

**TOWN OF GLASTONBURY  
PROCUREMENT NOTICE  
REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES FOR  
WELLES-TURNER MEMORIAL LIBRARY  
RPGL-2019-27**

The Town of Glastonbury will be accepting proposals from qualified architectural firms to provide professional services to carry out design development, construction drawings, provide bid assistance and construction administration for the renovation and expansion to the Welles-Turner Memorial Library. Interested individuals and firms should request the instructions for submitting a Qualifications Statement from the Office of the Purchasing Agent, Mary F. Visone, 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 an optional Pre-Proposal Meeting held on **January 18, 2019 at 11:00 AM** at Welles-Turner Memorial Library, 2407 Main St. Glastonbury, CT 06033.

Proposals must be submitted to the office of the Purchasing Agent no later than **January 29, 2019 @ 11:00 AM. LATE PROPOSALS WILL NOT BE CONSIDERED.**

The selected firm 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.

Mary F. Visone  
Purchasing Agent

## TABLE OF CONTENTS

	<b>Page No.</b>	
<b>Section I</b>	<b>General Information</b>	<b>3</b>
	Background Information	3
	General Intent	3
	Special Considerations	3
	General Scope of Work	3
<b>Section II</b>	<b>Consultant Services</b>	<b>4</b>
	Project Submittals	4
	Project Coordination	5
<b>Section III</b>	<b>Submission of Qualifications Statement</b>	<b>5</b>
	Minimum Requirements	5
	Term of Service / Time for Completion	6
	Site Inspection	6
	Proposal Instructions	6
	Evaluation Criteria	8
	Selection Process	9
	Timeline	9
	Insurance Requirements	10
	Indemnification	11
<b>Attachments</b>		
	• Attachment A – Town of Glastonbury Response Page	<b>12</b>
	• Attachment B – Statement of Non-Collusion	<b>13</b>
	• Attachment C – Conceptual Design	<b>14</b>

## **SECTION I - GENERAL INFORMATION**

### ***BACKGROUND INFORMATION***

The Welles-Turner Memorial Library is a department of the Town of Glastonbury. It serves a population of nearly 35,000; Fifty percent of the population has library cards. It is an active library with approximately 370,000 visits each year. The current physical collection contains about 154,000 items and the library has a growing digital collection. Around 700 programs for all ages are offered each year and attract about 14,000 participants. There are 30 public access computers that see about 34,000 sessions each year.

The library opened in its current location in 1952. There have been two (2) expansions since then; the last one was in 1998. The current square footage is 35,353.

A conceptual design study was prepared in November 2015, which formed the basis for the project that was presented to voters in the November 2018 referendum.

### ***GENERAL INTENT***

The purpose of this project is to upgrade, rearrange and refresh the current building to accommodate contemporary and emerging library service patterns. Changes in customer use, technology, ergonomics, accessibility and functionality require modifications in the building. This project included adding approximately 3,700 square feet to the existing library footprint. Appearance and finish upgrades and furniture and fixtures will be the primary means of achieving project goals. The Library expects to remain open to the public throughout the project, with the understanding that certain services may be interrupted or limited at times.

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 will include all necessary work through occupancy and project closeout including architectural and engineering services, cost estimates, construction administration, equipment selection, budgets and FF&E if necessary.

### ***SPECIAL CONSIDERATIONS***

- Consideration for the integration of the facility into the surroundings and impacts on the library programs is required.
- The successful respondent shall ensure the building will comply with all applicable codes.

### ***GENERAL SCOPE OF WORK***

1. Working with library staff and support groups finalize design for expanded and renovated building.
  - a. Dedicated makerspace (1600 sf)
  - b. Enlarged Children's Area (500 sf)
  - c. Additional space to accommodate library collection, (1600 sf)

- d. Comfortable seating and gathering spaces
  - e. Energy efficient and conservation-oriented improvements
  - f. Revised arrangement of library collection and services for children, teens, and adults including computers, seating areas, group study and meeting areas.
  - g. Possible program use of outside space (patio and children's courtyard)
2. Provide floor plans for proposed design.
  3. Provide cost estimates for the design. This may include independent cost estimates to support architect's estimates and identification of cost estimating firms or individuals that the respondent has worked directly with.
  4. Assist staff with Connecticut State Library Construction Grant reimbursement process.

