

**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR PROPOSAL
NAUBUC SCHOOL CLASSROOM RECONFIGURATION
RPGL-2022-22**

DUE DATE AND TIME: MARCH 2, 2022 by 11:00 AM

The Town of Glastonbury will be accepting proposals from qualified individuals or firms to provide a classroom reconfiguration design for Naubuc School. Proposals shall provide technical data for components to be provided, pricing proposals, and other data necessary in order to determine the best qualified firm

There will be pre-proposal meeting held on February 22, 2022 at 10:00 AM at the Naubuc School Gym, 84 Griswold Street, Glastonbury, CT 06033.

Interested individuals and firms should obtain the complete RFP and related information from the Town's website at www.glastonburyct.gov. Responses to the Proposal must be submitted electronically no later than the time and date indicated above. **LATE PROPOSALS WILL NOT BE CONSIDERED.**

Responses can be submitted at the following link: <https://app.negometrix.com/buyer/2832>, under the RFP title "*RPGL-2022-22 – Naubuc School Classroom Reconfiguration*". Respondents will be required to create a profile before submitting their proposal. Step-by-step instructions on how to register as a vendor are available at this website:

<https://help.negometrix.com/en/support/solutions/articles/9000177626-register-on-negometrix4>

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.

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

Mary F. Visone
Purchasing Agent

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SECTION I – GENERAL INFORMATION

Background – The Glastonbury Board of Education (BOE) had identified a need for an updated design for the reconfiguration of classrooms in the 1969 wing of Naubuc School. Updates including but not limited to Americans with Disabilities Act (ADA), work flow, modernization and operations are to be considered. The existing 2nd floor classrooms are “open space” plan. The BOE is interested in a design to create traditional compartmentalized classroom spaces.

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. This project will be submitted to the State School Construction Grants division as an alteration/code compliance project. Consultant shall include this process in their fee.

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 classroom reconfiguration design for the project. The design effort would include evaluating different options and associated costs and benefits. The full design package suitable for bidding along with a construction estimate shall be due by May 2, 2022.

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 BOE Director of Facilities 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 with the State of Connecticut.
- 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 four (4) 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 March 1, 2022.

SITE INSPECTION

A **site inspection** is scheduled for **February 22, 2022 at 10:00 AM** at the Naubuc School Gym, 84 Griswold Street, Glastonbury, CT 06033.

PROPOSAL INSTRUCTIONS

- By submitting a proposal, Respondent represents that they have 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.
- Respondents submitting a proposal for this solicitation are directed to respond online through a secure e-Procurement portal. Responses can be submitted at the following link: <https://app.negometrix.com/buyer/2832>, under the RFP title “**RPGL-2022-22 – Naubuc School Classroom Reconfiguration**”. Respondents will be required to create a profile before submitting their proposal. Step-by-step instructions on how to register as a vendor are available at this website:

<https://help.negometrix.com/en/support/solutions/articles/9000177626-register-on-negometrix4>

Respondents will be required to upload their response as ONE (1) consolidated pdf file which includes the following:

1. Proposal Response as per the requirements herein
 2. Attachment A - Town of Glastonbury Response Page
- 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. Classroom reconfiguration 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 A**).
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 **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 Acknowledgment Form can be accessed at the Town of Glastonbury website at www.glastonburyct.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.
14. Any technical questions regarding this RFP shall be made in writing and directed to David Sacchitella, Building Superintendent by email at dave.sacchitella@glastonbury-ct.gov. For administrative questions concerning this proposal, please contact Mary F. Visone, Purchasing Agent by email at purchasing@glastonbury-ct.gov. All questions, answers, and/or addenda, as applicable will be posted on the Town's website at www.glastonburyct.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 response deadline.

No other Glastonbury Town employee, elected official, or evaluation committee member should be contacted concerning this RFP during the proposal process. Failure to comply with this requirement may result in disqualification.

