

**TOWN OF GLASTONBURY
REQUEST FOR PROPOSAL
PAVILION STRUCTURES CIDER MILL &
RIVERFRONT COMMUNITY CENTER (RCC)
RPGL-2023-22**

DUE DATE AND TIME: March 29, 2023 by 11:00 AM

The Town of Glastonbury is soliciting Request for Proposals from qualified Respondents to perform design and construction services for two new outdoor open-air pavilion buildings at The Cider Mill Property (CMP) and the Riverfront Community Center (RCC). The selected Respondent would provide planning, design, and construction services to the Town of Glastonbury.

Interested individuals and firms should obtain the complete RFP and related information from the Town's website at www.glastonburyct.gov. Responses to the Proposal must be submitted electronically no later than the time and date indicated above. **LATE PROPOSALS WILL NOT BE CONSIDERED.**

Responses can be submitted at the following link: <https://app.negometrix.com/buyer/2832> under the RFP title "*RPGL-2022-23 – Pavilion Structures Cider Mill & RCC*". Respondents will be required to create a profile before submitting their proposal. Step-by-step instructions on how to register as a vendor are available at this website:

<https://help.negometrix.com/en/support/solutions/articles/9000177626-register-on-negometrix4>

Each proposal must be accompanied by a bid security in the form of a Bid Bond, certified in an amount not less than 10% of the proposal. If the bid amount of the successful bidder exceeds One Hundred Thousand Dollars (\$100,000), the successful bidder will be required to provide performance and labor and material payment bonds in the full amount of the agreed contract price.

This contract is subject to State set-aside and contract compliance requirements.

The Town reserves the right to waive informalities or reject any part of, or the entire proposal, when said action is deemed to be in the best interests of the Town.

An Affirmative Action/Equal Opportunity Employer. Minority/Women/Disadvantaged Business Enterprises are encouraged to submit a proposal.

Gina Consiglio
Purchasing Agent

TABLE OF CONTENTS

	Page No.	
Section I	General Information	3
	Overview	3
	Background	4
Section II	Regulations	4
	Non-Resident Contractors	4
	Proposal Security	
	Bid Bond	4
	Performance and Payment Bonds	5
	CHRO – Set-aside Requirements	5
Section III	Scope of Work	6
	Specific Services	6
	Project Coordination	7
	Term of Service/Time for Completion	7
Section IV	Submission of Proposal	8
	Proposal Instructions	8
	Evaluation Criteria	10
	Selection Process	11
	Timeline	12
	Insurance Requirements	12
	Indemnification	13

Attachments

- Attachment A – Town of Glastonbury Response Page
- Attachment B – Statement of Non-Collusion
- Attachment C – Conceptual Site Plan of The Cider Mill Property, 1287 Main Street, Glastonbury, CT
- Attachment D – Conceptual Site Plan of RCC, 300 Welles Street, Glastonbury, CT
- Attachment E – Bid Bond Form

SECTION I – GENERAL INFORMATION

OVERVIEW

The Town of Glastonbury is soliciting Request for Proposals to perform design and construction services for two new outdoor open-air pavilion buildings at The Cider Mill Property (CMP) and the Riverfront Community Center (RCC), herein after called “the Project”. The selected Respondent would provide planning, design, and construction services to the Town of Glastonbury. Respondents must demonstrate they have experience with designing and constructing similar pavilion projects. Proposals must address consistency with existing site structures and possible access to future structures to be built at the respective locations. All proposals will be subject to the Town Planning and Zoning approval process. The Town shall be responsible for obtaining local regulatory permits and the selected Respondent shall be responsible for obtaining the necessary building permit. The Town building permit fee shall be waived. The existing residential structure on the Cider Mill Property shall be demolished by the Town prior to construction of the proposed pavilion. Pre-Engineered/ Pre-fabricated structures will be considered and are encouraged.

The Project would be to construct two different style pavilions at the following Town locations:

1. The Cider Mill Property Pavilion would be of wood or wood like frame construction with a pitched metal roof located in the easterly portion of 1287 Main Street, Glastonbury, Ct.
2. The Riverfront Community Center Pavilion would be of style and color complimenting the existing building at 300 Welles Street, Glastonbury.

