Pittsfield

A Good Place to Call Home

TOWN OF PITTSFIELD

REQUEST FOR PROPOSAL

FOR

Municipal Building Walkway Replacement

February 18, 2020

TOWN OF PITTSFIELD

REQUEST FOR PROPOSAL

NOTICE TO INTERESTED PARTIES **February 18, 2020**

1. Quotations will be received at the Pittsfield Town Office, 112 Somerset Avenue, Pittsfield, Maine 04967 until **11:00 AM, Thursday, March 19, 2020**. All quotations shall be submitted in sealed envelopes and be plainly marked **"Municipal Building Walkway Replacement Proposal."** No quotations will be accepted by facsimile (FAX) or e-mail transmission.

2. Quotations will be opened publicly by the Town Manager or her designated representative at 11:00 AM, Thursday, March 19, 2020.

3. The successful individual or firm must provide proof with their proposal that he/she/it is adequately covered by insurance as follows:
   a. The individual or firm will serve in the capacity of an independent contractor and will maintain insurance to protect it and the Town from any and all claims for personal injury and property damage, and for claims under the Workers' Compensation Acts for the term of the contract.
   b. Comprehensive General Liability insurance policy with the following limits of coverage:
      Bodily Injury: $1,000,000

      Property Damage: $400,000

      Aggregate: $1,000,000 of all claims per occurrence

   c. Comprehensive Automobile insurance policy with the following limits:
      Bodily Injury: $1,000,000

      Property Damage $400,000 per occurrence

   d. All insurances must be issued by an insured licensed, authorized and maintaining an office to do business in the State of Maine.

4. The Town of Pittsfield assumes no liability for any costs incurred by respondents or in responding to requests for additional information or interviews prior to the issuance of a contract.

5. All proposals for Municipal Building Walkway Replacement for the Town of Pittsfield must include the following:
   a. Detailed Work History;
   b. Three (3) or more Contract Work References;

c. Qualifications and experience with providing requested equipment and services in other towns;
d. Proof of insurance; and
e. A completed bid form detailing the cost to provide services.

6. The Town of Pittsfield reserves the right to reject any or all quotations, to waive any formality or technicality in the quotations, and to accept the quotation which is deemed to be in the best interest of the Town.

7. The successful bidder will be required to sign the Town's Standard Services Contract.

8. Questions regarding this RFP can be sent to: publicworks@pittsfield.org. Answers will be shared with those who have sent previous questions to this email address.

TOWN OF PITTSFIELD

1. SCOPE OF SERVICES

The Town is seeking quotations from qualified individuals or firms to provide Walkway Replacement for the Rear Entrance of the Municipal Building. The Walkway Replacement must include the following:

- Removal of the current brick walkway and short sections of paved sidewalk to allow for ADA compliant granite tip downs and 6" concrete sidewalk to allow for installation of new ADA compliant taper to new walkway grade.
- Remove existing base soil to grade to provide adequate sub-grade to allow for a minimum of 12" of 2" crushed gravel sub-base to be installed and compacted to base grade as indicated on drawings or details provided.
- Install 2" rigid Styrofoam to grade and to extend a minimum of 12" beyond 6" new concrete base slab as indicated on drawings.
- Install 6" concrete base slab with ½" rebar at 12" on Center and at a grade that will allow adequate pitch for water to drain out into parking lot once the finish grade slab is placed. Base slab shall be troweled to a smooth finish.
- Electric Radiant Snow-melt is to be installed on surface of base slab as indicated on drawings. 6"x6" Concrete reinforcement wire shall first be installed on base slab and the Electric Radiant Snow-melt shall be properly secured to the reinforcement wire as per manufacturers specifications.
- The finish grade slab that is to house the Electric Radiant Snow-melt is to be placed directly on the base slab at 3-1/2" thick as indicated on the drawings. This finish of this slab is to be a stamped/brushed with a non-slip pattern finish. The pattern to be utilized for the stamped/brushed pattern will be chosen by the (Owner) of the building.
- The Electric Radiant Snow-melt system shall include replaceable sensors for automatic operation of the Snow-melt system with proper electrical controls, contactors, relays as specified, sized and required by the manufacturer of the Electric Radiant Snow-melt system. The Electric Radiant Snow-melt control system provided and installed shall be fully automatic, include a manual override switch and meet all manufacturers load rating and installation requirements. The system shall be installed per the NFPA 70 National Electric Code and shall be complete and fully functional upon completion of the project.
- The Electric Radiant Snow-melt system shall be tied into and fed from one of the buildings existing electrical systems as determined to have adequate capacity per the NFPA 70 National Electric Code.
- All paved or concrete surfaces that abut to an existing surface shall be matched to the new concrete surfaces in a manner that provides an adequate seal from

