

**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR PROPOSAL
ARCHITECTURAL DESIGN SERVICES FOR GHS
LOCKER ROOM ADDITION AND WEIGHT ROOM FACILITY
RPGL-2016-08**

The Town of Glastonbury will be accepting proposals from qualified individuals or firms to provide Architectural services to develop plans and design services for locker room addition to the Glastonbury High School Fieldhouse and a weight training room facility. Proposals shall provide technical data for components to be provided, pricing proposals, and other data necessary in order to determine the best qualified firm. Interested individuals and firms should obtain the complete RFP and related information from Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033 or via the Town's website at www.glastonbury-ct.gov.

There will be **MANDATORY** pre-proposal meeting held on September 1, 2015 at 2:00 PM at the Glastonbury High School, Main Office Conference Room, 330 Hubbard Street, Glastonbury, CT 06033.

Proposals must be submitted to the Purchasing Agent no later than September 9, 2015 at 11:00AM. **LATE PROPOSALS WILL NOT BE CONSIDERED.**

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

Mary F. Visone
Purchasing Agent

TABLE OF CONTENTS

	Page No.
Section I General Information	3
Section II Consultant Services	3
Scope of Work	4
Project Submittals	4
Time for Completion	4
Project Coordination	5
Section III Submission of Proposal	5
Minimum Requirements	5
Term of Service	5
Site Inspection	5
Proposal Instructions	6
Evaluation Criteria	9
Selection Process	9
Timeline	10
Insurance Requirements	10
Indemnification	11
Attachments	12
• Attachment A – Selected Plan Pages	13-15
• Attachment B - Town of Glastonbury Response Page	16
• Attachment C – Statement of Non-Collusion	17

SECTION I – GENERAL INFORMATION

Background – The Glastonbury Board of Education Athletic Department had identified a need for a Women’s locker room at the current Fieldhouse adjacent to the GHS Football Field. Additionally, a weight training facility which may or may not be co-located with the fieldhouse addition is needed for the high school athletes. Depending on location, the facility may be used for Physical Education classes as well.

General Intent - It is the general intent to retain a design team to provide a complete study and design facilities for the two functions. The design effort would include evaluating different sites and associated costs and benefits. The locker room addition would include but not be limited to; lockers, coaches office, storage, restroom, and Mechanical/Electric/Plumbing. Minor upgrades to the existing locker rooms will be included. The weight room will be designed to accommodate the existing inventory of weight training machines and equipment for athlete training and additional equipment of a physical education component if selected. 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 including site selection, budgets and FF&E if necessary.

SECTION II – CONSIDERATIONS AND RESTRICTIONS

- Consideration for the integration of the facility into the surroundings and impacts on athletic and Physical Education programs 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.
- 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, BoE 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.
- Consideration will be given to the type of building and delivery system proposed, the associated cost, and the impacts of construction.

- **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.**

SCOPE OF WORK

The Town intends to contract with a design professional to provide a complete study and design facilities for the two functions. The design effort would include evaluating different sites and associated costs and benefits. The locker room addition would include but not be limited to; lockers, coaches office, storage, restroom, and Mechanical/Electric/Plumbing. Minor upgrades to the existing locker rooms will be included. The weight room will be designed to accommodate the existing inventory of weight training machines and equipment for athlete training and additional equipment of a physical education component if selected. The result of the design effort will be a complete set of approved drawings suitable for bidding in a municipal setting

PROJECT SUBMITTALS

- Proposals to show how the design consultant can provide budget estimates construction costs, architectural/engineering fees, contingency, escalation, administrative costs, site acquisition if necessary 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.

PROJECT COORDINATION

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

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 be licensed by the State of Connecticut to perform the required work.
- Respondent shall have an assigned project manager to oversee this work and act as liaison to the Town. Respondent shall list all proposed staff.
- Respondent shall demonstrate sufficient staff resources to perform the work.
- Respondent shall have demonstrated experience designing and installing similar buildings at educational facilities within the past five (5) years.

TERM OF SERVICE / TIME FOR COMPLETION

The selected firm will be expected to commence services within 15 days of 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 intent is to have design at a point where a project budget estimate will be ready for consideration in the Town of Glastonbury CIP on or around November 2015. 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

A **mandatory site inspection** is scheduled for **September 1, 2015 at 2:00PM** at the Glastonbury High School, Main Office Conference Room, Hubbard Street, Glastonbury, CT 06033.

PROPOSAL INSTRUCTIONS

- By submitting a proposal, Respondent represents that he has thoroughly examined and become familiar with the Scope of Services outlined in this RFP and are capable of performing the work to achieve the Town's objectives.
- All firms are required to submit a **clearly marked original** and seven (7) 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 PROPOSAL
ARCHITECTURAL SERVICES FOR GHS LOCKER ROOM ADDITION &
WEIGHT ROOM FACILITY
RPGL- 2016-08
SEPTEMBER 9, 2015
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.

