



City of New Haven
Bureau of Purchases
200 Orange Street, Room 301
New Haven, CT 06510
Tel: 203-946-8201 Fax: 203-946-8206

Honorable Justin Elicker
Mayor

Michael V. Fumiatti, Sr
Purchasing Agent

The City of New Haven ("City") is accepting sealed
Request for Proposals (RFP) for the following:

Request for Proposal

Project Summary

RFP Title: **Planning Study & Emergency Stabilization -198 River St.- Bigelow Boiler Complex**

RFP #: **2021-08-1405**

Projection Description: The City of New Haven is requesting proposals from a consultant with demonstrated experience in stabilizing compromised historic industrial structures and \ utilizing the Secretary of the Interior Standards for Historic Properties for a planning and adaptive reuse study as well as a design of a stabilization plan for The Historic Bigelow Boiler Complex at 198 River Street.

Department: **City Plan**

RFP/Advertise Date: **August 29, 2021**

RFP Due Date: **September 21, 2021**

Opening Time: **11:00 AM**

Pre-Proposal Meeting Date: **September 13, 2021**

Meeting Time: **11:00 AM**

Pre-Proposal Meeting Location: **Site Location: 198 River St, New Haven**

Contract Term: **10-8-2021 to 1-2-2022**

3

Month
s

Renewals
Option(s)
(at the sole
discretion of the
CONH)

Insurance Requirements:

Refer to Rider

4

(This Rider is attached)

Local Preference:

X

YES

NO

Pricing Sheet:

Respondent Supplied

Responses must be submitted in the form and manner specified in this request.

City of New Haven Table of Contents

Item #	Cover Page	
	RFP Summary	
	Table of Contents	
	Instructions to Respondents	
1	RFP Documents	
2	Internet Access	
3	Solicitation Downloads	
4	Inquiries for Clarification	
5	Addendum to RFP Documents	
6	Contract Term	
7	Insurance Requirements	
8	Certification and Licenses	
9	Unit Prices, Bid Quantities and Tax-Exempt Status	
10	Local Preference	
11	Equal Employment Opportunities	
12	Alternates	
13	Pricing Sheet	
14	RFP Process and Submission	
15	RFP Protest	
16	Award of Contract	
17	Execution of Contract	
18	Notice to Proceed	
19	No Purchase Order-No Payment	
20	Electronic Invoicing	
21	Payment Policy	
22	Standard Form of Agreement Exhibit Part 1 & 2 (Not Applicable for this Grant)	
	RFP SPECIFICATIONS	
	FORMS ARE A SEPARATE DOWNLOAD	

INSTRUCTIONS TO RESPONDENTS

1 RFP Documents – the following documents are hereinafter collectively referred to as “RFP Documents” and each a RFP Document.

	RFP Cover Sheet -Invitation with Summary	This document need not be returned with your submission
	Instruction to Respondents	This document need not be returned with your submission
	Specifications	This document need not be returned with your submission
	Attachment to Specifications	This document need not be returned with your submission
1	City Forms Signature Page	Required with your Bid Submission
	Ban the Box Agreement	Acknowledge on City Forms Signature Page
	Certificate of Non-Arrearage	Acknowledge on City Forms Signature Page
	Equal Opportunity Agreement	Acknowledge on City Forms Signature Page
	MBE/WBE-Subcontractor Utilization Agreement	Acknowledge on City Forms Signature Page if this is construction related and in excess of \$150,000
2	Disclosure & Certification Affidavit	Required with your Bid Submission
3	Current Workforce Certificate	Required with your Bid Submission
4	Statement of Qualifications	Required with your Bid Submission
5	PPP - Priority Payment Program application	Required with your Bid Submission
6	Calculation Sheet (Separate Download)	Required with your Bid Submission

- (a) These RFP Documents include a complete set of forms.
- (b) Respondent may not qualify or alter the terms of the solicitation's Bid Table.(if Applicable)
- (c) Responses must be submit through web portal, no hardcopies accepted.
- (d) All costs incurred in the preparation and presentation of this proposal shall be wholly absorbed by the proposer. Any material submitted by the vendor shall become the property of the City of New Haven unless otherwise requested at the time of submission. Any material that is to be considered as confidential in nature must be so marked.

2. Internet Access

- (a) The City cannot guarantee that equipment involved in RFP Submission and/or solicitation technology will be available to provide information or receive transmittals. It is your responsibility to ensure that you have current information and that your Submission is received at the designated location complete and on time. The City is not responsible for the confidentiality of information transmitted over the Internet.
- (b) Downloading solicitations of any type does not obligate the City to send you future notifications of solicitations or addendum updates.
- (c) It is the Respondent's responsibility to review your status on our website and update your contact information accordingly.

3. Solicitation Downloads

- (a) This document may be downloaded from our website at no cost to you. If you require a third party to print the specifications and/or drawings, that cost will be borne by you.

- (b) Drawing File Format: PDF



- (c) Click on the above link if you don't have Adobe Acrobat and you wish to view the files in PDF format.

- (d) **Drawings** - The following three local firms are examples of companies that can reproduce drawings and/or any portion of the documents. These suggestions are not to be considered endorsements in any way. Any other firm with the AutoCAD, DWG, DXF, DWF & CSF Viewers will also be able to reproduce the drawing files.

