

**CITY OF NORWICH**  
**Request for Proposals**  
**RFP 11-10**

**Consultant Services for the Comprehensive Site and Buildings  
Evaluation at the Indian Leap Falls**

The City of Norwich acting with the Norwich Historical Society is soliciting proposals from qualified multi-disciplinary firms to research, evaluate, and recommend appropriate improvements to the City owned property known as 196-200 Yantic Street adjacent to the Indian Leap Falls.

Interested firms must return six (6) copies of their responses to: William Block, City Purchasing Agent, City Hall, Rm. 104, 100 Broadway, Norwich, CT 06360 no later than Wednesday, September 14, 2011 at 3:00 PM.

Complete copies of this RFP may be obtained at the Office of the Purchasing Agent at the address listed above or online at the State of Connecticut DAS Web Portal or at the City of Norwich web site [www.norwichct.org](http://www.norwichct.org) by clicking on Public Bids/Proposals.

This project is funded by the Connecticut Commission on Culture and Tourism and the Sachem Fund.

Questions regarding this proposal should be directed to Mr. Barry Ellison Director, Norwich Public Works, 860-823-3789 or [bellison@norwichct.org](mailto:bellison@norwichct.org).

**William Block**

**City Purchasing Agent**

## SCOPE OF WORK

### **Project Mission-**

Provide assistance to the City of Norwich in developing the property known as 196-200 Yantic St., adjacent to the Indian Leap Falls. All proposed renovations, re-uses and/or development must strongly consider the significant cultural and historical aspects of this site.

### **Objective-**

Identify rational methods and approaches to maximize the use of this property. Provide support to representatives of the National Park Service in presenting a charrette to city officials and the public. The City anticipates that his property will be developed into a site of primarily passive recreation suitable for incorporation into the Heritage Trail that runs from Northwest to Southeast of the property.

### **Background-**

The property comprises 1.2 acres next to Yantic Falls. A vacant factory complex of approximately 19,000 square feet is on the site. This factory has both brick and granite buildings in various states of deterioration. The granite structure, c. 1837, has potential for re-use. The brick structures will likely need to be demolished. This property is part of the site of a very significant battle in the mid-seventeenth century between the Narragansett Indian tribe and the local Mohegan tribe and their English settler allies. The Mohegan tribe has significant interest in the direction of this project because of the cultural and historical importance to their people.

### **Process-**

The City of Norwich expects the Consultant to develop a thoroughly considered and engaged process of assessment, analysis, planning, and documentation with a multidisciplinary team. The team member skills should include the following: planning, archeological, historical, landscape architecture and architect/engineering, and, possibly, hydroelectric. The consultant team will work with Norwich leaders, the National Park Service and Mohegan Tribe to explain and foster cooperation with the implementation of the proposed recommendations. Further, it is anticipated that a public charrette, possibly let by the National Park Service, will take place upon issuance of the final report, during which the consultant team will have a significant presence. The consultant team will be expected to manage the interactive process of developing information, findings and recommendations throughout the entire process, including during public charrettes.

### **Deliverables-**

1. Conduct steering committee sessions to:

- a. define the scope of work;
  - b. obtain feedback during the process;
  - c. deliver the draft report;
  - d. deliver the final report.
- 
2. Assist representatives from the National Park Service in conducting a charrette to:
    - a. share a draft of findings, plans and deliverables;
    - b. share final reports with key leaders and stakeholders.

### **Proposal Requirements**

Proposals should, at a minimum, list the project team, with resumes and their experience in similar projects. A fee structure with a projected estimate of total fees for professional services including all required to meet the project mission, objective and process as well as reimbursable expenses as well as printing costs must be included. Respondents are also encouraged to offer additional and/or substitute products/services not listed in this RFP that, in the Respondent's opinion will create a more effective end product and further assure a successful outcome from the expenditure of this grant.

Proposals should also include an hourly rate for all personnel that may be required for services that may be requested beyond the scope of work described above. Identification of funding sources that have been successfully accessed for similar projects should be included as well.