water entry at the abutting seams and shall also leave a smooth transition within the limits acceptable to American Disabilities Act and NFPA 101 Life Safety Code in regards to walking and working surfaces.

Note: Site visits are encouraged before submitting proposals. To setup a site visit contact Public Works Foreman Steve Vance at 207-487-6942 or publicworks@pittsfield.org.

3. PROCEDURE FOR SUBMITTING PROJECT PROPOSALS

A. Time, Place and Format

Proposals must be received by the Town at the Town Office no later than 11:00 AM on March 19, 2020. Proposals received in the mail or in-person after 11:00 AM on that date, regardless of their postmarks, will be rejected. Proposals must:

- Show page numbers for all pages in the proposal
- Be on 8-1/2"x11", white paper
- Be submitted in envelopes, which clearly states "**Municipal Building Walkway Replacement Proposal.**" and identifies the proposer
- The envelope must be addressed as follows:
  Town of Pittsfield
  Attn: Town Clerk
  112 Somerset Ave.
  Pittsfield, ME 04967

- If hand-delivered, the envelope must be delivered to the Clerk desk in the Town Office.

B. Opening of Responses
All proposals will be opened on March 19, 2020 at 12:00 PM.

3. Data to be submitted with project proposals

The content and sequence of the information contained in the proposal shall be as follows:

A. Letter of Transmittal

Include your firm's understanding of the work to be performed. In addition, state why your firm believes itself to be the best qualified to perform the services

requested. Also, state the Management Contact (Representative authorized to sign an agreement for your firm).

B. Table of Contents
Include clear identification of the material by section and by page number.

C. Summary Sheet
- Provide name, title, experience and qualifications of the personnel who will be assigned to the project.
- Provide the resume of the Management Contact with the town.

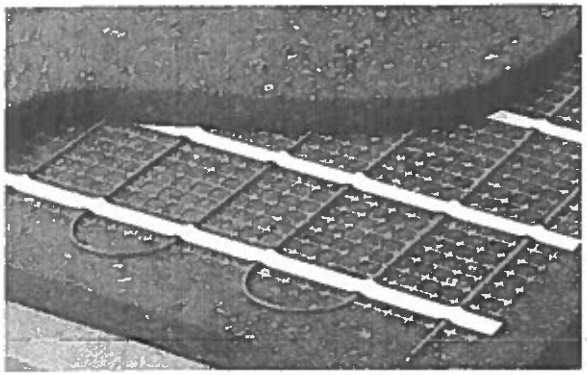
D. Allocation of Resources
Indicate how the resources of your firm (e.g., number and type of personnel allocated by hours) will be allocated for this project.

E. Scope of Work
Proposals must address all items set forth in the Scope of Services section. Additional information which, in your opinion, should be included must be clearly identified. The items must be addressed in the order in which they appear in the Scope of Services section.

F. References
Each firm must include the following references:
- List similar services performed as the prime consultant for all similar organizations/entities in the last five years and when performed. Show names of organizations, and names and telephone numbers of persons who can be contacted with regard to the services you have provided.
- List all similar public agencies for which contracts were terminated in the last three years. Show names of organizations, and names and telephone numbers of persons who can be contacted. Firms may provide a brief explanation of the reason(s) for the terminations.

