

**TOWN OF GLASTONBURY  
PROFESSIONAL SERVICES PROCUREMENT NOTICE  
REQUEST FOR PROPOSAL  
GLASTONBURY HIGH SCHOOL KITCHEN DESIGN  
RPGL-2017-01**

The Town of Glastonbury will be accepting proposals from qualified individuals or firms to provide a Glastonbury High School Kitchen Design. 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](http://www.glastonbury-ct.gov).

There will be pre-proposal meeting held on August 24, 2016 at 10:00 AM at the Glastonbury High School, Library Conference Room, 330 Hubbard Street, Glastonbury, CT 06033.

Proposals must be submitted to the Purchasing Agent no later than September 1, 2016 at 11:00AM. **LATE PROPOSALS WILL NOT BE CONSIDERED.**

The Town reserves the right to waive informalities or reject any part of, or the entire proposal, when said action is deemed to be in the best interests of the Town. All Sealed proposals must be submitted to the Office of the Purchasing Agent no later than the time and date indicated.

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

Mary F. Visone  
Purchasing Agent



## **SECTION I – GENERAL INFORMATION**

**Background** – The Glastonbury Board of Education Food Service Department had identified a need for an updated design for the kitchen and food service operation at the Glastonbury High School. Updates including but not limited to Americans with Disabilities Act (ADA), work flow, modernization and operations are to be considered

**General Intent** - It is the general intent to retain a design team to provide a complete design including estimates and options. The design effort would include evaluating different configurations, equipment, service delivery and operations, and associated costs and benefits. Meetings with interested parties and presentations to various groups are included. The design will include a full design effort with 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 construction administration, equipment selection, budgets and FF&E if necessary.

## **SECTION II – CONSULTANT SERVICES / CONSIDERATIONS AND RESTRICTIONS**

- Consideration for the integration of the timing, impact on service delivery, enrollment, ADA compliance, security, ventilation, fire suppression, structural, support spaces and maintainability 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 resulting work 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, Board of Education 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 equipment 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 kitchen design for the project. The design effort would include evaluating different options and associated costs and benefits. The result of the design effort will be a complete set of approved drawings suitable for bidding in a municipal setting and professional estimate. The estimate is expected to be ready in November 2016 for consideration in the Town of Glastonbury Capital Improvement Program.

### **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 Glastonbury High School Food Service Director and the Town of Glastonbury Building Superintendent through all phases of the project. The Town/Board of Education will provide access to the property, and make available plans and drawings.

**SECTION III - SUBMISSION OF PROPOSAL**

***MINIMUM REQUIREMENTS***

- 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 submit detailed resumes for any proposed Design Professional assigned as project manager as well as any other member of the design team including sub-consultants.
- Respondent shall be a licensed design professional.
- 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 two (2) months of overall time for the design 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 Capital Improvement Program on or around November 2016.

***SITE INSPECTION***

A **site inspection** is scheduled for **August 24 2016 at 10:00 AM** at the Glastonbury High School, Library Conference Room, 330 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 with the firm's name and address and the following:

**SEALED REQUEST FOR PROPOSAL  
PROFESSIONAL SERVICES PROCUREMENT NOTICE  
GLASTONBURY HIGH SCHOOL KITCHEN DESIGN  
RPGL-2017-01  
September 1, 2016  
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.

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 with educational facilities successfully completed within the last five years with the contact name, address and telephone number of the owners' representative in each project.
8. Overall project approach and schedule to meet the Town's requirements.
9. Fee Proposal – Pricing proposals shall include a breakdown by line item
  - a. Kitchen Study including project estimates
  - b. Construction Documents
  - c. Bid Review
  - d. Construction Administration
  - e. Additionally, proposals shall include Hourly Labor Rates for firm and any other consultants to be used for the project.
10. A concluding statement as to why the respondent is best qualified to meet the needs of the Town.
11. Proposal Response Form (**ATTACHMENT B**).
12. 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.

13. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003 and revised October 29, 2013 and effective November 28, 2013. Respondent shall acknowledge that they have reviewed the document in the area provided on the attached Ethics Acknowledgement form included on **ATTACHMENT B**. 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](http://www.glastonbury-ct.gov). Upon entering the website click on the **Bids & Proposals Icon** which will bring you to the links for the **Code of Ethics** and the **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.
14. Statement of Non-Collusion (**ATTACHMENT B**).
15. 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.
16. 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](mailto: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](mailto: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](http://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 firm prior to an award of any contract pursuant to this RFP. Best value shall be determined by consideration of the following factors.
  - Demonstrated understanding of the Scope of Services.
  - 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 proposal. The Committee will then short list the specific firms whose proposals best meet all criteria required and may conduct interviews with these firms. Upon completion of interviews, the Selection Committee will forward to the Town Manager a list of firms recommended for further consideration.

- 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.
- Additional technical information may be requested from any respondent for clarification purposes, but in no way changes the original proposal submitted.

***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	<b>August 17, 2016</b>
Pre-Proposal Meeting	<b>August 24, 2016 @ 10:00 A.M.</b>
RFP Due Date	<b>September 01, 2016 @ 11:00 A.M.</b>
Shortlist of Proposals Received	<b>September 08, 2016</b>
Interviews with Top Respondents	<b>September 15, 2016</b>
Fee Proposal and Scope of Services	<b>TBD</b>
Contract Effective Date	<b>TBD</b>

***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 their 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 Board of Education and their 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 Board of Education and their 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 Board of Education and their 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.

