Request for Proposals (RFP) For

The Ansonia Opera House

Issued By:

City of Ansonia

The Request For Proposal is available in electronic format from the Town and City Clerk’s Office

Name: Diana Branch

Address:253 Main Street

Phone: 203-736-5900

E-Mail: dbranch@ansoniact.org

RESPONSES MUST BE RECEIVED NO LATER THAN

DUE DATE: Tuesday, July 2, 2024 at 3pm

The City of Ansonia is an Equal Opportunity/Affirmative Action Employer.

The City of Ansonia reserves the right to reject any and all submissions or cancel this procurement at any time if deemed in the best interest of the City of Ansonia

The project is funded by grant funds from the Historic Preservation Fund of the Department of the Interior, National Park Service, as administered by the Department of Economic and Community Development, State Historic Preservation Office (SHPO).

### Official Contact

The City of Ansonia has designated the individual below as the Official Contact for purposes of this RFP. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of the City of Ansonia.

Name: Sheila O’Malley

Address:253 Main Street, Ansonia 06401

Phone: 203-473-1598

E-Mail: somalley@ansoniact.org

The RFP, amendments to the RFP, and other information associated with this procurement are available in electronic format from the Official Contact.

**INTRODUCTION**

The City of Ansonia is seeking proposals for architectural services to develop a Conditions Assessment Report for the Ansonia Opera House located at 100 Main Street in Ansonia, CT to assist in the future adaptive re-use of the building. The project is funded by grant funds from the Community Investment Account of the State of Connecticut, as administered by the Department of Economic and Community Development, State Historic Preservation Office (SHPO). Work must be done in accordance with SHPO standards and meet the Secretary of the Interior’s Standards for the Treatment of Historic Properties and be prepared by architectural consultant team with demonstrable historic preservation experience and qualifications.

### RFP Conference

A mandatory RFP conference will be held at the Ansonia Opera House on Thursday June 13, 2024 at 1pm for bidders to review current conditions of the structure identified in the project. Any questions resulting from the RFP Conference can be submitted to the Official Contact in accordance with the Inquiry Procedures described below.

**Inquiry Procedures**

All questions regarding this RFP or the City of Ansonia’s procurement process must be directed, in writing, electronically, (e-mail) to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before Thursday June 20th will be answered. Questions deemed unrelated to the RFP or the procurement process will not be answered. At its discretion, the City of Ansonia may or may not respond to questions received after the deadline. The City of Ansonia reserves the right to answer questions only from those who have attended the RFP Conference. The City of Ansonia may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the amendment and duly noted as such.

The City of Ansonia will release the answers to questions on the date(s) established in the Procurement Schedule to those who attended the RFP conference and, ***on the City of Ansonia’s website: www.cityofansonia.com***

## **SERVICE OVERVIEW**

The Ansonia Opera House, built circa 1870 and located at 100 Main Street, is the oldest opera house in the State of Connecticut. The landmark building in downtown Ansonia was listed on the National Register of Historic Places in 1982. The third- and fourth-floor assembly hall was closed to the public by order of the State Fire Marshal in the early 1970’s over life safety concerns, including insufficient means of egress and structural load bearing capacity. The ground and second floors have seen sporadic occupancy since then; however today the majority of the building is underutilized and dilapidated. The most utilized floor is the ground level with multiple storefronts facing Main Street- two of which are currently occupied, two of which (including the historic entrance to the opera house) are vacant.

The City of Ansonia is seeking proposals to evaluate the overall condition of the building to determine how to proceed with revitalizing the building into a community resource once again. In particular, the proposer and their team are asked to proactively evaluate and address issues that are required to re-open the upper floors of the building as public assembly space. Findings from this evaluation shall be compiled in an itemized report to be provided to the City of Ansonia’s Economic Development Director, Sheila O’Malley, at the conclusion of the study.

Provide supporting visuals in additional to text, including but not limited to photographs, diagrams, tables, and other graphics as deemed applicable and appropriate.

