

**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS
INDOOR AQUATIC FACILITY WITH RELATED IMPROVEMENTS
FEASIBILITY ANALYSIS FOR BUILDING OPTIONS, PRELIMINARY COST ESTIMATING,
SITE REQUIREMENTS, MARKET ANALYSIS, BUDGET, AND FINANCIAL MODELS
RPGL-2019-04**

The Town of Glastonbury is seeking the services of a Consultant to provide professional services needed to evaluate alternatives and develop concepts for a municipal indoor aquatic facility with related improvements. The design effort will be completed in phases starting with a feasibility analysis and could include initial site evaluations, conceptual design, design development of selected options, development of contract documents including plans and specifications, bid assistance, and construction administration services. The Consultant may also assist with securing any local, State, and/or Federal permits, including State review by the Public Health Department that may be required. Consultant will also be required to provide various levels of project cost estimates to coincide with the applicable phase of project development.

The Consultant selected will need to be able to provide the full range of professional architectural and engineering services that would customarily be required for a project of this magnitude including, but not necessarily limited to, program development, site planning, pool design, structural engineering, HVAC design, building design, and geotechnical services. The Consultant should be of adequate size and sufficiently staffed to provide the services described above.

The Consultant will be required to prepare a quantitative market analysis to determine the market and customer base to ensure financial viability, prepare budget and financial projections, prepare preliminary cost estimates for building options, identify general site requirements for each option and include potential complementary improvements including such items as fitness center, child care center, gymnasium with indoor walking track, and possible space for indoor gymnastics program.

The selected Consultant must meet all Municipal, State, and Federal affirmative action and equal employment opportunity practices. The Town of Glastonbury is an Affirmative Action/Equal Opportunity Employer. Minority / Women / Disadvantaged Business Enterprises are encouraged to submit a proposal.

Interested individuals and firms should request the instructions for submitting a qualifications statement from the Office of the Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033-6523 or via the Town's website www.glastonbury-ct.gov. Responses to the Proposal must be submitted to the Purchasing Agent no later than **June 6, 2018 at 11:00AM. LATE PROPOSALS WILL NOT BE CONSIDERED.**

Mary F. Visone
Purchasing Agent

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**SECTION 1 – GENERAL INFORMATION
EXECUTIVE SUMMARY**

The Town of Glastonbury is interested in evaluating alternatives and developing concepts for construction of a municipal indoor aquatic facility. The Consultant will be asked to develop multiple building concepts with varying project scope, identify site requirements for the building options, develop a market analysis and target market to determine financial viability, develop model of revenue and expense scenarios for ongoing operations and maintenance, prepare preliminary cost estimates for building options and consider related improvements. For example fitness center, child care center, gymnasium with indoor walking track, and possible space for indoor gymnastics program.

It is the intention of the Town to seek public comment on building options through a design workshop format whereby the Consultant will coordinate 2-3 workshops to solicit and receive public comment on building options, design, costs, schedule, and related topics. Should a decision be made to present the project at referendum, the Consultant will be asked to develop the design and cost estimate to a sufficient level of detail and accuracy such that it can serve as the basis for a project budget presented to the voters at public referendum.

If the project is approved at public referendum, design development will progress through the development of construction documents, bidding, and construction administration.

Consultant services will be authorized for subsequent phases of work as the Town moves the project forward.

**SECTION II – CONSULTANT’S SERVICES / CONSIDERATIONS & RESTRICTIONS
SPECIAL CONSIDERATIONS**

- The Consultant shall perform professional services as stated herein and according to instructions received from the Town. The Consultant’s services shall include all design related incidental services.
- All drawings, reports, and other documents prepared by the Consultant according to this Agreement shall be submitted to the Town for its review and approval. 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 any agreement that is executed between the Town and the consultant.
- The Consultant shall conduct regular meetings with the Town, 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. The Consultant shall attend and make presentations at public meetings for the purpose of gaining necessary approval and provide information to the general public.
- The Consultant’s services under agreements reached shall be as described above. The Town does not guarantee that design work will continue from one phase of design to the next or progress to construction.

SCOPE OF WORK

The Consultant shall have the professional experience and qualifications needed to develop a program and design for a municipal indoor aquatic facility and related amenities as described herein. The Consultant will also have demonstrated experience of successfully coordinating a public workshop process during the feasibility analysis process. It is expected the aquatic facility will include competitive swimming, recreational and lap swimming, diving, therapeutic recreation, along with appropriate support facilities. The feasibility analysis will include the potential for indoor spaces including fitness center, child care center, gymnasium with indoor walking track, and possible space for indoor gymnastics program. The design of parking, site lighting, decking, utilities, fencing, landscaping, pool equipment, signs and all structural, mechanical, electrical and geotechnical services will be included at the appropriate stage of design.

