



Town of Berlin

**VETERAN'S MEMORIAL PEDESTRIAN BOARDWALK AND  
WALK BRIDGE REPAIR  
2026-26**

RELEASE DATE: May 12, 2026

DEADLINE FOR QUESTIONS: May 26, 2026

RESPONSE DEADLINE: June 2, 2026, 10:00 am

Please refer to the project timeline in this document for all important deadlines.

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://procurement.opengov.com/portal/berlinc>

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A - Veteran's Memorial Park Designs

B - Boardwalk and Walk Bridge Photos

## Notice to Proposers

The Town of Berlin (hereinafter "Town"), is seeking proposals for pedestrian boardwalk and walk bridge repairs at Veteran's Memorial services from expert, qualified, and independent firms. This is a proposed contract with an anticipated start date in June 2026.

The Town of Berlin is accepting electronic submissions. Proposers shall create a FREE account with OpenGov Procurement by signing up at <https://procurement.opengov.com/signup>. Once you have completed account registration, browse back to this page, click on "Draft Response", and follow the instructions to submit the electronic proposal.\*

The Town will not accept submissions by e-mail or fax. The Town will reject proposals received after the date and time noted in the timeline.

The Town reserves the right to amend or terminate this Request for Proposals, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the proposal to the proposer that, in the Town's judgment, will be in the Town's best interest

\*For any bidder who is unable to upload their bid electronically, please contact Maryssa Tsolis, Purchasing Manager at (860) 828-7048 to make arrangements to submit a paper bid before the deadline.

## **Introduction**

### **1. Intent**

The Town of Berlin is soliciting proposals from qualified, responsible firms with significant relevant experience to assist the town with pedestrian boardwalk and walk bridge repairs at Veteran's Memorial. The town expects to select and contract with one firm to provide services for pedestrian boardwalk and walk bridge repairs at Veteran's Memorial. This RFP is not a contract offer, and no contract will exist unless and until a written contract is signed by the Town and the successful proposer. Interested parties should submit a proposal in accordance with the requirements and directions contained in this RFP. The town may choose not to select any firm. The town is an equal opportunity employer, does not discriminate because of race, religion, color, sex, national origin, sexual orientation, marital status, disability or any other factors protected by law.

It is the goal of the Town to enter into agreement with a vendor that will provide services efficiently, will accurately bill, and will provide high quality, flexible customer service to the Town. The Vendor will be expected to maintain expert knowledge of these services to ensure the Town is receiving the highest quality service at the most affordable rates while maintaining quality and secure technology.

### **2. Background**

The Veteran Memorial site is located in between Farmington Ave and Massirio Dr, with the identified pedestrian boardwalk and walk bridge located behind the parking lot of 1201 Farmington Ave. The related treated wood components in the scope of this project are old, wearing, and rotting, presenting a hazard to the public. The Town is seeking to repair by replacement these segments with new treated wood and marine grade fasteners.

### **3. Qualifications**

Eligible Vendors will be those individuals, businesses and firms that meet the following qualifications:

- A. Proposer must have demonstrated experience and expertise in Connecticut in the past (3) years successfully performing the types of services as those outlined in the introduction.
- B. Proposer must have a proven track record successfully providing these types of services for similarly sized municipal governments, preferably in Connecticut.
- C. Proposer must be familiar with, qualified, and properly licensed in the State of Connecticut to perform its obligation under this proposal in compliance with all applicable Federal and State of Connecticut laws and regulations, statutes and policies.
- D. The Town will not award the proposal to any business that, or person who, is in arrears or in default to the Town with regard to any tax, debt, contract, security or any other obligation.
- E. Documented/audited internal control environment
- F. Proposer must have a business continuity plan
- G. Proposer must be in compliance with all federal, state, and local laws and regulations

### **4. Agreement Period**

The Town anticipates entering into a contract with the selected Consultant commencing on or about June 2026.

The Town will contractually reserve the right to cancel the contract at any time. The agreement period for any contract or purchase order resulting from this RFP shall ultimately be as negotiated to the mutual agreement of the parties.