4. Inquiries for Clarification

- (a) The City will not respond to a Respondent's request(s) for oral interpretation and/or clarification of the RFP Specifications for any reason.
- (b) The City will respond to a Respondent's written request(s) for interpretation and/or clarification of the RFP Specifications.
 - (1) Any written Inquiry for Clarification must be received seven (7) or more business days prior to the RFP Opening Date and Time. Any request received by the City after this deadline will not be given consideration.
 - (2) Every request for such an interpretation shall be made in writing via email to: <https://newhavenct.bonfirehub.com/portal>
 - (3) Please do not send questions or requests for clarification in a PDF format.
 - (4) Every interpretation made to a Respondent will be in the form of an Addendum to the RFP Documents.

5. Addendum to RFP Documents

- (a) All Addenda to the RFP Documents shall become part of the RFP. Respondents are required to check the Website for Addendum. Each Respondent shall be bound by such Addenda whether or not received/viewed by the Respondent.
- (b) Questions are submitted through your account and the selected solicitation Web Address: <https://newhavenct.bonfirehub.com/portal> , in the overview of Project details go to the "Opportunity Q&A" section" to submit your question(s)
- (c) Addendums regarding Inquires for Clarification will be posted on the City website, not less than five (5) calendar days prior to the RFP Opening Date and Time.
- (d) Addendums regarding extension of time will be posted on the City website, any time prior to the RFP Opening Date and Time.

6. Contract Term – (See RFP Summary for applicability)

- (a) The term of the contract as a result of this solicitation shall be as stated in the RFP Summary and/or the Specifications. If there are any options to renew, all renewals will be at the sole discretion of the City and pursuant to the same terms and conditions.

7. Insurance Requirements – see attached Rider

- (a) Insurance will be required for the entire term of the contract. COI are to be emailed to your project contact(see award notice) and NHpurchasingCOI@newhavenct.gov.
- (b) Renewal Certificates of insurance should email to your project contact:

8. Certification and Licenses

- (a) If the service(s) that you are providing is a service for which a certification, license or other form of qualification is required, please provide documentation with your statement of qualifications.

9. Unit Prices, RFP Quantities and Tax-Exempt Status

- (a) The Unit Prices for each of the RFP items include its pro rata share of overhead so that the sum of the products obtained by multiplying the quantity shown for each item by the unit price represents the total RFP. Special attention is called to this section because in the event it is necessary to revise the quantities, increase or decrease thereof may be made without limit and adjustment and compensation shall be made on the basis of the Unit Prices for such items.
- (b) Unit Prices should not include federal excise or state sales taxes. State Sales Tax is exempt under Connecticut General State Statute Sec. 12-412. The City is also exempt from transportation taxes when goods are consigned to the City. Tax Exemption certificates will be furnished by the Supervisory Auditor - Accounts Payable upon satisfactory proof of delivery to the City.
- (c) It is understood and agreed that the Unit Prices shall control the Contract award.
- (d) The quantities noted in this RFP are approximate (estimated only for use in comparing RFPs); and that the sums obtained by multiplying the Unit Prices by the estimated quantities, and also the Total of these sums, are inserted for the purpose of checking this RFP and for the convenience of the Respondent. The Unit Prices paid are for the actual ordered quantities only.
- (e) Shipments should be consigned to the City in care of the Respondent.

10. Local Preference Ordinance – (See RFP Summary for applicability)

- (a) For the purpose of this section, "City Based Business" shall mean a business with a principal place of business located within the City of New Haven. A "City Based Business" shall maintain such status throughout the term of any Contract with the City. Failure to maintain such status shall be grounds for the City to terminate said Contract.
- (b) To be considered a City Based Business you must submit satisfactory proof to the Purchasing Agent of your current City of New Haven address. Some examples of proof include are, but not limited to:
 - (1) Proof of payment of City of New Haven Real Estate tax bill(s)
 - (2) A current, long term lease in the City of New Haven
 - (3) Proof of payment of City of New Haven Personal Property tax bill(s)
- (c) The Local Preference ordinance can be found in Section 2-483 of the City of New Haven's Code. Please review for further details.

11. Equal Employment Opportunity

The City will terminate any contract without accepting liability for any incomplete work if it is found that the Contractor has violated any of the provisions of Executive Orders 11246 and 11374, Connecticut Fair Employment Practice Act, and Chapter 12 ½ of the code of Ordinances of the City of New Haven, incorporated herein by reference. The City reserves the right to incorporate into the contract any additional provisions relating to Equal Employment, including an Affirmative Action Agreement

12. Alternate RFPs

- (a) No alternate RFPs will be considered, unless alternate RFPs are specifically requested by the City.

13. Pricing Sheet - (See RFP Summary for applicability)

- (a) Please provide your pricing matrix on a page or section of its own. The City of New Haven must be readily able to discern your pricing proposal at a quick glance.