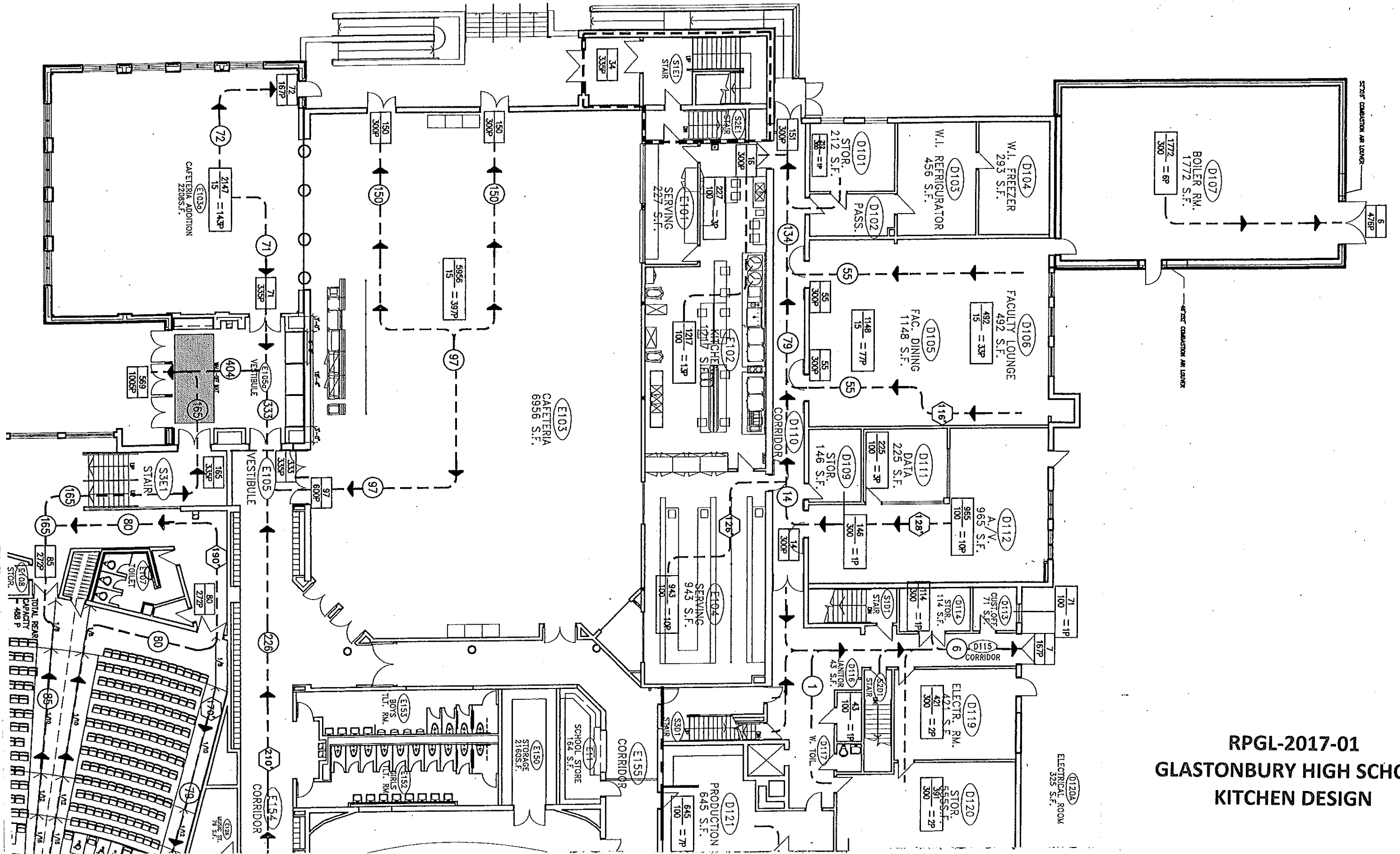
INDEMNIFICATION

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town of Glastonbury and Board of Education and their employees and agents 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 Includes:

- Drawings of existing Kitchen and adjacent areas.

**Plan holders may obtain the drawings through the Town's website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov) or may pick up copies at the Purchasing Department located at 2155 Main Street, Town Hall 2<sup>nd</sup> Floor.**



RPGL-2017-01  
 GLASTONBURY HIGH SCHOOL  
 KITCHEN DESIGN

**ATTACHMENT B  
PROPOSAL RESPONSE PAGE**

**BID / PROPOSAL NO:**        RPGL-2017-01                      **DATE DUE:**   09-01-16  
**DATE ADVERTISED:**       08-17-16                                      **TIME DUE:**   11:00 AM  
**NAME OF PROJECT:**        Glastonbury High School Kitchen Design

**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.**

**NON-COLLUSION STATEMENT:**

**By submission of this proposal, the Respondent 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**

**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.**

_____	_____
<b>Type or Print Name of Individual</b>	<b>Doing Business as (Trade Name)</b>
_____	_____
<b>Signature of Individual</b>	<b>Street Address</b>
_____	_____
<b>Title</b>	<b>City, State, Zip Code</b>
_____	_____
<b>Date</b>	<b>Telephone Number / Fax Number</b>
_____	_____
<b>E-Mail Address</b>	<b>SS # or TIN#</b>

(Seal – If proposal is by a Corporation)  
Attest