**REQUEST FOR PROPOSAL
ARCHITECTURAL DESIGN SERVICES FOR GHS
LOCKER ROOM ADDITION & WEIGHT ROOM FACILITY**

RPGL-2016-08

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. Copy of State of Connecticut license to perform the work required and involved if required.
5. 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.
6. A background statement including a description of relevant experience of the firm/individual submitting the proposal.
7. 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.
8. Fee Proposal – Pricing proposals shall include a breakdown by line item separately for both the Locker Room Addition and the Weight Training Facility:
 - a. Study & Design Analysis Evaluation
 - b. Construction Documents
 - c. Bid Review
 - d. Construction Administration
 - e. Additionally, proposals shall include Hourly Labor Rates

Please provide a separate proposal for each (ie Locker Room Addition, Weight Training Facility) also include timeline/schedule for completion.

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**). 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.

11. 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.
12. Statement of Non-Collusion (**ATTACHMENT B**).
13. 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.
14. Any technical questions regarding this RFP 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 Icon, click on the Bid Title to view all proposal details and document links). **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 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 Town of Glastonbury shall select the responsible and responsive Proposal which is determined by the Town to be the best suited, most advantageous, and provides the best value to the Town on the basis of the criteria included in this Request for Proposal. The Town expressly reserves the right to negotiate with the selected Proposer prior to an award of any contract pursuant to this RFP. Best value shall be determined by consideration of some or all of the following factors as deemed appropriate by the Town.
 - 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 educational facilities.
 - Technical Solution/Approach to Project: Types, capabilities, efficiency, applicability, efficient use of space and resources and aesthetics.
 - Schedule.
 - Fee Proposal
 - The number, scope, and significance of conditions or exceptions attached or contained in the proposal.

SELECTION PROCESS

- This request for proposal 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 period or to cancel in part or in its entirety the request for proposals, 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 RFP.
- 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. Interviews are at the option of the evaluation committee and may or may not be conducted.

**REQUEST FOR PROPOSAL
ARCHITECTURAL DESIGN SERVICES FOR GHS
LOCKER ROOM ADDITION & WEIGHT ROOM FACILITY**

RPGL-2016-08

- Based on the results of the interview process, the Town Manager will review the Scope of Services, fee proposals, 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 the work.

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	August 19, 2015
Pre-Proposal Meeting	September 1, 2015 @ 2:00 P.M.
RFP Due Date	September 9, 2015 @ 11:00 A.M.
Shortlist of Proposals Received	September 14, 2015
Interviews with Top Respondents	September 17, 2015
Fee Proposal and Scope of Services	TBD
Contract Effective Date	TBD

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 coverages 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-VIII with all policies written on an occurrence form basis. 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 in favor of the Town of Glastonbury and its employees and agents.
- 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 in favor of the Town of Glastonbury and its employees and agents.

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Evidence of Combined Single Limit of Liability for Bodily Injury and Building Damage:
Per Accident \$1,000,000
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.

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 or non-renewal of any insurance policy. The Certificate shall evidence all required coverages 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

Attachment A Includes:

- Equipment List
- Sketches of Proposed Building and Site Selection:
 1. Glastonbury High School Additions & Renovations - Site Utilities Area A (SU-1a)
 2. Glastonbury High School Additions & Renovations - Site Utilities Area B (SU-1b)

Please be advised the sketches will be made available to plan holders for pick up at the Purchasing Department located at 2155 Main Street, Town Hall 2nd Floor. Plan holders may also contact the Purchasing Department via email purchasing@glastonbury-ct.gov to request a US Mail or email copy of the plans. Please provide the following information to request a copy:

**Contact Name and Title
Company Name
Company Address
Phone number
Email Address**

ATTACHMENT A
EQUIPMENT INVENTORY

GHS Equipment Inventory:

- 3 squat racks
- 3 bench press
- 2 Hack squat machines
- 2 chin up/ab stations
- 2 incline benches
- 2 decline ab benches

Accessories:

- 9 (45lb) straight bar bars
- 1 neck pad
- 2 curl bars
- 6 belts
- 2 star bars (dead lift)
- 4 weight trees
- Full dumbbell rack
- Dumbbell sets (2 each) from 5 to 70lbs in 5lb increments
- Scale

Weights:

<u>QTY</u>	<u>Plates in LBS</u>
36	45
16	35
20	25
22	10
16	5
20	2.5

**ATTACHMENT B
PROPOSAL RESPONSE PAGE**

BID / PROPOSAL NO: RPGL-2016-08 **DATE DUE:** 09-09-15
DATE ADVERTISED: 08-19-15 **TIME DUE:** 11:00 AM
NAME OF PROJECT: Architectural Design Services GHS Locker Room Addition
and Weight Training Facility.

The Respondent acknowledges receipt of the following Addenda:

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

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
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR PROPOSAL
ARCHITECTURAL SERVICES FOR GHS LOCKER ROOM ADDITION
& WEIGHT ROOM FACILITY
RPGL- 2016-08**

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: _____