List any existing drawing if any and any previous reports/inspections

* Exhibit 1: Historical Drawing Record
* Exhibit 2: Historical inspections reports

In addition to local records, the proposer may also need to do a site file review at the State Historic Preservation Office in Hartford, CT.

**Scope of Work**

The Consultant will:

-Consult with City of Ansonia representatives regarding the needs and goals of the project.

-Produce a report that includes the following:

* An assessment of the resource’s current, existing conditions including a summary description and evaluation of the building systems including Structural, Mechanical, Electrical and plumbing, HVAC and fire protection.
* Research and recording of any previous existing conditions documentation including site plans, “as built” floor plans and elevations, detail photographs or drawings of significant features, context photo-documentation, and existing conditions detail photo-documentation.
* An action list regarding building materials, current or future failure of those materials, current code deficiencies regarding life safety, ADA accessibility, and energy conservation.
* An inventory of potential hazardous building materials including asbestos, lead paint and polychlorinated biphenyls (PCBs) and collection of 60 samples for asbestos content and 5 paint chip samples for lead.
* Prioritized list of recommendations for the appropriate treatment and restoration of deteriorated historic elements, including ranking of urgency.
  + Recommendations must meet the Secretary of the Interior’s Standards for the treatment of historic properties and the procedures of the Department of Economic and Community Development (DECD), State Historic Preservation Office (SHPO).
  + The recommendations shall avoid significantly altering the property’s historic character and context.
* Provide conceptual designs that address the items noted above and suggest ways to re-open the Opera House to serve as a community resource for Ansonia and surrounding towns.
* Provide a preliminary scope of work and order of magnitude budget cost estimates to address the items noted above.

### Budget Expectations

* The budget for this project is funded by the Connecticut Community Investment Account, as administered by the Department of Economic and Community Development, State Historic Preservation Office (SHPO).
* The funding allotted for the services outlined in this RFP is $60,000.
* Lump sum with task breakout as follows:
  + Architectural Components and Envelope Evaluation $\_\_\_\_\_\_
  + Structural Evaluation $\_\_\_\_\_\_
  + MEPFP Evaluation $\_\_\_\_\_\_
  + Hazmat Inventory $\_\_\_\_\_\_\_\_
  + Mitigation Plan & Summary Report $\_\_\_\_\_\_\_\_\_
  + Cost Estimate $\_\_\_\_\_\_\_\_\_
  + Final Report $\_\_\_\_\_\_\_\_

**Deliverables**

The City of Ansonia will require three copies of a final report.

The State Historic Preservation will receive one electronic copy of the report. The printed product must also acknowledge the State Historic Preservation Office.

**Procurement Schedule**

See below. Dates after the due date for proposals (“Proposals Due”) are non-binding target dates only (\*). The City of Ansonia may amend the schedule as needed

* RFP Released: June 10, 2024
* RFP Conference: June 13, 2024 at 1 PM
* Deadline for Questions: June 20, 2024 at 3 PM
* Proposals Due: July 2, 2024 at 3 PM

The consultant must be ready to commence project work within thirty (30) calendar days of the contract award. While it is the expectation to begin project work as soon as possible within the thirty (30) days, City of Ansonia reserves the right to extend the project start date within reason due to unforeseen circumstances.

The project shall be successfully completed within four-six (4-6) months from the date of the execution of the contract between City of Ansonia and consultant, unless City of Ansonia should request an extension of time.

During the period from your organization’s receipt of this Request for Proposals, and until a contract is awarded, your organization shall not contact any member of the City of Ansonia or the State of Connecticut for additional information, except during the inquiry period and according to the manner described above.

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### Minimum Qualifications of Proposers.

