

**TOWN OF GLASTONBURY  
PROFESSIONAL SERVICES PROCUREMENT NOTICE  
REQUEST FOR QUALIFICATIONS  
INDEPENDENT COST ESTIMATING ON-CALL SUPPORT  
RPGL- 2014-30**

The Town of Glastonbury will be accepting proposals from qualified individuals or firms to provide independent cost estimating consulting services for the Town on an as-needed basis. The basic scope of services includes but is not limited to estimating project costs for contracts for capital projects for the Town and Glastonbury Board of Education. Estimating costs at all phases of design including programming, conceptual plans, schematic documents, design development documents and construction documents and estimating of construction costs of change order work as required.

Proposals must be submitted to the Purchasing Agent no later than **April 4, 2014**

**LATE PROPOSALS WILL NOT BE CONSIDERED. COPIES OF THE PROPOSAL ARE AVAILABLE ON THE TOWN'S WEBSITE AT [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov).**

Mary F. Visone  
Purchasing Agent

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**Attachments**

- Attachment A – Town of Glastonbury Response Page
- Attachment B – Statement of Non-Collusion

## **SECTION I – GENERAL INFORMATION**

- The Town of Glastonbury will be accepting proposals from qualified individuals or firms that can provide independent cost estimating services on an as-needed basis. The basic scope of services includes but is not limited to estimating project costs for contracts for capital projects for the Town and Glastonbury Board of Education. Estimating costs at all phases of design including programming, conceptual plans, schematic documents, design development documents and construction documents and estimating of construction costs of change order work as required.
- Maximum value of any individual assignment will not exceed \$25,000.00 per discrete project. The services of the Consultant shall be utilized at the sole discretion of the Town as deemed to be in the Town's best interest for a given project. The Town makes no guarantee of the assignments associated with this Request for Qualifications. The Town expects to retain at least two (2) firms under this agreement in order to ensure that municipal needs for said services can be satisfied. The Town at its sole discretion shall award work as deemed to be in its best interests.

## **SECTION II – CONSULTANT'S SERVICES**

- The Consultant shall perform independent cost estimating services on an as-needed basis at approved hourly rates according to instructions received from the Town. The Consultant's services shall include all incidental services.
- Duration of this contract shall be for three (3) years, with the possibility for extensions on an annual basis for an additional two (2) years based on satisfactory performance by the selected Consultant.
- All drawings, reports, data, and other documents prepared by the Consultant according to this Agreement shall be submitted to the Town for its review and approval. Resulting work products of the Consultant pursuant to this solicitation shall become property of the Town of Glastonbury.
- The Consultant shall conduct regular meetings with the Town, and other appropriate parties, at a location established by the Town to review progress. The Consultant will provide written notes of each meeting to all attending parties before the next meeting.
- The Consultant's services under agreements reached shall be as described above.
- No such approval shall in any way be construed to relieve the Consultant of responsibility for technical adequacy or operate as a waiver of any of the Town's rights under this Agreement. The Consultant shall remain liable to the Town according to applicable laws and practices for all damages to the Town caused by the Consultant's negligent performance of any of the services furnished under this Agreement.

### SECTION III - SUBMISSION OF PROPOSAL

#### **MINIMUM REQUIREMENTS**

- Consultant shall submit detailed resumes for any proposed Estimator(s) assigned as project manager to oversee this work and act as liaison to the Town as well as any other member of the estimating team including sub-consultants.
- Consultant shall demonstrate sufficient staff resources that would be available to assist the Town with limited notice. Consultant shall list all proposed staff, ie. Senior Estimators, Estimators and Administration.
- Consultant shall demonstrate a wide variety of estimating experience including but not limited to: building construction, site-work, park construction, utility installation, road construction, and building renovations.
- Consultant shall have demonstrated experience with similar independent cost estimating projects in the public sector within the past five (5) years.

#### **PROPOSAL INSTRUCTIONS**

- By submitting a proposal, Consultant represents that they have thoroughly examined and become familiar with the Scope of Services outlined in this RFQ and are capable of performing the work to achieve the Town's objectives.
- All firms are required to submit a clearly marked original and six (6) copies of their proposal to Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT by the date and time listed in the proposal response page. All proposals will be opened publicly and recorded as received. Respondents may be present at the opening; however, there will be no public reading of Proposals. Proposals received later than the time and date specified will not be considered. The proposal must be submitted in a sealed envelope or package and the outside shall be clearly marked as follows:

**SEALED REQUEST FOR QUALIFICATIONS  
PROFESSIONAL SERVICES PROCUREMENT NOTICE  
INDEPENDENT COST ESTIMATING ON-CALL SUPPORT  
RPGL- 2014-30  
DATE: April 4, 2014  
TIME – 11:00 A.M.**

- All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein.

1. Table of Contents to include clear identification of the material provided by section and number.
2. A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract.
3. Name, email address and telephone number of person(s) to be contacted for further information or clarification.
4. A background statement including a description of the firm/individual submitting the proposal.
5. A list of staff members who would be involved with the project, including their assigned roles and a description of their background and experience.

