



Request for Proposals Connecticut Landmarks Architectural/Engineering Services

Background

Founded in 1936 as the Antiquarian & Landmarks Society, Connecticut Landmarks (CTL) is a state-wide network of twelve significant historic properties that span four centuries of Connecticut history. Connecticut Landmarks stewards a portfolio of Connecticut's unique historic homes and landscapes to inspire public interest in, and a deeper understanding of, the state's complex past. The museum sites, through well-managed historic homes, landscapes, and collections, engage our visitors to find deeper meaning in complex stories, make those stories actionable in their communities, and move Connecticut's legacy forward.

Scope of Work

Connecticut Landmarks is soliciting design, project plan, specifications, and construction management services for various projects across eight of our properties, all listed on the National Register of Historic Places. CTL has been awarded state bond funds through the Connecticut Department of Economic and Community Development to assist with these various projects.

This project will encompass four major elements that will support multiple sites owned and operated by Connecticut Landmarks. Specifically, CTL proposes one mechanical project, four roofing/drainage projects, one woodworking/painting project, and one standalone structure. This separation of projects is intended to allow us to work around the existing programs and tour timing. The projects will occur in Fiscal Year 2025 (April 1, 2024 – March 31, 2025) and Fiscal Year 2026 (April 1, 2025 – March 31, 2026).

The specific projects are:

FY25

- Amasa Day House (NR# 72001315), located at 33 Plains Rd in Moodus, CT 06469. The building currently has no working mechanicals, which are required to make the space operational. **We need to install a new steam boiler with a new fuel tank, chimney liner, and associated plumbing. Additionally, there will be plumbing work to install new lines to the existing bathroom.** This work would allow the site to be heated and have a functional bathroom.
- Butler-McCook House & Garden (NR# 7000907), located at 396 Main St, Hartford, CT 06103. **The current asphalt shingle roof over the apartment at the house is in poor condition and requires reroofing.**
- Palmer-Warner House (NR# 87000174), located at 307 Town St, East Haddam, CT 06423. The exterior of the house has areas of rotting wood and paint bubbling. **Portions of the wood clapboard need to be replaced and the siding repainted. We require a full envelope restoration by removing existing paint, repairs, and new paint applied.**



- Phelps-Hatheway House & Garden (NR# 75001934), located at 55 South Main St, Suffield, CT 06078. **We are interested in ADA accessibility into our barn, as we frequently provide it as a rental space.**
- Nathan Hale Homestead (NR# 70000698), located at 2299 South Street, Coventry, CT 06238. **We need to replace the wood shingle roof on the house, visitor center and barns. Work will include new gutters. This project will also include funding from the National Park Service for window repair and repainting/repair of sidewalls.**

FY26

- Bellamy-Ferriday House & Garden (NR# 82004444), located at 9 Main Street North, Bethlehem, CT 06751. **We need to repair/replace the doors and wood siding on the barn.**
- Hempsted Houses (NR# 70000702 N and 70000701 J), located at 11 Hempstead St., New London, CT 06320. Currently there are no ADA restroom facilities onsite. **Currently, we are looking at design-only for a stand-alone structure in the rear of the property for storage of supplies, tables, chairs, site supplies, and to have a small restroom available for the public.**

Existing evaluations, drawings, and details for the various projects included in this RFP will be made available to the bidding parties.

The intent and the scope of this project are to create plans and specifications in accordance with the treatments and best practices outlined in the Secretary of Interior Standards, CT SHPO office, Local Hartford HDC, and Local Building codes for these historic structures. This will include compiling existing information into a single document for ease of access. This project will establish the specs for general contractors to: replace roofs to protect the buildings from the elements and manage moisture (rain) by directing it to outlets thereby preventing it from spilling over the roof, as it is currently doing; integrate new mechanicals systems into an existing structure; provide woodworking and painting expertise; and construct a new, standalone multi-purpose building at an historic site.

The Plans and Specifications are also to be in accordance with the State of Connecticut Department of Economic Development Bidding, Contracting & Construction Guidelines for State Programs May 2019 edition.

BUDGET: The total budget for combined project list is approximately \$770,000 and the design, project management, and legal fees shall not exceed \$150,000.

Time Frame

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| • Solicitation and receipt of proposals | March 1, 2024 |
| • Questions from bidders due | March 22, 2024 |
| • Proposals due | April 12, 2024 |
| • Staff submit to Stewardship Committee | April 24, 2024 |



- Winning Bidder notified May 10, 2024
- Design professional work May – July 2024
- Submit for approvals July – August 2024
- Design & specifications distributed to qualified General Contractors Sept. 2024
- Project timeline Sept. 2024 – April 2026

Proposal Selection Criteria

Submissions will be evaluated and compared based on the following weight:

- Clarity of proposal and work plan (25%)
- Timeline (20%)
- Budget and costs (25%)
- Experience in preservation work (10%)
- Experience in the field and topic (10%)
- Experience with other local or similarly-sized organizations (5%)
- Ability to establish an effective working relationship with the client (5%)

Proposal Submission

- Cover Letter indicating interest in project. Indicate name, address, phone number, and e-mail of contact.
- Summary of Work Plan. Describe your plan for accomplishing the work—the activities, format, and timeframe required to complete the project. Provide a timeline. Include a description of expected time commitments of staff.
- Budget and Requested Fee Schedule. Provide number of hours and hourly rates for each of the consultants assigned, and specify their respective duties. Include the maximum fee for this project. Identify personnel and non-personnel items separately within the total budget.
- Equipment List (if applicable)
- Statement of Team to Work on Project and resumes, as applicable
- 1-2 Comparable Work Samples
- Contact Information for Two References
- Responses to Contract Term Questions

Written questions may be submitted and final proposals to be sent to:

Aileen Bastos, Preservation Manager

Connecticut Landmarks

59 South Prospect Street

Hartford, CT 06106

aileen.bastos@ctlandmarks.org



Contract Terms Questions

Please review the following questions and provide a response with your submission. Be aware that Connecticut Landmarks will be the sole owner of the work products. At no time can the contract be assigned without Connecticut Landmarks' consent. Service fees will not be changed without a joint agreement between both parties. Connecticut Landmarks retains the ability to terminate the agreement for any reason upon mutually agreed advance notice.

1. Will your firm be able to be in compliance with C.G.S. 4a-60 regarding non-discrimination and affirmative action?
2. Will your firm be able to be in compliance with C.G.S. 31-53c regarding prevailing wages and keep records of the same?
3. Is your firm a Minority and/or Women-Owned Business Enterprise (MWBE)?
4. How available will the individuals assigned to this project work be? What back-up will be provided if they are unavailable?
5. What is your employee turnover rate? (Team members proposed should indicate how long they have been with the company.)
6. What is your approach to ensure diversity, equity, and inclusion in your workplace and work, as well as community engagement, employees and hiring, and design (inspiration, values, etc.)?
7. Do you subcontract, outsource, or use affiliates for core/non-core services? If so, will they be bound by the terms of the agreement with Connecticut Landmarks? Will your company remain liable for subcontractor/affiliate acts and omissions?
8. Does Connecticut Landmarks have the right to approve or reject subcontracting, outsourcing, or use of affiliates?
9. Will you agree to be liable for your negligence, fraud, and willful misconduct?