

**TOWN OF GLASTONBURY
AND
TOWN OF MANCHESTER
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS
MECHANICAL, ELECTRICAL, PLUMBING, AND FIRE PROTECTION ON-CALL
CONSULTING SUPPORT
RPGL- 2016-01**

The Town of Glastonbury will be accepting proposals on behalf of the Towns of Glastonbury and Manchester from qualified individuals or firms to provide mechanical, electrical, plumbing, and fire protection (MEP) consulting services for the Towns and the Boards of Education on an as-needed "on-call" basis. The basic scope of services includes but is not limited to mechanical, electrical, plumbing, and fire protection services for contracts for projects for the Towns and Boards of Education. Mechanical, electrical, plumbing, and fire protection on-call services at all phases of design including programming, conceptual plans, schematic documents, design development documents and construction documents and estimating of construction costs as required.

Proposals must be submitted to the Purchasing Agent no later than **June 02, 2015 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.

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 Towns and Boards of Education of Glastonbury and Manchester, hereinafter referred to as “the Towns”, will be accepting proposals from qualified individuals or firms that can provide mechanical, electrical, plumbing and fire protection (MEP) consultant(s) that can provide services such as building inspections, code compliance review and advice, design services for repairs, modifications, and new construction, feasibility studies, building system evaluations, commissioning and testing and balancing services, DDC controls services, energy efficiency studies, and cost estimating on an as-needed basis. The basic scope of services includes but is not limited to estimating project costs for contracts for projects for the Towns. 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.
- The objective is, at the conclusion of this selection process, to obtain a small pool of MEP consultants, pre-qualified by the Towns, from which MEP services, similar to and including those listed above, may be ordered.
- 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 Towns as deemed to be in the Towns’ best interest for a given project. The Towns makes no guarantee of the assignments associated with this Request for Qualifications.

SECTION II – CONSULTANT’S SERVICES

- The Respondent shall perform professional services on an as-needed “on-call” basis at approved hourly rates according to instructions received from the Towns. The Consultant’s services shall include all MEP and fire protection 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 Towns, fee proposals from qualified sub-consultants, acceptable to the Towns and, upon approval from the respective towns, contract for those services. The consultant’s mark-up on sub-consultant fee proposals shall be limited to 10%.
- Duration of this contract shall be for three (3) years, with the possibility for extensions, at the option of the Towns, 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 respective Town for its review and approval. Resulting work products of the Consultant pursuant to this solicitation shall be provided in both print and digital format and shall become property of the respective Town.

SCOPE OF WORK

For each discrete project, the respective Town intends to contract with an MEP 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.
- The Respondent shall conduct regular meetings with the respective Town and/or Board of Education Staff Representatives, and other appropriate parties, at a location established by the respective Town to review progress. The Respondent will provide written notes of each meeting to all attending parties before the next meeting.

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 respective 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 respective Town Building Superintendent through all phases of the project. The respective Town 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 mechanical, electrical, plumbing, and fire protection on-call services staff assigned as project manager to oversee this work and act as liaison to the Towns as well as any other member of the MEP team including sub-consultants.
- Respondent shall be an MEP firm licensed in the State of Connecticut and have, on staff, licensed professional engineers for performance of the project orders.
- Respondent shall demonstrate sufficient staff resources within house or through sub-consultants that would be available to assist the Towns with limited notice. Respondent shall list all proposed staff.
- Respondent shall demonstrate MEP experience including but not limited to: building construction, site-work, park construction, utility installation, road construction, and building renovations.
- Respondent shall have demonstrated experience with similar MEP consulting projects in the public sector within the past five (5) years.

ADDITIONAL CONSIDERATIONS

The following qualifications of members of the consultant's staff are desirable:

- Leadership in Energy and Environmental Design (LEED) accreditation by the U.S. Green Building Council
- Certified Energy Manager accreditation by the Association of Energy Engineers
- Certified Commissioning Professional accreditation by the Building Commissioning Association

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 Towns' objectives.

- All firms are required to submit a clearly marked original and ten (10) 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
MECHANICAL, ELECTRICAL, PLUMBING, AND FIRE PROTECTION ON-
CALL CONSULTING SUPPORT
RPGL- 2016-01
JUNE 02, 2015
TIME – 11:00 AM**

- All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Towns 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 Towns 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. Include any accreditations (LEED, CCP, CEM, etc.) that may apply.

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 Towns.
 - 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 Towns for MEP on-call services support, including discussion of staff availability and ability to respond to Towns 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. Upon entering the website click on **Bids & Proposals Icon** 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. 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.

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 & Proposals). **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 Towns' 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 MEP consultant services and expertise in a broad range of projects.
 - Overall approach to providing the Consultant services requested.

SELECTION PROCESS

- This request for qualifications does not commit the respective Town 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 Towns. The Towns reserve 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 Towns 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 Towns reserve 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 Towns 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 Towns 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 Towns as required.

Publicize RFQ	May 19, 2015
RFQ Due Date	June 2, 2015 @ 11:00AM
Shortlist of Submittals Received	June 5, 2015
Interviews with Top Respondents	June 11, 2015
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 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 60 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.



TOWN OF GLASTONBURY * 2155 MAIN STREET * GLASTONURY * CT

BID / PROPOSAL NO: RPGL-2016-01 DATE DUE: JUNE 02, 2015

DATE ADVERTISED: MAY 19, 2015 TIME DUE: 11:00 AM

NAME OF PROJECT: MECHANICAL, ELECTRICAL, PLUMBING, AND FIRE PROTECTION
ON-CALL CONSULTING SUPPORT

It is the responsibility of the Respondent to clearly mark the outside of the envelope with the Proposal Number, Date and Time of Opening, and it also THE RESPONSIBILITY OF THE RESPONDENT TO CHECK THE TOWN'S WEBSITE BEFORE SUBMITTING A PROPOSAL FOR ADDENDA POSTED PRIOR TO THE OPENING.

THE BIDDER ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA AS REQUIRED:

Addendum #1 _____ (Initial/Date) Addendum #2 _____ (Initial/Date) Addendum #3 _____ (Initial/Date)

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.

Print Name, Title of Individual

Doing Business as (Trade Name)

Signature of Individual

Street Address

Date

City, State, Zip Code

E:mail Address

Telephone Number / Fax Number

(Seal – If proposal is by a Corporation)

Attest

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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: _____