14. RFP Process and Submission

(a) RFP Process (Only Digital Responses Accepted)

- (1) Early Submittal of RFPs - RFPs received prior to the advertised hour of opening will be securely kept sealed and unopened.
- (2) RFP Opening - At the time and place fixed for the opening of RFPs, the City will open and publicly read aloud the name of every RFP respondent that received is by the submission deadline. Respondents and other interested parties may be present, in person or by representative.
- (3) Late Submittals - with the advent of complete digital bidding, no response will be accepted after the closing date and time
- (4) Withdrawal of RFPs - - Response may be withdrawn by you prior to the RFP Closing Date and Time by you retracting your digital bid submission.
- (5) RFP Rejections - The City reserves the right to reject any and all RFPs which do not meet the requirements of a lowest qualified responsible Respondent. Some reasons for rejection include but *are not limited to*: altered or qualified Calculation Sheet, a non-Web based Calculation Sheet, non-conforming Bid Bonds, incomplete or erroneous paperwork, late RFP Submission, Unbalanced High or Low Unit Pricing, and/or not habitually performing with the Respondent's own forces.
- (6) RFP Rejection Notification - Should the City reject a RFP for any reason, the Respondent shall be notified. In case of such rejection, the City will return any Bonds to the Respondent(s). No other part of a RFP Submission will be returned.

(b) RFP Submission

- (1) Electronic Submissions- (Only Digital Responses Accepted)
 - a. Follow instruction on the portal for bid submission – all required forms are indicated as such.
- (2) An RFP must be submitted in a digital format through the procurement portal. All blank spaces must be filled in as noted. RFP responses must give the prices in numerical figures when requested. When submitting your response electronically through our web site, changes are allowed up until your final RFP Submission.
- (3) The Respondent shall sign their RFP in the blank space provided for this purpose. If the RFP is made by a partnership or corporation, the name and address of the partnership or corporation shall be indicated and the RFP Submission and must be acknowledged by a corporate officer as applicable. Any partner of corporate stockholder owning 25% or more of the business shall also be disclosed.
- (4) The City may consider any RFP not prepared and submitted in accordance with the provisions hereof, and may, at its option, waive any informalities.
- (5) No Respondent may withdraw a RFP within one hundred twenty (120) days after the actual date of the opening thereof.

15. RFP Protest

- (a) Any RFP protest must be submitted in writing. Respondents may file a written protest of the

RFP results with the City's Purchasing Agent, within 48 hours of the posting of the RFP results on the City Website.

- (b) A protest must be submitted via email, purchasing@newhavenct.gov, or Fax, 203-946-8206.
- (c) The City will acknowledge receipt of written protest. If the Purchasing Agent or representative has not acknowledged receipt of the protest by the close of business on the following day, please contact the Bureau of Purchases at 203-946-8201 or by Fax at 203-946-8206.

16. Award of Agreement

- (a) The City will endeavor to award a contract for this RFP within one hundred and twenty (120) days after the date of the RFP opening. All Respondents acknowledge their RFP submittal will be valid for the duration of the one hundred and twenty (120) days timeframe.
- (b) The City reserves the right to separately RFP or secure pricing from additional contractors that may relate to the goods and/or services in the instant RFP, whether such goods and/or services are additional to the quantities stated in the instant RFP.
- (c) The City will not award to any contractor who is ineligible under any of applicable regulations issued by the Secretary of Labor and United States Department of Labor.
- (d) The City will not award to any contractor who is not qualified under applicable State and local laws and regulations.
- (e) Without limiting the generalities of the foregoing, a contractor will be deemed ineligible if they are not current with any taxes or other outstanding obligations to the City of New Haven.
- (f) Should a Contract be awarded, it will be awarded based upon the committees scoring of the review criterion. The requesting department will convene a committee to review the RFP and provide a recommendation to award or reject all proposals.
- (g) Availability of funds – The awarding of all contracts is contingent upon availability of appropriate funds. If funding is not available at the time of award and/or execution of the contract the City reserves the right to cancel the RFP.
- (h) All Bid Bonds (if required) will be returned to all Respondents upon the execution of the contract documents to the awarded Respondent.
- (i) Certificate of Insurance must be email to project manager(see award notice) and to NHpurchasingCOI@newhavenct.gov

17. Execution of Agreement

- (a) In executing the Agreement, the Awardee will be required to reaffirm and restate any and all representations made in its RFP Submission.
- (b) Subsequent to the notice of award and within ten (10) days after the prescribed forms are presented for signature, the Awardee shall execute and deliver to the City the Agreement in the form included in the Contract Documents, in such number of copies as the City shall require.
- (c) The failure of the Awardee to execute such Agreement, pay any taxes due, to supply the required bonds or submit the Certificate of Insurance, all within ten (10) days after the prescribed forms are presented for signature, or within such extended period as the City grants based upon reasons determined sufficient by the City, shall constitute a default and the City reserves the right to any remedies available at law or in equity including pursuit of RFP Bond. The City may either award the Contract to the next lowest responsible Respondent or re-advertise for RFPs.

- (d) Performance Labor and Material Bonds - (see RFP Summary for applicability)
Having satisfied all conditions of award as set forth elsewhere in these documents, the successful Respondent shall, within the period specified in paragraph "A" above, furnish a bond in a penal sum not less than the amount of the Contract as awarded, as security for the faithful performance of the Contract, and a labor and material bond for payment of all persons, firms or corporations to whom the Contractor may become legally indebted for labor, materials, tools, equipment, or services of any nature including utility and transportation services, employed or used by him in performing the work. Such bonds shall be in the same form as those included in the RFP Documents and shall bear the same date, or a date subsequent to that of the Agreement. These bonds shall be signed and issued by a guaranty or surety company satisfactory to the City, authorized and qualified to do business in the State of Connecticut, and listed in the latest issue of the U.S. Treasury Circular 570, and the penal sum of any such bond shall be within the maximum specified for such company in said Circular 570. The current power of attorney for the person who signs for any surety company shall be attached to such bonds.