## **SECTION II – CONSULTANT'S SERVICES**

- 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, bidding and construction administration related incidental services.
- All drawings, reports, data, and other documents prepared by the Consultant according to this Agreement shall be submitted to the Town for 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 as necessary with the project team, 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 be expected to be present at public meetings associated with this project, which may need to be conducted with user groups on site or elsewhere. Specifics will be identified prior to start of work.
- 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.

## ***PROJECT SUBMITTALS***

- Proposals shall demonstrate that the Respondent has the resources and capabilities necessary to meet all project requirements. Respondents will be responsible for budget and construction costs estimates including escalation, architectural/engineering fees, contingency, administrative costs and grant reimbursement assistance in the time frame

required. This shall include sub-consultants, estimators and other resources as proposed.

- A proposed schedule, including milestones and critical path tasks.

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 Library Director and Town professional staff through all phases of the project. The Town will provide access to the property, all available plans and drawings.

**SECTION III – SUBMISSION OF QUALIFICATIONS STATEMENT**

***MINIMUM REQUIREMENTS***

- Respondent shall possess the appropriate professional licensing for the disciplines of work used to develop the design concepts and construction documents. Respondent shall be licensed by the State of Connecticut to perform the work required.
- 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 have demonstrated staff resources sufficient to perform the work within the required time frame.
- Respondent shall have demonstrated successful experience with the design and construction of public library space for 21<sup>st</sup> century libraries. This shall include interior rearrangement and renovations within the last five (5) years.

- Respondent shall have demonstrated ability to build consensus with the library community.

### ***TERM OF SERVICE / TIME FOR COMPLETION***

The selected Respondent will be expected to commence services within 15 days of contract execution or on such other schedule as mutually agreed to with the Town. The Town anticipates allocating up to 18 months of overall time for the project described herein for design development, construction drawings, bidding and construction administration to complete the renovation and expansion of the Welles Turner Memorial Library. Consultant responsibilities include but are not limited to data collection, attendance at meetings, document preparation.

### ***SITE INSPECTION***

An optional site inspection is scheduled for **January 18, 2019 at 11:00 AM** at the Welles-Turner Memorial Library, 2407 Main St. Glastonbury, CT 06033.

### ***PROPOSAL INSTRUCTIONS***

By submitting a Qualifications Statement, you represent that you have thoroughly examined and become familiar with the Scope of Work outlined in this RFQ and you are capable of performing the work to meet the Town's objectives.

All Respondents are required to submit a **clearly marked original** and six (6) copies of their Qualifications Statement to Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT 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. Qualifications 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  
ARCHITECTURAL SERVICES - WELLES-TURNER MEMORIAL LIBRARY  
RPGL-2019-27  
January 29, 2019  
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 Respondent'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 Respondent 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.
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. Respondent shall submit detailed resumes for any proposed Design Consultant assigned as project manager to oversee this work and act as liaison to the Town as well as any other member of the design team including sub-consultants.
6. A background statement including a description of relevant experience of the firm/individual submitting the proposal.
7. Respondent shall provide a list of 3-5 references and examples of previous similar projects successfully completed with the last five (5) years with the contact name, address and telephone number of the owners' representative in each project.
8. Overall approach to meeting the technical needs of the Town for all phases including efficient use of space, ergonomics, accessibility, resources and aesthetics.
9. Schedule including milestones and critical path tasks.
10. A concluding statement as to why the respondent is best qualified to meet the needs of the Town, including the Respondent's ability to build consensus with the library community.
11. Proposal Response Form (**ATTACHMENT A**).
12. Description of any exceptions taken to this RFQ. 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 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 an 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 **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 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 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 Barbara Bailey, Library Director via e-mail at [barbara.bailey@glastonbury-ct.gov](mailto:barbara.bailey@glastonbury-ct.gov). Administrative questions should be directed to Mary Visone, Purchasing Agent 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 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.