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 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. 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 some or all of the following factors as deemed appropriate by the Town.
 - 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 RFP, 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 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.
- The Town Manager or his designee 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	February 4, 2022
Pre-Proposal Meeting	FEBRUARY 22, 2022 @ 10:00 A.M.
RFP Due Date	March 2, 2022 @ 11:00 A.M.
Shortlist of Proposals Received	March 9, 2022
Interviews with Top Respondents	TBD
Fee Proposal and Scope of Services	TBD
Contract Effective Date	TBD

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

- \$1,000,000 each accident/\$1,000,000 disease-policy limit/\$1,000,000 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
PROPOSAL RESPONSE PAGE

BID / PROPOSAL NO: RPGL-2022-22 DATE DUE: March 2, 2022

DATE ADVERTISED: February 4, 2022 TIME DUE: 11:00 AM

NAME OF PROJECT: NAUBUC SCHOOL CLASSROOM CONFIGURATION

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 with the Town's website for any Addenda before submitting the proposal.

FEE PROPOSAL:

Budget Estimate \$ _____

Design \$ _____

Bidding \$ _____

- Construction Documents
- Bid Review & Recommendation

Construction Administration \$ _____

Total Fee Proposal \$ _____

Please attach sheets for any additional Hourly Labor Rates for firm and any other consultants to be used for the project, as may be required during the work.

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:

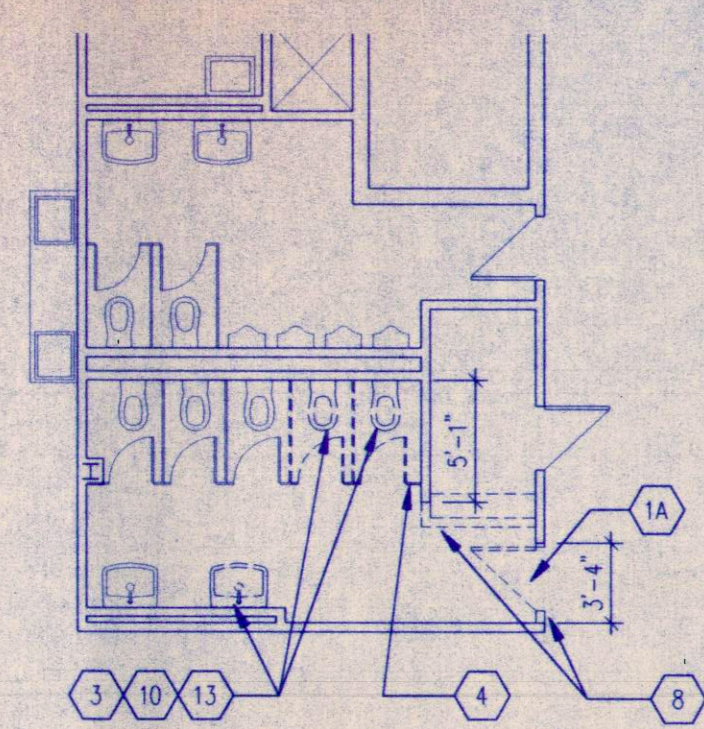
I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I / We are selected. Yes _____ No _____ *

*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.

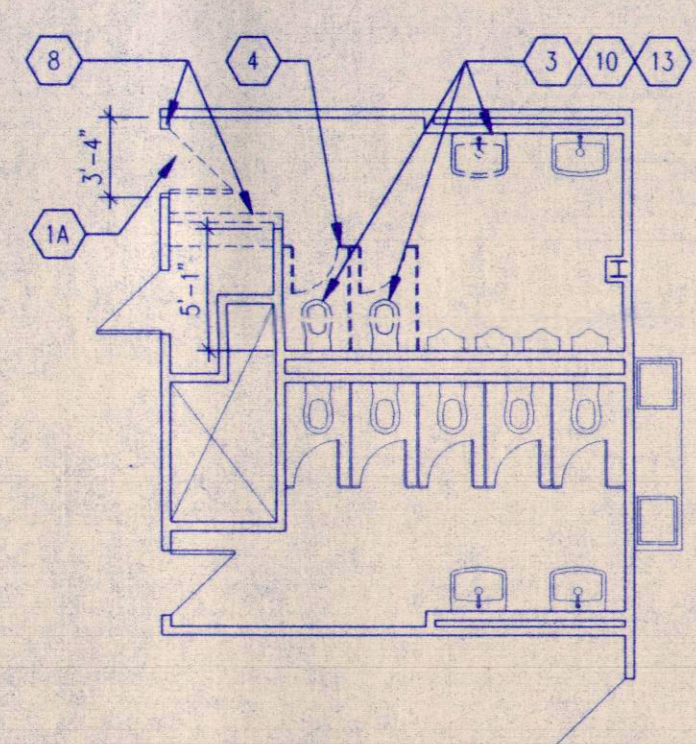
_____ Type or Print Name of Individual	_____ Doing Business as (Trade Name)
_____ Signature of Individual	_____ Street Address
_____ Title	_____ City, State, Zip Code
_____ Date	_____ Telephone Number / Fax Number
_____ E-Mail Address	_____ SS # or TIN#