The Town will separately contract work associated with site preparation, utility connections, concrete slab installation, and site restoration. The selected Respondent to this solicitation shall be responsible for coordinating with the site Contractor as necessary to ensure an orderly and logical flow to the work.

The selected Respondent will be responsible for all services needed to complete the Project. Basic services shall include all necessary shop drawings, structural drawings sealed by a CT licensed Professional Engineer, electrical capability as described in Section III, and other professional services necessary for the design, permitting and construction of the project. The Project specific activities to be provided include provision of design drawings, construction of the shelter, including footings, coordination of construction of the pavilions with affected utility installers, coordination with the site Contractor and the Town of Glastonbury. Respondents may submit proposals for one or both of the pavilions described herein. The Town reserves the right to make separate awards for each of the pavilions if deemed in the Town’s best interest. Respondents shall provide separate proposals for each of the sites including costs as shown in Section IV.

Respondents shall provide a design specification that meets the above requirements and fits within the proposed approximate location. Respondents are encouraged to submit multiple concepts corresponding to the requirements articulated herein. Costs associated with each of the proposed concepts shall be included with proposals.

BACKGROUND

The pavilions will support both Town approved general use by the public and organized scheduled use by the Town and/or the Lessee. Each pavilion will also serve as an effective shade/shelter structure, which can support outdoor programming in all seasons.

The proposed locations of the pavilions will be constructed at two very popular spots at the Riverfront Community Center and at the Cider Mill Property. Both locations are frequented year-round for many programs, events, and recreational opportunities. Community/Town-organized programming at the pavilions may include, but not be limited to: educational programs, camps, boy/girl scout programs, live entertainment, support groups, private parties (reunions, weddings, birthday celebrations), and other outdoor programming. As an Age Friendly Community, the pavilions will be handicap accessible to ensure residents and visitors of all ages and abilities can utilize these amenities.

REGULATIONS

Non-Resident Contractors

- A. If the successful Respondent is a Non-Resident Contractor the successful Respondent shall be required to provide upon award of the Contract a certificate from the Connecticut Commissioner of Revenue Services which evidences that the Bidder has complied with the requirements of Connecticut General Statutes §12-430(7). For further information, contact the Connecticut Department of Revenue Services.
- B. Upon award the Town is required to report names of nonresident (out of state) Contractors to the State of Connecticut, Department of Revenue Services (DRS) to ensure that Employment Taxes and other applicable taxes are being paid by Contractors. A single surety bond for 5% of the entire contract price is required to be filed with DRS by any unverified nonresident prime or general contractor (if awarded) where the contract price for the project is \$250,000 or more. The contractor will be required to promptly furnish to the Town a copy of the Form AU-968 - Certificate of Compliance issued by the State of Connecticut, DRS. See State of Connecticut Notice SN 2012 (2).

Proposal Security (Bonds)

- A. Each proposal must be accompanied by a copy of a fully and properly executed bid bond in the form attached hereto as Attachment E in an amount equal to Ten Percent (10%) of the Proposal Amount associated with such proposal. Original bid bonds from all Respondents shall be mailed or hand delivered to the following address:

If by USPS mail:

Town of Glastonbury
P.O. Box 6523
Glastonbury, CT 06033-6523
Attn: Gina Consiglio, Purchasing Agent

If by Hand Delivery:

Town of Glastonbury
2155 Main Street

Glastonbury, CT 06033

Attn: Gina Consiglio, Purchasing Agent

The original Bid Bond shall be submitted in a sealed envelope that is clearly marked with the Respondent's company name and address, the Proposal number, Proposal title and Proposal Submission Deadline. Original bid bonds shall be received by the Town of Glastonbury Purchasing Agent within 24 hours after the opening of the Proposals.

- B. Failure of the Contractor to execute the Contract in accordance with its Proposal shall result in the forfeiture of the Contractor's bid security.

Performance and Payment Bond Requirements

- A. If the Contract Price exceeds \$100,000, the Contractor will be required to provide Performance and Labor and Material Payment Bonds each in an amount not less than 100% of the Contract Price.

