



59 Lyme Street • Old Lyme, CT 06371 • 860-434-7208 • www.lysb.org

INVITATION TO BIDDERS

RENOVATION TO OFFICE BUILDING at 59 LYME STREET

1. Bid Proposals will be received by LYSB until 9/16/2024 by 5:00 p.m., at which time they will be opened and publicly read aloud. Applications may be submitted by email mseidner@lysb.org or in person at the LYSB office at 59 Lyme Street, Old Lyme, CT 06371
2. No bidder may withdraw their bid within 45 days after the date of opening.
3. Project Specifications are available with this announcement at www.lysb.org/renovation
4. Bid Submission Application available at www.lysb.org/renovation
5. Optional Pre-bid meeting will be held on 9/5/2024 at 9:00 a.m. via a zoom meeting link. Please email Mary Seidner at mseidner@lysb.org to receive the zoom link.
6. A walk-through is available on 9/9/2024 8:00-10:00 a.m. by appointment. Please contact Mary Seidner to schedule a walk-through.
7. Pre-bid questions may be submitted to Mary Seidner by 9/10/24 by 5:00 p.m.
8. Questions and answers will be posted by 9/12/2024 by end of day at www.lysb.org/renovation
9. An Affirmative Action/Equal Opportunity Employer, Minority/Women's Business Enterprises are encouraged to apply.
10. The right is reserved, as the interest of LYSB may require, to reject any and/or all proposals, to waive any informalities in proposals received, and to accept or reject any and/or all items of any proposal.
11. Please advise Mary Seidner, Executive Director, if you intend to submit a bid.

Project Background Information:

The Lymes' Youth Service Bureau seeks an appropriate and qualified General Contractor to manage the renovation of the LYSB main office building at 59 Lyme Street. The building was constructed in 1850 and is approximately 1800 square feet. This renovation includes a full interior studs-out remodel project including all mechanical systems.

LYSB has received a grant from the State of Connecticut's Non Profit Grant Program to fund 75% of the cost of the project, with a proposed total budget of \$533,000. The goal is to have the project completed by 9/1/2025. The selected firm will be expected to enter into a written agreement with LYSB, upon terms and conditions typical and in LYSB's interests, as determined by the LYSB Board of Directors, for a full renovation project.

In addition to other reservations and conditions contained in this Request for Proposals, LYSB reserves the right to waive any technical defects in the proposals received; to waive any formalities or irregularities; to reject any and all proposals for any reason, including that it or they do not conform to the terms and conditions described herein, as determined by LYSB in its sole discretion; to accept or reject any part of

the any proposal received; to present and negotiate terms of a contract together or request additional qualifications; and to select any proposal or part thereof based on any combination of factors including the amount proposal, the time of completion, and LYSB's best interest. LYSB further reserves the right to retain all proposals submitted and to use any idea in a proposal whether or not that proposal is selected.

Criteria for Evaluation of Qualifications:

1. The selected firm will have adequate financial resources, manpower, and liability insurance to undertake the project, and must show a track record that demonstrates accurate past forecasting, budgeting, the ability to meet previously identified deadlines.
2. The selected firm will demonstrate previous successful experience working on historic buildings.
3. The selected firm will demonstrate an expertise in renovation projects of a similar size and scope.
4. The selected firm will confirm they have appropriate licensing, insurances, ability to acquire a Performance Bond, and maintain records and reporting with the state of CT as required per the terms of the Non Profit Grant Program.

Applications should include:

1. FIRM info including name of firm, physical address, principal owner(s), year firm established and number of employees, contact person name, phone and email
2. DESCRIBE the firm's experience working with historic buildings.
3. DESCRIBE at least two renovation projects completed in the last five years.
4. REFERENCES: Please provide two references with contact info
5. SUBCONTRACTORS: Please list anticipated subcontractors
6. BUDGET: including trade costs and contingency. Note all abatement and most demolition will occur PRIOR to the start of the project and should not be included in the General Contractor's application or budget. See plans/specifications for specific information about demolition.
7. TIMELINE and Logistics Plan
8. Confirmation the firm will provide a Performance Bond naming the State of CT as a co-obligee in an amount not less than 50% of the bid, upon selection.
9. Confirmation the firm can provide the following insurances and can provide a certificate of insurance with the State of CT and LYSB named as additional insured:
 - a. builder's risk insurance utilizing an "All Risk" (Special Perils) coverage form, with limits equal to value of the completed project;
 - b. commercial general commercial liability insurance, including products and completed operations, property damage, bodily injury and personal and advertising injury with limit of no less than \$1,000,00 per occurrence; and
 - c. worker's compensation coverage as required by State Statute

CONTACT:

Mary Seidner

Executive Director

Phone: 860-434-7208

Email: mseidner@lysb.org

Specifications available at www.lysb.org/renovation