation knowledge and experience in working with historic metals and historic properties. This shall be demonstrated through education, experience and references as presented with this proposal.

Any proposed treatment shall be in accordance with the following standards as a minimum:

- The Secretary of the Interior's Standards for the Treatment of Historic Properties.
- American Institute for Conservation of Historic and Artistic Works (AIC) "Code of Ethics and Guidelines for Practice", latest edition

It is required that the proposal submittal offer a complete and comprehensive plan to perform the requested services and that the successful Contractor shall furnish all designs, certifications, shop drawings, labor, equipment, materials, and supplies necessary to provide the services requested herein to complete the project as envisioned.

When evaluating options, the project team should evaluate all options described in the 2015 Assessment Report. The Town is open to the evaluation of alternate restoration options in addition to those considered in the Assessment Report including different metals or materials that will produce the same detail but have a longer life and less maintenance requirements, keeping in mind that the detail and design shall match the existing to maintain the historic elements and integrity of this very important piece of Stratford's history.

The goal of the Town is to have a restoration/repair/replacement that has a life of 50 years or more and only requires minimal maintenance, while preserving the architectural and historical elements of the monument.

When disassembling the monument sections, care shall be taken to protect the sections while removing, storing and reassembling the metal monument. Storage of the sections shall be in a protected and secured area. The Town offers space at the Town Public Works yard at 550 Patterson Ave for this task.

It is required that the Contractor document the existing conditions and treatments of the monuments with digital photography. Overall and detail photographs will be taken before, during and after treatment procedures.

Scaffolding, equipment, hoses, cords, protection and debris will be removed and the work site will be returned to its condition prior to commencing operations.

A CD with the photographs and report in PDF form will be submitted as well as a single printed copy. The treatment report shall include a long-term maintenance policy for the monument.

#### **IV. PROPOSALS:**

Specific Proposal Instructions: The proposal package shall include as a minimum:

1. A Statement of Qualifications of staff to in performing similar work.
2. Detailed description of the monument restoration process to be offered by the team.
3. References. Provide a minimum of three (3) existing or previous customers.
4. A written cost proposal broken down to reflect various parts of the work.
5. Any other relevant information the Offering team deems necessary to provide the services needed to demonstrate expert capabilities.
6. Certificate from Bonding Company that a performance and payment bond can be provided for the value of the proposal.
7. Schedule for completion.
8. Oral Presentation: Firms that submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the Town. This is a fact finding and explanation session only and does not include negotiation. The Town will schedule the time and location of these presentations. Oral presentations are at the option of the Town and may or may not be conducted.

Any questions regarding any aspect of the procurement shall be directed to Michael Bonnar, Town of Stratford Purchasing Agent, by email at [purchasing@townofstratford.com](mailto:purchasing@townofstratford.com)

#### **V. EVALUATION CRITERIA:**

The evaluation of proposals and the determination as to the quality of the services offered shall be the responsibility of the Town and will be based on the information furnished in the proposal, as well as other information reasonably available.

The RFP process allows for negotiation of the final scope of services and pricing based on the qualifications and proposal of the offering team.

Each proposal will be evaluated for full compliance with the RFP instructions and the terms and conditions set forth within the RFP. The objective of the evaluation will be to recommend the firm who is most responsive to the herein described needs of the Town and selection will be made in the best interest of the town. The following areas will be evaluated:

1. Completeness of the proposal- Understanding of the requirements, familiarity with the area and content of the proposal, quality of response.
2. Experience and Qualifications - Specialized experience, expertise, and qualifications of the firm or individuals. Prior experience in providing services to an organization similar to the Town.

3. Ability to provide the services- Specific plans and procedures used to provide the required services to implement the system.
4. Responsiveness- Ability to deliver the required services on schedule and as requested by the Statement of Needs.
5. Pricing- Efficiency and economy are very important to the Town. However, costs will not necessarily be the sole deciding factor in the selection process.

## **VI. CERTIFICATION OF INSURANCE**

The Contractor shall carry the required amounts of insurance specified in the RFP throughout the contract period and submit a Certificate of Insurance certifying this and naming the Town of Stratford as an additional insured:

## **VII. PRE-PROPOSAL MEETING:**

A pre-proposal meeting will be held on May 19, 2015 at 11:00 am at the site of Civil War Monument located on Academy Hill Rd, Stratford, CT. This will be the only opportunity for interior viewing of the monument.

Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.