18. Notice to Proceed.

Once a contract is executed the City department responsible for requesting the work will issue a Notice to Proceed.

19. No Purchase Order – No Payment Policy (see Website for more Details)

The City of New Haven has implemented a 'No Purchase Order, No Payment Policy' effective July 1, 2019 to reduce cost overruns, unauthorized work, while automating the steps for payment of invoices. This means that without an official Purchase Order number and/or enough unencumbered funds available, payment of supplier invoices will be rejected or significantly delayed until the change order or adjustments can be processed and approved.

This policy aims to ensure that:

- a) All spend shall be supported by an authorized PO prior to requesting the provision of goods/services;
- b) Efficient processes are implemented so that goods are delivered when required;
- c) The recipient of the goods shall receipt in Munis as soon as the goods are delivered/services performed (i.e. not upon receipt of the invoice);
- d) Cost control is effective and therefore:
 - i. all expenditure incurred by the City of New Haven is valid and appropriately authorized; and
 - ii. minimizing transactional costs associated with payment for goods and services;

20. Electronic Invoice

https://www.newhavenct.gov/gov/depts/purchasing_division/e_invoicing_policy.htm

21. Payment Policy

https://www.newhavenct.gov/gov/depts/purchasing_division/general_info/seeking_payment_.htm

22. Standard Form of Agreement Exhibit Part 1&2 (Not Applicable)

Respondents to the City's RFP are expected to execute these agreements. Given the very tight timetable for contract awards, negotiation of terms is not feasible. Any deviation from the City's standard terms must be presented (redlined) with the RFP response and the City will consider any such request when determining contract awards. As such, we strongly recommend including only "deal breaker" comments and attached them to your Statement of Qualification form.

Planning Study and Emergency Stabilization
The Historic Bigelow Boiler Complex at 198 River Street, New Haven
Quality Based Selection



Table of Contents

Contents

1. INTRODUCTION.....	3
2. BACKGROUND.....	4
2.1 Fair Haven Neighborhood.....	4
2.2 The Bigelow Boiler Complex - Description and Historic Designation	5
3. SCOPE OF SERVICES	5
3.1 Neighborhood plan and adaptive reuse scenarios	5
3.2 Stabilization Design Services include: Stabilization design	5
3.3 Site Condition.....	6
3.4 Required Qualifications.....	6
3.5 Roles and Responsibilities.....	7
3.6 Deliverables for Review Process	7
3.7 Materials	7
3.8 Environmental Permitting.....	7
3.9 Project Management	7
3.10 Public Outreach and Presentation	8
4. PROJECT SCHEDULE	8
5. PROJECT BUDGET	8
6. SUBMITTAL REQUIREMENTS.....	8
6.1 Introduction	8
6.2 Approach, Scope of Work and Preliminary Materials.....	9
6.3 Work Schedule	9
6.4 Qualifications and Experience.....	9
6.5 Examples of Work	9
6.6 Fee Schedule and Cost Estimate	10
6.7 Financing	10
7. SUBMITTAL INSTRUCTIONS.....	10
8. SELECTION CRITERIA/PROCESS	10
9. ATTACHMENTS LIST	11

1. INTRODUCTION

The Historic Bigelow Boiler Complex located at 198 River Street was at the heart of New Haven's industrial age and is a rare surviving example of New Haven's industrial heritage. The historical complex covered much of the block, but now only the first bays of the street-facing buildings lining River Street remain. They are listed as contributing buildings to the River Street National Register Historic District (see attachment A) and reflect the historic streetscape and district's unique character.

The City came to ownership of the property, a 3.2 Acre lot, in 2006. Over the years, the City has invested funding toward stabilizing the buildings, abating hazardous materials, removing debris, and conducting a Phase III Environmental Site Assessment of the site.

The Historic Bigelow Boiler Complex at 198 River St. had deteriorated continually over the past several decades, most recently suffering significant damage to its buildings' roofs in August 2020 when Tropical Storm Isaias struck. The City could be eligible for FEMA cost reimbursement due to storm damage following a disaster declaration issued on January 13, 2021. Should the property qualify for FEMA reimbursement, the consultant will be required to follow FEMA guidelines.

The site falls into the Type AE Flood Zone Category limiting the uses of the lower floor (other uses are permitted on the upper floors). During 2020, the City worked collaboratively with Cirrus Structural Engineering Eng., Spiegel Zamecnik & Shah Structural Engineers, SHPO, Preservation CT, and LaRosa Building Group to develop Condition Assessments- Pre and post-storm (Cirrus Structural Eng. and SZS Structural Eng.), and a Conceptual Stabilization plan for the complex in its entirety (Cirrus Structural Eng. and SZS Structural Eng.) including several cost estimates (LaRosa Building Group, LLC).

The City of New Haven is requesting proposals to develop the existing conceptual plan into a full construction plan for emergency stabilization of the five buildings, or selected buildings based on feasibility constraints, at 198 River Street from a consultant with demonstrated experience in stabilizing compromised historic industrial structures, utilizing the Secretary of the Interior Standards for Historic Properties.

