TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS
ARBOR ACRES PROPERTY
PARK MASTER PLAN
RPGL-2010-18

The Town of Glastonbury will be accepting proposals from qualified individuals or firms to assist the Town with the development of a master plan for the Town-owned Arbor Acres property on Marlborough Road, Glastonbury, Connecticut. The basic Scope of Services includes the professional services needed to evaluate alternatives for possible future development of the Arbor Acres property and to develop a master site plan.

A pre-proposal site visit will be held on Tuesday, September 1, 2009 at 11:00 a.m. Interested consultants should meet at the property at Marlborough Road, Glastonbury, Connecticut. Attendance is not mandatory.

Proposals must be submitted to the Purchasing Agent no later than **Wednesday, September 10, 2009 at 11:00 a.m.**

LATE PROPOSALS WILL NOT BE CONSIDERED. COPIES OF THE PROPOSAL ARE AVAILABLE ON THE TOWN'S WEBSITE AT www.glastonbury-ct.gov.

Mary F. Visone
Purchasing Agent

TABLE OF CONTENTS

		Page No.
Section I	**General Information**	1
Section II	**Consultant Services**	1
Section III	**Submission of Proposal**	
	Minimum Requirements	2
	Term of Service	3
	Proposal Instructions	3
	Evaluation Criteria	5
	Selection Process	5
	Timeline	6
	Insurance Requirements	6

Attachments

- Attachment A – Town of Glastonbury Response Page
- Attachment B – Statement of Non-Collusion
- Attachment C – Dependent Resurvey of Land to be Conveyed to the Town of Glastonbury by Arbor Acres Farm, Inc. located at 411, 429, 439, 447, 467 Marlborough Road, Glastonbury, Connecticut

  Note: Attachment C will also be posted to the Town's website with the proposal as a separate attachment (color version).

Section I – General Information

- The Town of Glastonbury requires the assistance of a Consultant with expertise and experience in park master planning

- The selected Consultant will work with Town staff and others to conduct an inventory of existing conditions and prepare a site analysis that identifies the property's opportunities and constraints.

- The Consultant will work with the Town to develop several alternatives for possible future use and development of the parcel. Each alternative will address identified recreation needs and other municipal needs as communicated to the Consultant by representatives of the Town.

- The Arbor Acres property (former) is located on the west side of Marlborough Road, Glastonbury, CT. The southerly border of the property coincides with the Glastonbury/Marlborough Town line.

- The property totals 75 acres. Prior to being acquired by the Town, it served as the headquarters for the Arbor Acres Poultry Farm. The parcel is subject to an open space easement granted to the State of Connecticut over an approximate area of 35 acres on the western half of the property. Use restrictions associated with this easement are typical of those involving property purchased via the State Open Space Preservation Fund. Documents filed in Glastonbury land records fully itemize these restrictions. Maps depicting this area and property as a whole are provided in Attachment C. Currently there are 18 abandoned buildings on the property including poultry houses, a main office building, laboratory/storage and vehicle maintenance buildings. The property also includes four (4) abandoned residential homes that have deteriorated and are in poor condition. It is the Town's intention to demolish all of the existing structures in phases, over time, as funding permits.

  Other pertinent constraints include the existence of an on site land fill that has been closed in accordance with CT DEP requirements. The landfill is located within the aforementioned Open Space easement area. Groundwater monitoring associated with this landfill and with general CT Transfer Act requirements is ongoing and will continue for the foreseeable future. Pertinent environmental reports are available in the Town of Glastonbury Engineering office. For purposes of this Master Plan and based on the scope of remediation efforts and groundwater monitoring results to date, the chosen Consultant may assume that there will be no developmental constraints related to environmental contamination on portions of the parcel outside of the Open Space easement.

Section II - Scope of Consultant Services

- The Consultant shall develop a written master plan document including a text description of the property, the elements of the master plan, and site plans showing all project elements in scale and their relationship to one another.

- The Consultant shall assess and document the existing conditions including, but not necessarily limited to, physical conditions (topography, site features, vegetation, utilities, soils/wetlands, environmental concerns); circulation conditions (access roads, traffic, parking, pedestrian and handicap accessibility); context (zoning, neighborhood, relationship with abutting properties); and, regulatory issues (zoning, permitted uses).

