

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

**GLASTONBURY PUBLIC SCHOOLS  
GLASTONBURY HIGH SCHOOL EMERGENCY POWER SYSTEM  
RPGL # 2009- 08**

The Town of Glastonbury will be accepting qualifications/proposals to provide architect/engineering services to perform a Glastonbury High School Emergency Power System design. 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 GLASTONBURY HIGH SCHOOL, 330 HUBBARD STREET, GLASTONBURY, CT. 06033 on September 11, 2008 at 2:30 PM. Attendance is mandatory.

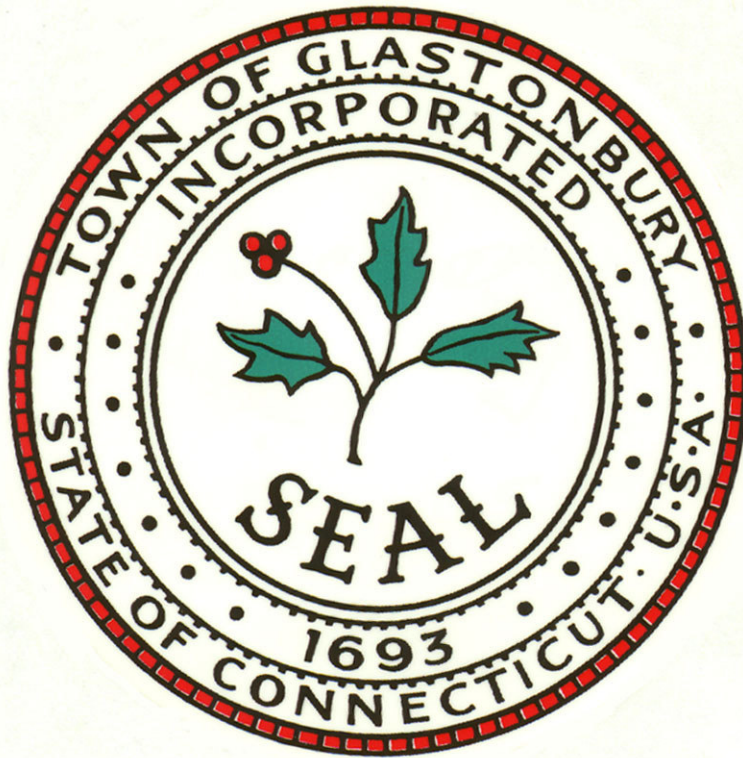
Proposals must be submitted to the Purchasing Agent no later than 11:00 AM on September 25, 2008. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

Mary F. Visone  
Purchasing Agent

**TOWN OF GLASTONBURY  
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**RPGL # 2009-08**



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Attachment 1: Proposal Response Form

Attachment 2: Non Collusion Statement

## **Section 1 – General Information**

### **A. Introduction**

The Town of Glastonbury will be accepting qualifications/proposals to provide architect/engineering services to perform a Glastonbury High School Emergency Power System design.

### **B. Background**

Glastonbury High School is supplied power through two 2000 amp feeds. One feed enters at the northwest corner of the facility and supports the western portion of the school. The other enters at the eastern end of the southern side of the facility and supports the eastern portion and the gym/pool area of the school.

During a recent renovation of the high school, a concrete generator pad, cabling conduits between the pad and the eastern main electrical room, a transfer switch, and some emergency panels were installed to provide the capability to support selected emergency electrical loads including heating system equipment, kitchen refrigerators and freezers, and various other loads. No generator was installed due to budget constraints.

In addition to an emergency power capability to support those selected loads, the school has, subsequently, identified a requirement to provide emergency power for their main distribution framework (MDF) room located at the northwest corner of the school and supported by the electrical feed entering at that location.

Lastly, the Town has identified a requirement to provide emergency power to the gym/pool area of the school in the event that area is required for use as a community emergency shelter. The power source for that requirement need not be a permanently installed generator but a receptacle, transfer switch, and emergency panels and circuiting are anticipated, as a minimum, to allow the connection of a portable generator in the event the emergency shelter is activated.

It is anticipated this project will be reimbursable by the State of Connecticut Department of Education so all procedures and requirements necessary to satisfy their criteria for eligibility must be adhered to.

### **C. Evaluation Criteria**

- Licensed in Connecticut
- Experience designing and administering similar projects in the State of Connecticut
- Experience with work of similar size and scope
- Organizational and team structure
- Past performance data including, but not limited to:

- adherence to project schedules
- adherence to project budgets
- number and cost of change orders
- Approach to the work
- Contract oversight capabilities

#### **D. Term of Service**

The selected firm or individual will be expected to commence services within 15 days of contract execution. Project shall be completed within six months of project execution. 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 and Glastonbury Public Schools request qualifications/proposals from professional services firms (also referred to as the consultant) for identification and analysis of options (generators, UPS, circuiting, etc.) to provide emergency power for areas of the Glastonbury High School and design the selected option. The analysis and design shall include all work necessary to provide emergency power:

- for selected emergency electrical loads such as the school's heating system, refrigerators and freezers, and other life/safety systems that may be required to protect the facility and its occupants and contents. This will require a review of the emergency power configuration already provided through the recent renovation and validation or revision of that configuration to satisfy the up-to-date concept. This system should activate automatically in the event of loss of commercial power.
- to allow the MDF to continue to operate without loss of data or damage to equipment and to allow the MDF to continue to operate without loss of data or damage to equipment and to allow the MDF to function until commercial power is restored. This system should activate automatically in the event of loss of commercial power.

- to the gym/pool area of the school in the event the area would be activated for use as an emergency shelter. This system may not include a generator but may accommodate a portable generator in the event the emergency shelter is activated.

