

**TOWN OF GLASTONBURY  
PROFESSIONAL SERVICES PROCUREMENT NOTICE  
REQUEST FOR QUALIFICATIONS  
PROFESSIONAL SERVICES  
ON-CALL ARCHITECTURAL SERVICES  
RPGL- 2014-37**

The Town of Glastonbury will be accepting proposals from qualified individuals or firms to provide On-Call Architectural Services for the Town on an as-needed basis. The basic scope of services includes but is not limited to On-Call Architectural Services for contracts for capital projects for the Town and Glastonbury Board of Education. On-Call Architectural Services 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 **June 16, 2014 at 11:00 AM**

**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).**

An Affirmative Action/Equal Opportunity Employer. Minority/Women /Disadvantaged Business Enterprises are encouraged to submit a proposal.

Mary F. Visone  
Purchasing Agent

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## **SECTION I – GENERAL INFORMATION**

- The Town of Glastonbury will be accepting proposals from qualified individuals or firms that can provide professional services for an on-call Architectural Service for the Town of Glastonbury on an as-needed basis. The basic scope of services includes but is not limited to all facets of building design required by the Town as part of ongoing maintenance, capital outlay or capital projects for the Town and Glastonbury Board of Education. The information provided herein will summarize Town requirements and assist qualified firms in responding to this Request for Qualifications. 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 \$50,000.00 per discrete project. The services of the Respondent 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 three (3) 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 Respondent shall perform Architectural Services on an as-needed basis at approved hourly rates according to instructions received from the Town. The Respondent's services shall include all incidental services.
- If additional services (architectural, structural, etc.) are required in order to accomplish the basic services outlined in a project order, the Respondent shall obtain and make available to the Town, fee proposals from qualified sub-consultants, acceptable to the Towns and, upon approval from the respective town, contract for those services. The Respondents mark-up on sub-consultant fee shall be limited to 10%.
- 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 Respondent.
- All drawings, reports, data, and other documents prepared by the Respondent according to this Agreement shall be submitted to the Town for its review and approval. Resulting work products of the Respondent pursuant to this solicitation shall become property of the Town of Glastonbury.
- No such approval shall in any way be construed to relieve the Respondent of responsibility for technical adequacy or operate as a waiver of any of the Town's rights under this Agreement. The Respondent shall remain liable to the Town according to applicable laws and practices for all damages to the Town caused by the Respondent's negligent performance of any of the services furnished under this Agreement.

### ***SCOPE OF WORK***

For each discrete project, the Town intends to contract with an Architect professional to:

- Meet with Selected Town Staff to determine requirements and explain alternatives and concepts. Existing building documentation including utility billing will be examined as available.
- Interview key building personnel to gather information relevant to the project.
- Provide design services appropriate to projected scope up to and including preliminary scope, schematic design, design developments, full design drawings, bid award revenue and contract administration as necessary.

### ***PROJECT SUBMITTALS***

- Drawings, reports, notes, building information, close out documentation.
- Budget estimate, architectural/engineering fees, contingency, escalation, administrative costs, and grant reimbursement.
- A proposed schedule for accomplishment.

The respondent shall be expected to be present at meetings which may need to be conducted with user groups, either at the Town or Board of Education offices, on site, or elsewhere. Specifics will be identified prior to start of work in conjunction with the Respondent.

The Respondent shall be expected to submit the following materials, at a minimum:

#### **Text:**

- Printed material shall be 8-1/2 x 11. General text within the document shall be no smaller than a 12 point font;
- Fold-out pages shall be 11" x 17";
- Text will be bound in a manner acceptable to the Town;
- Text will be provided with printed or colored covers.

#### **Drawings:**

- All drawings shall be 24" x 36" or 30" x 42" in size, unless approved by the Town;
- Drawings shall be no smaller than 40 scale for engineering documents and 1/8" scale for architectural documents, unless approved by the Town;
- Each sheet of drawings shall be numbered as a part of a set;
- One set of reproducible Mylar record drawings and five sets of prints shall be provided;
- One copy of the final report, in MS Office format, and one set of final drawings in AutoCAD format, compatible with the Town's system, must be provided on a compact disk, unless otherwise directed.

### ***TIME FOR COMPLETION***

Schedules for discrete projects will be on a case by case basis.