The stabilization of the Historic Bigelow Boiler Complex is the first phase in a more robust restoration process. The buildings' deteriorated condition calls for a short-term intervention to ensure public safety and prevent collapse, while negotiations and future reuse and redevelopment decisions are compiled. This would be in collaboration with the current lease holder, Cappasso Restoration, who has developed concept restoration plans for a portion of the complex and well as in coordination with the Brownfields clean up activities on the rear portion of the site.

The consultant is expected to study existing reports (see attachments list) to develop an emergency stabilization plan for the Historic Bigelow Boiler Complex. An incremental approach to stabilizing and preserving the historic complex in the short term while capitalizing on plan elements that could be leveraged for full restoration in the future is preferable as redevelopment options are considered.

Concurrently to the stabilization plan, the consultant will undertake a planning study, working with the City Plan and Economic Departments, to update the River Street Municipal Development Plan, incorporating current and near future projects including two breweries and a film studio campus as well as public access to the water front. The consultant will develop three concept alternatives with community input, plus a report and planning diagrams for the preferred alternative.

2. BACKGROUND

New Haven, CT is a coastal city located on the New Haven Harbor on Long Island Sound. With a population of about 134,000, New Haven is the second-largest city in Connecticut, while the Greater New Haven MSA has a population of about 860,000. New Haven is a hub on the Northeast Rail and I-95 corridor and is part of the New York Metropolitan area.

New Haven has the distinction of being the first planned city in English-speaking North America. Originally inhabited by the Quinnipiac people, New Haven was settled by English Puritans in 1638. The city was organized around a nine square grid with a 16-acre common open space at the center, the New Haven Green, a National Historic Landmark. While the shoreline and the city's urban fabric were reshaped by transportation infrastructure and the Model Cities program in the 20th century, the nine squares today still form the urban core of New Haven, with neighborhoods organized around radial arteries. These radial arteries developed over time into commercial corridors and transitional zones between the downtown core and surrounding neighborhoods.

2.1 Fair Haven Neighborhood

This project is located in the Fair Haven neighborhood, at the confluence of the Quinnipiac and Mill Rivers, where they become New Haven Harbor, and flow into the Long Island Sound.

Fair Haven was originally a village formed in 1679 along the Quinnipiac River, to house oystermen and agricultural workers, as the area was a source of oysters and other products from the rivers and nearby harbor. At its peak, the neighborhood produced almost 5,000 gallons of oysters per day in season.

The mid to late 19th century and the turn of the 20th century brought industry and immigrants to Fair Haven. Its many factories and a rolling mill attracted waves of Italian, Polish, and Irish immigrants and pulled the center of life away from the river. In more recent times, Fair Haven has become a center for new waves of immigrants. Many lower-income African Americans moved there during the Great Migration, especially in the 1950s and 60s. In addition, an influx of Puerto Rican settlers rapidly made Fair Haven the cultural center for New Haven's Spanish-speaking residents. More recently, Fair Haven has become home to immigrants from many countries, especially from Latin America. A significant percentage of Fair Haven households face economic insecurity, with fifty-nine percent of residents categorized as low-income.

The River Street Historic District is poised for a major transformation and has become a center of attention not only for the Fair Haven community but city wide. A significant Brownfields grant was awarded to the city for clean up of the parcel between the Bigelow complex and the harbor. Two breweries and a film studio are in agreements with the city for an exciting and expansive revitalization of the district.

Connecting Fair Haven neighbors to opportunities as well as to public access to a clean water front will be a key priority in the next chapter of development.

2.2 The Bigelow Boiler Complex - Description and Historic Designation

198 River Street, better known as the Bigelow complex, was at the heart of New Haven's industrial age and is today one of the best surviving examples architecturally of New Haven's industrial heritage. New Haven played a key role in American industrial history, as the center of gun and carriage manufacturing from the middle of the 19th century and the home of major innovations like the cotton gin. Much of the city's population was directly employed by the booming industrial sector, with the population growing from 40,000 at the beginning of the Civil War to 108,000 by the turn of the 20th century.

The story of the Bigelow Complex begins more than 150 years ago, when Hobart B Bigelow decided to move his flourishing steam engine and boiler company to River Road (now River Street) in 1869. Bigelow engines and boilers were sent across the world. As the company's exports grew, so did the complex at River Street. Two brick factory buildings initiated the development in 1873 and grew incrementally over the course of the next four decades until the last building completed the Bigelow Boiler Works Complex in 1915.

After World War II, factories began to close down, and manufacturing in New Haven slowed as production moved elsewhere around the globe and technological advancements made existing products obsolete. Bigelow Boiler Works was one of the last companies from this golden age of industry to remain in operation in the city, but eventually closed its doors on River Street in the 1970s.

3. SCOPE OF SERVICES

The scope of services includes a planning study for the River Street District, and adaptive reuse study as well as a design of a stabilization plan for the 198 River Street complex. These two tasks can run concurrently 3.1 Neighborhood plan and adaptive reuse scenarios

- Two community meetings
- 3 concept adaptive reuse scenarios
- Make recommendations to the existing a River Street MDP to reflect current developments and potential for amendments in light of current market interest and proposals.

3.2 Stabilization Design Services include: Stabilization design

The Historic Bigelow Complex consists of 5 buildings in various stages of deterioration. The City of New Haven is looking for a consultant to base their work on the existing conceptual emergency stabilization plan (Attachment D) making any needed revisions or additions to the plan, to then proceed to a final design for emergency stabilization of all 5 buildings.

