

**TOWN OF GLASTONBURY
PROCUREMENT NOTICE
REQUEST FOR PROPOSAL
ARCHITECTURAL SERVICES FOR
MAINTENANCE AND STORAGE BARN
RPGL-2015-08**

The Town of Glastonbury will be accepting proposals from qualified individuals or firms to provide Architectural services to design a barn-like structure to house the Town of Glastonbury Facilities Maintenance Department. Proposals shall provide technical data for components to be provided, and other data necessary in order to determine the best qualified firm.

There will be an optional **PRE-PROPOSAL MEETING** held on June 24, 2014 at 2:00 p.m. located at Glastonbury Academy Building, 2143 Main Street, in Meeting Room B.

Proposals must be submitted to the Purchasing Agent no later than **July 2, 2014, 11:00 a.m.**

LATE PROPOSALS WILL NOT BE CONSIDERED. COPIES OF THE PROPOSAL ARE AVAILABLE ON THE TOWN'S WEBSITE AT 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

Background – The Town of Glastonbury Facilities Maintenance Department has moved its shop/storage/supplies operation three times in the past five years. Currently the Department has off-site storage and inadequate maintenance areas necessary for daily operations. A site has been selected to construct a facility to house the storage and maintenance areas together to incorporate the structure into an existing agricultural setting located in close proximity to residential properties, historic district and Town Hall operating facilities. The Town intends to retain a design firm to design such a building with the proposed design intended to generally replicate the exterior appearance of barns located throughout Glastonbury and along Main Street.

General Intent - It is the general intent to retain a design team to provide a complete design for barn like structure to house the Town of Glastonbury Facilities Maintenance Department shop/storage/supplies as well as other possible uses. The successful firm will be required to become familiar with the operations of the Facilities Department and design a building to be built on a preselected site. The design effort would include evaluating different methods of delivering the project to meet a December 2014 occupancy within a prescribed budget and to maximize square footage of the facility. The result of the design effort will be a complete set of approved drawings suitable for bidding in a municipal setting. It is expected that the selected firm's scope include all necessary work through occupancy and project closeout.

SECTION II – CONSIDERATIONS AND RESTRICTIONS

- Consideration for the integration of the facility into the surroundings and impacts on neighboring properties is required.
- Portions of the work may be performed by Town or other forces. The design will have to reflect these conditions where determined.
- The successful respondent shall ensure the building will comply with all applicable codes. The site will be available for work immediately however, work schedules and locations will need to be coordinated on a daily basis with the Facilities Department. Hours available for work will be from 7:00 AM to 5:00 PM, Monday through Friday, holidays excepted. Please be advised that the Facilities administrative offices, locker room and lunch room are located in an adjacent Town Hall building.
- Consideration will be given to the type of building proposed, the associated cost, and the time required to occupy. The design selected by the Town will be incorporated into bid documents that allow for add alternates in addition to the base bid, for incremental square footage options for a maximum building space within the available budget.
- **The Town shall not be obligated to accept any proposal and the Town shall reserve the sole right to determine the appropriateness of any proposal for this work.**

SECTION III – CONSULTANT’S SERVICES

- The Consultant shall perform professional services as stated and according to instructions received from the Town. The Consultant’s services shall include all incidental services.
- 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.
- 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.
- 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 agreement reached shall be as described above. The Town does not guarantee future design and construction phase work. However, any executed Consultant agreement shall contain provisions for future phases of work. The scope and fee for future phases will be negotiated at a later date pending full project funding and satisfactory Consultant performance during the first design phase.

SECTION IV - SUBMISSION OF PROPOSAL***MINIMUM REQUIREMENTS***

- Consultant shall be licensed by the State of Connecticut to perform the required design services.
- Consultant shall demonstrate sufficient staff resources to perform the work, including an assigned project manager to oversee this work and act as liaison to the Town.
- Consultant shall have demonstrated experience designing similar facilities within the past five (5) years.