The bonds must be issued by a surety rated A minus or better by A.M. Best and listed on the U.S. Department of Treasury's Listing of Approved Sureties. The bonds must be submitted to the Town prior to or upon the execution of the Contract. The cost of such bonds shall be included in the proposal amount. The bonds shall also comply with the following requirements:

- a. The bonds must comply with the requirements of CGS §49-41.
 - b. Both bonds shall be written in the full amount of the Contract Price.
 - c. The bonds shall be dated the same date as the Contract.
 - d. The Town of Glastonbury shall be named as the obligee on all bonds provided for the Project.
 - e. The Contractor shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.
- B. Each Bidder shall furnish with its Proposal, satisfactory evidence from its surety of such Bidder's ability to obtain the required Performance and Labor and Materials Payment Bonds in the full amount of the Proposal Amount.

Commission on Human Rights and Opportunities (CHRO) Requirements

The contractor who is selected to perform this State project must comply with CONN. GEN. STAT. §§ 4a-60, 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive, as amended by June 2015 Special Session Public Act 15-5.

State law requires a minimum of twenty-five (25%) percent of the state-funded portion of the contract for award to subcontractors holding current certification from the Connecticut Department of Administrative Services ("DAS") under the provisions of CONN. GEN. STAT. § 4a-60g. (25% of the work with DAS certified Small and Minority owned businesses and 25% of that work with DAS certified Minority, Women and/or Disabled owned businesses.) The contractor must demonstrate good faith effort to meet the 25% set-aside goals.

For municipal public works contracts and quasi-public agency projects, the contractor must file a written or electronic non-discrimination certification with the Commission on Human Rights and Opportunities. Forms can be found at:

http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806

As stated above, the work for this project falls under the provisions of CONN. GEN. STAT. Sections 46a-68c and 46a-68d which require that prior to the award of this contract, you must have your company affirmative action plan approved by CHRO. A copy of your plan must be submitted to the CHRO within 30 days of your receipt of award. Should you have any questions regarding the preparation of your plan, please contact the Contract Compliance Unit at the Commission on Human Rights and Opportunities at (860) 541-4709.

Affirmative action plans can be sent to:
Commission on Human Rights and Opportunities
25 Sigourney Street Hartford, CT 06106
Attn: Contract Compliance Unit

SECTION III – SCOPE OF WORK

SPECIFIC SERVICES (DESIGN AND CONSTRUCTION)

The Cider Mill Property Pavilion:

Pavilion requirements are as follows: ***(Multiple concepts are encouraged)***

1. Pavilion shall be approximately 1200 – 1600 square feet of covered floor space with wood or wood like frame construction, pitched metal roof, concrete foundation, lighting fixtures, electrical outlets and water fixture .
 - a. Minimum of 1200 Sq. FT of floor space
 - b. Minimum of 8 Ft vertical clearance
 - c. Minimum of 8 FT clearance between support columns.
 - d. Timber frame construction
 - e. 20A GFCI Electrical Outlets on four (4) of the posts
 - f. Pitched Metal roofing
 - g. Two (2) exterior mounted LED lights on each of the long sides of the pavilion as shown on the conceptual site plan. Interior LED light fixtures of sufficient number to meet standards.
 - h. Front, back and sides left open.
 - i. Structure to support future solar panels.
2. Mobilization
3. Construction Surveying
4. Pavilion construction including finishes and anti-graffiti paint, etc.
5. Water Proof electrical outlets at two pavilion post, under roof lighting, and two outdoor ceiling fans per building;
6. All necessary building permits
7. Plan sheets sealed by a licensed CT Professional Engineer.
8. Warranty
9. ADA Compliance

The Riverfront Community Center Pavilion: (Multiple concepts are encouraged)