**Staff Experience:** With respect to each individual comprising its proposed staff, Respondents shall provide:

- a. Information demonstrating the experience of that individual in providing services comparable to the Scope of Services for capital projects for the Town of Glastonbury and the Glastonbury Board of Education; and
  - b. Resumes shall be submitted for each individual comprising a Respondent's proposed staff.
6. A description of relevant experience.

**Proposed Staff:** Respondent shall submit detailed resumes for all of the proposed individuals who will fill all of the following staff positions:

- a. Senior Estimator
  - b. Estimator
  - c. Administration
7. List of similar assignments completed over the past five (5) years on behalf of public entities and school districts with the contact names, addresses and telephone numbers of the owners' representative in each project. Including for each such project or building program a statement of:
    - a. The size and type of project or program
    - b. Successes achieved
    - c. Respondent's proposed team members who worked on the project or program and
    - d. The role of each key person who worked on the project or program.
  8. Overall approach to addressing the needs of the Town for Independent Cost Estimating on-call support, including discussion of staff availability and ability to respond to Town requests for assistance in a timely manner.

9. Sample Estimate

Respondent shall provide one (1) sample estimate for a Construction Document Design Level Estimate Sample (50 pages maximum)

Estimate Narrative: The sample estimate shall include a narrative, not more than three (3) pages in length. The estimate narrative is separate from the estimate sample. The narrative shall include the following information.

- a. A description of the scope of work and services estimated and
- b. Project details including the following information
  - The type of improvements
  - The project location
  - Whether the project was subject to either Town or State approval
  - The type of occupancy of the proposed project
  - The total square footage of the proposed project
  - The number of levels of the proposed project
  - The anticipated construction duration
  - The anticipated project delivery method (ie. design-bid-build, design-build or other) and
  - The proposed project contract type (ie. lump sum cost plus fee, cost plus fee GMP, or other).
  - Indicate whether the project was bid and completed.
- c. The estimate sample should include the following information:
  - Estimate assumptions and project information
  - Costs itemized for direct costs
  - Costs itemized for indirect costs (ie. General Conditions, Insurance, Bonds, Permits, Fee, etc.) and
  - Detailed estimate analysis and backup cost information as required to support estimate pricing; including but not limited to: Quantity, Unit rates, SF analysis, and detailed construction activity cost breakdowns.

10. The Town is interested in reviewing how project estimates compared to the actual total costs for various projects. Please include pricing information for your five most recent projects actual vs. estimated costs in the following table format detailing Total Project Costs Only:

Five Most Recent Projects	Date	Description	(A) Estimated Costs	(B) Actual Costs	(C) Delta (A-B)	(D) % Delta (C/A)
1						
2						
3						
4						
5						

11. A concluding statement as to why the respondent is best qualified to meet the needs of the Town.
12. Proposal Response Form (**ATTACHMENT A**).
13. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003. Respondent shall acknowledge that they have reviewed the document in the area provided on the attached Ethics Acknowledgement form included on **ATTACHMENT A**. The selected respondent will also be required to complete and sign a Consultant Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgment Form can be accessed at the Town of Glastonbury website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov). Upon entering the website click on **Bids & RFPs** which will bring you to the links for the **Code of Ethics** and the **Consultant Acknowledgement Form**. If the respondent does not have access to the internet, a copy of these documents can be obtained through the Purchasing Department at the address listed within this bid/proposal
14. Statement of Non-Collusion (**ATTACHMENT B**).
15. The Town of Glastonbury is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Respondents are encouraged to submit RFQ responses that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the RFQ for review. All proposal pages should be secured with a binder clip, staple or elastic band, and shall not be submitted in plastic binders or covers, nor shall the proposal contain any plastic inserts or pages. We appreciate your efforts towards a greener environment.
16. Any technical questions regarding this RFQ shall be made in writing and directed to Daniel A. Pennington, Town Engineer/Manager of Physical Services, 2155 Main Street Glastonbury, CT 06033 or by email at [daniel.pennington@glastonbury-ct.gov](mailto:daniel.pennington@glastonbury-ct.gov). For administrative questions concerning this proposal, please contact Mary F. Visone, Purchasing Agent, at (860) 652-7588, or by email at [purchasing@glastonbury-ct.gov](mailto:purchasing@glastonbury-ct.gov).

All questions, answers, and/or addenda, as applicable, will be posted on the Town's website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov) (Upon entering the website click on Bids & RFPs). **It is the respondent's responsibility to check the website for addenda prior to submission of any proposal.** Note: Responses to requests for more specific contract information than is contained in the RFQ shall be limited to information that is available to all respondents and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.

- **Failure to include any of the above-referenced items in the submitted PROPOSAL may be grounds for disqualifying said proposal.**

### ***EVALUATION CRITERIA***

- The following factors will be considered when evaluating proposals:
  - Accuracy, overall quality, thoroughness, and responsiveness to the Town's requirements as summarized herein.
  - The qualifications and experience of the firm, the designated account representative, and other key personnel to be assigned to the project.
  - Successful performance of similar work with public entities and school districts.
  - Ability to provide Independent Cost Estimating services and possession of expertise in a broad range of construction projects.
  - Overall approach to providing the Consultant services requested.

