



Request for Proposal

Replacement of Exterior Doors

June 2025

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## Background

The Connecticut Science Center opened its doors in Hartford, Connecticut, in 2009. Now more than fifteen years later, the Connecticut Science Center features more than 165 hands-on exhibits, a 3D digital theater, an immersive *Butterfly Encounter*, and outdoor *Science Plaza*, a stunning sixth-floor *Rooftop Garden*, four educational classroom style labs, plus daily LIVE science programs and a range of special events, and endless ways for children, teens, and adults to explore science.

The implications for Connecticut's science education is promising. The Science Center offers exciting tools to help educators and parents bring textbooks to life. Creating unforgettable experiences with science motivates students and visitors of all ages to enthusiastically embrace science at school, at home, and in their communities.

With an attraction of this magnitude, exhibits rivaling the most unique in the world, programs with the potential to become national models, partnerships with a range of educational organizations, and involvement from global business leaders and benefactors, the Science Center is Connecticut's premier destination for informal science learning and is well on its way to becoming the state's foremost Science, Technology, Engineering and Mathematics (STEM) resource.

## Mission and Vision

The Connecticut Science Center is dedicated to inspiring lifelong learning through interactive and innovative experiences that explore our changing world through science.

We strive to be a pillar of Connecticut and a beacon for science. To accomplish this, we need to be the trusted cultural treasure of Connecticut, an educational destination and a resource that contributes to quality of life, a promoter of Connecticut's culture and standing as a place of innovation, and a generator of opportunity and economic activity.

Our Strategic Vision is rooted in the founding ideal that science, technology, engineering and math (STEM) must be for everyone, on their terms. This begins with simple but powerful concept that STEM must be inviting, accessible, and relevant to the individual for it to be meaningful enough to explore. The Connecticut Science Center, which is expressly created to remove real and perceived barriers that too often discourage the embrace of science, is unrelenting in our commitment to the core strategy of approachability and inspiration. Looking forward, this necessitates new-generation experiences at the Science Center itself, paired integrally with digital tools that deliver extended learning and participation in real science throughout our communities.

## Project Summary & Deliverables

The Connecticut Science Center is initiating a project to replace 20+ original exterior doors throughout the facility. This project is part of a broader initiative to enhance building security, improve energy efficiency, ensure compliance with ADA accessibility standards, and upgrade the overall performance and longevity of exterior access points.

## Project Timeline

The project is anticipated to begin August 1, 2025 and may be completed in phases over the next 6 to 18 months.

This project represents continued investment in maintaining the infrastructure of the Connecticut Science Center, ensuring safe and compliant public access, building security, fire safety and energy efficiency.

## Goals & Objectives

The selected contractor for this project will:

- Replace and install 20+ existing exterior doors, frames and hardware with new, commercial-grade, energy-efficient systems inclusive of panic bars (electric & non-electric), threshold assemblies, door sweeps, weather stripping and any other elements necessary for ADA compliant accessibility.
- Remove old doors and frames and discard off site.
- Improve building envelope performance by addressing any air and/or water infiltration issues or concerns.
- Integrate new door functionality with existing fire, security and access control systems. The Science Center will contract separately with its fire and access control systems vendor(s) to assist in the integration.
- Ensure all doors meet current building codes, fire safety regulations, and ADA requirements.
- Minimize disruption to daily operations and maintain building security during installation.

## Project Management and Installation Services

The selected contractor will be responsible for the complete replacement of 20+ exterior doors as outlined above including:

- Removal and proper off-site disposal of existing exterior doors.
- Supply and install high-performance, commercial-grade doors and hardware.
- Ensure compliance with local building codes, ADA standards, and CSC building safety and security protocols.
- Integrate new doors with existing fire, security systems and access controls
- Ensure weatherproof and energy-efficient sealing
- Final testing, quality assurance, and any training for CSC facilities staff

## Request for Proposal Process

The request for Proposal (RFP) process will work as follows:

1. RFP will be posted to the Connecticut Science Center website  
<https://ctsciencecenter.org/about/rfp/>
2. A copy of the RFP can also be obtained electronically by emailing Brendan McNelis, Director of Facilities, at [bmcnelis@ctsciencecenter.org](mailto:bmcnelis@ctsciencecenter.org)
3. RFP will officially open for bids 12:00pm/Noon/EST on June 2, 2025 and will remain open for bids until 5:00pm/Est on June 30, 2025.