**Failure to include any of the above-referenced items in the submitted PROPOSAL may be grounds for disqualifying said proposal.**

### ***EVALUATION CRITERIA***

- The following factors will be considered by the Town when evaluating the proposals:
  - Demonstrated understanding of the Scope of Services.
  - Accuracy, overall quality, thoroughness, and responsiveness to the Town's requirements as summarized herein.
  - The qualifications and experience of the Respondent, the designated account representative, and other key personnel to be assigned to the project, including experience in public library space planning and flexible space for 21<sup>st</sup> century libraries and/or building projects ; and demonstrated sufficient staff resources to perform the work.
  - Licensed by the State of Connecticut to perform the work required and involved.



- Technical Solution/Approach to Project: Overall approach to meeting the technical needs of the Town for all phases including efficient use of space, ergonomics, accessibility, resources and aesthetics.
- Demonstrated ability to meet schedule.
- Respondent's ability to build consensus with the library community.

### ***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 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 proposals 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.
- 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 qualification 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.

<b>Publicize RFQ</b>	<b>January 8, 2019</b>
<b>Optional Pre-Proposal Meeting</b>	<b>January 18, 2019 @ 11:00 AM</b>
<b>RFQ Due Date</b>	<b>January 29, 2019 @ 11:00 AM</b>
<b>Shortlist of Submittals Received</b>	<b>February 1, 2019</b>
<b>Interviews with Top Respondents</b>	<b>Week of February 4th</b>
<b>Contract Effective Date</b>	<b>TBD</b>

## ***INSURANCE REQUIREMENTS***

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 its employees and agents as an Additional Insured** on a primary and non-contributory basis to the Respondent's Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Respondent's Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A-VIII with all policies written on an occurrence form basis. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

### 1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$500,000 each accident/\$500,000 disease-policy limit/\$500,000 disease each employee
- A Waiver of Subrogation shall be provided in favor of the Town 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 and its employees and agents.

### 3) Automobile Insurance:

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

### 4) Errors and Omissions Liability or Professional Services Liability Policy

- Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$1,000,000 each occurrence or per claim. The awarded respondent(s) will be responsible to provide written notice to the Owner 30 days prior to cancellation of any insurance policy.

- The respondent agrees to maintain continuous professional liability coverage for the entire duration of this Project, and shall provide for an Extended Reporting Period in which to report claims for seven (7) years following the conclusion of the Project.

The respondent shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, statutory Worker's Compensation and Employer's Liability and Professional Services Liability coverage.

The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The awarded Respondent(s) will be responsible to provide written notice to the Owner 30 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 Consultant shall indemnify and hold harmless the Town and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the 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, or breach of its obligations herein or by 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.

The above insurance requirements are the Towns' general requirement. Insurance requirements with the awarded Consultant are subject to final negotiations.

**ATTACHMENT A  
PROPOSAL RESPONSE PAGE**

**BID / PROPOSAL NO:** RPGL-2019-27                      **DATE DUE:** 01-29-19  
**DATE ADVERTISED:** 01-08-19                      **TIME DUE:** 11:00 AM  
**NAME OF PROJECT:** Architectural Services for Welles-Turner Memorial Library

**The Respondent acknowledges receipt of the following Addenda:**

**Addendum #1** \_\_\_\_\_ (Initial/Date) **Addendum #2** \_\_\_\_\_ (Initial/Date) **Addendum #3** \_\_\_\_\_ (Initial/Date)

**It is the responsibility of the respondent to check the Town’s website for any Addenda before submitting the proposal.**

**CODE OF ETHICS:**

**I / We have reviewed a copy of the Town of Glastonbury’s Code of Ethics and agree to submit a Consultant Acknowledgement Form if I /We are selected. Yes \_\_\_\_\_ No \_\_\_\_\_ \***

**\*Respondent is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any proposal where the respondent has not agreed to the above statement.**

_____	_____
<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

**ATTACHMENT B**

**TOWN OF GLASTONBURY  
PROFESSIONAL SERVICES PROCUREMENT NOTICE  
REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES FOR  
WELLES-TURNER MEMORIAL LIBRARY  
RPGL-2019-27**