Attachment B Includes:

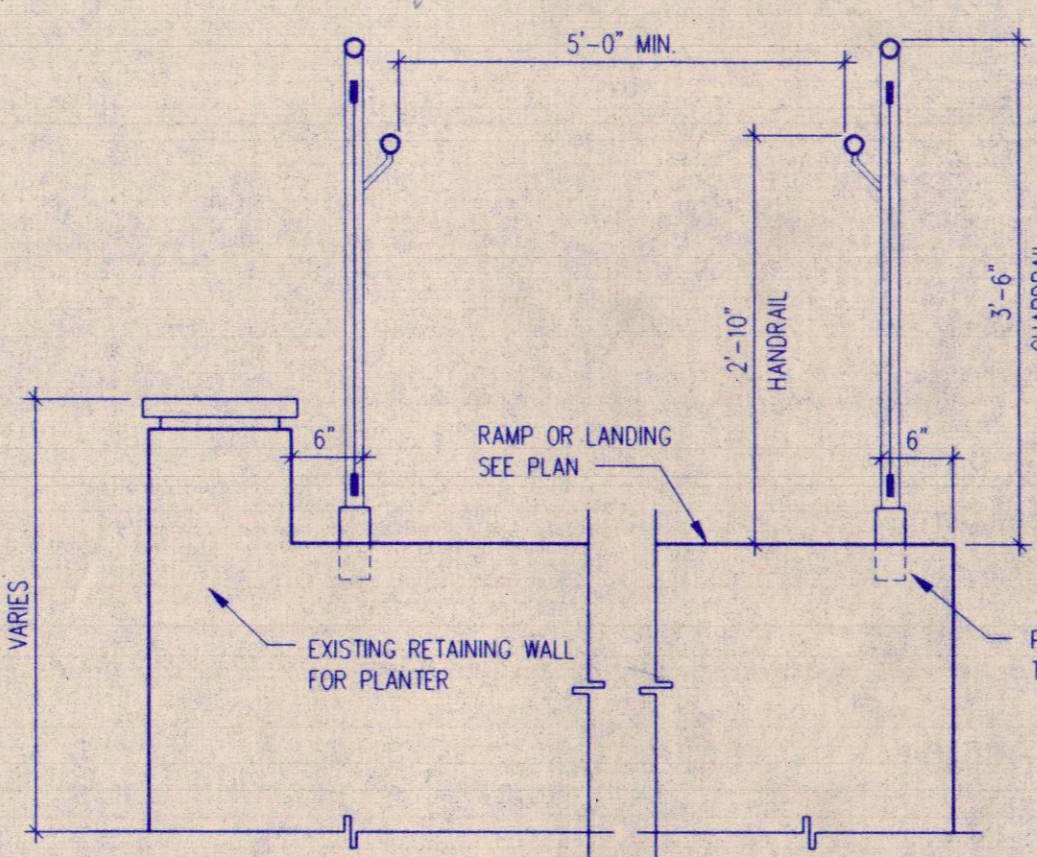
- Drawings of existing Naubuc School 2nd floor open space classrooms.