4. Questions about this RFP will be accepted until 12:00pm/Noon/Est on June June 13, 2025, and must be submitted in writing to Brendan McNelis. All questions and corresponding answers will be posted to the RFP page on the Science Center's website <https://ctsciencecenter.org/about/rfp/> for all potential bidders to review. Responses to all questions will be posted by 3PM on June 16, 2025. The Connecticut Science Center is not responsible for any emails that are rejected, lost or undelivered.
5. Any updates or changes to this RFP will be posted to the RFP page on the Science Center's website. Any potential bidder is responsible for monitoring this page for updates until the proposal deadline.
6. Interested bidders must notify their intent to submit a proposal to Brendan McNelis, Director of Facilities, [bmcnelis@ctsciencecenter.org](mailto:bmcnelis@ctsciencecenter.org) by June 9, 2025, to schedule a site visit.
7. A pre-proposal site visit will be scheduled individually for all potential bidders to tour the building during the week of June 16, 2025. This will allow bidders to ask follow-up questions, or glean more insight into the scope of the project.
8. All bid proposals are due in full by 5:00pm/EST on June 30, 2025. Any proposals received after the deadline will not be considered.
9. After the RFP process closes, the Connecticut Science Center will review all proposals submitted based on the "Proposal Guidelines & Evaluation" criteria outlined in this RFP and may invite selected companies to participate in an interview.
10. All bids should be sent directly to the contact below either electronically or by mail (or both). If sending a hard-copy proposal, please also include a thumb drive with the electronic copy as well. All bids, regardless of how they are being delivered, must be received by 5:00pm/EST on June 30, 2025. The Connecticut Science Center is not responsible for any mailed or emailed proposals that are rejected, lost, or undelivered.

Brendan McNelis  
Director of Facilities  
Connecticut Science Center  
250 Columbus Boulevard  
Hartford, CT 06103  
[bmcnelis@ctsciencecenter.org](mailto:bmcnelis@ctsciencecenter.org)

## Proposal Guidelines & Evaluation

All bid proposals are due in full by 5:00pm/EST on June 30, 2025. Any proposals received after will not be considered. The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal. The price you quote should be all inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

If the execution of work to be performed by your company requires the hiring of subcontractors, you must clearly state this in your proposal. Sub-contractors must be identified and the work they will perform must be defined. In your proposal, please provide the name and address of any subcontractors. The Science Center will not refuse a proposal based upon the use of subcontractors but does retain the right to refuse the subcontractors you have selected.

## Evaluation of Proposals

The Connecticut Science Center will focus its evaluation of all proposals based on the following criteria in addition to other requirements as outlined in this RFP document.

1. Overall proposal suitability: proposed solution(s) must meet the scope, requirements and needs included herein and be presented in a clear and organized manner.
2. Organizational experience: Bidders will be evaluated on their overall experience pertaining to this project's scope.
3. Previous work: Bidders will be evaluated on their knowledge of and demonstrated work experience.
4. Value and Cost: Bidders will be evaluated on the proposed cost of their solution(s) based on the work to be performed in accordance with this project's scope. The lowest bid may not necessarily prevail as we are ultimately looking for not only the lowest qualified bid, but also the most qualified bidder that can clearly demonstrate technical skill, ability, integrity and previous experience to faithfully complete a job of this scope and scale.
5. Technical expertise and experience: Bidders must provide detailed descriptions and documentation of staff technical expertise and experience that directly relates to the scope, requirements, and needs included herein. This includes being able to demonstrate examples of previous experience working with integrated fire and security systems.

## Experience and Qualifications

Each Proposer submitting a proposal should include, but not be limited to, the following information:

- The name of the Proposer and its location
- A brief history of the Proposer and the services offered.
- Must have at least five (5) years' experience in procuring, removal, installation, integration into fire and security systems, and project management.
- Demonstrate technical capabilities and ability to perform required service in a timely manner.
- Illustrate how and when discussion with the Science Center will be done to provide the best implementation process possible.
- The name of at least three (3) clients who may be contacted for references.
- Indicate the present level of professional and general liability or other insurance coverage.
- Include any other information that would aid in the evaluation of the Proposal.
- The Science Center reserves the right to request additional information, which, in its sole opinion, is necessary to assure the Proposer's competence.

## Information Required

- Describe your company's background, services, size, and history as these factors are relevant to the work.
- Describe your company's staffing and approach to this project.
- Provide a detailed description of your proposed process for the performance of the services especially as it relates to maintaining building security during installation.
- Describe your team's experience performing similar work for large clients.

- Identify the person who will be the project manager and primary contact for this project and any other person you identify as “key” participants on the project development team.
- Identify any subcontractors (name and business address) you intend to use for this engagement and describe the services to be performed by each subcontractor.
- Provide at least three (3) client references for whom your company performed similar work as requested by this RFP.

## Eligibility Questions & Information

- Within the past three (3) years, have there been any significant developments in your company such as changes in ownership or restructuring? Do you anticipate any significant changes soon? If so, please describe.
- Is there any potential conflict of interest issues posed by your company’s performance of the work on behalf of the Connecticut Science Center?
- Has your company or any of your company’s partners/employees been disciplined or censured by any regulatory body within the last five (5) years? If so, please describe the relevant facts.
- Within the last five (5) years, has your company, or a partner or employee of the company, been involved in litigation or other legal proceedings relating to the provision of professional services? If so, please provide an explanation and the status or disposition of the matter.
- In the past five (5) years, have any clients terminated their working relationship with your company? If so, please provide a brief statement of reasons.

## CHRO Contract Compliance

All bidders must complete, sign and return the CHRO Contract Compliance Regulations. Proposals not including this form may be considered incomplete and rejected. The notification to bidders and form is provided, and can also be found here [CHRO Notification to Bidders](#).

## Insurance

Certificate of Insurance will be required with the Science Center and the State of Connecticut listed as additional insured under the following coverages:

1. Commercial General Liability - \$1M per occurrence
2. General Aggregate - \$2M
3. Umbrella Liability
4. Builder’s Risk Insurance when applicable
5. “Hold Harmless” Indemnification endorsement of the insurance shall include the interest of the City of Hartford and State of Connecticut.

## Liquidated Damages

As a prerequisite to executing a contract with the “Lowest Responsible and Qualified Bidder”, the contractor shall agree on a substantial completion date in accordance with the plans and other contract documents, taking into consideration average weather conditions, availability of labor and delivery of materials and equipment. If the Contractor neglects, fails or refuses to achieve substantial completion of work by the substantial completion date in the executed contract, and such delay is not otherwise excused, then the

Contractor shall agree to pay the Science Center a liquidated damage of \$1,000 for breach of contract for each and every calendar day that the Contractor shall be in default of the project work. Since damages due to the Contractor's delay are difficult to determine and accurately specify, the Science Center shall determine the most accurate amount of liquidated damages for the project.

## Bonds

- a. For contracts exceeding \$50,000 - a bid bond of 5% is required
- b. For contracts exceeding \$25,000 – a performance bond is required
- c. For contracts exceeding \$100,000 – a labor and materials payment bond is required

## DAS Prequalification

Municipal contracts for the construction or renovation of a public works project, where the estimated value is \$1,000,000 or greater, will need to comply with C.G.S. Sec.4b-91.