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

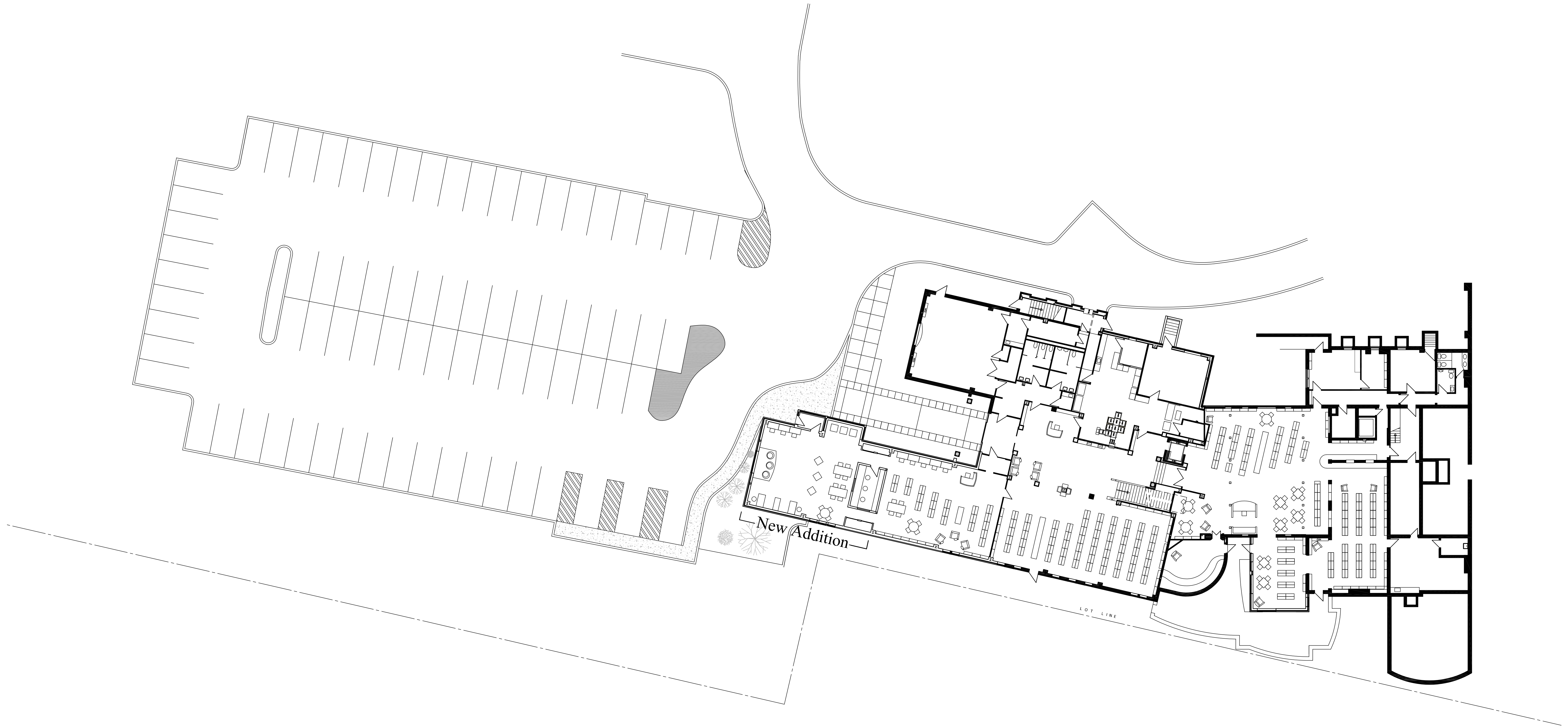
Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