G. Cost
Provide a cost breakdown for work to be performed and equipment to be delivered including financing if applicable.

Snow Melting Mats and Cables



The SNOW MELTING MATS AND CABLES for concrete, pavers and asphalt applications are available in a variety of lengths, allowing you to heat as small or large an area as you need.

Features & Benefits

- Install with Warmup Automatic Controls
- Ideal for driveways, steps and walkways
- Available in 208-240-277 and 480V
- A fraction of the cost of hydronic systems
- Install under concrete pavers and asphalt

Send your layout to ussales@warmup.com

Snow Melting Solutions

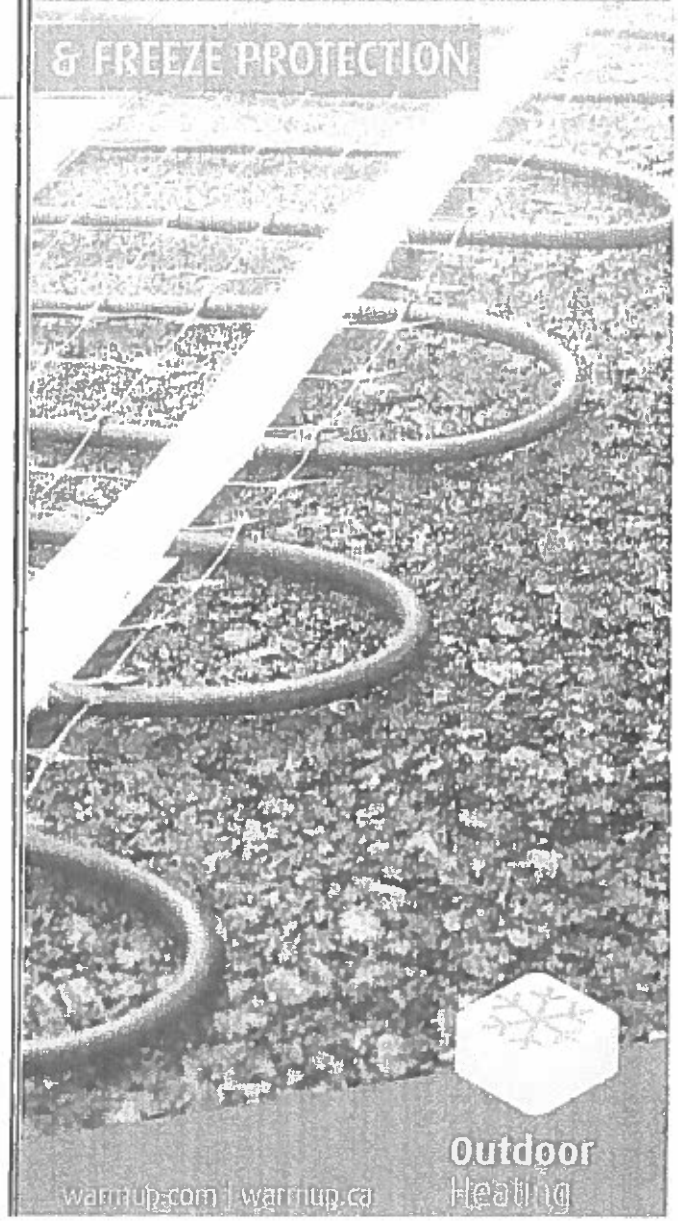
Warmup systems are ideal to provide snow-free access to the house and prevent injuries on stairs and walkways. They are commonly used in concrete pours, asphalt driveways and paved walkways.