To qualify for a contract award, a proposer must have the following minimum qualifications:

* Qualifying bidders must meet minimum professional qualifications under the Secretary of the Interior's Historic Preservation Professional Qualification Standards as expanded and revised in 1997 (62 FR 33708, June 20) for the fields of Engineering and/or Historic Architecture.
* WMBE Qualifications. Women and Minority Business Enterprises are Encouraged to Respond. The City of Ansonia encourages Women and/or Minority Owned-Business Enterprises (“MBEs) listed with the State of Connecticut’s Department of Administrative Services (DAS) to submit their qualifications for professional services. This includes representatives of the following: Asian-American and Pacific Islander (AAPI), Hispanic Americans, Black Americans, and Caucasian Women.
  + Non-Minority Firms are encouraged to form joint ventures or partnerships with WMBE-certified agencies.

**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 of the bidder including quality of the proposal, references, quality of samples (previous work products), previous experience, and the ability to competently complete the work within the allotted budget and period of time. The proposer must be approved by the SHPO prior to award. The SHPO and the City of Ansonia expect to select an architect and award a contract on or about July 9, 2024.
* Bidders are required produce examples of similar work experience.
* Preference will be given to bidders who have extensive experience utilizing the Secretary of the Interior Standards for the Treatment of Historic Properties and adaptive reuse of existing buildings.

**Proposal Requirements**

Proposal must contain the following items:

### 1. Cover Sheet.

The Cover Sheet is Page 1 of the proposal.

The proposer must develop a Cover Sheet that includes the information below. *Legal Name* is defined as the name of the provider or vendor submitting the proposal. *Contact Person* is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal. *Authorized Official* is defined as the individual empowered to submit a binding offer on behalf of the proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.

* RFP Name or Number:
* Legal Name:
* Street Address:
* Town/City/State/Zip:
* Contact Person:
* Title:
* Phone Number:
* E-Mail Address:
* Authorized Official:
* Title:
* Signature:

2. **CONTENTS OF PROPOSAL**

### a. Executive Summary.

Proposals must include a high-level summary of the main proposal and cost proposal. The summary must also include the organization’s eligibility and qualifications to respond to this RFP and a brief overview of why the Respondent should be selected for the activities highlighted in the scope of services.

**b. Main Proposal**

**To Submit a Responsive Proposal:**

The proposal must include but is not limited to:

* Firm Qualifications
* Team Member Credentials, including resumes

### Staffing Expectations

Qualifying Architect must be licensed and registered in the State of Connecticut.

Qualifying bidders must have similar/related background and experience in historic preservation and adaptive reuse of buildings.

The Proposer must certify that the personnel identified in its response to the RFP will be the persons actually assigned to the project. Any additions, deletions, or changes in personnel assigned to the project must be approved by City of Ansonia. in advance of their exclusion or inclusion, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by City of Ansonia. and the SHPO. At its discretion, City of Ansonia. 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 City of Ansonia, regardless of whether they were previously approved by City of Ansonia.

* Project Understanding/Methodology/Scope. Should include:

1. *Start Date*
2. *Timetable / Schedule*
3. *Tasks, Deliverables*
4. *Methodologies*
5. *Measurable Objectives*

* Relevant Project Experience. A copy of a similar product successfully completed by firm is preferred and can be sent separately by email to Official Contact
* References
* Fee Proposal
* Certificate of Insurance

All responses to the RFP must conform to the instructions. **Proposals must be submitted in electronic format titled: “RFP Historic Resource Conditions Assessment Report-Ansonia Opera House”**

**Address Proposals To:**

Diana Branch

Town and City Clerk

Assistant Town Clerk

253 Main Street

Ansonia, CT 06401

[dbranch@ansoniact.org](mailto:dbranch@ansoniact.org)

**Insurance Requirements**

* Proposer shall maintain all required insurance in amounts, form, substance and quality acceptable to the State, as described more fully in Appendix, attached hereto and made a part hereof.  A certificate evidencing such insurance shall be delivered to the Official Contact

## TERMS AND CONDITIONS

*By submitting a proposal in response to this RFP, a proposer implicitly agrees to comply with the following terms and conditions:*

**1. Equal Opportunity and Affirmative Action.** The City of Ansonia is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.

