REQUEST FOR PROPOSAL
PROFESSIONAL DESIGN SERVICES
MEADOWOOD HISTORIC TOBACCO BARN RESTORATION

The Town of Simsbury, through its Engineering Department, is soliciting proposals from qualified firms for professional engineering services, for the design and preparation of construction documents for permanent restoration work for the Meadowood Historic Tobacco Barns. Three barns exist along Firetown Road to the west of the Firetown Road intersection with Barndoor Hills Road and two barns exist to the north of Hoskins Road to the east of the Hoskins Road intersection with Clifdon Drive, see Figures 1 and 2. The goal of this engagement is that at least one of the barns along Firetown Road are to be restored to be occupiable. A Cursory Engineering Inspection Report was performed and is included as Figure 3.

Please find the following enclosures:
Attachment A: Scope of Services
Attachment B: Insurance Requirements
Attachment C: Ethics Form

The Town of Simsbury reserves the rights: to accept any, all or any part of proposal; to reject any, all, or any part of proposal; to waive any non-material deficiencies in proposal response; and to award the contract of services that is in its judgement will be in the Town’s best interests.

The Town of Simsbury is an equal opportunity/affirmative action employer. Small business enterprises, woman owned businesses, and minority owned businesses are encouraged to participate.

Questions regarding this Request should be directed to Daniel Gannon via email at dgannon@simsbury-ct.gov. Responses to all salient questions will be provided by addendum and sent via email to all consultants invited to bid.

Amy Meriwether, Director of Finance / Treasurer
Town of Simsbury
TOWN OF SIMSBURY, CONNECTICUT

PROFESSIONAL DESIGN SERVICES

MEADOWOOD HISTORIC TOBACCO BARN RESTORATION

SCOPE OF WORK

Town of Simsbury (the “Town”), through its Engineering Department, is requesting proposals for professional engineering consultant services for the design and preparation of bidding and construction documents for permanent restoration of the Meadowood Historic Tobacco Barns. These barns have historically been used for agriculture by prior owners since before 1934, based on historical photographs. The scope of work includes assistance with bidding and contract award, and construction administrative services.

The intent of the restoration is to stabilize and preserve the barns through bracing and/or replacement of structural members and restore the outside of the barns through collaboration with State Historic Preservation Office (SHPO) staff. The ultimate goal for this project is to not only rehabilitate the structures and retain the integrity of the historic tobacco barns, but provide a location along Firetown Road which residents of the Town of Simsbury can create a site to honor the legacy of Martin Luther King Jr. who worked on the land at one time and view the historical attributes of the barns. This will result in at least one of the barns to be occupiable as a utility structure.

A cursory inspection report of the barns was performed through outside services and is provided as Figure 3. Professional engineering consultant services are intended to be comprehensive and include all aspects required to prepare and submit the Historic Restoration Fund Grant Application (HRF) through SHPO office, generate drawings, bid documents, technical specifications, permits, construction cost estimates, and assist with construction engineering services. Other Services may be required that are deemed to be in the best interest of the Town of Simsbury.

Scope of Services

The following scope of services is anticipated, but not limited to, for the project:

Phase 1 – Evaluate Barns, Preliminary Design and Construction Documents

- Evaluation of Historical Tobacco Barns
- Project Coordination including meetings with Town representatives
- Preliminary Design of Historical Tobacco Barns
Phase 2 – Preparation of Historic Restoration Fund Grant (HRF) through SHPO

- Preparation of Historic Restoration Fund Grant Application
- Submission of HRF Grant Application to SHPO
- Project Coordination including meetings with Town representatives and SHPO staff

Phase 3 – Design and Construction Documents

- Development of Plans and Construction Details
- Development of Cost Estimate
- Development of Specifications
- Submission of all Construction Documents to Town for review, and schedule a review meeting
- Preparation of permits for Town, as may be required

Phase 4 – Bidding Assistance

- Development of Bidding Documents
- Notify interested bidders that might meet the Town’s requirements
- Receive Bidder questions & issue addenda
- Review Bids & Provide recommendation of contract award to the Town
- Prepare Construction Contract Documents for execution by Town