TERM OF SERVICE

The selected firm will be expected to commence services immediately upon contract execution or on such other schedule as may be agreed to with the Town. The Town anticipates allocating up to 2 months of overall time for the design project described herein including but not limited to data collection, meetings, agency approval, consultant coordination, etc. The schedule must accommodate design, local approvals and bidding so as to complete the structure by calendar year end 2014. Interior work to proceed over following months, as applicable. The Town of Glastonbury reserves the right to cancel this proposal process at any time should any of the following conditions exist:

- Funds are not appropriated to allow continuance of this contract.
- The Town, through changes in its requirements or method of operation, no longer has a need for this service.
- The Town is not satisfied with the level of services provided under the contract or the contractor fails to comply with any of the terms and conditions outlined in the contract.

SITE INSPECTION

An **optional site inspection** is scheduled for **June 24, 2014 at 2:00 p.m.** in the Meeting Room B, Academy Building, 2143 Main St, Glastonbury, CT 06033.

PROPOSAL INSTRUCTIONS

- By submitting a proposal, you represent that you have thoroughly examined and become familiar with the Scope of Services outlined in this RFP and you 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 PROPOSAL
PROCUREMENT NOTICE
ARCHITECTURAL DESIGN SERVICES-MAINTENANCE AND STORAGE BARN
RPGL-2015-08
DUE DATE: July 2, 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 and telephone number of person(s) to be contacted for further information or clarification.
4. Copy of State of Connecticut license to perform the work required and involved if required.
5. Overall Approach to designing the building to meet the needs of the Town.
6. Name and qualifications of assigned project manager and a list of staff members who would be involved with the project, including their assigned roles and a description of their background and experience.
7. A background statement including a description of relevant experience of the firm/individual submitting the proposal.
8. Respondent shall provide a list of 3-5 references and examples of previous similar projects successfully completed within the last five years with the contact name, address and telephone number of the owners' representative in each project.
9. A concluding statement as to why the respondent is best qualified to meet the needs of the Town.
10. Proposal Response Form (**ATTACHMENT B**).
11. Description of any exceptions taken to this RFP. If any proposal involves any exception from the stated requirements and specifications, they must be clearly noted as exceptions and attached to the proposal.
12. 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 B**. 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. 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.
13. Statement of Non-Collusion (**ATTACHMENT C**).
14. Any technical questions regarding this RFP shall be made in writing and directed to Mr. David Sacchitella, Building Superintendent, via e-mail at Dave.Sacchitella@glastonbury-ct.gov. Administrative questions should be directed to Mary F. Visone, Purchasing Agent at 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 (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 RFP shall be limited to information that is available to all offerors 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.

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 RFP responses that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the RFP 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.

- 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 by the Town when evaluating proposals:

- Accuracy, overall quality, thoroughness, and responsiveness to the Town's requirements as summarized herein.
- Demonstrated understanding of the Scope of Services.
- The qualifications and experience of the firm, the designated account representative, and other key personnel to be assigned to the project.
- Demonstrated successful performance on other accounts.
- Overall approach and schedule to meet the Town's requirements.
- The number, scope, and significance of conditions or exceptions attached or contained in the proposal.

SELECTION PROCESS

- This request for proposals 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 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 services, or to cancel in part or in its entirety the request for proposals, and to waive any informality if it is in the best interests of the Town to do so.
- A Selection Committee, appointed by the Town Manager, will evaluate all submittals received for completeness and the respondent's ability to meet all requirements as

outlined in this proposal. The Committee will then short list the specific firms whose statements best meet all criteria required and may conduct interviews with these firms. Upon completion of interviews, the Selection Committee will forward to the Town Manager, a list of firms recommended for further consideration.

- Top rated firms will be asked to submit a specific Scope of Services and associated fee proposal. The Town Manager shall review said proposals and negotiate an agreement based on those discussions.
- Additional technical information may be requested from any respondent for clarification purposes, but in no way changes the original qualification statement submitted.