## 5. Additional Conditions

All those submitting proposals must be willing to adhere to the following additional conditions and must positively state this in the proposal.

- A. The proposer must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the project. At its discretion, the Town may require the removal and replacement of any of the proposer's personnel who do not perform adequately, regardless of whether they were previously approved by the Town.
- B. All subcontractors hired by the proposer awarded a contract or purchase order as a result of this RFP must have prior approval of the Town prior to and during the agreement period.
- C. Any contract or purchase order resulting from this RFP process will represent the entire agreement between the proposer and the Town and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The Town shall assume no liability for payment of services under the terms of the contract or purchase order until the successful proposer is notified that the contract or purchase order has been accepted and approved by the Town. *Any contract resulting from this RFP may be amended only by means of a written instrument signed by the proposer and signed by the designated Town Representative.*

## 6. Right to Amend or Terminate the RFP or Contract

The Town may, in its sole discretion, clarify, modify, amend or terminate this RFP if the Town determines it is in the Town's best interest. The Town has the right to extend the RFP Open Date no later than four (4) business days prior to the scheduled RFP Open Date, via Amendment, if determined it is in the Town's best interest. In the event that an insufficient number of qualified bids are received by the RFP Open Date, the Town may terminate and re-post the RFP if determined it is in the Town's best interest. All such actions shall be affected by a posting in the Town's e-Procurement portal <https://procurement.opengov.com/portal/berlinct>. **Each proposer is responsible for checking the e-Procurement portal to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

If this RFP provides for a multi-year agreement, the Town also reserves the right to terminate the Contract at the end of the last fiscal year for which funds have been appropriated, and the Town shall have no obligation or liability to the successful proposer for any unfunded year or years.

### Key Dates

Release Project Date:	May 12, 2026
Question Submission Deadline:	May 26, 2026, 10:00am
Proposal Submission Deadline:	June 2, 2026, 10:00am

## Scope of Services

### 1. General

The scope of services is provided herewith as a general overview which may be expanded and further defined through negotiation. The successful bidder shall:

- Provide industry standard or higher quality services while maintaining a focus on providing a cost-effective service to the Town.
- Provide the highest quality customer service to the Town, not limited to, but particularly in the areas of reliability and billing.

The selected bidder shall work with and cooperate with the Finance Department in rendering services pursuant to this RFP.

The Contractor shall provide all labor, materials and equipment required to complete the work outlined in this RFP. The Contractor shall investigate the site and confirm the condition and details of the pedestrian boardwalk and walk bridge, but the approximate details are as follows:

- The pedestrian boardwalk is approximately 6 feet wide and 58 feet long
  - It is comprised of 2x6 wood decking with 1-inch gaps between boards
  - There are 4x4 bumpers on both sides along its length
  - 3x12 joists along its length
  - Double 3x12 headers at regular intervals
  - Two (2) 8-inch diameter wood piles at regular intervals
    - These shall be investigated to ensure no issues with integrity and reused to accomplish this work
- The walk bridge is approximately 6 feet wide and 36 feet long
  - It is also comprised of 2x6 wood decking with 1-inch gaps between boards
  - Prefabricated wooden railing along its length
  - Girders and metal cross bracing along the underside (to remain)
  - Supports on both ends (to remain)

See Attachment A for drawings and full details to replicate in the completion of this work.

### 2. Scope of Work

All work included in the scope of this contract shall adhere to the most current relevant federal, state, local, municipal, and Town of Berlin standards, codes, and regulations.