1A DEMOLITION • GIRLS TOILET AND JANITOR CLOSET - ROOMS 226 AND 227
1/8" = 1'-0"

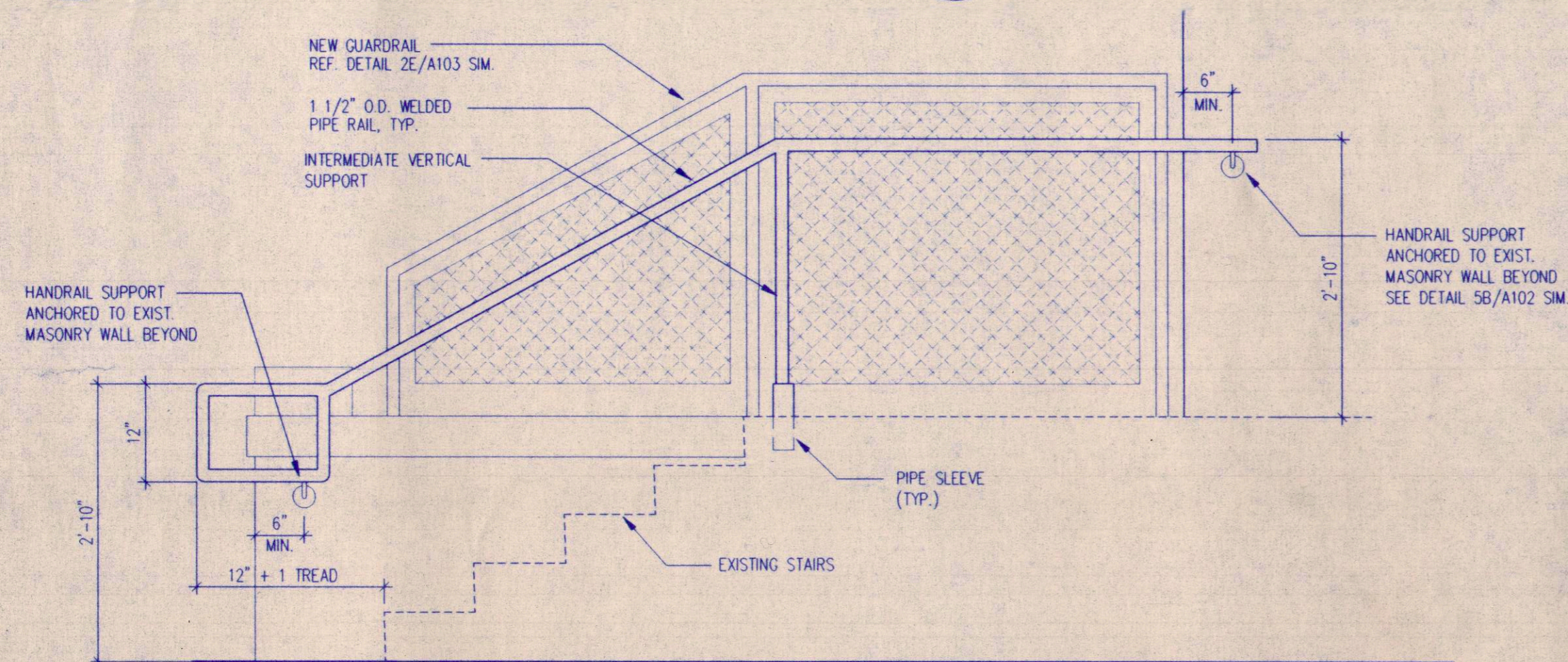


1B DEMOLITION • BOYS TOILET, STORAGE AND JAN. CLOSET - ROOMS 230, 231 AND 232
1/8" = 1'-0"