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 RFP	June 17, 2014
Optional Pre-proposal Meeting	June 24, 2014
RFP Due Date	July 02, 2014 at 11 AM
Shortlist of Submittals Received	July 8, 2014
Interviews with Top Respondents	July 11, 2014
Contract Effective Date	TBD

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 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 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 Respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Certificate shall specify that the Town shall receive 30 days advance written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation. The Respondent shall provide the Town copies of any such 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.

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

See attached plans/sketches:

- **Proposed Building**
- **Site Selection**

ATTACHMENT B
PROPOSAL RESPONSE PAGE



TOWN OF GLASTONBURY
PROPOSAL
DATE ADVERTISED

June 17, 2014
DATE / TIME DUE

2015-08
July 2, 2014 11:00 AM

NAME OF PROPOSAL

ARCHITECTURAL SERVICES FOR MAINTENANCE
STORAGE BARN

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

ATTACHMENT C

**TOWN OF GLASTONBURY
PROCUREMENT NOTICE
REQUEST FOR PROPOSAL
ARCHITECTURAL SERVICES FOR MAINTENANCE STORAGE BARN
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: _____

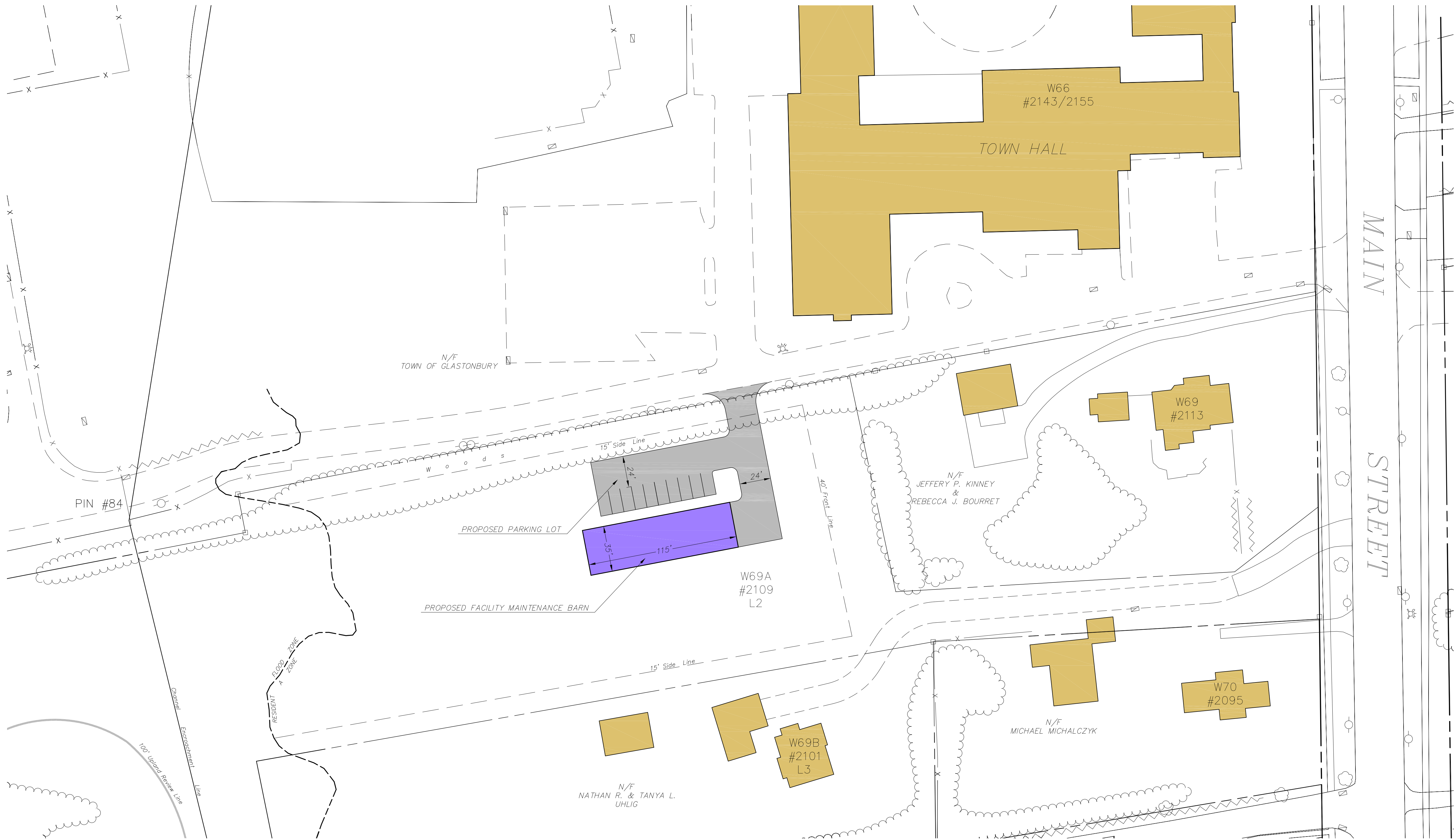
Telephone Number: _____



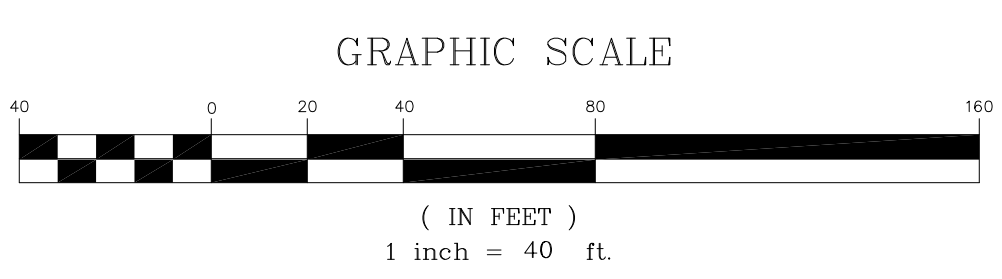
Town of Glastonbury
New Town Facilities and Maintenance Building: Perspective View
Glastonbury, CT.



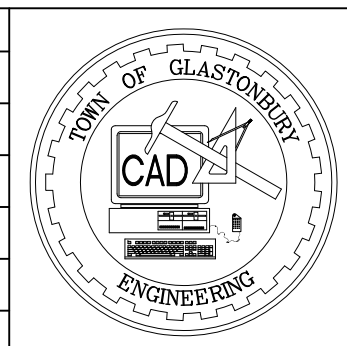
FILE: H:\DWG\Streets\Main St\PW-1311\109 Main St Facilities Maintenance Barn.dwg USER: Steven Troy DATE: 5/2/2014



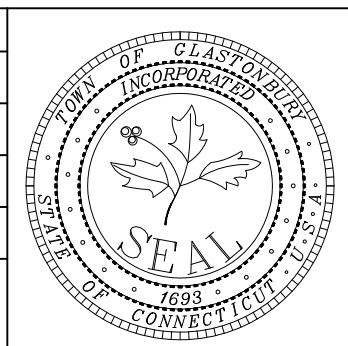
LOCATION MAP
SCALE: 1" = 100'



DRAWING ISSUE STATUS		
NO.	DESCRIPTION	DATE
1.		



SCALE: AS SHOWN DATE: 4-30-2014
 DRAWN BY: S.Troy
 CHECKED BY: S.M.B.
 APPROVED BY: D.A.P.
 ST. FILE:
MANUAL REVISIONS TO THIS DOCUMENT ARE PROHIBITED.
 ALL REVISIONS MUST BE PERFORMED ON CAD FILE SHOWN
 IN THE LEFT MARGIN. IF THERE ARE ANY DISCREPANCIES
 OR QUESTIONS CONTACT THE TOWN OF GLASTONBURY
 ENGINEERING OFFICE AT (860) 652-7135.



CONCEPTUAL PLAN
 DEPICTING PROPOSED
 FACILITIES MAINTENANCE BARN
 located at
 2109 MAIN STREET
 GLASTONBURY, CONNECTICUT

SHEET NO.
1
 OF 1

PW-1311