Consultant may be asked to work with the Town Manager to evaluate potential sites based upon building requirements, visibility, utilities, parking, geotechnical and other such factors.

The Consultant will work closely with Town staff and officials from relevant regulatory agencies throughout the course of the various design phases. Feedback provided from Town staff and regulatory authorities will be incorporated into documents and permit applications as applicable.

PROJECT SUBMITTALS

The respondent shall be expected to be present at meetings which may need to be conducted with user groups, either at the Town, 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 Manager or his designee through all phases of the project. The Town will provide access to the property, and make available plans and drawings as applicable.

SECTION III – SUBMISSION OF QUALIFICATIONS STATEMENT

MINIMUM REQUIREMENTS

- Consultant possesses the appropriate professional licensing for the disciplines of work used to develop the design concepts and construction documents.
- Consultant shall have demonstrated successful experience with the design and construction of municipal indoor aquatic facilities either directly or in conjunction with sub-consultants including experience securing State Public Health Department review and approval of the design of public swimming pools.
- Consultant shall have demonstrated successful experience in conducting public workshops during the feasibility analysis phase.
- Consultant shall have demonstrated experience with developing market analysis, detailed financial models including facility operation and maintenance budgets, potential revenue sources and product pricing including memberships, concessions, etc.
- Consultant shall have demonstrated successful experience with the design and development of parks and recreation facilities either directly or in conjunction with sub-consultants. (If any work will be in cooperation with sub-consultants, such sub-consultants shall be identified in the proposal.)

TERM OF SERVICE

The Consultant 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. Consultant services will be authorized in stages as the design progresses from one phase to the next.

PROPOSAL INSTRUCTIONS

- By submitting a Qualifications Statement, 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 Consultants are required to submit a clearly marked "ORIGINAL" and seven (7) copies of their Qualifications Statement to Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033 by the date and time listed in the proposal response page. All Qualifications Statements will be opened publicly and recorded as received. Respondents may be present at the opening; however, there will be no public reading of the proposal content. The names of the offerors shall be read and recorded. Qualification Statements received later than the time and date specified will not be considered. The Qualifications Statement must be submitted in a sealed envelope or package and the outside shall be clearly marked with the Respondent's Company Name, Address and the following:

**SEALED REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES PROCUREMENT NOTICE
INDOOR AQUATIC FACILITY WITH RELATED IMPROVEMENTS
RPGL-2019-04
JUNE 6, 2018
TIME – 11:00 AM**

- All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the 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 Consultant'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 Consultant to a contract.
 3. Name and telephone number of person(s) to be contacted for further information or clarification.
 4. A background statement including a description of the Consultant submitting the proposal and any sub-consultants, including appropriate professional licensing.
 5. A detailed statement describing the organizational structure under which the firm proposed to conduct business. Proposed sub-consultants should be clearly identified, and their relationship to any "parent" firm or subsidiary firm, with any of the parties concerned, must be clearly defined.
 6. A list of key staff members who would be involved with the project, including their assigned roles and a description of their background and experience. Descriptions should highlight specialized design and technical competence of individuals assigned to the project.
 7. A description of relevant experience of the firm, including specific reference to similar services as required by the Town under this proposal. Qualification statements should include examples of projects completed within agreed upon time frames thereby demonstrating capacity and the capability to perform the work within the time allotted.
 8. List of similar projects completed over the past five (5) years with the contact name, address, and telephone number of the owners' representative in each project. Projects cited should detail past record of performance on similar contracts with the Town and other clients with respect to such factors as control of costs, quality of work, and cooperation with the client; including knowledge of Federal, State and Municipal procedures.
 9. Overall approach to meeting the needs of the Town described herein.
 10. Proposed schedule for completion of initial services required to complete the feasibility analysis and concept plans with preliminary cost estimates described herein by November 2018. Capacity and the capability to perform the work within the time allotted. Specific examples of past projects completed within agreed upon timeframes should be noted in the consultant's submittal.

