

REQUEST FOR BID

Town of Lisbon

1 Newent Road, Lisbon, CT 06351

The Town of Lisbon is seeking a Request For Bid (RFB) for contracting services (Contractor, Bidder or Proposer) for period window sash replacement and related work on the Historic Burnham Tavern located at 223 North Burnham Highway, State Route 169. The Project is funded by ARPA funds administered through the Town of Lisbon, CT. Work must be done in accordance with State Historic Preservation Office (SHPO) standards. Contractors or Proposers/Bidders must meet the professional qualification standards for historic or architectural contractors of the National Park Service, Professional Minimum Qualification Standards 36 CFR 61. The Burnham Tavern is listed on the National Register, therefore skill and experience with historic structures is mandatory.

Sealed proposals must be received by Friday, April 21, 2023 at 10:00 AM prevailing time. The Town of Lisbon and the Lisbon Historical Society (Town & LHS) reserves the right to award in part, to reject all proposals in whole or in part, or waive technical defects, irregularities, and omissions if, in its judgment, the best interest of the Town and the LHS, will be served.

The request for proposal is available from the Office of the First Selectman, Lisbon Town Hall, 1 Newent Road, Lisbon CT 06351, or on the Town's website: <https://www.lisbonct.com/home/pages/bids-rfqs-rfps>

The Town of Lisbon is an Affirmative Action / Equal Opportunity Employer. Women and Minorities are encouraged to submit a bid.

This project received funds disbursed to the Town by the State from Federal ARPA Funds. Regulations of the State of Connecticut prohibit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability.

SELECTION CRITERIA: The selection for award will be based on lowest responsible and qualified Bidder. Responsibility will be evaluated based on the candidate's previous experience, qualifications, references, and the ability to complete the work within the allotted budget and period. The Bidder must have worked on other historic buildings and must ensure the Town and LHS of their ability to perform this work on such an historic building. In contracting work to another vendor, the Contractor must assure the Town and LHS that the sub-contractor is highly qualified to perform such work and they may be required to show examples of the work performed on other historic structures. To ensure the safety and freedom from liability to the Town and the LHS, the Contractor, on-site workers, and sub-contractors of the main contractor must provide documents proving one-million dollars liability insurance.

DESCRIPTION OF PROJECT

The Burnham Tavern is built with the old English construction method of planking. There are no studs. It is estimated the building was built about 1760 as a tavern, community-gathering place for legal hearings, a stop for stagecoaches changing horses on the run from Norwich to Woodstock, CT, and a point for military assemblies for the Revolutionary War, and, perhaps, the war of 1812. The objective of the LHS is to restore the structure to an appearance as shown in the accompanying photograph (page 2) believed to be of the late 1800s or early 1900s.



The photograph below shows siding, windows, trim and front door treatment believed to be close to the 1700s – 1800s appearance.



HOUSEKEEPING AND LIAISON MATTERS

- The Contractor must support research to provide suggestions and planning to accomplish the authentic restoration.
- The Contractor needs to then execute the planning and construction using materials and authentic techniques appropriate for historic restoration of the building.
- The window work on 31 windows will be performed on all four sides of the building, including the Ell or extension pantry at the back of the building, and the transom above the front door on what is roughly the east side or Rt. 169 (North Burnham Highway) side of the building.

- The Contractor will perform their work in a neat and workman-like manner. This includes site cleanup, raking of waste into piles, proper disposal of waste matter from lunches, soft drinks, or water bottles, no smoking in or within 100' (one hundred feet) of the building.
- The LHS will provide a portable toilet at no cost to the Contractor and that shall be maintained weekly.
- The LHS will provide a dumpster, or a pile site will be made by the Contractor, and removal of wood waste or glass will be at no cost to the Contractor. The Contractor will be expected to assist in loading a truck or dumpster for removal. Tipping fees will be paid by the LHS.

The Contractor will coordinate with the Project Coordinator (PC), Kenneth E. Mahler, LHS Treasurer and Chair Building and Grounds Committee. The Project may be subject to site inspections conducted by the State Historic Preservation Office (SHPO) in Hartford, CT, or the Lisbon Building Inspector. Work on this Project will be governed by the PC. No other party, individual or committee will instruct the Contractor. Comments, recommendations, or criticisms will be funneled through the PC.

SCOPE OF WORK

The bullet items for this Bid appear below:

1. All surfaces, both retained and new window frames, sills, and exterior casings will be scraped primed and painted finished with two coats Benjamin Moore Oil primer and Benjamin Moore or Sherwin Williams flat latex paint.
2. The number of coats on tracks will be limited to provide for easy sliding.
3. Exterior casing and sill will be replaced where necessary to original specifications.
4. Felt paper strips will be installed behind all window side casings.
5. New sash will be constructed and installed to fit existing frames.
6. Every effort must be made to maintain original material that is in good and restorable condition.
7. Fastenings will be as original, to include cut nails for original trim. No changes may be made without the approval of the PC.
8. The Contractor will, each evening, cover open window surfaces with plywood or a firm panel to protect the opening from vandals and the weather.
9. The number of lights on the transom above the front door is subject to discussion with the PC. Those lights may be eliminated if it is decided the front door will not be shortened to permit such lights.
10. Window lights replaced should be interspersed with period glass with about 50% clear and 50% with traditional waves.
11. Photographs of "work progress" must be taken during all stages of construction. A camera will be provided, and some photographs may be taken using a phone camera if the digital camera provided will not be safe or convenient to the operator.
12. All photographs must be sent to LHS and become the property of the LHS but may be used by the Contractor for advertising or future job reference.
13. Window sash details follow:
 - a) At its expense the LHS has utilized its regular historic restoration carpenter to create Exhibit one (1) of five (5) pages that show the requirements for restoring each of the 31 window treatments.
 - b) The front, left, and right-side window openings will be 12 over 12 as seen in the accompanying photograph detail.
 - c) Rear and left side of the building will be 9 over 6.
 - d) Pantry or ell will be 6 over 6.
 - e) Attic windows are 6 over 6.
 - f) Mortis and tenon joints with wood pins will be used for sash frames.