***PROJECT COORDINATION***

The Respondent will work closely with the Town of Glastonbury Building Superintendent through all phases of the project. The Town of Glastonbury and/or Board of Education will provide access to the property, all available plans and drawings, and any available file reports and studies.

**SECTION III - SUBMISSION OF PROPOSAL**

***MINIMUM REQUIREMENTS***

- Respondent shall submit detailed resumes for any proposed Design Professional assigned as project manager to oversee this work and act as liaison to the Town as well as any other member of the design team including sub-consultants.
- Respondent shall demonstrate sufficient staff resources that would be available to assist the Town with limited notice. Respondent shall list all proposed staff.
- Respondent shall demonstrate a wide variety of design experience including but not limited to: building construction, site-work, park construction, utility installation, and building renovations.
- Respondent shall have demonstrated experience with similar Architectural projects in the public sector within the past five (5) years.
- Licensed Design Professional in Connecticut.
- Experience designing and administering Architectural projects in the State of Connecticut including utility and State of Connecticut sponsored programs.

***PROPOSAL INSTRUCTIONS***

- By submitting a proposal, Respondent represents that he has 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  
REQUEST FOR QUALIFICATIONS  
ON-CALL ARCHITECTURAL SERVICES  
RPGL- 2014-37  
JUNE 16, 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 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. 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.

7. Overall approach to addressing the needs of the Town for Architectural Services support, including discussion of staff availability and ability to respond to Town requests for assistance in a timely manner.
8. A concluding statement as to why the respondent is best qualified to meet the needs of the Town.
9. Proposal Response Form (**ATTACHMENT A**).
10. 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
11. Statement of Non-Collusion (**ATTACHMENT B**).
  - 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.
  - Any technical questions regarding this RFQ shall be made in writing and directed to David Sacchitella, Building Superintendent, 2143 Main Street Glastonbury, CT 06033 or by email at [Dave.sacchitella@glastonbury-ct.gov](mailto:Dave.sacchitella@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 Architectural services and 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 certain additional information. Based on review and rating of proposals, if determined to be necessary, a short list of respondents may be invited to interview with the Town Selection Committee.
- A fee proposal for one or more specific project scope(s) of work may be requested of the finalists. If requested, a scope of work for the project(s) will be provided and a visit to the site(s) will be conducted.
- The Town Manager will review the Scope of Services and other factors with the top-rated firm(s) and negotiate a specific agreement based on these discussions.



**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>May 30, 2014</b>
RFQ Due Date	<b>June 16, 2014 @ 11:00 AM</b>
Shortlist of Submittals Received	<b>June 20, 2014</b>
Interviews with Top Respondents	<b>Week of June 23, 2014</b>
Contract Effective Date	<b>TBD</b>

**INSURANCE REQUIREMENTS**

INSURANCE

The Respondent 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 Respondent and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Glastonbury and the Board of Education its employees and agents as an Additional Insured** on a primary and non-contributory basis to the Respondent’s Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Respondent’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
- \$500,000 each accident/\$500,000 disease-policy limit/\$500,000 disease each employee
- A Waiver of Subrogation shall be provided

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

- A Waiver of Subrogation shall be provided

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 respondent(s) will be responsible to provide written notice to the Owner 30 days prior to cancellation of any insurance policy.
- The respondent 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 respondent 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 respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The awarded Respondent(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 respondent shall provide the Town copies of any such insurance policies upon request.

INDEMNIFICATION

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town and its 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 Respondent'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 Respondent, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Respondent to perform or furnish either of the services, or anyone for whose acts the Respondent may be liable.

ATTACHMENT A  
PROPOSAL RESPONSE PAGE



TOWN OF GLASTONBURY  
PROPOSAL

RPGL # 2014-37

DATE ADVERTISED

05/30/14

DATE / TIME DUE

06/16/14

NAME OF PROPOSAL

ON-CALL ARCHITECTURAL SERVICES

The Respondent acknowledges receipt of the following Addenda:

Addendum #1 \_\_\_\_\_ Addendum #2 \_\_\_\_\_ Addendum #3 \_\_\_\_\_

It is the responsibility of the respondent to check the Town's website for any Addenda before submitting the proposal.

**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: \_\_\_\_\_