Our goal is to preserve the complex, retaining its historic form, integrity, and materials, per Secretary of the Interior Standards for Rehabilitation. The consultant is expected to be familiar with the history of the site and the buildings (Attachments A,B,F,G)

- Develop a concept architectural plan and construction document level engineering plan to stabilize the building. This is to be based on the existing conceptual stabilization plan and any additions or revisions and in compliance with Building Code and all relevant zoning and floodplain ordinances.
- a prioritization plan for stabilizing the buildings by identifying which components require most-immediate, immediate, mid-term, or long-term stabilization.
- Develop a concept project schedule and budget.
- Prepare documents to a level suitable for required permits and for consultant bids for stabilization only.
- At least one public meeting to present stabilization plan, schedule, budget (this can be concurrent with planning meeting)
- Meet periodically with the Owner's representative to report on progress.
- Comply with all relevant City, State, and Federal requirements associated with funding sources.

3.3 Site Condition

- The buildings are located on a 4.1-acre parcel.
- The building on the northeast corner of the parcel at 198 River Street was renovated and is not part of this project. The building is occupied.
- The neighboring building on 17 James Street is also occupied.
- Since the Tropical Storm in August 2020, the street next to the buildings (River Street between Lloyd and James) has been closed to vehicles.
- The access to the buildings is from River Street.
- The soil behind (waterward) the building is contaminated, however, the building was abated in 2016 (See attachment F). The City is currently applying for Brownfields funding to clean up the south side of the site.

3.4 Required Qualifications

The team will include a 36 CFR Part 61 Qualified Historical/Preservation Structural Engineer familiar with the Secretary of the Interior Standards for the treatment of historic properties and the procedures of the Department of Economic and Community Development (DECD), State Historic Preservation Office (SHPO) and FEMA requirements.

Preferred Qualifications

The team will include personnel that has successfully created and executed a historic stabilization plan in Connecticut.

Please note: All stabilization practices must follow the Secretary of the Interior Standards for Historic Properties and in line with NPS Preservation Briefs number 31 for Mothballing Historic Buildings (Attachment H). Moreover, should the property be eligible for FEMA reimbursement, the consultant will be required to follow FEMA guidelines.

3.5 Roles and Responsibilities

Owner: The Owner (the City) will obtain the concurrence and permissions of the current lessee and cooperate with the consultant such that the consultant can perform its responsibilities in a timely manner to facilitate the overall performance of services. Owner's responsibilities include:

- Review submissions and provide comments to the consultant in a timely manner. (Proponent will identify Owner and 3rd party activities and durations in overall Project Schedule).
- Furnish existing studies and reliable data and information regarding the project.
- Provide project funding in a timely manner.
- Provide access to the project site.
- Obtain governmental approvals and permits for which the Owner is responsible.

Consultant: The consultant will cooperate with the Owner and will provide in a timely manner the services necessary to complete the Project Scope specified in this RFP. Consultant responsibilities include:

- Study all previous reports to expedite and inform the design process.
- Preparation of design and construction documents
- All permits required and not provided by the City
- Construction administration
- Quality Management
- Warranty Services

The roles and responsibilities of the Owner and the consultant are more fully described in the Contract found in Attachment J.

3.6 Deliverables for Review Process

The consultant shall submit the following for the City's review:

- Detailed schedule
- Preliminary Engineering (Schematic Design)
- Detail Engineering- (construction documents)
- Specifications

3.7 Materials

- Design shall meet the more stringent of Federal, State, and Local building codes.
- Treatment guidelines for historic materials should reference Secretary of the Interior's *Standards for the Rehabilitation of Historic Properties* (Appendix X), and applicable NPS Preservation Briefs (e.g. Brief 2: *Repointing Mortar Joints in Historic Masonry Buildings*)

3.8 Environmental Permitting

Identify permitting path for any required environmental impact assessment/report.

3.9 Project Management

- Proposers are expected to provide a dedicated project manager who will guide the design process

- The City will expect regular meetings and sufficient documentation to verify progress against a schedule and to effectively identify and resolve issues.

3.10 Public Outreach and Presentation

- The consultant should expect to participate in two public meetings to provide an information regarding the stabilization plans to neighboring business owners, residents and local leadership.
- The consultant will work with city staff on explanatory signage to convey the nature of the project

4. PROJECT SCHEDULE

1	Issuance of RFP:	August 29, 2021
2	Mandatory site visit	11:00am, September 13th 2021
3	Deadline for Questions regarding RFP	5:00pm, September 15, 2021
4	Publication of Questions & Answers on or before:	September 17, 2021
5	Proposal Due Date and Time:	See coverpage
6	Interviews	September 27-28, 2021
7	Anticipated Notification of Award	October 1 , 2021
8	Anticipated Contract award	October 8, 2021
9	Anticipated Project Completion	January 2, 2021

Note: The above dates are subject to change at the discretion of the City of New Haven

5. PROJECT BUDGET

The cost for of this project currently budgeted for \$60,000. The budget does not include the Owner's other project costs (which are not the responsibility of the Proponent), such as professional advisory services, property or access rights, additional site investigations or environmental studies, certain governmental approvals and non-project taxes.

6. SUBMITTAL REQUIREMENTS

A qualifying proposal will address the points in the Scope of Work along with the requested items and information listed below.