The work will include:

- Meeting with Town and Education Staff to determine requirements and explain alternatives and concepts.
- Identifying and evaluating alternatives and recommending to the Town and Education Staff a preferred alternative that satisfies Town and Education requirements and complies with all applicable codes.
- Development of a total project cost estimate.
- A proposed project schedule.
- Preparation of final construction documents to allow bidding of the work.
- Bidding assistance, pre-construction coordination, and construction administration services.

## **B. Project Deliverables**

- Drawings, specifications, and any associated technical data (calculations, suggested manufacturers' products, photographs, etc.) necessary to communicate the concepts of the various alternatives considered and to support the final recommendations provided.
- Budget estimate of total project costs including construction costs, architectural/engineering fees, contingency, escalation, administrative and bonding costs, and school grant reimbursement.
- A proposed schedule for accomplishment.
- Final and complete construction documents to allow for bidding of the work.

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 or Board of Education 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 Property 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 Property 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 and Glastonbury Board of Education, its employees and agents are Additional Insureds 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/RFP and you are capable of performing the work to achieve the Town's objectives.

There will be a mandatory pre-proposal meeting held at Glastonbury High School, 330 Hubbard Street, Glastonbury, CT. 06033 on September 11, 2008 at 2:30 PM. Attendance is mandatory.

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 September 25, 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/REQUEST FOR PROPOSAL  
ARCHITECT/ENGINEERING SERVICES  
GLASTONBURY PUBLIC SCHOOLS  
GLASTONBURY HIGH SCHOOL EMERGENCY POWER SYSTEM  
RPGL # 2009-08  
DATE: September 25, 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.

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▪ Table of Contents	Table of contents to include clear identification of the material provided by section and number (1 page).
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▪ 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 and must also affirm that the firm or their representative has made themselves knowledgeable of
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	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. (2 pages)
▪ Synopsis of the Respondent	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)
▪ Qualifications	<p>Identify and describe specific projects/jobs previously or currently being executed that demonstrate the respondent's ability to satisfy the criteria listed in Section 1., Paragraph C., "Evaluation Criteria," above. Identify which criteria apply to respective project/jobs identified and how. Highlight significant accomplishments and awards as well as alliances or partnerships with other contractors, professionals, and owners. For each project/job, provide:</p> <ol style="list-style-type: none"> <li>1. Name of the client</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.</p> <p>(Synopsis: 5 pages, Appendix: as required)</p>
▪ Approach to the Project	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)
▪ Typical Fee Schedule	Provide short description of a typical fee structure. Actual fee proposal is not required at this time. (1 page)
▪ 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.glasct.org">www.glasct.org</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 1
▪ Signed Non-Collusion Statement	Attachment 2

### **C. Contacts**

For administrative RFQ/RFP 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.  
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/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.

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

Members of the Glastonbury Public Schools (GPS) facilities staff will be available to provide the selected consultant access to the facility throughout the duration of the study. Normal working hours are from 7:30 AM to 3:00 PM, Monday through Friday; however, with advance notice, arrangements can be made to provide facility access beyond the normal working hours and on weekends.

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

Statements of Qualifications must be submitted by September 25, 2008 at 11:00 AM. See Section 3, "Submission Requirements and Administrative," for details.

Fee proposals (RFP) 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 RFQ/RFP Events

Publicize RFQ/RFP	August 27, 2008
Mandatory Pre-proposal Meeting	September 11, 2008
RFQ Response Due Date	September 25, 2008
Shortlist of Qualified Respondents	September 30, 2008
Receipt of Fee Proposals	October 14, 2008
Interviews with Top Respondents	Week of October 20, 2008
Selection of Consultant	October 29, 2008
Contract Effective Date	November 12, 2008

## Section 4 - Selection Process

### A. Selection Process

This work is being funded by the Town with the intention of applying for reimbursement from the State of Connecticut Department of Education. Therefore in accordance with The State of Connecticut Special Bill No. 402, a two step process will be employed to select the consultant.

#### **Step One:**

Interested consultants shall submit Statements of Qualifications to best communicate the respondent's ability to meet or exceed the requirements of the RFQ/RFP. The Statement of Qualifications shall be in the format outlined in Section 3. Respondents' qualifications will be evaluated against the criteria listed in Section 1-C and those respondents determined to meet or exceed the requirements will be asked to submit a fee proposal (step two).

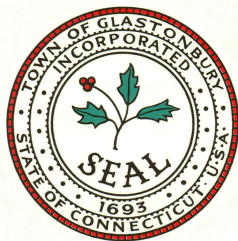
#### **Step Two:**

Upon receipt of fee proposals from consultants determined to meet or exceed the requirements, the Town will evaluate the proposals to determine the four most responsible qualified respondents using the criteria below with due consideration of the respondent's pricing for the project. Final selection will be limited to these four firms. In order to better evaluate qualifications, the Town may elect to interview the four qualified firms.

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 for proposal 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 proposal, if it is in the best interests of the Town to do so.

**END OF REQUEST FOR PROPOSAL TEXT**

Attachment 1



**TOWN OF GLASTONBURY**

**BID / PROPOSAL**

**RPGL #**

**2009-08**

**DATE ADVERTISED**

**August 27, 2008**

**DATE/ TIME DUE**

**September 25,  
2008/11:00 AM**

**NAME OF PROJECT**

**ARCHITECT/ENGINEERING SERVICES  
GLASTONBURY PUBLIC SCHOOLS  
REQUEST FOR QUALIFICATIONS/REQUEST FOR  
PROPOSAL  
GLASTONBURY HIGH SCHOOL EMERGENCY POWER  
SYSTEM  
RPGL # 2009-08**

**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 2**

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

**GLASTONBURY PUBLIC SCHOOLS  
GLASTONBURY HIGH SCHOOL EMERGENCY POWER SYSTEM  
RPGL # 2009-08**

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