1. Pavilion shall be approximately 1200 – 1600 square feet of covered floor with low maintenance frame and be constructed in style and color complimenting the existing RCC building at 300 Welles Street, Glastonbury, hip roof, concrete foundation, electric fixtures and water accessibility.
 - a. Minimum of 1200 Sq. FT of floor space
 - b. Minimum of 8 Ft vertical clearance
 - c. Minimum of 8 FT clearance between support columns.
 - d. Frame construction which is aesthetically consistent with other site structures.
 - e. Concrete pier footings
 - f. 20A GFCI Electrical Outlets on four (4) of the posts
 - g. Pitched roof system generally consistent with other site structures.
 - h. Two (2) exterior mounted LED lights on each of the long sides of the pavilion as shown on the conceptual site plan. Interior LED light fixtures sufficient to meet standards.
 - i. Front, back and sides left open.
 - j. Roof structure sufficient to support future solar panels.
2. Mobilization
3. Construction Surveying
4. Pavilion construction including finishes and anti-graffiti paint, etc.
5. Water Proof electrical outlets at two pavilion post, under roof lighting, and two outdoor ceiling fans per building;
6. All necessary building permits
7. Plan sheets sealed by a CT licensed Professional Engineer.
8. Warranty
9. ADA Compliance

The selected Respondent will be expected to closely examine the Project for accurate Job task requirements to complete the Project. Respondents may submit proposals which may include different designs and/or recommended materials that in the Respondent's experience may better suit the intended needs of the Town. It is the intent of this RFP to retain a vendor who will provide complete design and construction services for the chosen structure(s).

PROJECT COORDINATION

The Respondent will work closely with Lisa Zerio, Director of Parks and Recreation, through all phases of the project. The Town will provide access to the property and make available any required site data as applicable.

TERM OF SERVICE / TIME FOR COMPLETION

A general schedule for permitting and construction will be mutually agreed upon between the Town and the selected Respondent. The Town anticipates the structures to be completed by November of 2023.

SECTION IV - SUBMISSION OF PROPOSAL

PROPOSAL INSTRUCTIONS

- By submitting a proposal, Respondent represents that he has thoroughly examined and become familiar with the Scope of Services outlined in this RFP and are capable of performing the work to achieve the Town's objectives.
- Respondents submitting a proposal for this solicitation are directed to respond online through a secure e-Procurement portal. Responses can be submitted at the following link: <https://app.negometrix.com/buyer/2832>, under the RFP title "**RPGL-2023-22 – PAVILLION STRUCTURES CIDER MILL & RCC**". Respondents will be required to create a profile before submitting their proposal. Step-by-step instructions on how to register as a vendor are available at this website:

<https://help.negometrix.com/en/support/solutions/articles/9000177626-register-on-negometrix4>

Respondents will be required to upload their response as **ONE (1) consolidated pdf file** which includes the following:

1. Proposal Response as per the requirements herein
 2. Attachment A - Town of Glastonbury Response Page
 3. Attachment B - Town of Glastonbury Non-Collusion Statement
- All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein.
 1. Table of Contents to include clear identification of the material provided by section and number.
 2. A letter of transmittal indicating the firm's understanding of the Scope of Services and interest in the project and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract.
 3. Name, email address and telephone number of person(s) to be contacted for further information or clarification.
 4. Copy of license or certification to perform the work required, as applicable.
 5. A background statement including a description of relevant experience and qualifications of the firm/individual submitting the proposal and the number of years the respondent has been in business.
 6. Respondent shall provide a list of 3-5 references and examples of previous similar projects pavilion projects successfully completed within the last five years, with the contact name, address and telephone number of the owners' representative in each project. The Town reserves the right to contact these organizations regarding the services performed by the firm.

7. Base Sum for proposed pavilion project:
 The following schedule of values in the base sum is submitted for the purpose of the owner's evaluation of proposals only and is not intended as a basis establishing prices for additions to or deletions from the contract sum. The amounts shown include all labor, materials, tools, equipment and services required to perform each of the stated items of work and include, insurance, other general expenses, overhead and profit, and performance and payment bond fees. Proposals shall detail a breakdown of costs for each pavilion separately as shown below.