6.1 Introduction

Include a brief description of your firm and describe the proposed project team, including:

- Contact information for the lead of the proposal team, responsible for the response submittal. This person will be contacted with questions and communications regarding the RFP response.
- File a disclosure form as required by the City.
- A description of the roles and responsibilities, and professional qualifications for each team member. Identify any sub-consultants if needed.
- Identify the required 36 CFR Part 61 Qualified Historical/Preservation Structural Engineer.

6.2 Approach, Scope of Work and Preliminary Materials

Describe your firm's approach to the stabilization and restoration of historic buildings. Give a detailed description of your approach to project delivery, including an overview of the project implementation process. This overview should describe specific implementation phases or steps that will be conducted to deliver the product.

The following submittals shall be provided with the proposal:

- Preliminary design documents and plans.
- Stabilization measures description including dimensions, type of installation, product data sheets, structural engineer certification.
- A summary of all anticipated approvals that will be required for the proposed project.
- Schematic and preliminary designs.
- Project implementation and completion schedule.
- Itemized cost schedule

6.3 Work Schedule

Provide a schedule for the project that includes major work streams and milestones. The format should be a list of project activities with start and end dates based on a tentative start date of **October 2, 2021**.

6.4 Qualifications and Experience

The city is looking to hire a consultant with experience and expertise in historic construction techniques and repair. Please provide an outline of the firm's background and qualifications to perform requested services. At least one member of the team must be a 36 CFR Part 61 Qualified Historical/Preservation Structural Engineer. Identify all personnel and their role in completing this project and summarize the relevant qualifications and experience of each. Specify the Principal and Project Manager who would have responsibility for the project.

6.5 Examples of Work

Provide a list of past projects completed by the proposed team that are similar in scope as that proposed. Examples should be design work for historic rehabilitations, preferably of industrial buildings. The description for each project/program should include:

- The project name
- Location
- Property size and total cost
- Duration of the project and year of completion
- Name of client contact and contact information
- Brief description of the project

6.6 Fee Schedule and Cost Estimate

6.7 Financing

7. SUBMITTAL INSTRUCTIONS

Please submit one (1) unbound copy, three (3) bound copies and one (1) electronic version of the proposal submitted through portal.:

Michael Fumiatti, Director
Purchasing Agent
City of New Haven
200 Orange Street
New Haven, CT 06510

Please note: In order for its proposal to be considered, the Proposer must answer all questions and supply all required materials.

8. SELECTION CRITERIA/PROCESS

The City will review all proposals received by the deadline using the criteria listed below as guidelines for selection. An evaluation committee will review and rank proposals, and the consultants considered to be the most qualified will be invited to participate in an interview with City staff.

Cost, while not determinative, will be a factor in the selection process.

Evaluation criteria will include the following:

The completeness and quality of the submittal documents	25
Demonstrated understanding the City's needs and issues to be addressed	15
Demonstrated experience with stabilization and restoration of historic industrial sites	20
References, qualifications and experience of the firm's project manager and proposed staff, including history of successful completion of similar projects	10
Availability of project manager and staff to complete the work tasks according to City needs and on time	15
Cost-management strategies	15

9. ATTACHMENTS LIST

Attachment A	Historic background
Attachment B	<p>Map set:</p> <ol style="list-style-type: none"> 1. 198 River St – Site location scale A 2. 198 River St – Site location scale B 3. Boundaries of the River Street National Register Historic District 4. Boundaries of Road Closure 5. FEMA Flood Plain Zone
Attachment C	<p>Condition Assessment Reports:</p> <ol style="list-style-type: none"> 1. "198 River Street-Updated Conditions Assessment" Cirrus Structural Engineers, April 15 2020 2. "Reference: 198 River Street-Conceptual Stabilization Report" Cirrus Structural Engineers, August 21 2020 3. "Observations of Storm Damage, Deterioration, Partial Collapse of Roof and Floors at 198 River Street Buildings, New Haven, CT" Spiegel Zamecnik & Shah, Inc. September 2, 2020 4. Comparison of 198 River Street Short-Term Structural Stabilization Recommendations" Cirrus Structural Engineers and Spiegel Zamecnik & Shah, Inc. September 18, 2020
Attachment D	<p>"Stabilization at 198 River Street- Conceptual Progress set "</p> <p>Cirrus Structural Engineers, August 21 2020</p>
Attachment E	<p>Cost estimates</p> <ol style="list-style-type: none"> 1. " 198 River Street, New Haven – Phase 1 Stabilization Cost Proposal" LaRosa Building Group, LLC, September 4, 2020 2. "198 River Street, New Haven – Phase 1 Stabilization Cost Proposal – Revision 1" LaRosa Building Group, LLC, September 29, 2020 3. " 198 River Street, New Haven – Phase 1 Stabilization Cost Proposal – Revision 2" LaRosa Building Group, LLC, November 5, 2020 4. "198 River Street - Stabilization - Rev 2 – Cost Breakdown" LaRosa Building Group, LLC, January 4, 2021
Attachment F	<p>Environmental reports</p> <ol style="list-style-type: none"> 1. 198 River Street Phase I Environmental Site Assessment Facility Support Services, September 2001 2. "Phase II Environmental Site Assessments -Former Bigelow Company" GEI Consultant Inc., April 13, 2004

