

# *Town of Killingly, Connecticut*



## **REQUEST FOR PROPOSALS**

### **PROFESSIONAL SERVICES FOR Special Act DECD Funding for Downtown Improvement Project**

**Proposals Due:  
July 21, 2016 @ 4:00 PM**

**Finance Office  
Attn: Mary T. Calorio  
172 Main Street  
Killingly, CT 06239**

**Request for Proposals**  
Town of Killingly, Connecticut  
Professional Services for Downtown Improvement Project

**PROJECT DESCRIPTION**

The Town of Killingly is seeking proposals for professional services to administer all aspects of a Downtown Improvement Project funded by Special Act legislation of one million dollars, through the Connecticut Department of Economic and Community Development. Funds may be used in the Central Business District for facades and other streetscape improvements. The Main Street area is designated a National Historic District in the Central Business District zone of Killingly.

**SCOPE OF SERVICES**

The scope of services shall include, but not be limited to:

1. Administer available funding for the project
2. Manage and oversee all aspects of the program, from planning and design through construction and reporting
3. Prepare and design scope of construction work for façade and other improvements
4. Prepare bidding documents and hire architects and engineers
5. Select the general contractor using state procurement regulations
6. Manage contractors and administer prevailing wage guidelines
7. Develop preliminary and final cost estimates for improvements
8. Prepare payment requisitions and quarterly reports for DECD
9. Review and evaluate historic buildings for improvements
10. Meet with the committee to evaluate, review and identify priorities for funding
11. Manage and oversee contracts with property owners and business owners
12. Communicate with Town Manager, Town departments and other interested parties on all aspects of project
13. Various meetings will be required in Killingly and potentially other places as well, with all of the stakeholders and contractors, the details to be coordinated with the Town's assigned point person

**SCHEDULE**

It is expected that a professional firm will be selected within two weeks of receipt of the RFPs. It is anticipated that the selected firm will begin immediately after approval by DECD and signing a contract with the Town. All funds must be expended and project complete by November 2017.

## **PROPOSALS**

Firm shall be familiar with the bidding, contracting and construction guidelines for State of Connecticut programs.

The proposal should contain a letter of interest; the firm's qualifications with a list of similar projects recently completed, services offered, proof of insurance and an itemized fee proposal. The firm will be selected based on a combination of proposed services, qualifications and experience. The Town of Killingly reserves the right to reject any or all proposals, in whole or in part, or to waive any informality in the proposals received if it deems it to be in the best interest of the Town to do so. The Town will not accept submissions by e-mail or fax. The Town will reject submissions received after the date and time noted below.

**One (1) original and five (5) copies of the Proposal must be received in the Finance Office, Town of Killingly, 172 Main Street, Killingly, CT 06239 no later than 4:00 PM on Thursday, July 21, 2016. Proposals must be submitted in sealed envelopes clearly labeled "Professional Services for Downtown Improvements".**

PLEASE NOTE: The Acknowledgement Form must be returned if you intend to submit a response to this RFP, this will enable you to receive any addendums issued during this solicitation process.

Questions about this RFP may be directed to the Economic Development Office at 860.779.5350, by fax 860.779.5367 or email [ebisset@killinglyct.gov](mailto:ebisset@killinglyct.gov) no later than 5 days prior to the date proposals are due. All information given by the Town except by written addenda shall be informal and shall not be binding upon the Town nor shall it furnish a basis for legal action by any Proposer or prospective Proposer against the Town.

Answers to questions will be addressed in an addendum which will be e-mailed to all bidders. This addendum WILL NOT be sent by U.S. mail; they will only be e-mailed to the main contacts of all bidders. No addendum will be issued less than 2 (two) calendar days before the scheduled bid opening unless it is to postpone the bid.

## **INSURANCE**

Prior to the execution of any contract, the Town of Killingly requires that any awarded contractor providing materials, equipment or services to the Town, must provide to the Town a certificate of insurance (Acord or other approved format) naming the Town of Killingly as additional insured, for the following:

1. General liability (including completed operations coverage) in the amounts of \$1,000,000 (combined single limit) Bodily Injury/Property Damage coverage per occurrence, and \$2,000,000 general aggregate coverage.
2. Automobile Liability in the amount of \$1,000,000 (combined single limit), Property Damage and Bodily Injury coverage.
3. Worker's Compensation as defined in the Connecticut General Statutes.

Any subcontractor to a contracted firm shall be likewise covered, and shall furnish certificates of coverage acceptable to the Town before starting work.

**ATTACHMENTS**

Acknowledgement Form

Letter of award from Tim Sullivan, Deputy Commissioner

Map of Central Business District

Map of National Historic Main Street District

The Town of Killingly is an affirmative action, equal opportunity employer.



# TOWN OF KILLINGLY

FINANCE OFFICE

172 Main Street, Killingly, CT 06239  
Tel: 860 779-5339 Fax: 860 779-5363

**PLEASE RETURN THIS FORM IMMEDIATELY!**

**Acknowledgement: Receipt of RFP Documents**

**Title: RFP for Consultant Services to Administer Downtown Revitalization Program**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help the Town of Killingly to maintain proper follow-up procedures and will ensure that your firm will receive any addendum that may be issued.

Date Issued: July 1, 2016

Date Documents Received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Do you plan to submit a response? \_\_\_\_\_ Yes \_\_\_\_\_ No

Print or type the following information:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Received by: \_\_\_\_\_

**Note: Faxed or e-mailed acknowledgements are requested.**

Fax No.: (860)779-5363

E-mail: [mcalorio@killingly.org](mailto:mcalorio@killingly.org)

**Fax or e-mail this sheet only. A cover sheet is not required.**

**DO NOT FAX OR E-MAIL YOUR RESPONSE TO THIS RFP**