

**TOWN OF GLASTONBURY  
PROFESSIONAL SERVICES PROCUREMENT NOTICE  
REQUEST FOR QUALIFICATIONS  
HISTORICAL ARCHITECT/ENGINEERING SERVICES**

**TOWN OF GLASTONBURY  
SLOCOMB BUILDING STUDY  
RPGL # 2009-12**

The Town of Glastonbury will be accepting proposals to provide historical architect/engineering services to perform a Slocomb Building Study. Interested individuals and firms should request the Instructions for Qualification Statement and Project Details from the Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033.

There will be a MANDATORY PRE-PROPOSAL MEETING HELD AT THE SLOCOMB BUILDING, 68 MATSON HILL ROAD, GLASTONBURY, CT. 06033 on October 30, 2008 at 10:00 AM. Attendance is mandatory.

Proposals must be submitted to the Purchasing Agent no later than 11:00 AM on November 13, 2008. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

Mary F. Visone  
Purchasing Agent

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## **Section 1 – General Information**

### **A. Introduction**

The Town of Glastonbury will be accepting proposals to provide historical architect/engineering services to perform a Slocomb Building Study.

### **B. Background**

The Slocomb Building has been an industrial site since prior to the Civil War. A brief chronology of the area and site are provided at Attachment 1. The current building is approximately 21 acres in area and includes open space, woodlands, Roaring Brook, a dam, a pond, a parking area, and a number of separate buildings and additions constructed over the years and totaling approximately 85,000 square feet. The oldest of the structures is believed to be circa 1836.

The Town of Glastonbury acquired the building in 2008. The building is vacant and the site not used. While the building has been secured, portions of the Building are accessible and the site may present an attractive target for vandals. The goal of this study is to identify possible historic portions of the building so the Town can consider preservation options as applicable for the sections of the building deemed to have some historical significance.

### **C. Minimum Requirements**

To be considered, interested firms and individuals must satisfy the following requirements:

- Licensed in the State of Connecticut
- Experience designing and administering historical preservation projects in the State of Connecticut
- Experience with work of similar size and scope

### **D. Evaluation Criteria**

- Licensed in State of Connecticut
- Experience preparing historical studies, designing, and administering historical/preservation projects in the State of Connecticut
- Experience with work of similar size and scope
- Organizational and team structure and qualifications
- Past performance data including, but not limited to:
  - adherence to project schedules
  - adherence to project budgets
- Approach to the work
- Work schedule

## **E. Term of Service**

The selected firm or individual will be expected to commence services on or before January 5, 2009 subject to contract execution. Project must be completed by time set forward in agreement with the Town and Consultant. 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.

## **Section 2 – Scope of Services**

### **A. Scope of Work**

The Town of Glastonbury requests qualifications/proposals from professional services firms (also referred to as the Consultant) for a historical and physical condition assessment and repair and preservation recommendations for the Slocomb Building. Specifically, the Town seeks an analysis and report that identifies which portions of the building are historically significant, what the historical significance is, and recommendations for which areas should be preserved, what measures should be taken to preserve them, and which areas of the structure can be demolished without compromising the historic significance of the building.

The work will include:

- Meeting with relevant Town Staff and agencies to outline study requirements and deliverables.
- Historical research and physical inspection of the facility.
- Identifying and evaluating historically significant aspects and portions of the building. A full explanation shall be provided concerning the basis for the conclusions on historical areas of the building, why historically significant, evidence of such historical significance, estimated dates of these areas of building, and how the conclusion was reached.
- Recommending maintenance and repair measures to restore and/or preserve historically significant areas of the building.
- Development of schematic drawings, sketches, and descriptions of the building necessary to communicate the limits of areas of historical significance, the historical significance of the areas, and, conversely, areas that can be removed without compromising the historical significance of the building.
- Development of cost estimates for maintenance, repair, and restoration of

historically significant areas of the building.

## **B. Project Deliverables**

- Drawings, specifications, narratives, documentation, and any associated technical data (calculations, suggested manufacturers' products, photographs, etc.) necessary to communicate the findings of historical significance and concepts recommended for maintenance, repair, and restoration.
- Budget estimate of recommended maintenance, repair, and restoration measures.

The consultant shall be expected to be present for some or all of the meetings which may need to be conducted with user groups, either at the Architect's office, Town offices, on site, or elsewhere.

The consultant 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 copy of the final report, in MS Office format, and one set of final drawings in AutoCAD (2004) format, compatible with the Town's system, must be provided on a compact disk, unless otherwise directed;

## **C. Insurance**

The bidder 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 bidder and all of its agents, employees and sub-contractors and other providers of services and shall name the Town of Glastonbury, its employees and agents as an Additional Insured on a

primary and non-contributory basis to the bidders Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the bidders Certificate of Insurance.** Insurance shall be written with 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 of Glastonbury.