- The Consultant shall work with Town staff and others to identify and formalize the nature and type of facilities to be included in the park master plan. Multiple alternatives shall be presented for consideration by the Town. Each alternative will graphically illustrate its impact on the site and its

relationship with abutting parcels. Potential facilities include, but are not necessarily limited to, basketball courts, tennis courts, a children's playground, a picnic pavilion, community gardens, volleyball courts, horseshoes, a dog park, walking trails, athletic fields, parking and other needed support facilities.

- The Consultant shall give careful consideration to important environmental considerations such as wildlife habitat protection, stormwater management, etc.

- The impact of the proposed plans on the existing abandoned residential lots/structures shall be carefully considered.

- After review and refinement, the Town will select one or more alternatives for further development as the master site plan.

- The Consultant shall develop a cost estimate in suitable detail for a municipal budget appropriation including design/engineering, administration, permitting, construction, contingencies, etc. A phased approach to construction is possible. As a result, the Consultant shall identify logical definition of the work so that proper sequencing can be identified and costs can be allocated to the appropriate phase.

- The Consultant shall identify and describe all local, State and Federal permits that may be required, as applicable.

- The initial services required shall be limited to those typically associated with a master plan. The Town reserves the right to extend the agreement with the selected Consultant to subsequent phases of design if the Town is satisfied with the quality of the work and deems that it is in its best interest to do so. Additional work could include design development, permitting, bidding, and construction administration.

- 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 be provided in both print and digital format and 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 and/or 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's services under agreements reached shall be as described above.

Section III – Submission of Proposal

Minimum Requirements

- Consultant shall be licensed to do business in the State of Connecticut.

- Consultant shall demonstrate sufficient staff resources, either in-house or through sub-consultants, that would be available to assist the Town with the stated Scope of Services.

- Consultant shall have demonstrated experience with similar consulting services within the past five (5) years.

- The Consultant shall demonstrate that the project team has the expertise and experience needed to develop the master plan, design park facilities; layout and design access roads, parking areas and drainage systems; develop landscape plans; size and provide utilities; evaluate and address environmental concerns; and prepare permit applications.

Term of Service

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 three (3) months of overall time for the project described herein including data collection, meetings, consultant preparation, etc. 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.

Proposal Instructions

- By submitting a proposal, you represent that you have thoroughly examined and become familiar with the Scope of Consultant's 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 an 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 not 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 as follows:

  SEALED REQUEST FOR QUALIFICATIONS
  PROFESSIONAL SERVICES PROCUREMENT NOTICE
  ARBOR ACRES PROPERTY – PARK MASTER PLAN
  RPGL-2010-18
  SEPTEMBER 10, 2009
  TIME – 11:00 A.M.

- All respondents are required to submit the information detailed below. **Responses shall be organized and presented <u>in the order listed below</u> 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. (Please only include relevant information as requested.)

1. Table of Contents to include clear identification of the material provided by section and number.

2. A letter of transmittal indicating the firms' 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 and telephone number of person(s) to be contacted for further information or clarification.

4. A background statement including a description of the firm/individual submitting the proposal. Consultant shall be licensed in the State of Connecticut.

5. A list of staff members who would be involved with the project, including their assigned roles and a description of their background and experience. Consultant shall demonstrate sufficient staff resources, either in-house or through sub-consultants, that would be available to assist the Town with the stated Scope of Services. Those Consultants could include engineers, landscape architects, environmental planners, turf grass specialists, etc.

6. List of similar assignments completed over the past five (5) years with the contact name, address and telephone number of the owners' representative in each project. Include any sub-consultants used to perform additional services.

7. Overall approach to addressing the needs of the town.

8. Provide a proposed work schedule for the project 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.

9. A concluding statement as to why the respondent is best qualified to meet the needs of the Town.

10. Proposal Response Form **(ATTACHMENT A).**

11. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003. Respondent shall acknowledge that they have reviewed the document in the area provided on the bid/proposal response page (BP). The selected Respondent will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgement Form can be accessed at the Town of Glastonbury website at **www.glastonbury-ct.gov.** Upon entering the website click on **Bids & RFPs,** 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 bid/proposal.