Phase 5 – Construction Engineering (CE) Services

- Preparation of Historic Restoration Fund Grant Application
- Development of Preliminary Plans and Construction Details
- Development of Preliminary Cost Estimate

PROJECT SCHEDULE

Submission of Historic Restoration Fund (HRF) Grant Application is expected by the next available SHPO meeting after receiving written Notice-to-Proceed which is anticipated by July 1, 2022. Design and construction documents are expected to be completed concurrently with the HRF Grant Application. Bidding for the construction is expected in Fall 2022 and construction of the repairs is expected before Winter 2022.

PROPOSAL & SELECTION

Interested firms are requested to submit two (2) copies of qualification data and one (1) electronic version via USB flash drive. The interested firm should also submit a detailed fee schedule, in a separate sealed envelope, to Amy Meriwether, Director of Finance, Town of Simsbury, 933 Hopmeadow St, Simsbury, CT 06070 by Thursday, June 9, 2022 at 2:00pm.
Each RFQ/RFP response/submission shall be delivered in a sealed envelope or package clearly identified as “MEADOWOOD HISTORIC TOBACCO BARN RESTORATION, TOWN OF SIMSBURY”. Fee Proposals should be submitted in a separately sealed envelope or package clearly identified as “Fee Proposal: MEADOWOOD HISTORIC TOBACCO BARN RESTORATION, TOWN OF SIMSBURY”.

**RESPONSE FORMAT**

Please provide the following information:

**Company Profile:**

A company profile, including the firm name, business address, telephone number, year established (include former firm names and year(s) established, if applicable), type of Township, and parent company, if any.

**Experience:**

Provide information indicative of experience on other projects (please limit to five projects) of similar complexity that document successful and reliable experience in past performance within the last seven (7) years, as is related to this proposal. Identify local governmental clients for whom similar services have been provided, including name of client, client contact person, description of services performed. Provide resumes of key staff.

**Personnel:**

Provide an organizational chart, short form resumes, and summary of staff qualifications. Demonstrate current capacity and current expertise in structural work. Respondent shall document knowledge and experience of personnel in structural engineering, structural rehabilitation, and any relevant expertise.

**Conflicts:**

All Respondents must certify that neither the Respondent, nor any employee thereof, has any conflict of interest, either direct or indirect, in connection with the services sought herein, pursuant to Federal or State law. If so, state the name and address of the other contracting party and reason.

**Technical Approach:**

Provide a description of the Proposer's approach to the project, including implementation of the RFP Scope of Services, Estimated schedule for work completion, estimated staff hours for the various tasks, and any other relevant information. List any permitting that will be required and any alternate or innovative approaches that can be taken on this project.

**References:**

The respondent shall provide references for five (5) structural rehabilitation projects of similar size performed over the past seven (7) years (projects on historical structures and timber barns).
Include the client name, project cost, and a brief summary of work, along with name, address, and phone number of a responsible contact person.

**Capacity/Schedule:**
Capacity to perform services timely for the Town is critical and could be impacted by other obligations firms may have in the general area. Provide a typical schedule outlining the numbers of staff you would assign to a project and their responsibilities.

**Fee:**
Include fee table divided by task, include design phase tasks, including for preliminary, 90%, and final design, bidding phase tasks, and construction phase tasks. Fees should be provided as hourly not to exceed. No extra payment will be provided for mileage. Firm should include all tasks that they deem are necessary to provide the services requested in this proposal, even if they are not specifically called out in this document.

**QUESTIONS:**
Any questions about this project should be directed to Mr. Daniel F. Gannon, Project Engineer, dgannon@simsbury-ct.gov, or mailed to Town of Simsbury, Engineering Department, 933 Hopmeadow St., Simsbury, CT 06070. To receive consideration, such questions must be received by Thursday, June 2, 2022 at 3:00pm. No oral interpretations shall be made to any respondent as to the meaning of any of the documents. Every request for an interpretation shall be made in writing. The Town will respond to all appropriate questions received via an addendum available to all prospective consultants. Such addenda will become part of this Request for Proposals and the resulting contract. At least three (3) days prior to the receipt of proposals, the Town will post a copy of any addenda to its website located at: https://www.simsbury-ct.gov/finance/pages/public-bids-and-rfp
It shall be the responsibility of each prospective proposer to determine whether addenda have been issued, and if so, to download copies directly from the Town’s website.