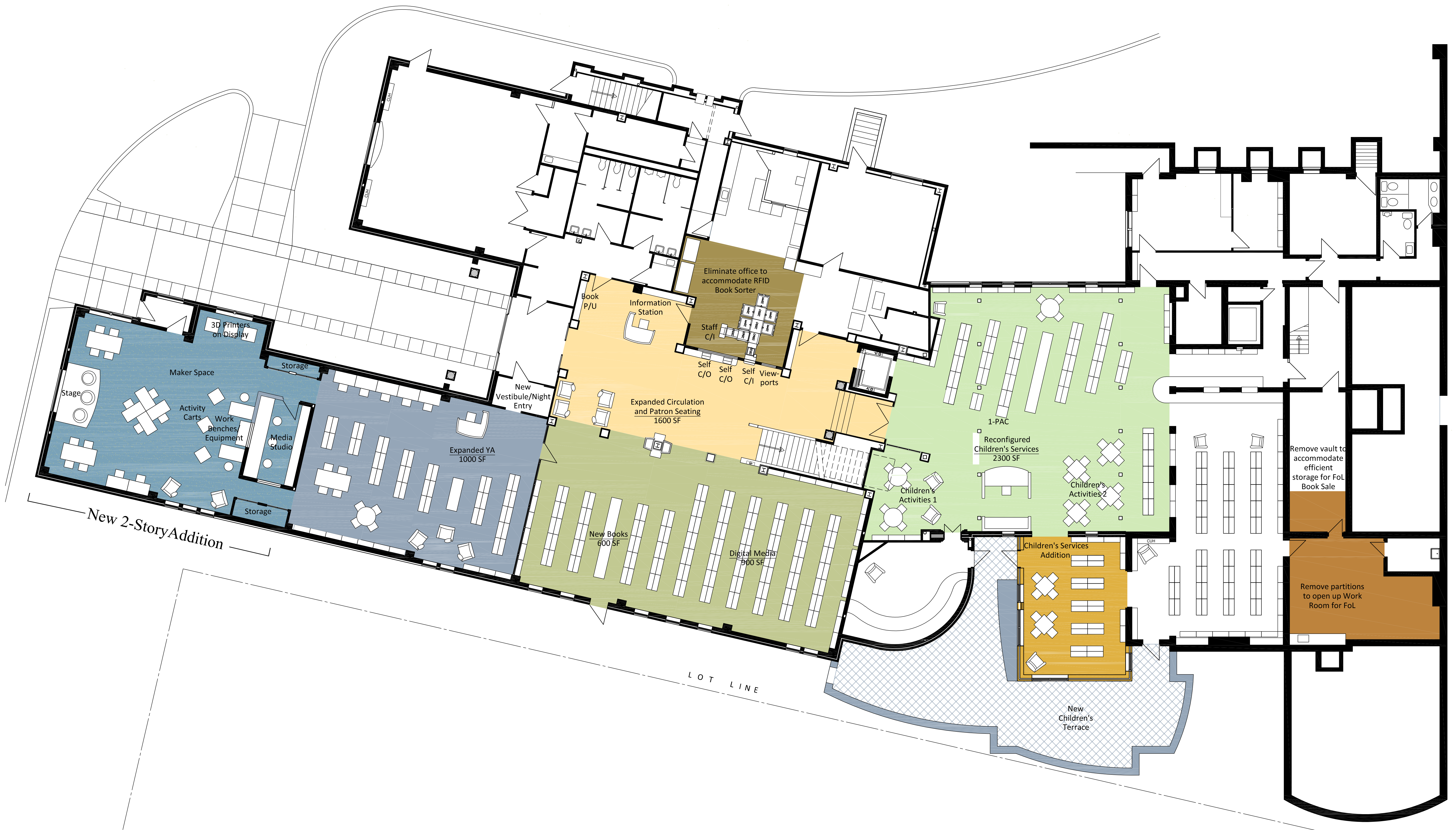
**ATTACHMENT C**  
**CONCEPTUAL DESIGN**



Site Plan - 2-STORY ADDITION with EXTENDED Parking (78 Spaces, Including 3 H/C)

