

Request for Proposals
For the Read Schoolhouse Preservation Work

A. Introduction

The Town of Coventry is requesting proposals from interested contractors with demonstrated experience in the restoration of historic structures to clean, prepare and paint the historic Read Schoolhouse.

B. Background

Read Schoolhouse is an 18' x 24' wood-frame, one-room Greek Revival schoolhouse built in 1830 by a proprietorship of local farmers. The Schoolhouse is located on Flat River Road (the old main road between Warwick and Coventry Center) at the intersection of Read Schoolhouse Road. The one-room schoolhouse was the first of several schools built in Coventry, circa 1940, following the State's landmark 1828 school tax and was listed on the National Register of Historic Places in January of 2002. The schoolhouse is well preserved, and its interior still has the original student desks, chalkboard, clock, and historical pictures and renderings.

This project is assisted by a State Preservation Grant from the Rhode Island Historical Preservation and Heritage Commission (RIHPHC). The property possesses architectural and historical significance recognized by RIHPHC. All work must be done in conformance with The Secretary of the Interior's Standards for Rehabilitation and all work performed will be subject to review and approval of a representative of the RIHPHC.

C. Scope of Work

The exterior paint on the walls and windows of the schoolhouse is peeling; the front doors are also in need of repair/adjustment; and fencing around the property and railings on the front steps are in need of repair and paint.

The work that is being solicited by this RFP consists of the following activities related to the exterior painting of the Read Schoolhouse:

- clean all siding and trim as needed to remove all dirt, mold and mildew;
- cover all windows and surrounding landscape in preparation for painting;
- cover all grounds to contain debris;
- scrape and mechanically sand all loose and peeling areas using HEPA system;
- prime all siding;
- apply two coats of paint to all siding and trim in color to match the existing exterior;

- prepare and paint all window sashes to match front trim;
- prepare and paint front doors;
- prepare and finish hand railing;
- clean up all debris;
- clean all fencing and prepare for priming and finish painting.

To the greatest extent possible, historic features will be retained and repaired; however, in the event that any elements are beyond repair, or are damaged in the process of repair, that element will be replaced-in-kind, with the material and original design features that match the original architectural feature.

All plans and specifications to be approved prior to the commencement of work by the RIHPHC staff architect.

D. Photos

The images below are an example of the areas to be restored. Please note that they are merely representative and do not detail the full scope of work.









E. Requirements

All Proposals shall be based on completing the scope of work described above.

Bidders must be licensed to do business in the State of Rhode Island.

Bidders must have appropriate historic preservation experience. Information must be provided on the attached Qualifications Statement for up to three historic preservation projects on buildings at least 100 years old that have been completed in the past five years, including date of completion, the building's name/address, project cost, and owner reference with phone number.

Proposals must also include:

1. A General description of the firm or individual's experience (*see attached Vendor Responsibility Form*);
2. A schedule for the completion of tasks;
3. A list of references, including name, title, address, project cost, and telephone number from similar projects completed within the last five years (*see attached Vendor Responsibility Form*);
4. A detailed scope of services that identifies the cost of each task (including a breakdown of labor and materials) involved in completing the Scope of Work;
5. Other pertinent information that would aid the Town in making a selection.

There shall be no discrimination against any employee who is engaged in the work proposed, in compliance with Title VI of the Civil Rights Act of 1964 (Equal Employment Opportunity).

F. Other Information

The Town of Coventry is exempt from the payment of Rhode Island Sales Tax. Costs proposed must be exclusive of taxes and will be so construed. Exemption certificates will be completed as required by the successful bidder.

Samples may be required for all aspects of project work as requested by either the Town of Coventry or the RIHPHC. Such sample may include masonry, pointing, cleaning, paint color, surface preparation prior to painting, all new materials, sheet metal fabrications, fixtures, typical methods of installation, carpentry, plastering and demolition. If required, approval to begin work will only be given when the RIHPHC approves the prepared sample.

The successful bidder will agree that the RIHPHC or any of their duly authorized representatives will have access to any books, documents, papers, and records which are directly pertinent to the grant-assisted project.

G. Proposal Submission and Schedule

All bidders must submit one (1) hard copy of their Cost Proposal and Qualifications Statement to the following:

Kevin McGee, Director of Public Works
Town of Coventry
1670 Flat River Road
Coventry, RI 02816

RIHPHC
Attn: State Preservation Grants
150 Benefit St.
Providence, RI 02903

Submissions must be postmarked on or before October 31, 2017.