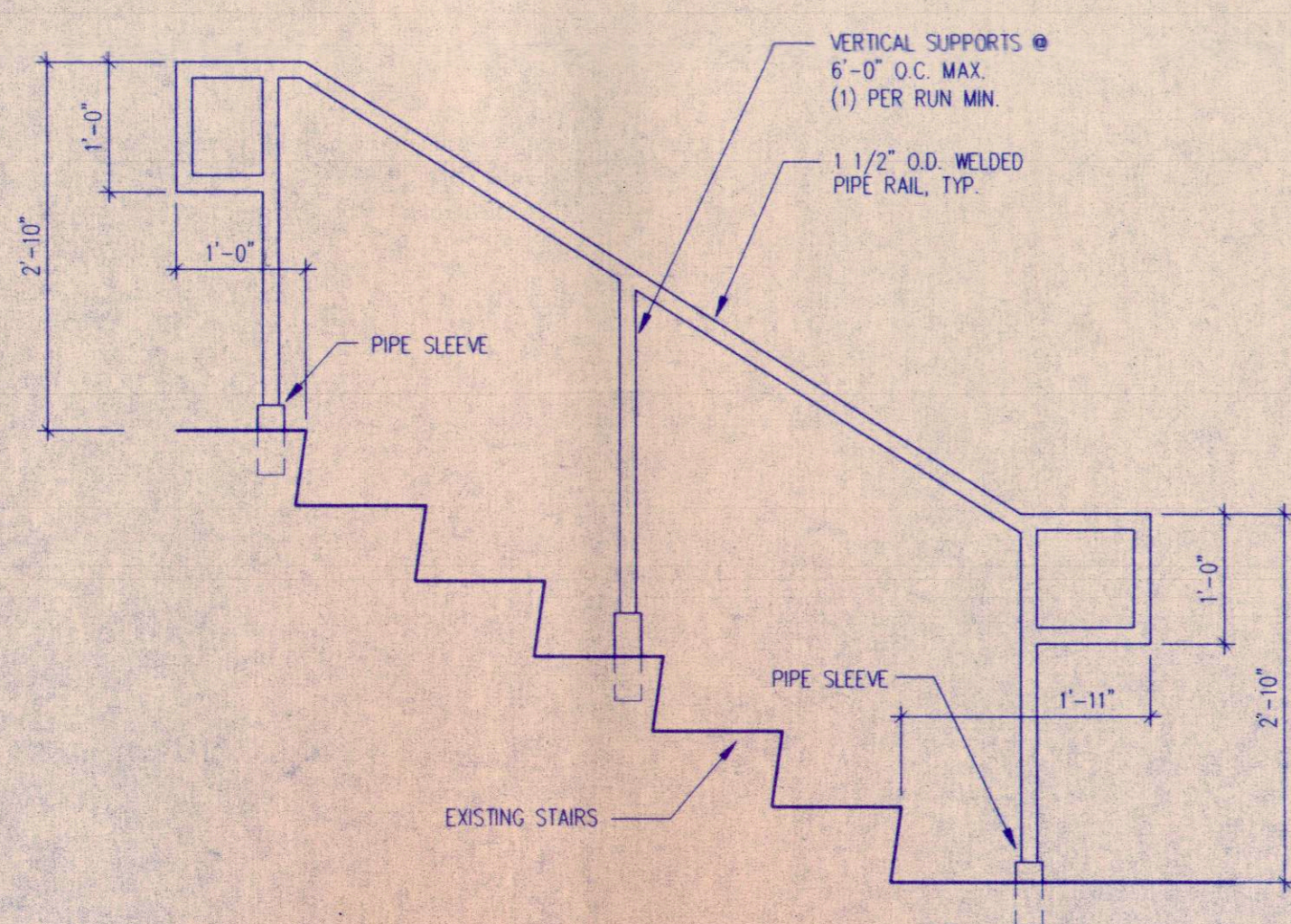


2C SECTION THRU EXISTING RAMP
3/4" = 1'-0"

1C DEMOLITION • CLASSROOM SINKS - ROOMS 233 AND 228
1/8" = 1'-0"