**2. Preparation Expenses.**The City of Ansonia shall not assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.

**4. Proposed Costs.**All proposed costs must be fixed through the entire term of the contract.

**5. Changes to Proposal.** No additions or changes to the original proposal will be allowed after submission.

**6. Supplemental Information.** Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the City of Ansonia. The City of Ansonia may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the City of Ansonia. At its sole discretion, the City of Ansonia may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.

**8. RFP Is Not An Offer.** Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the City of Ansonia or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the City of Ansonia and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The City of Ansonia shall assume no liability for costs incurred by the proposer or 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 City of Ansonia.

## I. RIGHTS RESERVED TO THE City of Ansonia

*By submitting a proposal in response to this RFP, a proposer implicitly accepts that the following rights are reserved to the City of Ansonia:*

**1. Timing Sequence.** The timing and sequence of events associated with this RFP shall ultimately be determined by the City of Ansonia.

**2. Amending or Canceling RFP.**The City of Ansonia reserves the right to amend or cancel this RFP on any date and at any time, if the City of Ansonia deems it to be necessary, appropriate, or otherwise in the best interests of the State.

**3. No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, the City of Ansonia may reopen the procurement process, if it is determined to be in the best interests of the City of Ansonia.

**4. Award and Rejection of Proposals.**The City of Ansonia reserves the right to award in part, to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The City of Ansonia may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the City of Ansonia will be served. The City of Ansonia reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.

**5. Sole Property of the City of Ansonia**All proposals submitted in response to this RFP are to be the sole property of the City of Ansonia. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the City of Ansonia unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the City of Ansonia and the SHPO without recourse.

**6. Contract Negotiation.**The City of Ansonia reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The City of Ansonia further reserves the right to contract with one or more proposer for such services.

**7. Clerical Errors in Award.**The City of Ansonia 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 City of Ansonia shall not constitute a breach of contract on the part of the State 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 City of Ansonia and the proposer.

**APPENDIX**

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## INSURANCE REQUIREMENTS

* Bidders shall procure and maintain for the duration of the approved Project the following types of insurance, in amounts no less than the stated limits, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder;

1. Commercial General Liability: $1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include Premises and Operation, Independent Contractors, Product and Completed Operations and Contractual Liability. If a general aggregate is used, the general aggregate limit shall apply separately to the Agreement or the general aggregate limit shall be twice the occurrence limit.

2. Workers’ Compensation and Employer’s Liability: Statutory coverage in compliance with compensation laws of the State of Connecticut. Coverage shall include Employer’s Liability with a minimum limit of $100,000 each accident, and $500,000 Disease – Policy limit, $100,000 each employee.

3. Automobile Liability: $1,000,000 combined single limit per accident for bodily injury. Coverage extends to owned, hired and non-owned automobiles. If the vendor/contractor does not own an automobile, but one is used in the execution of the contract, then only hired and non-owned coverage is required. If a vehicle is not used in the execution of the contract then automobile coverage is not required.

* (B) Additional Insurance Provisions
* The City of Ansonia and State of Connecticut Department of Economic and Community Development, its officials and employees shall be named as an Additional Insured on the Commercial General Liability policy. Additional Insured status is not required for items 2 through 3 above.
* Described insurance shall be primary coverage and the Bidder and Bidder’s insurer shall have no right of subrogation recovery or subrogation against the City of Ansonia OR State of Connecticut.
* Bidder shall assume any and all deductibles in the described insurance policies.
* Without limiting the Bidder’s obligation to procure and maintain insurance for the duration identified in (A) above, each insurance policy shall not be suspended, voided, cancelled or reduced except after thirty (30) days prior written notice by certified mail has been given to the City of Ansonia, with the exception that a ten (10) day prior written notice by certified mail for non-payment of premium is acceptable.
* Each policy shall be issued by an Insurance Company licensed to do business by Connecticut Department of Insurance and having a Best Rating of A-, VII, or equivalent or as otherwise approved by DECD.