

RFP 09-9
Request for Proposals
Design Services for
Phase III Renovations, Greeneville Fire Station

Addendum #1

Firms and individuals intending to respond to this RFP may inspect the project site on

Thursday, July 2, 2009 at 11:00 AM.

The City cannot guarantee that the site will be available for inspection at any other time.

William Block
City Purchasing Agent

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Request for Proposals Design Services for Phase III Renovations, Greeneville Fire Station

The City of Norwich is requesting professional fee proposals from Architectural/Engineering firms for the proposed repairs and renovations to the Greeneville Fire Station comprised of the following components:

- Renovate and reinforce the load bearing portions of the apparatus floor.
- Apply an epoxy coating to the apparatus floor.
- Repair and replace first floor interior plaster and re-paint.
- Upgrade electrical system.
- Repair stairway from first to **basement** floor.
- **Proposed façade changes that would increase size of bay openings to accommodate larger fire apparatus. Note: This design must be approved by the State Historic Preservation Office to be implemented.**

Proposal documents are available at the Office of the Purchasing Agent, City Hall, Room 105, 100 Broadway, Norwich, CT 06360

Proposal must be received at the Office of the Purchasing Agent no later than July 8, 2009 at 4:00 PM.

William Block
City Purchasing Agent

The City of Norwich is an affirmative action/equal opportunity employer

PROPOSAL REQUIREMENTS

The Architectural/Engineering team will be required to provide comprehensive professional services, including but not limited to the following:

- Preliminary design and **construction** cost estimate for the project.
- Preparation of **plans, specifications and other** bidding documents for same.
- Preparation of any required permit applications as required to obtain approvals/permits, and to insure compliance with all applicable laws and codes.
- Bidding phase services.
- Construction Administration.

Proposals should, as a minimum, list the project team, the firm's experience in similar projects, and a fee proposal with a projected estimate of total fees for professional services including reimbursable expenses.

The Greeneville fire Station is a brick masonry structure with Victorian architectural features constructed circa 1886. The Norwich Fire Department operates the Station. This station responds to approximately 1000 calls per year **and will remain operational during design and construction phases.**

Arrangements to inspect the station may be made by calling Chief Ken Scandarioto at 860-892- 6080.

The firm selected, upon entering into a contract with the City of Norwich, will be required to furnish the City with a certificate of insurance in the following form and amounts.

The Consultant hereby agrees to maintain at its own expense comprehensive general liability, automobile liability, professional liability and workers' compensation insurance during the term of this Agreement in amounts determined to be sufficient by the City.

The commercial general liability insurance policies shall contain a minimum limit of liability of \$1,000,000 combined single limit per occurrence for bodily injury and property damage and shall name the City of Norwich and its officers, agents and employees as additional insureds. The general liability policy shall contain, but not be limited to, operations liability, contractual liability, which insures any indemnities contained in the Agreement, products liability and completed operations, which shall be maintained for a period of not less than three years following completion of the work under the Agreement, in addition to personal injury and advertising liability, and broad form property insurance.

The Consultant shall also maintain commercial automobile liability insurance, subject to a minimum limit of liability of \$1,000,000 per accident for bodily injury and property damage. This insurance shall include coverage for all owned, non-owned and leased / rented vehicles. The City of Norwich and its employees, agents, and officers shall be designated as additional insureds.

The Consultant shall maintain professional liability insurance, which covers the services to be provided pursuant to the contract between the City of Norwich and the "Consultant". The minimum limit of liability shall be \$1,000,000 per claim and \$1,000,000 in the aggregate. The aggregate shall apply separately to each project on which the Consultant is working.

The Consultant further agrees to maintain at its own expense workers' compensation and employer's liability insurance, which insure all employees of the Consultant. The workers' compensation insurance shall comply with all workers' compensation laws and regulations in the state of Connecticut. The employer's liability insurance shall contain limits of liability of not less than \$100,000 for each accident, disease each employee and disease policy limit.

All such insurance required hereunder shall contain provisions requiring the insurance company(s) to provide thirty (30) days prior written notice to the City of Norwich in the event of cancellation, termination or material change to any policy terms and conditions.

Any insurance required hereunder written on a "claims made" rather than on an occurrence basis shall contain a retroactive date no later than the earlier of the commencement date of the services under the Agreement or execution of the Agreement and shall provide that in the event of cancellation or non-renewal, the discovery period for insurance claims (Tail Coverage) shall be available for at least sixty (60) months following termination of the services under the Agreement or termination of the Agreement, whichever is later.

The Consultant agrees to waive any right of claim against the City of Norwich, and their employees, agents, and officers for any losses, damages and expenses arising out of the services in the Agreement between the City of Norwich and the Consultant. All insurance required hereunder shall contain waivers of subrogation in favor of the City of Norwich and its employees, agents and officers.

The insurance required hereunder shall be primary insurance, not excess or contributory, without any right of contribution by any insurance maintained by or on behalf of the City of Norwich.

The Consultant agrees to provide the City of Norwich with certified copies of all insurance policies of insurance required hereunder or certificates of insurance, whichever the City deems appropriate, prior to

commencement of services under this Agreement and throughout the full term of this Agreement upon expiration or termination or change in any insurance coverage required hereunder.

The insurance requirements of the Agreement are an integral part of the Agreement. Any defect in the insurance program required in the Agreement may result in termination of the Agreement, as stipulated in the Agreement. No employee or the entity can modify the terms of the Agreement without the prior approval of Corporation Counsel and the Chief Administrative Officer or his/her designee.

The insurance maintained by the Consultant shall not serve to limit in any way the liability of the Consultant arising out of the services to be provided under this Agreement.