### **Proposal Evaluation**

The team evaluating the proposal responses will include, but not be limited to, the Director of Public Works, members of the Norwich Historical Society, and one or more members of the Mohegan Tribe.

Evaluation criteria will include the qualifications and experience of the consultant team assigned to this project, successful completion of similar projects, fee schedule, and previous experience with the City of Norwich.

## **Project Schedule**

The Evaluation Team anticipates the project schedule as follows:

- Consultant Proposals due September 14, 2011.
- Team selects Consultant and signs contract October 5, 2011.
- Team and Consultant schedule sessions TBD, 2011.
- Consultant will deliver final product December 31, 2011
- Consultant will work with National Park Service to deliver charrette TBD (Spring 2012).

The Consultant hereby agrees to maintain at its own expense comprehensive general liability, automobile liability, professional liability and workers' compensation insurance during the term of this Agreement in amounts determined to be sufficient by the City.

The commercial general liability insurance policies shall contain a minimum limit of liability of \$1,000,000 combined single limit per occurrence for bodily injury and property damage and shall name the City of Norwich and its officers, agents and employees as additional insureds. The general liability policy shall contain, but not be limited to, operations liability, contractual liability, which insures any indemnities contained in the Agreement, products liability and completed operations, which shall be maintained for a period of not less than three years following completion of the work under the Agreement, in addition to personal injury and advertising liability, and broad form property insurance.

The Consultant shall also maintain commercial automobile liability insurance, subject to a minimum limit of liability of \$1,000,000 per accident for bodily injury and property damage. This insurance shall include coverage for all owned, non-owned and leased / rented vehicles. The City of Norwich and its employees, agents, and officers shall be designated as additional insureds.

The Consultant shall maintain professional liability insurance, which covers the services to be provided pursuant to the contract between the City of Norwich and the "Consultant". The minimum limit of liability shall be \$1,000,000 per claim and \$1,000,000 in the aggregate. The aggregate shall apply separately to each project on which the Consultant is working.

The Consultant further agrees to maintain at its own expense workers' compensation and employer's liability insurance, which insure all employees of the Consultant. The workers' compensation insurance shall comply with all workers' compensation laws and regulations in the state of Connecticut. The employer's liability insurance shall contain limits of liability of not less than \$100,000 for each accident, disease each employee and disease policy limit.

All such insurance required hereunder shall contain provisions requiring the insurance company(s) to provide thirty (30) days prior written notice to the City of Norwich in the event of cancellation, termination or material change to any policy terms and conditions.

Any insurance required hereunder written on a "claims made" rather than on an occurrence basis shall contain a retroactive date no later than the earlier of the commencement date of the services under the Agreement or execution of the Agreement and shall provide that in the event of cancellation or non-renewal, the discovery period for insurance claims (Tail Coverage) shall be available for at least sixty (60) months following termination of the services under the Agreement or termination of the Agreement, whichever is later.

The Consultant agrees to waive any right of claim against the City of Norwich, and their employees, agents, and officers for any losses, damages and expenses arising out of the services in the Agreement between the City of Norwich and the Consultant. All insurance required hereunder shall contain waivers of subrogation in favor of the City of Norwich and its employees, agents and officers.

The insurance required hereunder shall be primary insurance, not excess or contributory, without any right of contribution by any insurance maintained by or on behalf of the City of Norwich.

The Consultant agrees to provide the City of Norwich with certified copies of all insurance policies of insurance required hereunder or certificates of insurance, whichever the City deems appropriate, prior to

commencement of services under this Agreement and throughout the full term of this Agreement upon expiration or termination or change in any insurance coverage required hereunder.

The insurance requirements of the Agreement are an integral part of the Agreement. Any defect in the insurance program required in the Agreement may result in termination of the Agreement, as stipulated in the Agreement. No employee or the entity can modify the terms of the Agreement without the prior approval of Corporation Counsel and the Chief Administrative Officer or his/her designee.

The insurance maintained by the Consultant shall not serve to limit in any way the liability of the Consultant arising out of the services to be provided under this Agreement.