**SPACE PLANNING/DESIGN STUDY**  
**WELLES -TURNER MEMORIAL LIBRARY**  
JULY 17, 2018

**GLASTONBURY, CT**  
TLB ARCHITECTURE, LLC • 92 WEST MAIN STREET • CHESTER, CT 06412

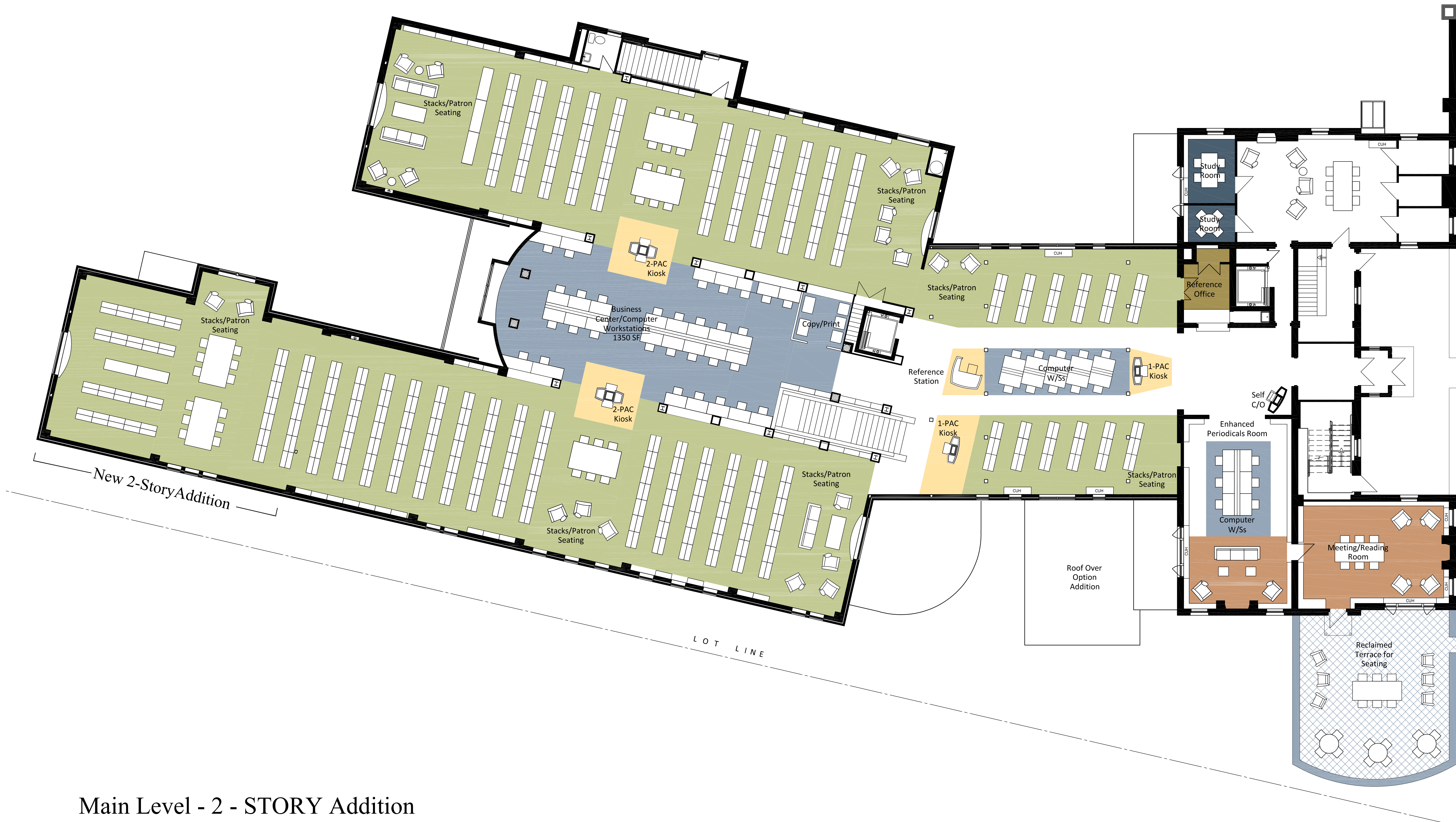


Lower Level - 2-STORY ADDITION

SPACE PLANNING/DESIGN STUDY  
 WELLES -TURNER MEMORIAL LIBRARY  
 JULY 17, 2018

GLASTONBURY, CT  