### ***SELECTION PROCESS***

- This request for qualifications does not commit the Town of Glastonbury to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request for qualifications become the property of the Town of Glastonbury. The Town of Glastonbury reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondents, the right to extend the contract for an additional period, or to cancel in part or in its entirety the request for qualifications, if it is in the best interests of the Town to do so.
- A Selection Committee, appointed by the Town Manager, will evaluate all proposals received for completeness and the respondent's ability to meet all requirements as outlined in this RFQ.
- Following review and evaluation of proposals, the Town reserves the right to request additional information. Based on review and rating of proposals, a short list of respondents may be invited to interview with the Selection Committee.
- Additional technical and/or cost information may be requested from any respondent by the Selection Committee prior, during or after the interview for clarification purposes, but in no way changes the original proposal submitted.
- Based on the results of the interview process, the Town Manager or his designee will review the Scope of Services, proposed hourly rate fee schedule, and other factors with the top-rated firm(s) and negotiate a specific agreement based on these discussions.
- The selected respondent will be issued a purchase order to perform work on an as needed basis.



**TIMELINE**

The Town intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFQ	<b>March 21, 2014</b>
RFQ Due Date/Time	<b>April 4, 2014 @ 11:00 AM</b>
Shortlist of Submittals Received	<b>April 25, 2014</b>
Interviews with Top Respondents	<b>May 6, 2014</b>
Fee Proposal and Scope of Services	<b>May 14, 2014</b>
Contract Effective Date	<b>May 28, 2014</b>

**INSURANCE REQUIREMENTS**

**Insurance**

The Consultant shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the Consultant and all of its agents, employees, sub-contractors and other providers of services and shall name the Town, its employees and agents as an Additional Insured on a primary and non-contributory basis to the Consultant's Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Consultant's Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all carriers are subject to approval by the Town. Minimum limits and requirements are stated below:

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Building Damage  
Each Occurrence \$1,000,000  
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles

- Limit of Liability for Bodily Injury and Building Damage:  
Per Accident \$1,000,000
- 4) Errors and Omissions Liability or Professional Services Liability Policy  
Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$1,000,000 each occurrence or per claim. The awarded Consultant(s) will be responsible to provide written notice to the Owner 30 days prior to cancellation of any insurance policy.
- The Consultant agrees to maintain continuous professional liability coverage for the entire duration of this Project, and shall provide for an Extended Reporting Period in which to report claims for seven (7) years following the conclusion of the Project.

The Consultant shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, statutory Worker's Compensation and Employer's Liability and Professional Services Liability coverage.

The Consultant shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The awarded Consultant(s) will be responsible to provide written notice to the Owner 30 days prior to cancellation of any insurance policy. The Certificate shall evidence all required coverage including the Additional Insured on the General Liability and Auto Liability policies and Waiver of Subrogation on the General Liability policy. The Consultant shall provide the Town copies of any such insurance policies upon request.

#### **Indemnification**

To the fullest extent permitted by law, the Consultant shall indemnify and hold harmless the Town and the Board of Education and their respective consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Consultant's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Consultant, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Consultant to perform or furnish either of the services, or anyone for whose acts the Consultant may be liable.

As to any and all claims against the Town or any of its consultants, agents or employees by any employee of Consultant, by any person or organization directly or indirectly employed by Consultant to perform or furnish any of the work, or by anyone for whose acts Consultant may be liable, the indemnification obligation stated herein shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Consultant under worker's or workman's compensation acts, disability benefit acts or other employee benefit acts.

The above insurance requirements are the Town's general requirements. Insurance requirements with the awarded respondent are subject to final negotiations.

ATTACHMENT A  
PROPOSAL RESPONSE PAGE



TOWN OF GLASTONBURY  
PROPOSAL  
DATE ADVERTISED

RPGL # 2014-30  
March 21, 2014 DATE / TIME DUE April 4, 2014 @ 11AM

NAME OF PROPOSAL

INDEPENDENT COST ESTIMATING ON-CALL SUPPORT  
REQUEST FOR QUALIFICATIONS

**CODE OF ETHICS:**

I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I /We are selected. Yes \_\_\_\_\_ No \_\_\_\_\_ \*

\*Respondent is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any proposal where the respondent has not agreed to the above statement.

_____	_____
Type or Print Name of Individual	Doing Business as (Trade Name)
_____	_____
Signature of Individual	Street Address
_____	_____
Title	City, State, Zip Code
_____	_____
Date	Telephone Number / Fax Number
_____	_____
E-Mail Address	SS # or TIN#

(Seal – If proposal is by a Corporation)

Attest

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**ATTACHMENT B  
NON-COLLUSION STATEMENT**

The company submitting this proposal certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Name and Title of Agent: \_\_\_\_\_

By (SIGNATURE): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_