The successful bidder must fully complete the project to the satisfaction of the Town and the RIHPHC on or before **03/16/2019**.

The Town of Coventry reserves the right to reject any or all proposals.

H. Inquiries

Any questions regarding this RFP should be directed to:

Brian Wagner, Associate Planner
Coventry Department of Planning & Development
1670 Flat River Road
Coventry, RI 02816

Phone: (401) 822-6230

Email: bwagner@coventryri.org

Read Schoolhouse Preservation Work Cost Proposal

Company Name: _____

Address: _____

RI License Number: _____

Task #1	Cost:	\$
Task #2	Cost:	\$
Task #3	Cost:	\$
Task #4	Cost:	\$

Total Cost for all tasks: _____

Authorized Signature

Printed Name

Title

Date

Read Schoolhouse Preservation Work Bidder's Qualifications Statement

Company Name: _____

Describe below up to three historic preservation projects on buildings at least 100 years old that you have completed in the past five years. Include date of completion, building's name/address, project cost, and owner reference with phone number.

1	
2	

INSTRUCTIONS TO VENDORS

1. BIDS/PROPOSALS:

Instruction forms and specifications may be obtained in person, online or by mail at the Office of Planning and Development, Coventry Town Hall Annex, 1675 Flat River Road, Coventry RI 02816. Sealed bids or proposals will only be accepted by the Town of Coventry, if submitted in accordance with these instructions, the General Conditions and any other attached specifications.

2. QUALIFICATIONS:

The Town may make such investigation as it deems necessary to determine the ability of the Bidder to furnish the services and the Bidder shall furnish to the Town all such information and data for this purpose that the Town may request. The Town reserves the right to reject any bid if the evidence submitted by the Bidder or an investigation of such Bidder fails to satisfy the Town that such Bidder is properly qualified to carry out the obligations of the contract.

3. REQUIRED ATTACHMENTS TO BIDS:

Each bid shall be accompanied by the following which are attached herewith:

- a. Notarized affidavit (non-collusion oath) executed by the Bidder, or if the Bidder is a corporation, executed by a duly authorized representative of the corporation;
- b. Vendor responsibility form; and
- c. Equal Opportunity Employer form.

4. ACCEPTANCE OR REJECTION OF BIDS RESERVATIONS:

The Town will accept or reject bids within ninety (90) days of the date after the bids are opened. The Town reserves the right to reject or accept any or all bids or portion thereof where such acceptance or rejection would, in the Town's sole discretion, be in the best interest of the Town, and further reserves the right to reduce or modify the scope of the project in order to meet funding limits, budget and scheduling constraints.

5. ADDENDA:

Any addenda, including response(s) to bidders' questions, issued after the request for bids are distributed shall be covered in the bid, and in closing the contract they shall become a part thereof.

6. SPECIFICATIONS:

Bidders must examine the specifications carefully. In case doubt shall arise as to the meaning or intent of anything shown in the specifications, inquiry shall be made in writing to the Town before the bid is submitted. The submission of a bid shall indicate that the bidder thoroughly understands the terms of the RFP and specifications.

GENERAL CONDITIONS

1. RESERVATIONS:

- a. The Town reserves the right to waive formalities or technicalities in bids as the interests of the Town may require.
- b. The Town may waive minor differences in specifications provided these differences do not violate the intent of the specification or materially affect the operation for which the item is being acquired.
- c. Bids which show omission, irregularity, alteration of forms, or additions not called for, and conditional or unconditional, unresponsive bids or bids obviously unbalanced may be rejected.
- d. The Town reserves the right to award contracts on a lump sum or an individual item basis or such combination thereof as the interests of the Town may require.
- e. If in the Town's judgment, the Town's best interest will be served by doing so, the Town reserves the right to reject any and/or all bids; to accept a portion of a bid or bids only; to advertise for new bids; to proceed to do the work otherwise; or to abandon the work.

2. DISPUTES:

In cases of disputes as to whether or not an item or service quoted or delivered meets the specifications, the decision of the Town shall be final and binding on both parties.