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) Architect's Errors and Omissions Liability or Architectural Services Professional Liability Policy

- Provide Architect's Errors and Omissions Liability or Architectural Services Professional Liability Policy for a minimum Limit of Liability \$5,000,000 each occurrence or per claim. The Town of Glastonbury, its employees and agents are Additional Insured for this specific project. The certificate shall specify that the Town and Board of Education shall receive 30 days advance written notice of cancellation or non-renewal specific to this project.
- The Architect 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 three (3) 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, and statutory Worker's Compensation and Employer's Liability coverages.

The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town of Glastonbury before any work is performed. The Certificate shall specify that the Town of Glastonbury 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.

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town/Board of Education 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) 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, 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, regardless of whether or not it is cause in part by a party indemnified hereunder.

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

### **Section 3– Submission Requirements & Administrative**

#### **A. Proposal Instructions**

By submitting a proposal, you represent that you have thoroughly examined and become familiar with the scope of services outlined in this RFQ 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 the completed proposal to Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, Ct 06033 not later than 11:00 AM on November 13, 2008. All proposals will be opened publicly and recorded as received. Proposers 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:



**SEALED REQUEST FOR QUALIFICATIONS  
 HISTORICAL ARCHITECT/ENGINEERING SERVICES  
 TOWN OF GLASTONBURY  
 SLOCOMB BUILDING STUDY  
 RPGL # 2009-12  
 DATE: November 13, 2008  
 TIME: 11:00 AM**

**B. Submission Requirements**

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 the proposals.** Each section must be addressed and shall not exceed the maximum number of pages given. The Town reserves the right to reject responses which do not follow the format given, which shall be deemed non-responsive.

▪ Table of Contents	Table of contents to include clear identification of the material provided by section and number (1 page)
▪ Letter of Transmittal	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. This letter also must affirm that the firm or their representative has made themselves knowledgeable of those matters and conditions in the Town which would influence this Proposal. (1 page)
▪ Executive Summary	Briefly describe the respondent, the approach to the project, staffing available and envisioned for the project, and respondent's capability to execute to the schedule while providing the services required. (1 pages)
▪ History of the Respondent	Give an overview of the history of the respondent with emphasis on recent projects of a similar nature. Highlight significant projects, accomplishments, and awards as well as alliances or partnerships with other contractors, professionals, and owners. As an appendix, provide a list of all projects undertaken (whether completed or not) within the last five (5) years. Provide a contact including phone and fax numbers for each project listed. (Synopsis: 2 pages, Appendix: as required)

<ul style="list-style-type: none"> <li>▪ Synopsis of the Respondent</li> </ul>	<p>Describe the respondent's organization. Specify the personnel (including years of experience in their current position, municipalities served and their roles providing these services) and equipment to be assigned to the project. Supply resumes of principal personnel and document the chain of command for these individuals as an appendix. Indicate contact person for the proposal, including telephone and fax numbers. (Synopsis: 2 pages, Appendix: as required)</p>
<ul style="list-style-type: none"> <li>▪ Client References</li> </ul>	<p>Include a list of not less than three current client references from who services similar to those outlined have been provided or are currently being provided. This list shall include the following information:</p> <ol style="list-style-type: none"> <li>1. Name of the organization</li> <li>2. Approximate gross cost of contract, annually.</li> <li>3. Dates services encompass</li> <li>4. Services being provided</li> <li>5. Name, address, and telephone number of the responsible official of the organization</li> </ol> <p>The Town reserves the right to contact these organizations regarding the services performed by the firm. (2 pages)</p>
<ul style="list-style-type: none"> <li>▪ Typical Fee Schedule</li> </ul>	<p>Provide short description of a typical fee structure. Actual fee proposal is not required at this time. (1 page)</p>
<ul style="list-style-type: none"> <li>▪ Understanding of Scope</li> </ul>	<p>Include information that explains your firm's ability to perform, implement and administer these services, emphasizing experience with other similar municipalities. (1 page).</p>
<ul style="list-style-type: none"> <li>▪ Approach to the Project</li> </ul>	<p>Describe the respondent's approach to the project commencing with award of consultant's contract and concluding with punch list and final documentation completion. Detail any specific data your firm would require from the Town to implement this study. Describe the anticipated role that the Town will play in this project.(3 pages)</p>

▪ Work Schedule	Provide a proposed schedule indicating major milestones for work accomplishment. Specific project work plan and completion dates to be determined with the Town upon contract execution with the selected firm. (2 pages)
▪ Code of Ethics	Respondent is required to review the enclosed Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003 (see Appendix 2). Respondent shall acknowledge that they have reviewed the document in the area provided on the attached Ethics Acknowledgement Form. 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 <a href="http://www.glastonbury-ct.gov">www.glastonbury-ct.gov</a> . Upon entering the website click on General Information, then Bids and Quotes 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 proposal.
▪ Proposal Response Form	Attachment 2
▪ Signed Non-Collusion Statement	Attachment 3

