

Joanne P. Amitrano
Town Clerk



TOWN OF COVENTRY
1670 Flat River Road, Coventry, RI 02816
Tel. (401) 822-9173 Fax (401) 822-9132

INVITATION TO BID

FACILITIES CONDITION ASSESSMENT AND MASTER PLAN

Sealed bids will be received at the Office of the Town Clerk, Town of Coventry, Town Hall, 1670 Flat River Road, until 3:00 P.M. on **January 6, 2023** at which time they will be opened and read aloud. The award of the contract will be made by the Town Council as soon thereafter as practical. For full bid package of specs visit www.coventryri.org or www.purchasing.ri.gov.

Specifications and information for bidders may be obtained at the Office of the Town Clerk. Bids are to be submitted on forms furnished by the Town and completed bid forms are to be deposited with the Town Clerk no later than 3:00 P.M. on **January 6, 2023**.

The Bid Envelope must be clearly marked "**FACILITIES CONDITION ASSESSMENT AND MASTER PLAN**".

TOWN OF COVENTRY



Joanne Amitrano
Town Clerk



TOWN OF COVENTRY

REQUEST FOR PROPOSALS

FACILITIES CONDITION ASSESSMENT AND MASTER PLAN

PROPOSALS ARE DUE JANUARY 6, 2023, 3:00P.M.

Contact:	Benjamin Marchant, Town Manager
Email address:	TownManager@CoventryRI.org
Phone:	(401) 822-9185
Submittal Due:	January 6, 2023 @ 3:00PM (EST)

Table of Contents

1. Town of Coventry Background
2. Introduction
 - a. Purpose of this Request
 - b. Vendor Minimum Qualifications
3. Project Description
4. Proposal Requirements
 - a. Bidder Information Form
 - b. Anti-collusion certificate
 - c. Insurance
 - d. Bid proposal form
 - e. Equal Opportunity Employer

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

1. Introduction

The Town of Coventry (the Town), established in 1643 and incorporated in 1741, is located about 19 miles southwest of Providence, Rhode Island. Governed by a home-rule charter, the Town is led by a five member Council and an appointed Town Manager. For more information about the Town of Coventry, visit <https://www.coventryri.org>.

2. Project Description

The Town is seeking professional services from qualified consulting firms to perform an assessment of the condition of all Town facilities and to also prepare recommendations for a Facility Master Plan. The product of the assessment and plan will provide the Town the information and guidance for making prudent investments in its facilities for maintenance, improvements, acquisitions or replacements.

3. Scope of Work

PART 1: ON-SITE FACILITY CONDITION ASSESSMENT

Identify and document current conditions of the following existing Town-owned structures:

Town Hall	1670 Flat River Rd.	11,718 sq.ft.
Library	1670 Flat River Rd.	12,814 sq.ft.
Town Hall Annex	1675 Flat River Rd.	100,691 sq.ft.
Public Works	1668 Flat River Rd.	11,900 sq.ft.
Parks & Recreation	1277 Main St.	14,887 sq.ft.
Animal Control	behind 1670 Flat River Rd.	2,040, sq.ft.
Police Station	60 Wood St.	17,456 sq.ft.
Human Services	60 Wood St.	13,697 sq.ft.

Former Police Station	1075 Main St.	11,625 sq.ft.
Former Teen Center	668 Washington St.	2,888 sq.ft
Old Summit Library	15 Old Summit Rd.	1920 sq.ft.
Former Oak Haven School	46 Pettine St.	29,200 sq.ft
Read Schoolhouse	1750 Flat River Rd.	432 sq.ft.

Schools: Note that should the school building construction study currently underway under a separate contract, recommend closure of one or more schools, those schools will be included in this condition assess and Master Plan.

Conduct a detailed on-site condition assessment for each listed facility.

The following minimum assessments will be accomplished:

- A. Each building system will be evaluated based on condition, age, criticality, deficiencies, effective useful life, and remaining useful life.
- B. Assessment, document and photograph condition deficiencies.
- C. Identify all maintenance, repair and replacement requirements including potential energy efficiency opportunities to enhance operations. Consultant will take into account the recently conducted energy efficiency evaluation and recommendations.
- D. Recommend upgrades and improvements where applicable, considering efficiency and environmental improvements.
- E. Potential return on investment should be included in the recommendation. For example: if a building is recommended to be leased, what work would need to be done to the building in order for it to be leased.
- F. To the extent possible, gather key data into a spreadsheet from major MEP system equipment tags included equipment type, location, manufacturer, model number, serial number, date of manufacture, nominal capacity (i.e., Btu/hr, hp, tonnage, etc.), and estimated remaining life.
- G. Copies of the building floor plans, maintenance history and current deficiency records, when available, will be made available to the consultant.
- H. The facility condition assessment will provide a complete inventory of and will focus on the following property elements:
 - a. HVAC
 - b. Building security
 - c. Building structure architectural and civil components
 - d. Building Substructure – foundations, basements, tunnels
 - e. Building Envelope – exterior siding, windows, store front, exterior doors, roofs, etc. Interior
 - f. Construction – walls, doors, flooring, visible structural components, ceilings, ceiling systems, stairs/stairwells, lofts, and interior finishes

- g. Lighting
- h. Health/Fire/Life Safety Systems - Emergency egress lighting, fire suppression and smoke and carbon monoxide detection
- i. Accessibility – ADA requirements and any necessary improvements
- j. Plumbing
- k. Elevators
- l. Building electrical and service distribution
- m. Site electrical and service distribution
- n. Special electrical systems and emergency power (i.e., solar, generators, etc.).
- o. Parking lots, sidewalks and exterior lighting.
- p. Facility specific water (not irrigation) and sanitary (including any lift stations, pumps, etc.).
- q. Control systems maintainable equipment including but is not limited to the following types of items: building and HVAC units and controls, boilers, chillers, cooling towers, ducts, lighting, exhaust equipment, hot water heaters, air handling units and controls, overhead doors/sliders, security alarm systems and duress equipment, compressors/refrigeration, fire alarms and pumps, electrical service equipment.
- r. The on-site assessment will include entering accessible crawl spaces and attic spaces, where necessary.
- s. The onsite assessment will be performed using both component-level and system-level inspection methods.

Analysis of Facility Conditions Assessment

The Consultant shall evaluate, analyze, and provide projections for the following areas:

- A. The assessment team will evaluate each asset to determine whether sufficient evidence is available to warrant complete replacement of the components of an asset, or if repairing only portions of the system is preferable or more cost effective.
- B. Assess and identify whether each of the buildings are serving their intended role, and if they are under or over-utilized in their current capacity.
- C. Deficiency costs summarized by building system for each facility, with recommendations for short term (immediate) and long-term (5, 10, 20 years out) major repairs which will likely be necessary.
- D. Deficiency costs summarized by priority for each facility. Total of all deficiency costs summarized for each facility, with recommendations for major repairs
- E. Costing of Deficiencies and Capital expenditures, using RS means or some other comparable appropriate cost factors.

- F. Calculate and provide needed annual operating and maintenance funding needed per building.
- G. The consultant shall develop a ten-year prioritized capital improvement plan, which is a schedule of all capital expenditures and actions required to maintain and repair facilities, including projects developed during the analysis of facility condition information, unconstrained by available funding limitations, with forecasted future construction costs.
- H. The consultant shall utilize a life-cycle analysis for component renewal and provide component all related costs. Building components will be evaluated based on their individual life cycles, determined by an evaluation of the age. The renewal cost for the components will be computed and identified by renewal year with appropriate inflationary factors. The consultant will report the life cycle costs at the component-level, building-level and will provide a total for all buildings included in the assessment.
- I. Provide current market values of City-owned properties based on current zoning, as well as, highest-and-best-use.

PART 2: MUNICIPAL FACILITIES MASTER PLAN

- A. The Consultant shall conduct interviews with designated Town representatives to elicit individual perspectives of problems needing solutions and observations of past, current, and expected future operational and facility needs and deficiencies.
- B. For each building, the Consultant shall research and verify what deed restrictions, covenants or limitations may be underlying every town property included in this study.
- C. Provide a master plan which takes into consideration the Town's anticipated future needs for space and the organizational use of such space, including the development or use of space not currently in use, and space not owned by the Town at this time if it is deemed necessary to the cost effective and efficient operation of Town government.
- D. Develop a short-term (1-5 years), mid-term (6-10 years), and long-term (10-20 years) sequence of events establishing the necessary stages of design, construction, redevelopment, and/or remodeling activity, as the case may suggest, for a strategy taking into consideration the need to maintain services and operations throughout implementation.
- E. The Facilities Master Plan shall be informed by the Coventry Comprehensive Plan, and any other adopted past master plans for Town municipal buildings (See 1990 Library Master Plan).
- F. It should be noted that the Town and its school department currently have a study underway to determine future school facility needs and construction recommendations. The Facilities Master plan will need to take into account the outcome of the school facilities study, as it may include recommendations for buildings currently in use by the Town

government. Additionally, should the school facilities study recommends that one or more schools discontinue use as schools, those buildings will revert to Town ownership and are to be included in this facilities condition assessment and Master Plan.

4. Proposal Requirements

- A. Bidder Information Form
- B. Anti-collusion certificate
- C. Insurance
- D. Equal Opportunity Employer

BIDDER INFORMATION FORM

Name of Bidder: _____

FIRM NAME AND ADDRESS OF BIDDER – This bid is submitted in the name of:

FIRM NAME: _____

BUSINESS ADDRESS: _____

TELEPHONE NUMBER: _____

COMPANY LICENSE #: _____

BY: _____

(Signature)

TITLE: _____

SIGNED THIS _____ DAY OF _____, 2022.

ANTI-COLLUSION CERTIFICATE FOR CONTRACT AND FORCE ACCOUNT

Title 23, United States Code, Section 112(c), requires, as a condition precedent to approval by the Director of Parks and Recreation of the contract for this work, that there be filed a sworn statement executed by, on behalf of, the person, firm, association, or corporation to whom such contract is to be awarded, certifying that such person, firm, association, or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract. This sworn statement shall be in the form of an affidavit executed and sworn to by the successful bidder before a person who is authorized by the Laws of this State to administer oaths. If the original of such sworn statement is not signed and submitted, the bid will not be considered responsible.

In order to comply with the above-noted Section 112(c), every bidder must complete the required certification statement.

A bidder will not be considered for award of contract under this invitation for bid unless such bidder completes the following required certification statement prescribed below:

To the Town of Coventry

STATE OF RHODE ISLAND COUNTY OF _____

I, _____ (name of party signing affidavit) _____ (title), being duly sworn, do depose and say: On behalf of _____ (name of Contractor), that said Contractor has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with Coventry contracts.

Contractor: _____

By: _____
(print name)

Signature: _____

Sworn to before me this ___ day of _____, 2022

My commission expires _____.

Signature and Seal of Notary Public

LIABILITY/INSURANCE

Liability:

The Contractor shall and does assume all liability under the terms of the Workmen's Compensation Law of the State in which the work is being performed.

Contractor assumes all liability for injury to persons or damage to, or loss of property of (a) Contractor, his agents or employees, (b) Owner, its agents or employees, and (c) any other person, firm or corporation arising in any way directly or indirectly out of the performance of this Contract whether or not such injury, damage, or loss is due to the negligence of the Contractor, its agents or employees. This foregoing assumption of liability by Contractor shall include, without limiting the generality of the foregoing, any injury, damage, or loss arising out of the operation of motor vehicles. This assumption of liability by Contractor shall also include, without limiting the generality of the foregoing, any injury, damage or loss (1) arising out of the negligence of Contractor, (2) arising out of the joint or combined negligence of Contractor and Owner, (3) arising out of the negligence of a third party or parties and Contractor, or (4) without limiting in any way the foregoing, arising in any way, directly or indirectly out of the conduct or occurrence not fully limited to the separate sole negligence of the Owner as proven by Contractor or third party.

Should the Owner or an agent or employee of the Owner be made a party to any suit or proceeding, even though such suit or proceeding is groundless, false or fraudulent, arising out of injury, damage, or loss for which the Contractor assumes liability under this Contract, the Contractor will defend such suit or proceeding and shall indemnify and hold harmless the Owner, its agents or employees, of and from all liability loss, expenses, judgements (including interest thereon), including Attorney's fees.

Since Contractor hereunder shall be an independent Contractor and not agent, servant, or employee of Owner, Contractor assumes full responsibility for compliance with any and all Federal, State or municipal laws, ordinances, and regulations, including (but not limited to) those having to do with labor, wages and benefits, or taxes and duties collectible from employees under all applicable provisions of the law.

Should the Company choose to subcontract, the Company shall remain fully responsible for the performance of all obligations, which it is required to perform under the Contract. Any subcontract entered into by the Company shall name the Town as a third party beneficiary.

Insurance:

Unless otherwise specified, the Contractor shall, before commencing work hereunder, procure and thereafter maintain policies of insurance satisfactory to the Owner covering the liabilities assumed above in the following minimum amounts.

Property Damage	\$1,000,000 (each accident)
Bodily Injury	\$1,000,000 (each person)
Workmen's Compensation Insurance	All liabilities imposed by Workmen's Compensation Statutes
Employer's Liability Insurance	\$ 100,000
Contractual Liability Insurance	\$1,000,000

Completed Operations Insurance

\$ 500,000

Owned, Hired and Non-Ownership Vehicle Bodily Injury and Property Damage to the following Limits:

-bodily injury	\$ 500,000 (each person)
-accidental death	\$1,000,000 (each accident)
-property damage	\$1,000,000 (each accident)

The Contractor agrees to file with the Owner before commencing work hereunder, copies of policies of such insurance which shall contain by endorsement, the specific liabilities assumed above, together with certificates of insurance which shall contain a provision that no change in the amount of said insurance, or termination thereof, shall take place without previous 10 days written notice to the Owner and its written consent to change or termination.

Best and Final Offer (BAFO)

If the Town determines a BAFO is necessary, it shall request one from the Offeror. The Offeror shall submit its BAFO and any BAFO received after the deadline or not received shall not be considered.

Bid Security

In the form of a bid bond, certified check, Treasurer's Check or Cashier's Check in the amount of five (5) percent of the bid amount must accompany each bid.

Prevailing wage, OSHA Safety Training and Apprenticeship Requirements

Bidders must comply with the provisions of the Rhode Island labor laws, including R.I. Gen. Laws §§ 37-13-1 et seq. and occupational safety laws, including R.I. Gen. Laws §§ 28-20-1 et seq. These laws mandate for public works construction projects the payment of prevailing wage rates, the implementation and maintenance of occupational safety standards, and for projects with a minimum value of \$1 Million, the employment of apprentices.

The successful Bidder must submit certifications of compliance with these laws from each of its subcontractors prior to their commencement of any work. Prevailing wage rates, apprenticeship requirements, and other workforce and safety regulations are accessible at www.dlt.ri.gov.

VENDOR RESPONSIBILITY FORM

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

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

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

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

Name of Bidder: _____

Address: _____

Telephone #: _____

By: _____

Printed Name and Title

By: _____

Signature

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, leave 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: _____
Print Name of Company

Address: _____

By: _____
Signature of Person Authorized to Sign Bid

Print Name and Title of Person Authorized to Sign Bid

TOWN OF COVENTRY, RI

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 (Print)

By: _____

Signature of Person Authorized to Sign

Name and Title of Signatory (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: _____

REQUIRED ATTACHMENTS

Each bid shall be accompanied by the following:

- a) Itemized quote of project
- b) Bidder Information Form
- c) Anti-Collusion Certificate for Contract and Force Account
- d) Proof of insurance matching or exceeding stated requirements
- e) Vendor Responsibility Form; and
- f) Equal Opportunity Employer Form.
- g) 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; and,