The Cider Mill Property Pavilion

Building Materials	\$
Construction/installation	\$
Finishes	\$
Electrical	\$
Payment and Performance Bonds	\$

The Riverfront Community Center Pavilion

Building Materials	\$
Construction/installation	\$
Finishes	\$
Electrical	\$
Payment and Performance Bonds	\$

8. Respondent's approach to implementation of the project described herein including the respondent's ability to provide all of the services identified in Section III.
9. Respondent's shall submit illustrations, renderings, photographs etc. to support all proposal options offered.
10. A proposed schedule for the project including: planning, designing, permitting, and constructing.
11. It is anticipated that many Respondents may not have the entire range of skills and experience necessary to perform the entire Scope of the Work envisioned under this RFP. Therefore, qualifications submitted by joint ventures, lead consultants with specialty sub-contractors and other forms of professional association created to execute the work will be accepted. Details of the joint venture, if any, do not need to be identified at the time of the proposal submission.
12. A concluding statement as to why the Respondent is best qualified to meet the needs of the Town.

13. Proposal Response Form (**ATTACHMENT A**).
14. Description of any exceptions taken to this RFP. If any proposal involves any exception from the stated requirements and specifications, they must be clearly noted as exceptions and attached to the proposal.
15. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003 and revised October 29, 2013 and effective November 28, 2013. Respondent shall acknowledge that they have reviewed the document in the area provided on **ATTACHMENT A**. The selected respondent will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Acknowledgment Form can be accessed at the Town of Glastonbury website at www.glastonburyct.gov. Upon entering the website click on the **Bids & Proposals Icon** which will bring you to the links for the **Code of Ethics** and the **Acknowledgement Form**.
16. Statement of Non-Collusion (**ATTACHMENT B**).
17. Any technical questions regarding this RFP shall be made in writing and directed to Lisa Zerio, Director of Parks and Recreation by email at lisa.zerio@glastonbury-ct.gov. For administrative questions concerning this proposal, please contact Gina Consiglio, Purchasing Agent, by email at purchasing@glastonbury-ct.gov. All questions, answers, and/or addenda, as applicable, will be posted on the Town's website at www.glastonburyct.gov (Upon entering the website click on Bids & Proposals Icon, click on the Bid Title to view all proposal details and document links). **It is the respondent's responsibility to check the website for addenda prior to submission of any proposal.** Note: Responses to requests for more specific contract information than is contained in the RFP shall be limited to information that is available to all respondents and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.

No other Glastonbury Town employee, elected official, or evaluation committee member should be contacted concerning this RFP during the proposal process. Failure to comply with this requirement may result in disqualification.

Failure to include any of the above-referenced items in the submitted proposal may be grounds for disqualifying said proposal.

EVALUATION CRITERIA

The Town of Glastonbury shall select the responsible and responsive proposal which is determined by the Town to be the best suited, most advantageous, and provides the best value to the Town on the basis of the criteria included in this Request for Proposal. The Town shall not be obligated to accept any proposal and the Town shall reserve the sole right to determine the appropriateness of any proposal for this work. The Town expressly reserves the right to negotiate with the selected firm prior to an award of any contract pursuant to this RFP. Best value shall be determined by consideration of the following factors which will be applied to each of the pavilion locations separately (Cidermill & RCC).

CRITERIA	WEIGHT
The Respondent's structure design and the appropriateness of that design with respect to integration with other site structures and the overall site character.	30
The background & experience of the Respondent in providing similar services elsewhere.	10
Respondent's approach to implementation of the project described herein and their ability to provide all of the services identified in the project scope, including: Consistency with existing structures, ADA compliance and Warranty.	10
Proposed schedule for the project.	15
Competitiveness and reasonableness of the total cost or price, including consideration of the anticipated annual operational costs that are incurred if accepted.	25
The Respondent's responsiveness and compliance with the RFP requirements and specifications, including any exceptions attached or contained in the proposal.	10

REFERENCES

As part of the overall evaluation, The Town of Glastonbury shall review references provided in the Respondent's proposal to determine the quality of services performed for other clients.