**C. Contacts**

For Administrative RFQ and other procurement related questions please contact:

Name: Mary F. Visone  
 Title: Purchasing Agent  
 Phone: (860) 652-7589  
 Fax: (860) 652-7590

For technical questions please contact:

Name: Herbert L. Schwind, P.E., LEED-AP  
 Title: Facilities Director  
 Phone: (860) 652-7707  
 Fax: (860) 652-7771

Specific contract questions shall be made in writing (email acceptable). All questions,

answers, and/or addenda, as applicable, will be posted on the Town's website, faxed, and/or emailed to all known Offerors.

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 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.

#### **D. Access to Facilities**

Members of the Town of Glastonbury Facilities staff will be available to provide the selected consultant access to the facility throughout the duration of the study.

#### **E. Response Due Date**

Statements of Qualifications must be submitted by November 13, 2008 at 11:00 AM. See Section 3, "Submission Requirements and Administrative," for details.

Fee proposals from firms determined to have met the minimum requirements based on evaluation of submitted qualifications will be requested by separate correspondence with due date indicated in the correspondence.

**LATE PROPOSALS WILL NOT BE ACCEPTED.**

#### **F. Schedule of RFP Events**

The following schedule is anticipated. The Town intends to adhere to this schedule as closely as possible but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFP	October 16, 2008
Mandatory Pre-proposal Meeting	October 30, 2008
RFQ Response Due Date	November 13, 2008
Shortlist of Qualified Respondents	November 19, 2008
Interviews with Top Respondents	Week of December 1st 2008
Requests for Fee Proposals	December 5, 2008
Selection of Consultant	December 17, 2008
Contract Effective Date	On or about January 5, 2009

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Requests for Fee Proposals	December 5, 2008
Selection of Consultant	December 17, 2008
Contract Effective Date	On or about January 5, 2009

## **Section 4 - Selection Process**

### **A. Selection Process**

This work is being funded by the Town.

Interested consultants shall submit Statements of Qualifications to best communicate the respondent's ability to meet or exceed the requirements of the RFQ. The Statement of Qualifications shall be in the format outlined in Section 3. Following review and evaluation of proposals, the Town reserves the right to request certain additional information. Based on review and rating of proposals, a short list of respondents may be invited to interview with the Town Selection Committee. Based on results of the interview process, selected firms will be asked to submit a detailed fee proposal based on a specific scope of services.

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 building 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, and to waive any informality if it is in the best interests of the Town to do so.

**END OF REQUEST FOR PROPOSAL TEXT**

**ROARING BROOK INDUSTRY  
HISTORY**

<u>Estimated Year</u>	<u>Owner</u>	<u>Industry/Product</u>
1769	John Hodge	Gristmill
1829	Amos Dean Sprowell Dean	Erected mill and dam to manufacture woolen goods
1848	Martin & Horatio Hollister	Naog Manufacturing – woolen goods
1860	Martin Hollister & Franklin Glazier	Hollister & Glazier – woolen uniforms
1870	Franklin Glazier & son, Franklin Glazier	Franklin Glazier & Son – various additions to mill – product expanded
1930's	Ben & Norman Landry	Matson Mill – various woolen and clothing products
1950's to 1998	J. T. Slocomb Company - John Gregory	J. T. Slocomb – aerospace industry

- Axe hewn supporting beams, water turbine wheels, etc. visible in basement area.

Attachment 2



**TOWN OF GLASTONBURY**

**BID / PROPOSAL**

**RPGL #**

**2009-12**

**DATE ADVERTISED**

**October 16,  
2008**

**DATE/ TIME DUE**

**November 13,  
2008/11:00 AM**

**NAME OF PROJECT**

**HISTORICAL ARCHITECT/ENGINEERING SERVICES  
TOWN OF GLASTONBURY  
REQUEST FOR QUALIFICATIONS  
SLOCOMB BUILDING STUDY**

**Insert this completed form in respondent's 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 \_\_\_\_\_ \*

\*Bidder is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid or proposal where the bidder 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#**



**Attachment 3**

**TOWN OF GLASTONBURY  
PROFESSIONAL SERVICES PROCUREMENT NOTICE  
REQUEST FOR QUALIFICATIONS  
HISTORICAL ARCHITECT/ENGINEERING SERVICES**

**TOWN OF GLASTONBURY  
SLOCOMB BUILDING STUDY  
RPGL # 2009 - 12**

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