3. FAILURE TO DELIVER:

In the event the Contractor fails to deliver the services and materials covered by the contract and in accordance with the delivery terms stipulated in the contract, then the Town will have the right to purchase on the open market the services and/or materials covered in the Bid Proposal and shall have as damages the cost of obtaining such services and/or materials and any additional costs incurred by the Town as a result thereof.

4. INSURANCE:

The Contractor shall maintain such commercial general liability and broad form property damage insurance and Workers' Compensation Insurance as will protect the Town from any and all claims under Workers' Compensation Acts, and from any other claims for loss or damages or for general injury or damage to property which may arise from Contractor's operations under the contract; whether such operations be by themselves or by any subcontractor or anyone directly or indirectly employed by either of them. Certificate of Insurance shall be on an occurrences basis.

The Contractor shall name the Town as additional insured to the required insurance policy and will furnish a Certificate of Insurance or other acceptable evidence of insurance coverage to the Town within ten (10) days from date of award, but in no event later than the date of execution of the Contract.

- a. **Comprehensive Liability Insurance:** Limits of Coverage (Applies ONLY to Contractors performing services in and/or for the Town; NOT for supply only Contracts) Limits of coverage for commercial general liability and broad form property damages coverage are to be no less than One Million Dollars (\$1,000,000.00) occurrence/One Million Dollars (\$1,000,000.00) aggregate personal injury and death and One Million Dollars (\$1,000,000.00) property damage. One Million Dollars (\$1,000,000.00) aggregate, where insurance aggregates apply.
- b. **Automobile Liability Insurance.** Motor vehicle insurance meeting the requirements of Rhode Island law and covering every vehicle and driver involved in providing the services, in the following amounts:
 - (1) Bodily injury liability with limits of \$500,000.00 each person and \$1,000,000.00 each accident;
 - (2) Property damage liability with a limit of \$100,000 each accident.
- c. **Workers' Compensation:** Contractor shall maintain Worker's Compensation coverage for the duration of the contract. Evidence of coverage must be presented before the final contract is signed by the Town.

5. INDEMNIFICATION:

The successful bidder will be required to indemnify, defend and hold the Town harmless against any and all liability to any person or persons for or by any reason of any condition or malfunction of the materials used, and against any and all claims made or liability to any person or persons by reason of any act or omission or negligence of the bidder or any of its agents, servants, or employees. This indemnification shall include reasonable attorney's fees incurred by the Town in connection with such claim or liability.

6. INSPECTIONS:

The Town has the right to inspect and test all services and materials called for by the contract, to the extent practicable at all times and places during the term of the contract. The

Town shall perform inspections and tests in a manner that will not unduly delay the work. If any of the services and/or materials do not conform to contract specifications, the Town may require the contractor to perform the service or again provide a replacement product in conformity with contract specifications, at no increase in contract amount.

VENDOR RESPONSIBILITY FORM

(A separate sheet of paper may be used if necessary)

1. Summarize briefly your experience in providing the commodities or service outlined in the attached specifications:

2. List the names and addresses of three (3) firms, **with telephone numbers and contact person**, for which you have provided similar commodities or services:

3. List the name and address of one bank or other institution that can provide the Town with an adequate credit reference:

Federal I.D. #

Name of Bidder: _____

Address: _____

Telephone #:

By: _____

Signature

Typed Name and Title

EQUAL OPPORTUNITY EMPLOYER

This company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, this company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

This company expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

Bidder: _____

Type/Print Name of Company

Address: _____

Town/State: _____

Zip Code

By: _____

Signature of Person Authorized to Sign Bid

Type/Print Name and Title of Person

Authorized to Sign Bid

TOWN of COVENTRY
STATEMENT UNDER OATH TO ACCOMPANY BID

The bidder represents, and it is a condition of the acceptance of this bid, that the bidder has not been a party with other bidders to any agreement to bid a fixed or uniform price.

ATTEST/WITNESS

Name of Bidder-Type/Print

By: _____

Signature of Person Authorized to Sign

Name and Title of Signatory (Type or Print)

STATE OF _____

LOCALITY OF _____, TO WIT:

On this ____ day of _____ 20 __, before the undersigned officer, personally appeared _____, known to me or satisfactorily proven to be the person whose name is subscribed on the foregoing instrument for the purposes therein contained. IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year aforesaid.

Notary Public

My Commission Expires: _____