	<ol style="list-style-type: none"> 3. "Phase II Environmental Site Assessments- Subsurface Exploration Locations and Areal Extent of Impacted Soil GEI Consultant Inc., April 13, 2004 4. "Groundwater Elevations And Contours- October 2004" GEI Consultant Inc., December, 2005 5. "Phase III Environmental Site Assessment- 198 River Street" DTG, October 24, 2016 6. "Building demolition, abatement and closures at 198 River Street-Bid Set" Spiegel Zamecnik & Shah, Inc. and EAGLE Environmental, Inc., September 15, 2014 7. "198 River Street Building Stabilization and Abatement- Technical Specifications" Spiegel Zamecnik & Shah, Inc. and EAGLE Environmental, Inc., September 15, 2014
Attachment G	<p>Pictures</p> <ol style="list-style-type: none"> 1. 02-05-2020 Site visit 198 River St 2. 08-05-2020 Site visit 198 River St 3. 08-13-2020 Site visit 198 River St 4. Building Dep. Site Visit Pictures December 2020
Attachment H	<ol style="list-style-type: none"> 1. "The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings", U.S. Department of the Interior National Park Service Technical Preservation Services. 2. "Mothballing Historic Buildings" National Park Service- Heritage Preservation Services, Preservation Brief number 31, U.S. Department of the Interior National Park Service Technical Preservation Services.
Attachment I	<p>"River Street Municipal Development Plan" City of New Haven, January 2002</p>

City of New Haven

Insurance Rider Four – Professional Liability

Rev. 3-2021

Contractor/Vendor shall agree to maintain in force at all times during the contract the following minimum coverage and shall name the City of New Haven as an Additional Insured (1) on a primary and non-contributory basis to all policies except Workers Compensation. All policies should also include a Waiver of Subrogation (1). Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's rating of "A-"VIII.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Automobile Liability (2) (includes all owned, hired & non-owned autos)	Combined Single Limit Each Accident Including Endorsements:	\$1,000,000
Professional Liability	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Workers' Compensation and Employers' Liability (EL)	WC Statutory Limits	
	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two) years from the completion date.

Original, completed Certificates of Insurance must be presented to the City of New Haven to contract issuance. Contractor/Vendor agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies. Should any of the policies be cancelled, limits reduced, or coverage altered, 30 days written notice must be given to the City.

Notes

- (1) Additional Insured & Waiver of Subrogation may be checked off on the COI or typed out in the description box.
- (2) If contractor will never drive onto City Property, the Automobile Coverage may be waived.

City of New Haven Sample Accord COI W/Description

Rev. 3-2021

1. Company Name and Address: legal name and address of the insured entity.
2. Producer/Agent name and address: the insurance Agent/Broker who issues certificates.
3. Carrier names: name of the company that holds your insurance policy. They are responsible for paying when you file a covered claim.
4. Policy type: the types of insurance required by the contract.
5. Policy Effective date: the date the policy coverage begins.
6. Policy expiration date: the date the policy coverage ends.
7. Policy limits: the maximum amount of money an insurance company will pay you for a covered loss.
8. Denotation of additional insured and waiver of subrogation: If another entity is added to your policy as an additional insured, this box can be checked with the entity listed as the Certificate Holder or in the Description box. Similarly, if your insurance company has agreed to waive subrogation against a particular party, the "SUBR WVD" box can be checked with the entity listed as the Certificate Holder or in the Description box.
9. Description box: for extra details such as location, event times, and projects. Any additional insured or waiver of subrogation language can also be included here.
10. Certificate holder: entity for which the evidence of coverage is being provided.
11. Producer's signature: signature of the Insurance Agent/Broker who issues certificates
12. Additional remarks page: if the description box or amount of policies spills over the 1st page.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/13/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policies must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsements.

PRODUCER	CONTACT NAME
FounderShield, LLC 115 W 24th Street, 3rd Floor New York, New York, 10011	PHONE (A/C No. Ext): 646-954-1000 FAX (A/C No.)
	E-MAIL ADDRESS: info@foundershiel.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A: UNDERWRITERS AT LLOYD'S LONDON (CITY)
	INSURER B: HARTFORD UNDERWRITERS INS CO (HARTFORD)
	INSURER C: UNDERWRITERS AT LLOYD'S LONDON (REALE)
	INSURED:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	4	TYPE OF INSURANCE	ADOL ENSD	8	SUBR WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	5	POLICY EXP (MM/DD/YYYY)	6	LIMITS	7
A		COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER					06/13/2018		06/13/2019		EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ex occurrence) MED EXP (any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	\$4,000,000.00 \$250,000.00 \$5,000.00 Unlimited \$4,000,000.00 Excluded
A		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS <input type="checkbox"/> SCHEDULED ONLY <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY					06/13/2018		06/13/2019		COMBINED SINGLE LIMIT (Ex accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	\$1,000,000.00
		<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE									Each occurrence Aggregate	
		WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory to N/A) If yes, describe under DESCRIPTION OF OPERATIONS below									<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	
B		Crime Bond/Crime Bond					11/01/2018		11/01/2021		\$ 10,000 per act \$10,000 in agg	
B		Crime Bond					11/01/2018		11/01/2021		\$ 10,000 per act \$10,000 in agg	
C		Directors & Officers					01/04/2019		01/04/2020		\$ 2,000,000 per act \$2,000,000 in agg	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 106, Additional Remarks/Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

10	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Burt M. Smith</i>

© 1998-2016 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD