



# TOWN OF OLD LYME

[www.oldlyme-ct.gov](http://www.oldlyme-ct.gov)

**FIRST SELECTWOMAN**

52 Lyme Street • Old Lyme, CT 06371

[selectmansoffice@oldlyme-ct.gov](mailto:selectmansoffice@oldlyme-ct.gov)

## **Request for Proposal (RFP) Fire House Asphalt Paving Services 2025**

The Town of Old Lyme is requesting proposals from contractors to provide asphalt paving and shimming services for the Town of Old Lyme. Said services will include the removal of the current surface, proper prep, and the installation of a new asphalt surface at the Lyme Street Firehouse, 69 Lyme Street, Old Lyme.

A copy of the RFP can be obtained from the Town of Old Lyme, until the expiration date of this solicitation. It is incumbent upon the Respondent to check the website at [oldlyme-ct.gov](http://oldlyme-ct.gov) for additional information and/or addendums. Copies of the RFP can also be obtained from Town of Old Lyme, Memorial Town Hall, 52 Lyme Street, Old Lyme, CT 06371.

Questions regarding the scope of services can be directed to the Public Works Supervisor, Edward Adanti, at (860) 434-1605 ext.243 or cell (860) 662-4003 prior to the deadline on Wednesday, September 24, 2025, at 12:00PM.

Proposals are due prior to September 30, 2025, at 2:00PM and must be delivered or mailed to the First Selectman's Office located at 52 Lyme Street, Old Lyme, CT 06371.

The Town of Old Lyme is an Equal Opportunity Employer.



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## Request for Proposal (s) For Fire House Asphalt Paving Services 2025

**Release date: 9/5/2025**

**Pre-proposal meeting: 9/15/2025, 9AM** - Contact Edward Adanti – cell (860) 662-4003

**Questions Deadline: 9/24/2025, 12PM** – Contact Edward Adanti – cell (860) 662-4003

**Proposals Due: 9/30/2025, 2PM**

**Bid Opening: 9/30/2025, 2PM**

Old Lyme Memorial Town Hall, 52 Lyme Street, Old Lyme CT

**Proposals received:** Old Lyme Memorial Town Hall –  
52 Lyme Street, Old Lyme, CT Attn: Katherine Balocca

**Public Works Contact:** Edward Adanti Director of Public Works  
(860) 434-1605 x243 or cell (860) 662-4003

**Town Hall Contact:** Katherine Balocca – (860) 434-1605, ext. 210



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***Late Proposals will not be accepted***

## I. PURPOSE AND GENERAL INFORMATION

It is the intent of this Request for Proposal to solicit bids for professional asphalt services for the Town of Old Lyme, through its Public Works Department. Town of Old Lyme is inviting proposals from State of Connecticut licensed Contractors to provide construction and reconstruction of the parking area of the Lyme Street Firehouse within Town of Old Lyme. The work is scheduled to be performed from Monday, October 13, 2025 – Friday November 21, 2025. This project must be completed by November 21, 2025.

## II. SCOPE OF SERVICES

### A. The following areas of the Firehouse:

1. **Front Apron** (approx. 1325 square feet),
2. **Access drives** (approx. 5175 square feet),
3. **Side access drive (2 sides)** (approx. 2650 square feet),
4. **Rear parking area and emergency access** (approx. 17000 square feet)

### B. Each area must comply with the following criteria and must be bid as a complete package. (i.e. except where noted for add alternates)

1. Reclaim existing asphalt and subbase to required depth to meet scope of services to include curbing.
2. Base material graded and compacted in preparation for new apron, drive and parking areas.

3. One base course of asphalt for drives and parking area installed to a minimum compacted thickness of 2 inches. One base course of asphalt for the Front Apron installed to a minimum compacted thickness of 3 inches.
4. Shimming / Leveling Course: One top course of asphalt for the drives and parking area installed to a minimum compacted thickness of 2 inches. One top course of asphalt for the Front Apron installed to a minimum compacted thickness of 3 inches.
5. This project will be completed in two phases to allow access for the Fire Department in the event of an emergency. The two phases will be rear of building and front of building. Work on second phase CAN NOT begin until the contractor determines Fire Truck traffic is allowed on newly paved areas.
6. The finished surface will be fine graded to allow proper run off and a smooth transition to Lyme Street, the apparatus floor and the rear gated entrance to the school property. The finished surface shall be smooth with no puddling or potential winter ice buildup.
7. All new curbing should match existing curbing in size and location. The contractor will back fill new curbing with topsoil. The contractor will install grass seed and seed protection on all disturbed areas.
8. After completion of paving, line stripping is required to match existing on rear parking lot.
9. All drainage and infrastructure repairs will be handled by the Town of Old Lyme prior to paving.
10. Tonnage receipts shall be turned in to the Department of Public Works within 48 hours of completion of the project.
11. Please include any and all costs for machinery/equipment movement.
12. Please include all traffic control costs.
13. The contractor is responsible for all working signage throughout the duration of the project.
14. At the end of each day, the road must be left passable for vehicles.
15. The contractor shall be responsible for all “Call before you dig” protocols.

#### **C. Leveling Course, daily equipment and labor:**

Class 2 or equivalent asphalt will be provided by the contractor to be used for leveling.

The contractor shall provide the following minimum equipment and labor to perform leveling as requested.

1. One paving box with operator
2. One compactor with operator (minimum 3 tons)
3. Two Tri-axel dump trucks with drivers.
4. One laborer

The contractor shall provide a daily rate for equipment and labor (based on an 8-hour work day) including travel to and from the job location and the contractors listed place of business.

**D. Leveling overtime equipment and labor:**

The Town of Old Lyme will not pay overtime.

**E. The contractor will provide three separate Add Alternates Quotes for this project:**

1. Provide cost to finish Front Apron area with a stamped brick finish stained red as is existing.
2. Provide cost to install 6" of 5000 psi concrete, approximately 35'x55' (Front Apron, Section II, A.1 above) in front of three front bay doors with required coated rebar for heavy vehicle traffic with a broom finish. This cost should reflect the removal of asphalt work for Section A.1 plus the cost of the concrete work.
3. Provide cost to install new parking area approximately 25'x22' with curbing for trailers at back corner of parking lot. This area is currently grass. Cost must include: removal of topsoil and sub-surface material; installation of suitable base material with grading to meet parking lot; new asphalt paving to same specifications noted In Section II, B.3 & B.4.

**III. RESERVES THE RIGHT TO REJECT**

The Town of Old Lyme reserves the right to select the service provider which best meets the Town's goals and objectives, needs, budget constraints, and quality levels, as well as its service level expectations. The Town reserves the right, in its sole discretion, to reject any/or all proposals, to waive any irregularities and technical defects contained therein, to award the contract in its entirety, in part or not at all and/or to determine which proposal is the lowest and/or best to enter into a Contract, as it may deem to be in the best interest of the Town of Old Lyme.

**IV. PREPARATION OF THE PROPOSAL**

Proposals should provide a straightforward, concise description of the proponent's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness, clarity of content, and conveyance of the information required by the Town of Old Lyme. One (1) entire original proposal must be submitted to the Old Lyme First Selectman's office by September 30, 2025, at 2:00 pm. The original must be marked as an original. At a minimum, the proposal should contain the following information:

- Business Organization - State the full name, address, phone number, fax number and email address of your business and whether you operate as an individual, partnership, or corporation.
- List of business' experiences with federal, state or municipal programs pertaining to asphalt paving projects.
- Proof of appropriate state certifications - Provide proof that you are licensed to operate in Connecticut.
- Qualifications - Include a brief narrative description of the proposed services that will be delivered and the equipment available to perform the services. Please indicate completed projects of similar nature. Also indicate a contact person for each reference cited.

Please provide a list of municipal and/or commercial client references and include contact information:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

#### **V. INSURANCE REQUIREMENTS - CERTIFICATE OF INSURANCE**

The contractor shall furnish certificates of insurance in the following accounts:

- Comprehensive General Liability including premises/operations, contractual independent contractors, broad form property damage and personal injury. Limits of liability shall be combined bodily injury and property damage:
- Auto liability, including owned, non-owned and hired – limits of liability shall be combined bodily injury and property damage: \$1,000,000. Each occurrence: \$1,000,000 Aggregate.
- Excess Liability – Umbrella Form: \$1,000,000.
- Workers' Compensation Insurance – Limit of liability shall be the statutory limits. State whether the sole proprietor and/or partners have elected to be included.
- The contractor shall have a certificate issued showing the Town of Old Lyme as an additional named insured for the duration of the contract.
- Certificates shall be filed with the town's agent before work is started and contain a thirty (30) day written notice of cancellation clause.
- All personnel on site shall follow ANSI and OSHA standards for personal protective equipment.
- Contractor shall be responsible for damages incurred to town or personal property within the work zone.

#### **VI. AGREEMENT/EXCEPTIONS**

Submission of a proposal indicates the Contractor agrees to the terms, conditions and other provisions contained in the RFP, unless the Contractor clearly and specifically presents in its proposal any exceptions to the terms, conditions, and other provisions contained in the RFP. Exceptions presented in the proposal are not to be considered incorporated into the contract between The Town of Old Lyme and the selected Contractor unless and until The Town of Old Lyme agrees to accept such exceptions. The selected Contractor must acknowledge and agree that the contract resulting from this RFP includes the terms, conditions, and other provisions contained in the RFP, the proposal selected (including any exceptions accepted by The Town of Old Lyme) which is acceptable to The Town of Old Lyme and is not in conflict or contravention of the RFP, and any other documents mutually agreed upon by The Town of Old Lyme and selected Contractor. No oral statements or any person shall modify or otherwise change or affect the terms, conditions, or specifications stated in the RFP or the resulting contract. A formal contract will be awarded after the selection of a contractor for the services identified in the scope of services by The Town of Old Lyme. The contractor shall not assign the contract or any part thereof to any other person unless such assignment is first approved in writing by The Town of Old Lyme, it being understood that the contract shall not be assignable unless the proposed assignee is acceptable to the municipality. The request for assignment must include evidence that the proposed assignee qualifies under all requirements of the contract and must be addressed as defined in the contract for services. The Town of Old Lyme reserves the right to obtain the services of an independent testing agency to verify the proposed work has been done to meet the requirements of this RFP. This testing may occur while the work for this proposal is being performed. If the testing shows the work was not completed to the requirements of this RFP, final payment will be withheld until the deficiencies are corrected.

## **VII. PROPOSAL SUBMITTAL**

One entire original proposal must be submitted to the Old Lyme First Selectman's office as follows: Town of Old Lyme 52 Lyme Street, Old Lyme, CT 06371. All proposals must be received prior to Tuesday, September 30, 2025, at 2:00 pm. Proposals may be mailed or dropped off at the Old Lyme Memorial Town Hall. Proposals must be received in the First Selectman's Office by 2:00 pm for it to be considered in the RFP review process.

## **VIII. EVALUATION OF PROPOSALS**

Only proposals meeting minimum qualifications will be evaluated. Certification by the State of Connecticut is required. Personnel must be State of Connecticut licensed. The Town of Old Lyme will evaluate proposals based on, but not limited to, the following criteria:

- Experience in asphalt road paving and rehabilitation
- Capability of contractor and/or personnel
- References
- Price: The Town of Old Lyme reserves the right to accept or reject any or all proposals, in part or in total, and to waive any irregularity in any proposal if it is deemed to be in the best interests of The Town of Old Lyme. The Town of Old Lyme reserves the right to reject the proposal of any contractor who has previously failed to perform properly, or to complete on time, contracts of a similar nature, who is not in a position to perform the contract, or who has habitually and without just cause neglected the payment of bills or otherwise disregarded his/her obligations to subcontractors, suppliers, or employees. The Town of Old Lyme reserves the right to make an award based solely on the proposals submitted or to negotiate further with one or more vendors. The contractor selected for the award will be chosen on the basis of greatest benefit to The Town of Old Lyme, not necessarily on the basis of lowest price. All costs incurred in the preparation and presentation of the proposal shall be wholly absorbed by the contractor. All supporting documentation and manuals submitted with this proposal will become the property of The Town of Old Lyme unless otherwise requested by the contractor at the time of submission.