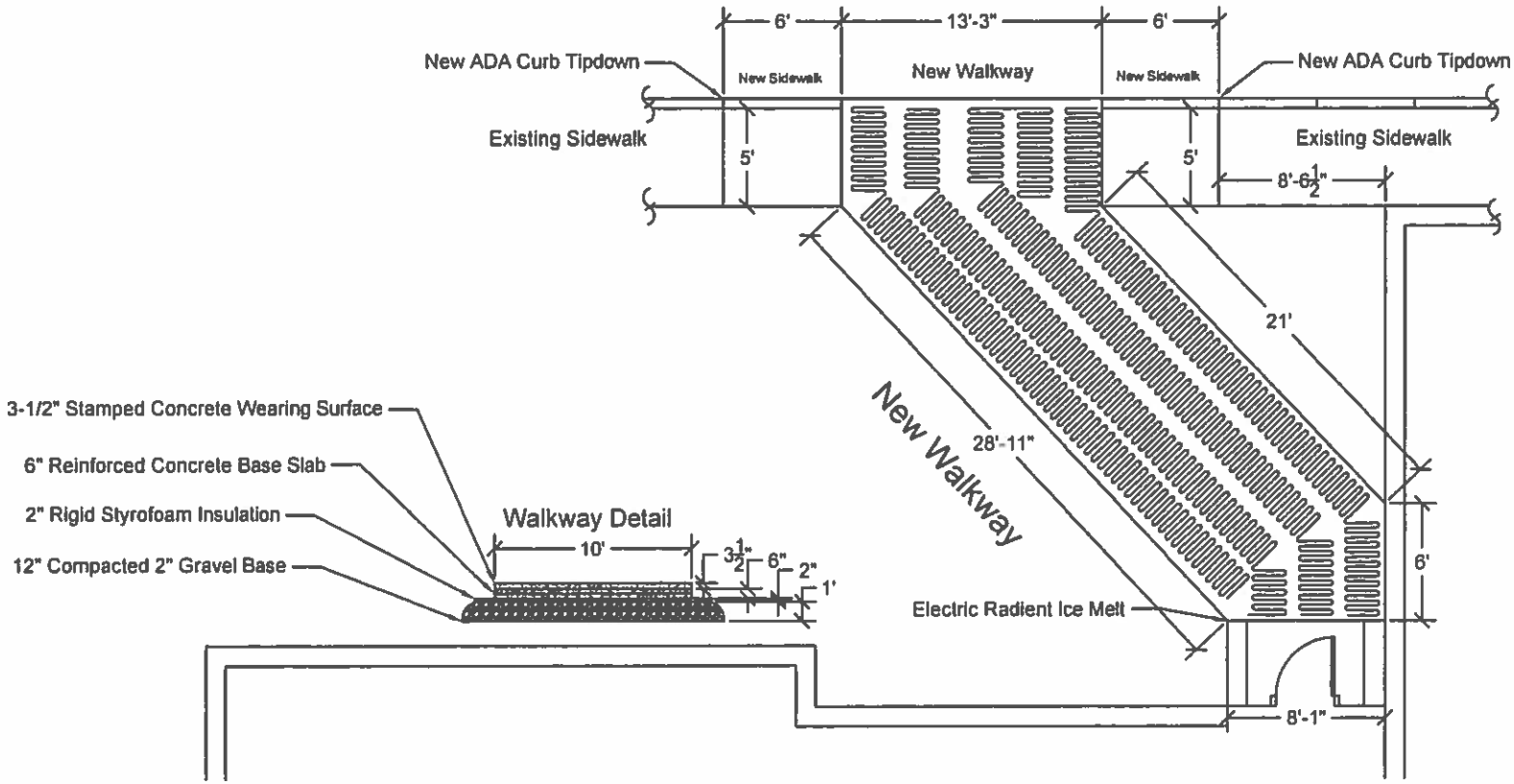
Approvals

Warmup

The world's **best-selling** floor heating brand™

SNOW MELTING, ROOF DE-ICING & FREEZE PROTECTION



Outdoor Heating

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