**SELECTION:**
The Town of Simsbury will review all proposals to determine the firm that can best meet the needs of the Town for the restoration of the Meadowood Historic Tobacco Barns. This will include consideration of fee, company history, references and any other pertinent information.

**TAX EXEMPTIONS:**
The consultant shall be aware that the Town of Simsbury is exempt from Federal Excise Taxes and Connecticut Sales and Use Taxes. Appropriate tax-exempt forms will be provided to the successful consultants(s) as part of the contract award process.
ATTACHMENT B: INSURANCE REQUIREMENTS

The Consultant must carry insurance under which the Town is named as an assured, as follows:

Such insurance must be by insurance companies licensed to write such insurance in Connecticut against the following risks with the following minimum amounts and minimum durations.

<table>
<thead>
<tr>
<th>A. General Liability (including, Contractual Liability, Products, Premises Completed Operations, Advertising Injury and Independent Contractors)</th>
<th></th>
<th>(Minimum Limits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each Occurrence</td>
<td>$1,000,000</td>
<td></td>
</tr>
<tr>
<td>General Aggregate</td>
<td>$2,000,000</td>
<td></td>
</tr>
<tr>
<td>Products/Completed Operations Aggregate</td>
<td>$2,000,000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Professional Liability</th>
<th>Each Claim or Each Occurrence</th>
<th>$1,000,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggregate</td>
<td>$1,000,000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Auto Liability</th>
<th>Combined Single Limit</th>
<th>$1,000,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each Accident</td>
<td></td>
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</tbody>
</table>

D. Worker's Compensation, as required by State Statute

Insurances A, B, and C must provide for a 30 day notice to the Town of cancellation/or restrictive amendment.

Insurances A and C must be for the whole duration of the contract and for twelve (12) months after acceptance of the project by the Town.

Subcontractors must carry A, and C in the same amounts as above for the duration of the project and until acceptance by the Town.

Certificates of insurance must be submitted to the Town of Simsbury Engineering Department prior to the signing of the contract and within ten days of notification of award of contract. Should any insurance expire or be terminated during the period in which the same is required by this contract, the Engineering Department shall be notified and such expired or terminated insurance must be replaced with new insurance and a new certificate furnished to the Engineering Department.

Failure to provide the required insurance and certificates may, at the option of the Town, be held to be a willful and substantial breach of this contract.
ATTACHMENT C:
CODE OF ETHICS FORM

The Consultant must sign and return the enclosed Code of Ethics Form as part of their bid package.
ACKNOWLEDGEMENT FORM

I have read Section 1103 of the Charter of the Town of Simsbury, the Code of Ethics Ordinance, and the Guidelines issued thereunder. I understand my responsibilities as a Contractor retained by the Town of Simsbury, and I am in compliance with the Charter and the Code of Ethics. I have indicated in the space below any areas of conflict should they arise in matters before our board, commission, agency or department, and I agree to report any future conflicts under the provisions of Section 1103 of the Charter.

Areas of Exception

CONFLICTS OF INTEREST
SECTION 1103

CONFLICTS OF INTEREST. It is hereby declared to be the policy of the Town that any elected or appointed officer, any member of any board or commission or any employee of the Town who has a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or any board or commission, shall disclose that interest to the Board of Selectmen, which shall record such disclosure upon the official record of its meetings. Such disclosure of a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the town or of any board or commission shall disqualify such elected or appointed official or such member of a board of commission or such town employee from participation in the awarding, assignment or discussion of said contract, transaction or decision. Violation by any such official, board or commission member or employee of the provisions of this section shall be grounds for his/her removal.

____________________________
Signature

____________________________
Name (Please Print)

____________________________
Date

A copy of the Town Code is available from the Office of the Town Clerk or is available online at http://www.simsbury-ct.gov/sites/simsburyct/files/file/file/towncode_1.pdf
This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

Figure 1 - Firetown Road
This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.
Mr. Thomas J. Roy, P.E.
Director
Town of Simsbury Public Works
66 Town Forest Road
West Simsbury, CT 06092
Email: troy@simsbury-ct.gov

Reference: Inspection of Firetown Road Tobacco Barns

Dear Mr. Roy

At your request, on October 7, 2021 Mr. James L. Silva, P.E. Principal (Silva Engineering, LLC) conducted a cursory visual inspection of the Firetown Road Tobacco Barns in order to review the present condition of the Barns and to assess possible general stabilization requirements. Mr. Michael Glidden (Simsbury Director of Planning) also attend the site meeting.

The inspection and evaluation was prompted by recent observations and reports of a significant list of Barn No. 1 (see Photo No. 1 below.) Due to the visible level of sway of Barn No. 1 towards the east, the Town had closed a portion of Firetown Road as a safety precaution on October 6, 2021.
BARN NO. 1

Access into Barn No. 1 was made from the south end of the building. Daylight was visible through large areas of the roof (See Photo No. 2), and many of the wood framing members had areas of visible excessive moisture. Significant decay of the timber sills was observed, particularly at the north end (streetside) of the building. Along the north portion of the east wall, the wood sill was observed to have shifted off the concrete pier foundations, resulting in an extreme eastward tilt of the east wall. This outward wall displacement also affected the two interior column lines that run in the north/south direction. (See Photos No. 3 – No. 5).

Due to the level of visible decay, along with the excessive easterly displacement and instability of the structure, we find that the structure is in imminent danger of collapse. In our opinion, restoration or temporary stabilization of the structure is not feasible. It is our recommendation that the structure be demolished as soon as feasible, preferably before the next rain or wind event.

Photo No. 2
Barn No. 1 - View from south towards north end of Barn (Center and East Bay)
Photo No. 3
Barn No. 1 - Enlarged View of partial collapse of Barn Framing System
(Center and East Bay)

Photo No. 4
Barn No. 1 - View from south towards north end of Barn
(West and Center Bay)
EXISTING CONDITIONS – BARNs No. 2 through No. 5

After completing the inspection of Barn No. 1, Barns No. 2 through No. 5 were also inspected. In general, intermittent external guy wire systems were installed on the east and west side of the structures, however, many of the guy wires were observed to be either missing, loose or broken. Additionally, significant vegetative growth is adjacent to and attaching to the structures. The following are our general observations.

Barn No. 2

The existing structural condition of this barn is similar to, but not as advanced as that which was observed in Barn No. 1. There were indications of advanced decay of the sill, and initial shifting of the east wall off the concrete pier foundations. The interior columns showed signs of slight displacement. The outward list of the east wall is also not as significant as Barn No. 1.

Barn No. 3

The structural members of this barn are in generally fair condition. Though there were areas of decay along the sill, the sill was still set on the piers, and lateral displacement was limited.

Barn No. 4

Large openings in the roof have caused significant decay to the sills and lower portions of the structure. There was significant moisture visible in the structural members.
Barn No. 5
The interior was not accessible for inspection. Shifting of the sill was observed on the east wall at the south corner from the exterior of the structure.

GENERAL RECOMMENDATIONS – BARNs No. 2 through No. 5

In order to maintain the structural integrity and to allow for future of preservation of the Barns, we recommend immediate stabilization efforts be implemented.

Based on the general and brief inspection of the structures, we recommend the following efforts be implemented in the immediate future:

- Install temporary roofing system to prevent water infiltration
  Note: A temporary roofing system may increase potential snow loads to the structure, and partial collapse of the roof system may occur where there is decay in roof rafters.
- Reinstallation / repair / replacement of guy wire systems
- Stabilization / temporary shoring of walls and sills
- Removal of vegetation from surrounding areas of building

Please contact this office if you need further assistance, or if you have any questions regarding our observations and recommendations.

Sincerely,

SILVA ENGINEERING, LLC

James L. Silva, P.E.
Principal