## **Demolition and Removal**

- A. Remove and properly dispose of existing:
  - 1. Decking on the boardwalk and bridge
  - 2. Bumpers and elements along the boardwalk
  - 3. Stringers and headers along the boardwalk
  - 4. Siding along the underside of the boardwalk
  - 5. Associated fasteners and hardware
- B. Dispose of all materials in accordance with applicable environmental regulations
- C. Visually inspect all exposed structural components after demolition to ensure integrity for reuse

## **Installation of New Materials**

- A. Furnish and install new decking, joists, headers, bumpers, siding, and related components along boardwalk and bridge
  - 1. New decking shall be installed with 1/4-inch gaps in place of the originally designed 1-inch gaps
- B. All new material to be used shall be submitted to the Town for approval of use before installation, and at a minimum shall be:
  - 1. Weather-resistant and suitable for outdoor pedestrian use
  - 2. Durable and low maintenance
  - 3. Consistent with the park's visual aesthetics
  - 4. Lumber shall be CCA pressure treated lumber or equivalent standard
    - a. The Town's preference is to use Port lumber or comparable quality option
  - 5. Hardware and fasteners shall be marine grade

## **Related Construction Activities**

- A. Perform all necessary carpentry, fastening, anchoring, and finishing work
- B. Adjust or repair adjacent features impacted by construction
- C. Provide site restoration, including minor landscaping disturbed during construction

## **Project Closeout**

- A. Conduct final walkthrough with Town representatives
- B. Complete all punch list items
- C. Provide final documentation and warranties

- D. Restore all disturbed areas

### **3. Contractor Responsibilities**

#### **Project Management**

- A. Provide a detailed project schedule prior to commencement
- B. Coordinate all work to minimize disruption to park operations
- C. Maintain clear communication with Town representatives

#### **Permits and Compliance**

- A. Obtain all necessary permits and approvals
- B. Ensure compliance with all relevant codes, standards and regulations

#### **Safety**

- A. Implement and maintain a site-specific safety plan
- B. Secure the work area to protect park visitors and workers
- C. Provide appropriate signage, barriers, and traffic/pedestrian control

#### **Quality Control**

- A. Ensure all work is performed in a professional and workmanlike manner
- B. Use materials that meet specified standards and manufacturer requirements
- C. Correct any deficiencies identified by the Town

#### **Cleanup and Disposal**

- A. Maintain a clean and orderly worksite at all times
- B. Remove debris regularly and upon project completion
- C. Leave the site in a safe, usable, and aesthetically acceptable condition

### **4. Deliverables**

- A. Project schedule and work plan
- B. Submittals for materials and methods
- C. Progress updates
- D. Final inspection and punch list completion

E. Warranty documentation for materials and workmanship

## **5. Add Alternate - Walk Bridge Railing Demolition and Replacement**

An optional addition to this project is the walk bridge railing removal and replacement. All standards and work mentioned above relating to demolition, disposal, materials, installation, restoration, and any other related work items shall apply.

## **6. Evaluation Criteria**

The Town may elect to have the proposals evaluated by a committee as part of making a selection. If deemed necessary, the Town reserves the right to arrange for interviews/oral presentations as part of the selection process, which invitations for interviews may involve a short-listing of the proposals received.

If the proposer does not execute the Contract within ten (10) business days of the date of notification, unless extended by the Town, the Town may call any proposal security provided by the proposer and may enter into discussions with another proposer. **The Town will post the Notice of Award on the e-Procurement Portal, <https://procurement.opengov.com/portal/berlinct>.**

## Pricing Table

### PRIMARY SERVICES

Line Item	Description	Unit of Measure	Unit Cost
1	Demolition, Removal and Installation (Minus Walk Bridge Rail) and Related Activities	LS	

### ALTERNATE 1

Line Item	Description	Unit of Measure	Unit Cost
1	Walk Bridge Rail Removal and Replacement	LS	

## Proposal Submission Instructions

### 1. Proposal Requirements & Required Format

Proposals must set forth accurate and complete information for each of the items listed below. At the Town's discretion, failure to do so could result in disqualification. Please ensure your proposal incorporates responses to the below questions, as well as any requested attachments.

#### 1. Proposer Information: Please provide the following information:

- A. Firm Name
- B. Permanent main office address
- C. Date firm organized.
- D. Legal Form of ownership. If a corporation, indicate where incorporated.
- E. How many years have you been engaged in services you provide under your present name?