## Prevailing Wage

Prevailing wage rates do not apply for this project.

## Retainage

A retainage of 5% of the estimated amount of a progress payment will be held for the life of the project. When the Contractor has provided a Contractor's Affidavit of Release of Liens (AIA form G706A) and lien waivers from any major subcontractor or supplier, the Contractor may request the balance of retainage.

## Waiver

By submitting a proposal, the Proposer agrees to waive any claim it has, or may have, against the Science Center and its agents, representative, or employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any proposal; waiver of any requirements under the proposal document or the contract documents; acceptance or rejection of any proposals; and award of the contract.

## Withdrawal of Proposal

A request to withdraw a proposal must be made in writing and filed with the Connecticut Science Center.

## Non-Responsive Proposals

Any Proposer that fails to respond to any request for information may be deemed non-responsive and its proposal may not be considered for the award.

## Rejection of Proposals

The Connecticut Science Center reserves the right to (a) terminate the proposal process at any time; (b) to reject any or all proposals; and (c) to waive formalities and minor irregularities in the proposals received. The Science Center further reserves the right to conduct a pre-award survey of any Proposer under consideration to confirm any of the information furnished by the Proposer or to require other evidence of



managerial, financial, technical, or other capabilities. The Connecticut Science Center further reserves the right to cancel or amend this RFP at any time and will attempt to notify recipients accordingly.

## Non-Discrimination

The selected Proposer shall comply, and shall require its agents, employees, directors and/or assigns to comply, with all applicable federal, state, and local laws, ordinances, rules, and regulations in regard to nondiscrimination in employment because of race, creed, color, ancestry, national origin, religion, sex, gender, marital status, age, medical condition, pregnancy, disability, or any other prohibited basis.

## Terms and Conditions

The Connecticut Science Center will negotiate contract terms upon selection, and a project will be awarded upon signing of a letter of intent or agreement/contract, which outlines terms, scopes, budget, and other necessary items. The provision of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

This request for proposal is subject to the rights reserved by the Science Center, included, but not limited to the Science Center's right to:

- Withdraw and/or cancel this RFP at any time before the final award of the contract.
- Request clarification and/or additional information from any or all Proposers.
- Amend any term or requirement of this RFP at any time before the award of a contract (Proposers may amend their Proposals, as directed by the Science Center if the Science Center materially alters or amends the RFP after submission of the Proposals).
- Alter any key dates or deadlines to this RFP.
- Award the work, in whole or in part, to one or more Proposers with or without interviews or negotiations.
- Reject any proposal that does not strictly conform to the requirements of this RFP.
- Conduct an interview with any, all or none of the Proposers.
- Negotiate potential contract terms with any Proposer.

The Connecticut Science Center is not liable or responsible in any way for any expenses incurred in the preparation of a Proposal in response to this RFP.

## Estimated Budget

The estimated budget for the replacement of 20+ exterior doors ranges from **\$250,000 to \$500,000**. This budget range is **not to be exceeded under any circumstances**. Should the total cost surpass the upper limit, your company will be responsible for covering any overages or finding an alternative solution that remains within the specified budget.

We expect an accurate cost estimation and strict adherence to this financial constraint as part of your project commitment.

If additional work is requested and falls outside the original project scope, include hourly rates to cover specified tasks.

## Pricing

This project shall be completed for a **lump sum**, covering all labor, materials, equipment, and associated costs required to perform the scope of work. The total contract amount shall fall within the specified budget range of **\$250,000 to \$500,000**, and this amount is not to be exceeded. The contractor is responsible for delivering a complete, code-compliant, and operational system within this fixed price, with no additional charges permitted unless formally approved in writing by the Science Center.

The Connecticut Science Center is an Affirmative Action/Equal Opportunity Employer. Minority/Women's Business Enterprises are encouraged to apply.