11. A concluding statement as to why the respondent is best qualified to meet the needs of the Town.
12. Proposal Response Form (**ATTACHMENT A**).
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 8, 2013. 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 Acknowledgement Form can be accessed on the Town of Glastonbury website at <http://www.glastonbury-ct.gov>. Upon entering the website, click on Bids and 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 proposal.
14. Statement of Non-Collusion (**ATTACHMENT A**).
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 RFQ responses that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the RFQ for review. All proposal pages should be secured with a binder clip, staple or elastic band, and shall not be submitted in plastic binders or covers, nor shall the proposal contain any plastic inserts or pages. We appreciate your efforts towards a greener environment.
16. Any technical questions regarding this RFQ shall be made in writing and directed to Richard J. Johnson, Town Manager, 2155 Main Street, Glastonbury, CT 06033 or by email to Richard.johnson@glastonbury-ct.gov. For administrative questions concerning this proposal, please contact Mary F. Visone, Purchasing Agent via email: 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 RFQ shall be limited to information that is available to all respondents and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.
17. Failure to include any of the above-referenced items in the submitted proposal may be grounds for disqualifying said proposal.

EVALUATION CRITERIA

- 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 Request for Qualifications. The Selection Committee will then short list the specific firms whose proposals best meet all criteria required.
- The following factors will be considered by the Town when evaluating the proposals:
 - Specialized design and technical competence of individuals assigned to the project including knowledge and experience related to the design and construction of municipal indoor aquatic facilities, and parks and recreation facilities. Overall firm expertise with same should be noted if design experience of assigned individuals occurred with other firms. Appropriate professional licensing.
 - Proposed schedule for completion of initial services required to complete the feasibility analysis and concept plans with preliminary cost estimates. Capacity and the capability to perform the work within the time allotted. Specific examples of past projects completed within agreed upon timeframes should be noted in the consultant's submittal.
 - Demonstrated experience within the past five (5) years with projects of a similar scope and size of the firm and any sub-consultant(s).
 - Past record of performance on similar contracts with municipalities and/or other clients with respect to such factors as control of costs, quality of work, and cooperation with the client; including knowledge of Federal, State and Municipal procedures, including state public health department review and approval process.
 - Overall approach to meeting the technical needs of the Town for the project described herein.
 - Overall quality, thoroughness, and responsiveness to the Town's requirements as summarized herein.

SELECTION PROCESS

- 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 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 services, 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.
- A Selection Committee, appointed by the Town Manager, will evaluate all submittals received for completeness and the respondent's ability to meet all requirements as outlined in this RFQ. The Committee will then short list the specific firms whose statements 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.

**REQUEST FOR QUALIFICATIONS
INDOOR AQUATIC FACILITY WITH RELATED IMPROVEMENTS**

RPGL-2019-04

- Top rated firms will be asked to submit a specific Scope of Services and associated fee proposal along with any exceptions taken to the Town’s form of agreement. The Town Manager shall review said proposals and negotiate an agreement based on those discussions.
- Additional technical information may be requested from any respondent for clarification purposes, but in no way changes the original qualifications statement 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 RFQ	May 23, 2018
RFQ Due Date	June 6, 2018 @ 11:00AM
Shortlist of Proposals Received	June 11, 2018
Interviews with Top Respondents	Week of June 11, 2018
Fee Proposal and Scope of Services	TBD
Contract Effective Date	TBD

INSURANCE

The following insurance requirements are the Town’s general requirements. Insurance requirements with the awarded respondent are subject to final negotiations based upon the contracted scope of work.

The Respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the Respondent and all of its agents, employees, 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 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 carriers approved in the State of Connecticut and with a minimum Best’s Rating of A-VIII. 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
- 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 \$5,000,000 each occurrence or per claim. The Town, its employees and agents shall be named Additional Insured for this specific Project. The certificate shall specify that the Town shall receive 60 days advance written notice of cancellation or non-renewal specific to this Project.
- 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, and statutory Worker's Compensation and Employer's Liability coverage.

The Respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Certificate shall specify that the Town 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. The Respondent shall provide the Town copies of any such Policies upon request.

INDEMNIFICATION

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town and their respective 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 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, regardless of whether or not it is caused in part by a party indemnified hereunder.

As to any and all claims against the Town or any of its consultants, agents, or employees by any employee of the Respondent, by any person or organization directly or indirectly employed by Respondent to perform or furnish any of the work, or by anyone for whose acts Respondent may be liable, the indemnification obligation stated herein shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for Respondent under worker's or workman's compensation acts, disability benefit acts, or other employee benefit acts.



**ATTACHMENT A
PROPOSAL RESPONSE PAGE**

TOWN OF GLASTONBURY * 2155 MAIN STREET * GLASTONURY * CT

BID / PROPOSAL NO: RPGL-2019-04

DATE DUE: 06-06-18

DATE ADVERTISED: 05-23-18

TIME DUE: 11:00 AM

NAME OF PROJECT: Indoor Aquatic Facility With Related Improvements

The Respondent acknowledges receipt of the following Addenda:

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

NON-COLLUSION AFFIDAVIT:

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 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#

(Seal – If proposal is by a Corporation) Attest