#### 2. Experience, Expertise and Capabilities

- A. **Philosophy Statement and Business Focus.** A statement of the proposer's philosophy and approach in undertaking the services of the nature outlined in the RFP, as well as a description of its primary business focus.
- B. **Summary of Relevant Experience.** A listing of projects that the proposer has completed within the last three (3) years of a similar nature to those included in the Scope of Services in this RFP must be provided.
- C. The following additional information shall be provided by each bidder:
  - **Please provide a sample billing** in the format the Town would receive on a regular basis.
  - General description of the organization structure of your institution including parent and/or subsidiary companies and the number of employees.
  - Identify who will be the primary client relationship manager.
  - Provide a general representation of the key factors and other important considerations that you feel separates your institution/firm from others in providing the requested services.
  - Detail description of your firm's technical resources and experience in providing the desired scope of services to similarly sized entities.
  - Identify the location of the office(s) from which the services will be performed.
  - Disclose any current (last 3 years) business, financial, personal, or other types of relationships which may pose a conflict of interest.

- Please list any contracts or purchase orders in the last three (3) years between the proposer and any agency of the Town.

3. Statement of Qualifications and Work Plan

- A. Qualifications. For this project, please describe your firm's qualifications, experience and capabilities as they pertain to each of the areas of qualifications listed, as well as those of the personnel to be assigned to this project.
- B. Work Plan. For **each** item listed in Scope of Services, please describe the approach that would be generally followed in undertaking these tasks.
- C. Services Expected of the Town. Identify the nature and scope of the services that would be generally required of the Town in undertaking these projects.

4. Information Regarding: Failure to Complete Work, Default and Litigation.

Please respond to the following questions:

- A. Have you ever failed to complete any work awarded to you? If so, where and why?
- B. Have you ever been declared to be in default on a contract? If so, where and why?
- C. Is there any pending litigation or arbitration which could affect your organization's ability to perform this agreement? If so, please describe.
- D. Has your firm ever had a contract terminated for cause within the past five years? If yes, provide details.
- E. Has your firm been named in a lawsuit related to errors and omissions within the past five years? If yes, provide details.
- F. During the past seven years, has your firm ever filed for protection under the Federal bankruptcy laws? If yes, provide details.
- G. Are there any other factors or information that could affect your firm's ability to provide the services being sought about which the Town should be aware?

5. Exceptions and Alternatives. Proposers wishing to take any exceptions to any requirement in the RFP shall state and explain such exceptions. The Town may accept proposals which take exception to any requirements in this RFP, or which offer any alternative to a requirement herein, as well as consider such exceptions and alternatives in evaluating responses. Any exception or alternative must be clearly delineated and cannot materially affect the substance of this Request for Proposals.

6. Cost Proposal. Proposers should utilize the electronic Pricing Table.

Your proposal should be submitted through electronic bid submission on the Town's e-Procurement Portal no later than 10:00 am, Tuesday, June 2, 2026. The Town will not accept submissions by e-mail or fax. The Town will **NOT** accept late proposals.

Proposals are considered valid, and may not be withdrawn, cancelled or modified, for sixty (60) days after the opening date, to give the Town sufficient time to review the proposals, investigate the proposers' qualifications, secure any required municipal approvals, and execute a binding contract with the successful proposer.

## **2. Questions and Amendments**

All inquiries shall be submitted regarding this RFP via the Town's e-Procurement Portal, located at <https://procurement.opengov.com/portal/berlinct>. Please note the deadline for submitting inquiries. All answers to inquiries will be posted on the Town's e-Procurement Portal. Proposers may also click "Follow" on this bid to receive an email notification when answers are posted. It is the responsibility of the bidder to check the website for answers to inquiries.

**Proposers are prohibited from contacting any other Town employee, officer or official concerning this RFP. A proposer's failure to comply with this requirement may result in disqualification.**

No oral statement of the Town, including oral statements by the Town representatives listed above, shall be effective to waive, change or otherwise modify any of the provisions of this RFP, and no proposer shall rely on any alleged oral statement.

## **3. Additional Information**

The Town reserves the right, either before or after the opening of proposals, to ask any proposer to clarify its proposal or to submit additional information that the Town in its sole discretion deems desirable.