SELECTION PROCESS

- This request for proposal does not commit the Town of Glastonbury to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request become the property of the Town of Glastonbury. The Town of Glastonbury reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected Respondents, the right to extend the contract for an additional period or to cancel in part or in its entirety the request for proposals, if it is in the best interests of the Town to do so.
- A Selection Committee, appointed by the Town Manager, will evaluate all proposals received for completeness and the Respondent's ability to meet all requirements as outlined in this proposal. The Committee will then short list the specific firms whose proposals best meet all criteria required and may conduct interviews with these firms. Upon completion of interviews, the Selection Committee will forward to the Town Manager a list of firms recommended for further consideration.
- Based on the results of the interview process, the Town Manager or his designee will review the Scope of Services, Cost proposals, and other factors with the top-rated firm(s) and negotiate a specific agreement based on these discussions.
- Additional technical information may be requested from any respondent for clarification purposes, but in no way changes the original proposal submitted.

TIMELINE

The Town intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFP	March 9, 2023
RFP Due Date	March 29, 2023 by 11AM
Interviews with Top Respondents	Week of April 3, 2023
Execution of Agreement	TBD

INSURANCE REQUIREMENTS

INSURANCE

The Respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverages covering the Respondent and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Glastonbury and their employees and agents as an Additional Insured** on a primary and non-contributory basis to the Respondent's Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Respondent's Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A-VIII with all policies written on an occurrence form basis. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$1,000,000 each accident/\$1,000,000 disease-policy limit/\$1,000,000 disease each employee
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and their employees and agents.

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Building Damage
Each Occurrence \$1,000,000
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and their employees and agents.

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Evidence of Combined Single Limit of Liability for Bodily Injury and Building Damage:
Per Accident \$1,000,000

- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and their employees and agents.
- 4) Umbrella / Excess Liability
- \$1,000,000 Occurrence/\$1,000,000 Aggregate
 - A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and their employees and agents.

The respondent shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, statutory Worker's Compensation and Employer's Liability and Professional Services Liability coverage.

The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The awarded Respondent(s) will be responsible to provide written notice to the Owner 30 days prior to cancellation or non-renewal of any insurance policy. The Certificate shall evidence all required coverages including the Additional Insured on the General Liability and Auto Liability policies and Waiver of Subrogation on the General Liability policy. The respondent shall provide the Town copies of any such insurance policies upon request.

INDEMNIFICATION

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town and their employees and agents consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Respondent's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Respondent, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Respondent to perform or furnish either of the services, or anyone for whose acts the Respondent may be liable.

**ATTACHMENT A
PROPOSAL RESPONSE PAGE**



BID / PROPOSAL NO: RPGL-2023-22 **DATE DUE:** March 29, 2023
DATE ADVERTISED: March 9, 2023 **TIME DUE:** 11:00 AM
NAME OF PROJECT: PAVILION STRUCTURES CIDER MILL & RCC

THE RESPONDENT ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA:

Addendum #1 _____(Initial/Date) **Addendum #2** _____(Initial/Date) **Addendum #3** _____(Initial/Date)

It is the responsibility of the respondent to check the Town's website for any Addenda before submitting the proposal.

CODE OF ETHICS:

I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I /We are selected. Yes _____ No _____ *

***Respondent is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid or proposal where the respondent has not agreed to the above statement.**

_____	_____
Type or Print Name of Individual	Doing Business as (Trade Name)
_____	_____
Signature of Individual	Street Address
_____	_____
Title	City, State, Zip Code
_____	_____
Date	Telephone Number / Fax Number
_____	_____
E-Mail Address	SS # or TIN#

**ATTACHMENT B
NON-COLLUSION STATEMENT**

The company submitting this proposal certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other Respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