 TLB ARCHITECTURE, LLC • 92 WEST MAIN STREET • CHESTER, CT 06412

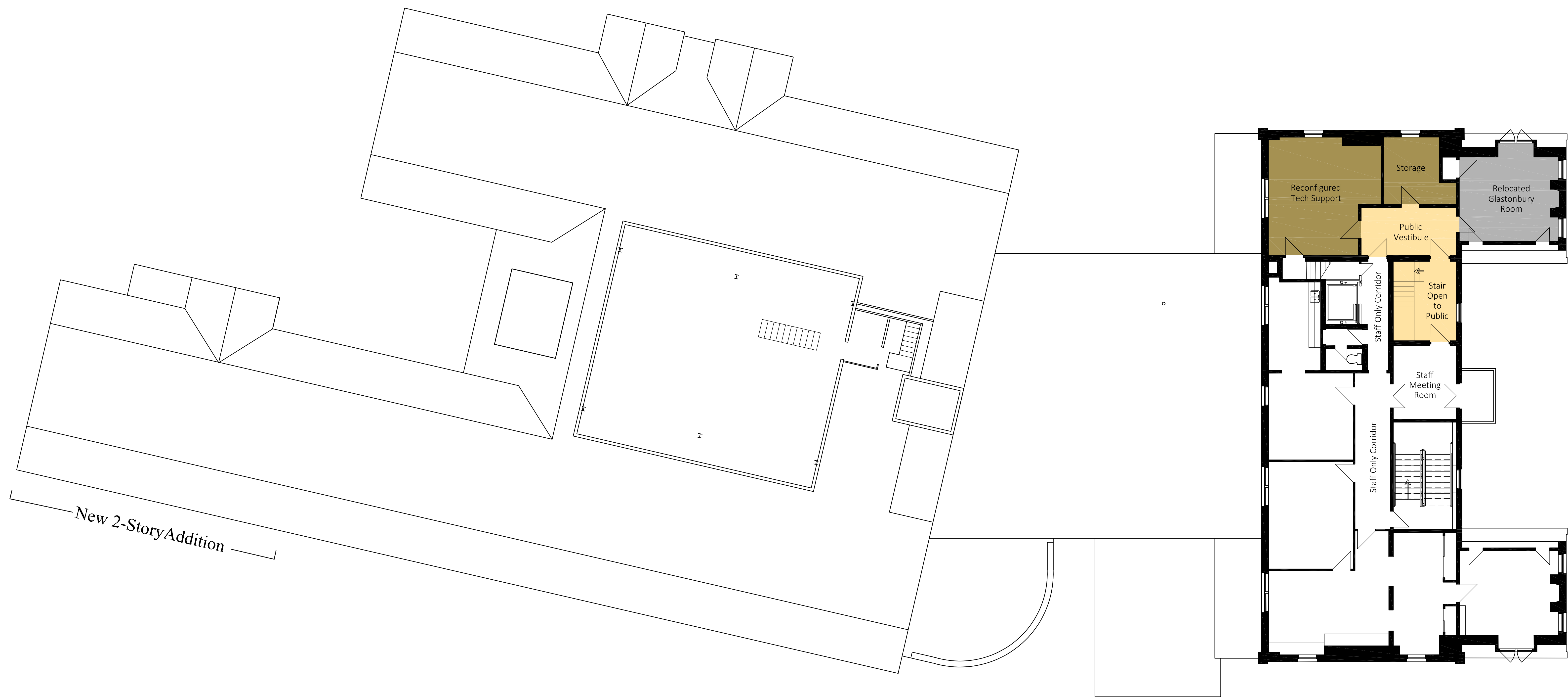




Main Level - 2 - STORY Addition

**SPACE PLANNING/DESIGN STUDY**  
**WELLES - TURNER MEMORIAL LIBRARY**  
 JULY 17, 2018

**GLASTONBURY, CT**  
 TLB ARCHITECTURE, LLC • 92 WEST MAIN STREET • CHESTER, CT 06412



Upper Level - 2-STORY Addition