## **4. Cost for Preparing Proposal**

Each proposer's costs incurred in developing its proposal are its sole responsibility, and the Town shall have no liability for such costs.

## **5. Ownership of Proposals**

All proposals submitted become the Town's property and will not be returned to proposers.

## **6. Freedom of Information Act**

All information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information. Proposers are encouraged **not** to include in their proposals any information which is proprietary a trade secret or otherwise confidential. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy, and all rules, regulations and interpretations resulting from those laws.

## **7. Presumption of Proposer's Full Knowledge**

Each proposer is responsible for having read and understood each document in this RFP and any addenda issued by the Town. A proposer's failure to have reviewed all information that is part of or applicable to this RFP, including but not only any addenda posted on the Town's e-Procurement Portal, shall in no way relieve it from any aspect of its proposal or the obligations related thereto.

Each proposer is deemed to be familiar with and is required to comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this RFP or the performance of the work described herein.

By submitting a proposal, each proposer represents that it has thoroughly examined and become familiar with the scope of work outlined in this RFP, and it is capable of performing the work to achieve the Town's objectives. If applicable, each proposer shall visit the site, examine the areas and thoroughly familiarize itself with all conditions of the property before preparing its proposal.

### **8. Tax Exemptions**

The Town is exempt from the payment of federal excise taxes and Connecticut sales tax and use taxes. Such taxes must not be included in prices.

### **9. Award Criteria & Selection**

All proposals will be publicly opened at the time identified in this RFP on the e-Procurement Portal site.

The Town reserves the right to correct, after proposer verification, any mistake in a proposal that is a clerical error, such as a price extension, decimal point error or FOB terms. If any error exists in an extension of prices, the unit price shall prevail.

The Town reserves the right to accept all or any part of a proposal, reject all proposals, and waive any informalities or non-material deficiencies in a proposal. The Town also reserves the right, if applicable, to award the purchase of individual items under this RFP to any combination of separate proposals or proposers.

The Town will accept the proposal that, all things considered, the Town determines is in its best interests. Although price will be an important factor, it will not be the only basis for award. Due consideration may also be given to a proposer's experience, references, service, ability to respond promptly to requests, past performance, and other criteria relevant to the Town's interests, including compliance with the procedural requirements stated in this RFP.

## **Insurance Requirements & Indemnification**

### **1. Insurance Requirements**

The selected vendor must maintain insurance that meets the Town's insurance requirements (listed below), to protect the Town from claims for loss or injury which might arise out of or result from the operations under this contract. Additionally, the selected vendor must file Certificates of Insurance with the Town, naming the Town as an additional insured.

Worker's Compensation, employer liability (or statutory limits - greater of two), \$1,000,000.

Comprehensive General Liability with limits of not less than \$1,000,000.00 per occurrence.

Professional Liability with limits not less than \$1,000,000.

Umbrella Liability of not less than \$1,000,000.

Comprehensive Automobile Liability (owned, non-owned, hired) of \$1,000,000.00 each accident.

### **2. Indemnification**

The Vendor at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the Town of Berlin, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services. The Vendor shall secure and maintain General Liability Insurance as will protect him from claims under the Worker's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of his services under this contract.

## Proposal Submission

### 1. Respondent Submittals (without Cost)\*

Please Upload your COMPLETE proposal **excluding** pricing here, including any required information listed in the solicitation and the corresponding attachments as well as company information and background.

\*Response required

### 2. Provide 3 References \*

Each reference must include:

Business Name, Address, City, State, Phone Number, Email Address, and an Individual Contact Name and Position

\*Response required

### 3. Certificate of Insurance\*

If awarded, vendor MUST provide an updated COI naming the Town as an additional insured at the time of contract signing as well as sending updated COI's while still on the job.

\*Response required

### 4. W-9\*

\*Response required

### 5. Proposal Confirmation\*

I certify that I have read, understood and agree to the terms in this solicitation, and that I am authorized to submit this response on behalf of my company. Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed that this forms a contractual obligation to provide services at fees specified in this Proposal, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

Please confirm

\*Response required