

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

**TOWN OF GLASTONBURY  
CIDER MILL BARN STUDY  
RPGL # 2009-06**

The Town of Glastonbury will be accepting proposals to provide historical architect/engineering services to perform a Cider Mill Barn 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 CIDER MILL BARN HIGH 1267 MAIN STREET, GLASTONBURY, CT. 06033 on JULY 31, 2008 at 10:00 AM. Attendance is mandatory.

Proposals must be submitted to the Purchasing Agent no later than 11:00 AM on AUGUST 12, 2008. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

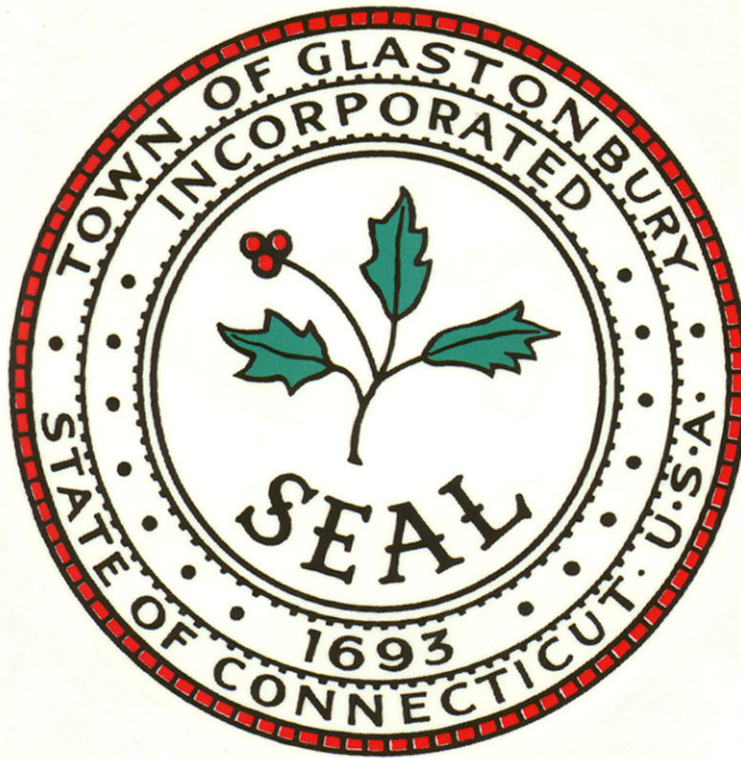
**This project is partially funded by a grant from the Connecticut Trust for Historical Preservation.**

Mary F. Visone  
Purchasing Agent

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**RPGL # 2009-06**



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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 Cider Mill Barn Study.

### **B. Background**

The Cider Mill property has been farmland dating back to when land grant strips were created in the 1600's. The vintage of the Cider Mill barn dates back to the 1700's and on site is a cider press which was originally brought to the site by barge and ox cart. It is generally believed to be the longest continuously operated Apple Cider Mill in the United States.

Currently the facility is owned by the Town and leased for farm stand and educational purposes. The activities include the sale of seasonal products from local farms, a static display of farm implements, and animals of local interest. The facility continues to offer apple cider pressing as an interpretive educational opportunity. The site is a popular destination for families to visit during the pressing season. When open, the site hosts hundreds of visitors a day as well as visits from local schools and organizations.

### **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 designing and administering historical/preservation 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
- Approach to the work
- Work Schedule for Project and contract oversight capabilities

## **E. Term of Service**

The selected firm or individual will be expected to commence services on or before September 19, 2008 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 condition assessment and repair and preservation recommendations in conjunction with a study of improvements and adaptive reuse options for the Cider Mill Barn in Glastonbury. The study should incorporate plans for current and future uses, on going maintenance procedures with prioritized recommendations and possible expansion of operations on a year round basis.

The work will include:

- Meeting with Interested Town Staff and agencies to determine requirements and explain alternatives and concepts.
- Identifying and evaluating alternatives and recommending to the Town Staff alternatives that satisfy historical preservation and adaptive reuse options and requirements, and comply with all applicable codes.
- Development of schematic drawings and descriptions of the work necessary to communicate the scope and intent of the work to Town boards, councils, and committees, as necessary.
- Development of total project cost estimates and evaluation of the cost for eligibility for state reimbursement.
- A proposed project schedule.
- Preparation of Historical Specifications that reference published works such as Donovan Rympkema's Feasibility Assessment Manual for re-using Historic Properties as a guide.

## **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 possible grant reimbursement.
- A proposed schedule for accomplishment.

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 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 , 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 AUGUST 12, 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  
CIDER MILL BARN STUDY  
RPGL # 2009 - 06  
DATE: August 12, 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.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 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 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 August 12, 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 RFQ 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 RFQ	July 22, 2008
Mandatory Pre-proposal Meeting	July 31, 2008
RFQ Response Due Date	August 12, 2008
Shortlist of Qualified Respondents	August 18, 2008
Requests for Fee Proposals	September 11, 2008
Interviews with Top Respondents	September 4, 2008
Selection of Consultant	September 12, 2008
Contract Effective Date	On or about September 19, 2008

**Section 4 - Selection Process**

**A. Selection Process**

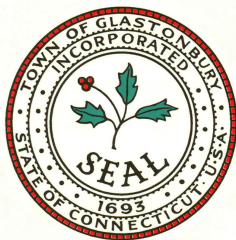
This work is being funded by the Town in conjunction with a grant from the Connecticut Trust for Historical Preservation.

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 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 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**

Attachment 1



**TOWN OF GLASTONBURY**

**BID / PROPOSAL**

**RPGL #**

**2009-06**

**DATE ADVERTISED**

**July 22, 2008**

**DATE/ TIME DUE**

**August 12,  
2008/11:00 AM**

**NAME OF PROJECT**

**HISTORICAL ARCHITECT/ENGINEERING SERVICES  
TOWN OF GLASTONBURY  
REQUEST FOR QUALIFICATIONS  
CIDER MILL BARN 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 2**

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

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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: \_\_\_\_\_

**TOWN OF GLASTONBURY  
HISTORICAL ARCHITECT/ENGINEERING SERVICES  
REQUEST FOR QUALIFICATIONS  
CIDER MILL BARN STUDY  
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**CONSULTANT SELECTION SCHEDULE**

Legal Ad Published	July 22, 2008
Pre-Proposal Consultant Meeting	July 31, 2008
Statements of Qualifications Due	August 12, 2008
Distribute Proposals to Committee	August 13, 2008
Ratings Due to Director of Infrastructure	August 18, 2008
Notification to non-qualified firms/requests for fee proposals from qualified firms	August 19, 2008
Interview Short-Listed Firms	Week of September 4, 2008
Fee proposals due	September 17, 2008
Recommend Finalist to Town Manager	September 19, 2008