12. Statement of Non-Collusion **(ATTACHMENT B).**

13. Any technical questions regarding this RFQ shall be made in writing (email acceptable) and directed to Raymond E. Purtell, Director of Parks & Recreation**,** 2155 Main Street, Glastonbury, CT 06033; ray.purtell@glastonbury-ct.gov. For administrative questions concerning this proposal, please contact Mary F. Visone, Purchasing Agent, at (860) 652-7588. 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 & RFPs). **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 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.

14. 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.

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 proposals:
    - Accuracy, 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.
    - Demonstrated ability to provide services to the Town in a timely manner; including work schedule for the project.
    - Successful performance of similar work on other accounts.
    - Ability to provide engineering services and possession of expertise in a range of environmental disciplines as may be required by the Scope of Services.
    - Overall approach to providing the consultant services requested.

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

- An Evaluation 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.

- 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 will be developed and invited to make a presentation to the Consultant Selection Committee.

- Additional technical and/or cost information may be requested from any respondent by the evaluation committee prior, during, or after the interviews, if conducted, for clarification purposes, however, responses provided will in no way revise the original proposal submitted.

- Based on the results of the review of the Statements of Qualifications, interviews, and other provided supplemental information, the Town will review the Scope of Services, and other factors with the top-rated firm(s) and request fee proposals. The Town will negotiate a specific agreement based on these discussions.

- The selected respondent will be expected to execute a Consultant Agreement with Town and purchase orders will be issued to perform the agreed Scope of Services.

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	Monday, August 24, 2009
Pre-Proposal meeting (Non-Mandatory)	Tuesday, September 1, 2009 at 11:00 a.m.
RFQ Due Date	Wednesday, September 10, 2009 at 11:00 a.m.
Shortlist of Submittals Received	Monday, September 14, 2009
Interviews with Top Respondents	September 17th – 23rd, 2009
Receive Fee Proposals from Top Respondent(s)	Tuesday, October 6, 2009
Contract Effective Date	Thursday, October 15, 2009

Insurance

The Consultant 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 Consultant and all of its agents, employees, sub-contractors and other providers of services and shall name the Town, its employees and agents as an Additional Insured on a primary and non-contributory basis to the Consultant's Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Consultant'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-. 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

- $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 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

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

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 Town, its employees and agents shall be named 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 Consultant 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 five (5) years following the conclusion of the Project.

The Consultant 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 Consultant 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 Consultant shall provide the Town copies of any such Policies upon request.

Indemnification

To the fullest extent permitted by law, the Consultant shall indemnify and hold harmless the Town and the Board of Education 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 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, 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 Consultant, by any person or organization directly or indirectly employed by Consultant to perform or furnish any of the work, or by anyone for whose acts Consultant may be liable, the indemnification obligation stated herein shall not be limited in any way by any limitation on the amount of type of damages, compensation or benefits payable by or for Consultant under worker's or workman's compensation acts, disability benefit acts or other employee benefit acts.

The above insurance requirements are the Town's general requirements. Insurance requirements with the awarded respondent are subject to final negotiations.

REQUEST FOR QUALIFICATIONS **RPGL-2010-18**
Arbor Acres Property – Park Master Plan

Attachment A
Proposal Response Page

THIS FORM AND THE REQUIRED BID/PROPOSAL MUST BE RETURNED

TOWN OF GLASTONBURY

BID / PROPOSAL		**GL # or RPGL #**	**2010-18**
DATE ADVERTISED	**August 24, 2009**	**DATE / TIME DUE**	**September 10, 2009 at 11:00 a.m.**

NAME OF PROJECT **Arbor Acres Property – Park Master Plan**

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.**

The Respondent acknowledges receipt of the following Addendums:

Addendum #1_____ Date:_____
Addendum #2_____ Date:_____
Addendum #3_____ Date:_____

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 bid is by a Corporation)

Attest

ATTACHMENT B
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 au authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

_____

_____

Telephone Number: _____

REQUEST FOR QUALIFICATIONS RPGL-2010-18 Attachment C
Arbor Acres Property - Park Master Plan