



**Purchasing Department
Finance Group**

October 3, 2013

INVITATION TO BID

The City of Norwalk is soliciting bid submissions for ADA accessibility improvements for the Lockwood Mathews Mansion Museum (LMMM). The ADA Accessibility improvements for the LMMM generally include the construction of exterior stairs and ramps; construction of new bathroom areas in the basement and; the supply and installation of an elevator. The approximate budget for this project is \$600,000.00. Your firm has expressed interested in providing these services. The requirements of these services are discussed in greater detail under Section 2 – Project Specifications.

PROJECT NUMBER:	3352
DEADLINE:	2:00PM, October 24, 2013
BID TITLE:	ADA Accessibility Improvements
SITE LOCATION:	Lockwood Mathews Mansion Museum 295 West Avenue, Norwalk, Connecticut 06854

BID DOCUMENTS for this project may be ordered directly from Technical Reproductions, Inc. Please call Karyn Boczer at (203) 849-9100 to order these documents. All documents must be ordered in complete sets at a cost of \$50.00, non-refundable. Checks are to be made payable to: **“The City of Norwalk.”** Pick up the plans and specifications from Technical Reproductions, 326 Main Avenue, Norwalk, CT, 203-849-9100.

A PRE-BID CONFERENCE will commence at 10:00am, Thursday, October 10, 2013, at the Lockwood Mathews Mansion Museum, 295 West Avenue. Interested parties are invited to meet at the main entrance to the Museum. A walk-through of the project area will follow the pre-bid conference.

All questions must be directed in writing via e-mail or fax to Gerald J. Foley, Purchasing Agent, e-mail gfoley@norwalkct.org or via fax to 203-854-7817. The deadline for submission of questions for this bid solicitation is 2:00pm, Thursday, October 17, 2013.

Bidders will be required to provide:

- 10% bid bond with your response (see Section 3.1 C).
- Performance, labor, and materials bond for 100% of the project upon award if the contract value exceeds \$50,000.00 (see Section 3.1 C & D).
- Statement of qualifications – submit with submission validation of experience with historic preservation construction, with a preference for experience with National Historic Structures. (see special notes, item #7, below)
- Copies of current certifications as applicable to this solicitation.
- Original bid response, plus seven (7) copies.

SPECIAL NOTES:

- 1.) Construction shall commence approximately January 2, 2013, with substantial completion on or before April 1, 2014.
- 2.) **BUILDING PERMITS** - Contractors shall obtain and pay for all required permit(s) for this project. Permits fees are NOT waived for this project.

- 3.) References to Department of Public Works, Director of Public Works, and Engineer in section 3 and section 4 are to be interpreted as "Owner's designated representative".
- 4.) Section 4, Item 109-04-2b, Contractor Charges is changed to read "...profit and overhead shall be figured at fifteen (15) percent unless some other basis is approved by the Director."
- 5.) Section 3.8, Liquidated Damages, change to read "Liquidated damages as defined in Article 20 of the Norwalk General Conditions for Construction will be \$250.00 per day.
- 6.) Contractors are hereby reminded that all submitted bid amounts MUST include all costs/insurance premium required to satisfy the various insurance limits as identified in these documents.
- 7.) Contractors must include with their bid submission statement of qualification materials (see section 1.2) validation of their experience proving they:
 - a.) Have worked on a minimum of six (6) historic properties with at least three (3) of the six (6) properties being listed on the National Register of Historic Places. (The value of the contract for at least four (4) out of these six (6) projects having a value of approximately \$500K). Include with your submission, photos documenting the work of at least two (2) of these projects;
 - b.) Have worked on a minimum of three (3) projects that required the ADA accessibility improvements including the construction of exterior stairs and ramps, the construction of bathrooms and, the supply and installation of an interior space elevator unit. (The value of the contract for at least two (2) out of these three (3) projects having a value of approximately \$500K). Include with your submission, photos documenting the work of at least two (2) of these projects;
 - c.) Provide references (Owner, Owner's Representative, Architect or Current User,) for each of the projects used to meet the requirements of items a-c listed above.

BIDDER LISTS will not be published.

ADDENDAS, if issued, will be available over the Internet at <http://www.norwalkct.org>. It is the responsibility of the bidders to verify the issuance of any addenda. We strongly suggest that you check for any addenda a minimum of forty eight hours in advance of the bid deadline.

If, after review of the bid documents, your firm is interested in performing the services specified, provide the information requested, sign and return the complete documents, along with your detailed proposal, to the Purchasing Department by the due date. We would appreciate the courtesy of promptly advising us if you do not intend to respond. To properly maintain our records those firms who do not respond may be removed from our vendor records.

Gerald J. Foley
Purchasing Agent
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