- g) 18th century style mutton strips will be used.
- h) In consideration of the important nature of the wood in fashioning new sashes the LHS will provide the wood from a vendor already selected with special close grained Canadian or western pine. The Contractor need only provide the board feet needed for replacement sashes.
- i) All sashes glazed, primed, painted and fitted to existing openings.

PROJECT TIMETABLE (Dates shown are latest, but work may be accomplished earlier).

The Project may begin as soon as the bids are opened, and the Contractor approved and building permits issued. The Contractor will be responsible for preparing permits. They will be submitted to the Town by the PC and likely fees will be waived. The completion shall be on October 31, 2023.

REQUEST FOR BID CONDITIONS:

- All proposals in response to this Bid are to be the sole property of Lisbon.
- All materials and sub-contractors associated with this Project are subject to the terms of State laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws.
- Timing and sequence of events resulting from this Bid will ultimately be determined by the Town.
- The Town may amend or cancel this RFB, prior to the due date and time, if it deems it to be necessary, appropriate, or otherwise in the best interest of the Town.
- Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a Bid not being considered.
- The Proposer must certify that the personnel identified in its response to this RFB will be the persons assigned to the Project.
- Any additions, deletions or changes in personnel assigned to the Project must be approved by the Town and PC in advance of their exclusion or inclusion, apart from personnel who have terminated employment.
- Replacements for personnel who have terminated employment are subject to approval by the Town.
- At its discretion, the Town may require removal and replacement of any of the Proposer's personnel who do not perform adequately on the Project in the sole opinion of the Town's PC, regardless of whether they were previously approved.
- Any costs and expenses incurred by Proposers in preparing or submitting Bids are the sole responsibility of the Proposer.
- A Proposer must be prepared to present evidence of financial condition necessary to satisfactorily meet the requirements set forth or implied in the proposal.
- No additions or changes to the original proposal will be allowed after submission. In some cases, Proposers may be asked to give demonstrations, interviews, presentations, or further explanation to Town or PC.
- The Proposer represents and warrants that the proposal is not made in connection with any other Proposer and is in all respects fair and without collusion or fraud.
- The Proposer further represents and warrants that the Proposer did not participate in any part of the RFB development process, had no knowledge of the specific contents of the RFB prior to its issuance, and that no agent, representative or employee of the Town participated directly in the Proposer's proposal preparation.
- The Proposer must accept the Town standard contract language and conditions.

- The contract will represent the entire agreement between the Proposer and the Town and will supersede all prior negotiations, representations, or agreements, alleged, or made, between the parties.
- The Town shall assume no liability for payment of services under the terms of the contract until the successful Proposer is notified that the contract has been accepted and approved by the Town.
- The contract may be amended only by means of a written instrument signed by the Town and the Proposer.
- All Proposers will be permitted one site inspection conducted by a representative of the Town at a time and date negotiated.
- The Town also reserves the right to waive technical defect, irregularities, and omissions if, in its judgment, the best interest of the Town will be served.
- The Town reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a Proposer and subsequently awarding the contract to another Proposer. Such action on the part of the Town shall not constitute a breach of contract on the part of the Town since the contract with the initial Proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the Town and the Proposer.
- The plan of payment for the Project will be 1/3 of the agreed awarded bid at the time of signing, 1/3 when the Project is one-half completed and the final one-third at the time of competition and acceptance by the Town, PC, and LHS of the work performed. Proposer must submit invoices at the afore-mentioned stages in order to receive payment.

PROPOSAL REQUIREMENTS

Proposals must (1) be word processed; (2) be printed on white paper; and (3) use a font size of not less than 10 points. All proposals must be submitted in sealed envelopes or packages addressed to below address.

Proposal must contain the following items:

- Resume
- References-include three (3) letters of reference from recent clients.
- Provide the name, title, company or individual customer address, and phone number for each reference.
- Written Affirmation that the Proposer has read and accepts the RFB's conditions,
- The Contractor's name, title, address, phone number and certificate of insurance.
- The statement must be signed by the Proposer.
- The Proposer shall supply three (3) copies of their proposal.
- All responses to the RFB must conform to the instructions.
- Failure to include any required signatures; provide the required number of copies or any other of the conditions listed herein will be rejected.
- Bids must meet deadlines for submission; late submissions may result in rejection of the proposal.
- Proposals must be submitted in a sealed envelope marked "RFB 2023 -Burnham Tavern Historic Window Restoration" to: **Town of Lisbon, Office of the First Selectman, 1 Newent Road, Lisbon, CT 06351** and must be received by 10:00 A.M prevailing time on Friday, April 21, 2023.
- Questions are to be in writing via email and directed for circulation to and response by a representative of Town: kennethmahler@sbcglobal.net
- The winning RFP will be acknowledged via e-mail to all interested persons.

CONTACT INFORMATION

Proposals transmitted by Fax or Email **will not** be accepted or reviewed. They must be hand delivered or USPS, Fed-X, or UPS mailed.