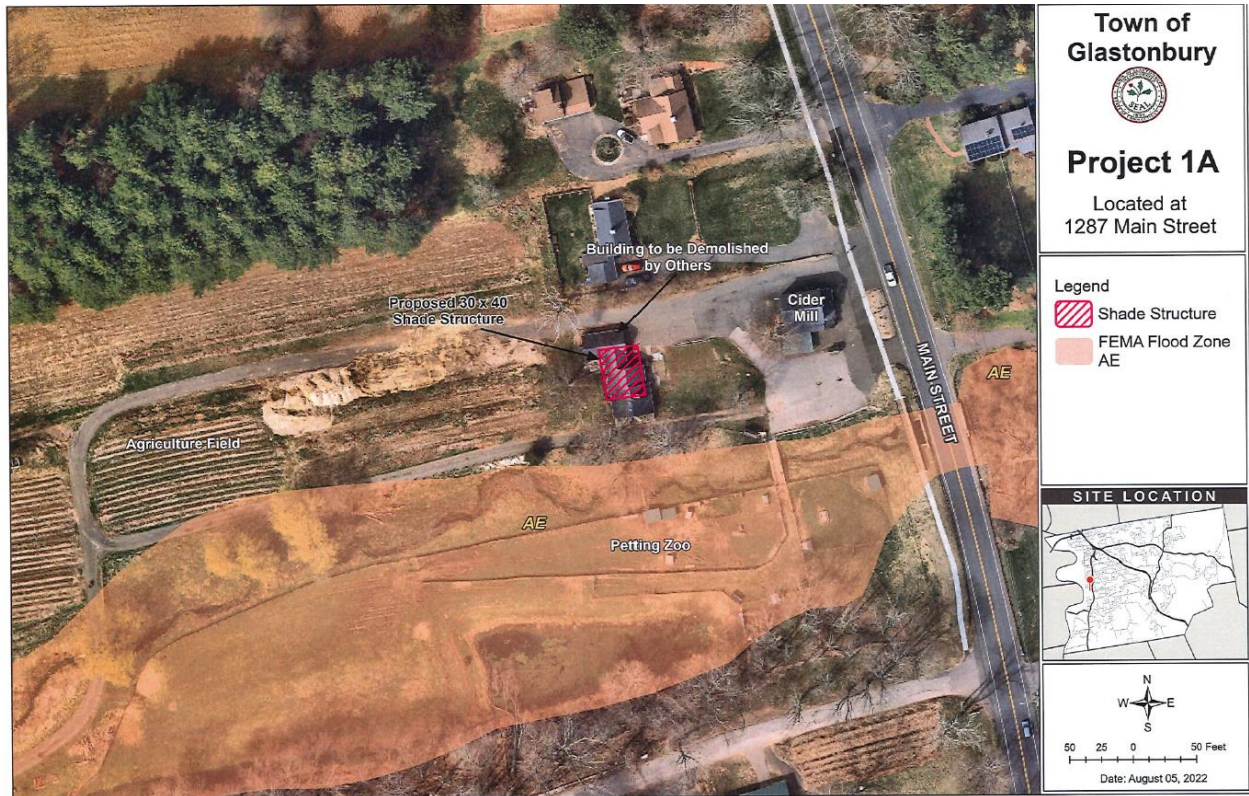
Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____

ATTACHMENT C



ATTACHMENT D



ATTACHMENT E

STANDARD BID BOND FORM

KNOW ALL MEN BY THESE PRESENTS, That we, _____, hereinafter called the Principal, of _____, as Principal, and, _____ hereinafter called the Surety, a corporation organized and existing under the laws of the State of _____, and duly authorized to transact a surety business in the State of Connecticut, as Surety, are held and firmly bound unto the **Town of Glastonbury**, as Obligee, in the penal sum of ten (10) percent of the amount of the Proposal set forth in a proposal hereinafter mentioned, lawful money of the United States of America, for the payment of which, well and truly to be made to the Obligee, the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, That, whereas the Principal has submitted or is about to submit a proposal to the Obligee related to a contract for the *Pavilion Structures Cider Mill & Riverfront Community Center (RCC), RPGL-2023-22.*

NOW, THEREFORE, if the said contract be awarded to the Principal and the Principal shall, within such time as may be specified, enter into the said contract in writing with the Town of Glastonbury and give the required bonds, with surety acceptable to the Obligee, or if the Principal shall fail to do so, pay to the Obligee the damages which the Obligee may suffer by reason of such failure not exceeding the penalty of this bond, then this obligation shall be void, otherwise to remain in full force and effect.

SIGNED, SEALED AND DELIVERED this _____ day of _____, 2023.

Principal: _____ (Name of Contractor)

By _____ (Contractor as Principal)

Name: _____ (Print Name)

Title: _____

Surety: _____ (Name of Surety)

By _____

Name: _____ (Print Name)

Title: _____