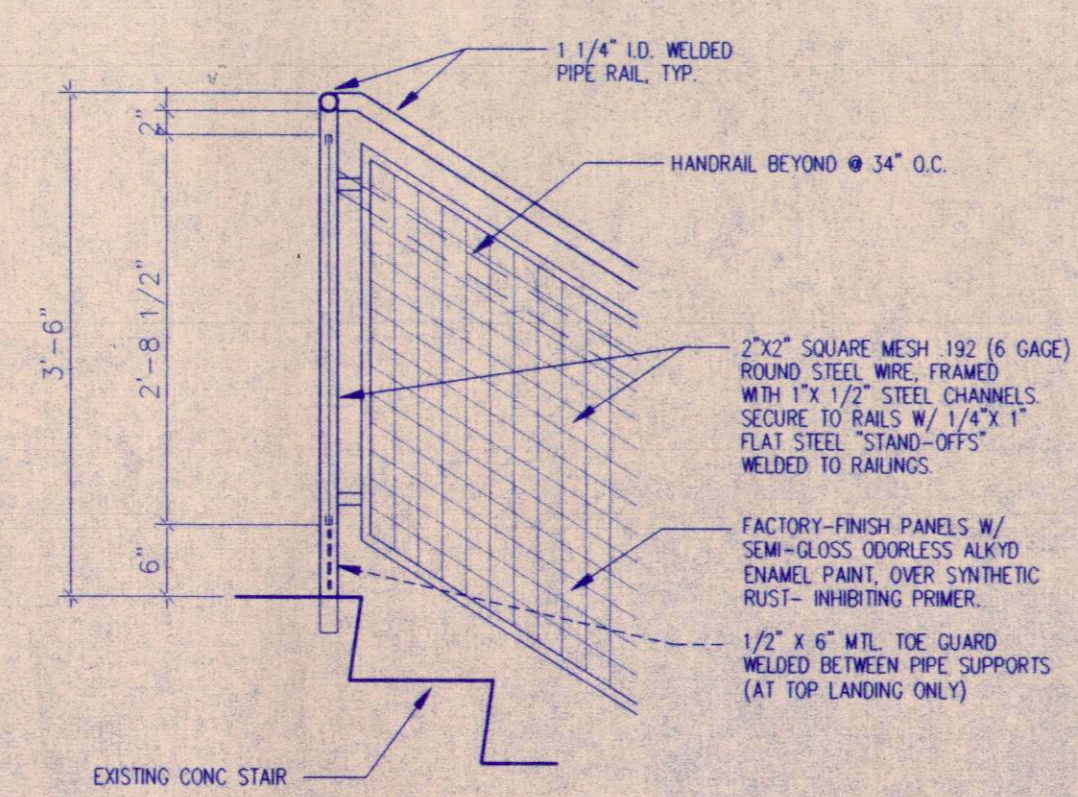


1D NEW HANDRAIL • EXISTING STAIRS
3/4" = 1'-0"

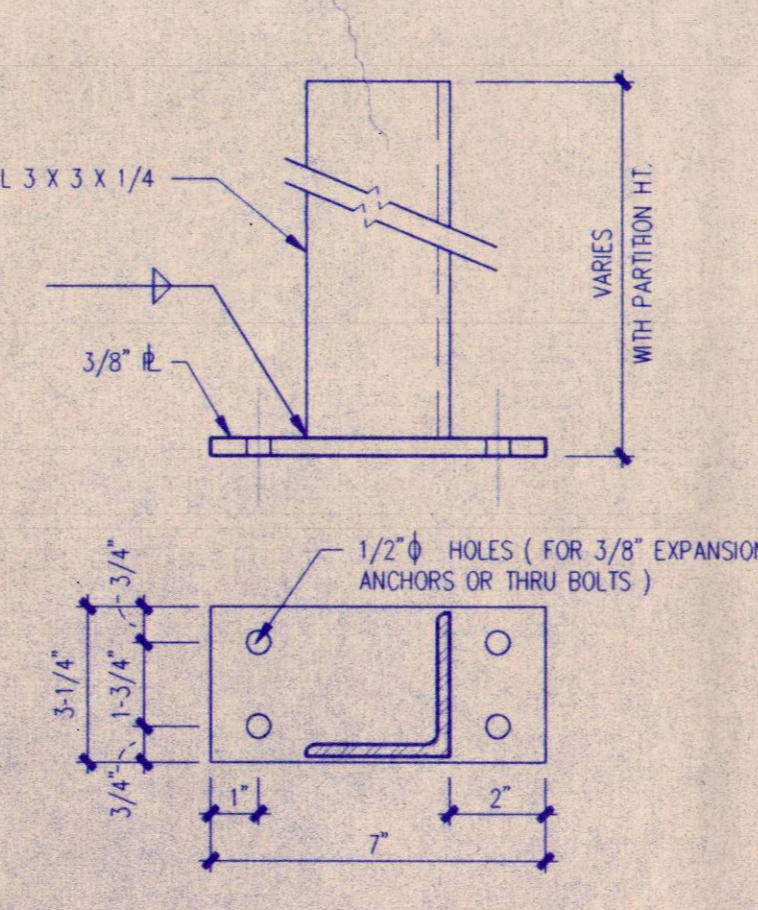


1E DETAIL • CENTER RAIL - STAIR # 4
3/4" = 1'-0"

2E DETAIL • GUARD RAIL
B-A1032E
3/4" = 1'-0"



3E SUPPORT STANCHION AND LOW WALL SUPPORT DETAIL
B-A1033E
3" = 1'-0"



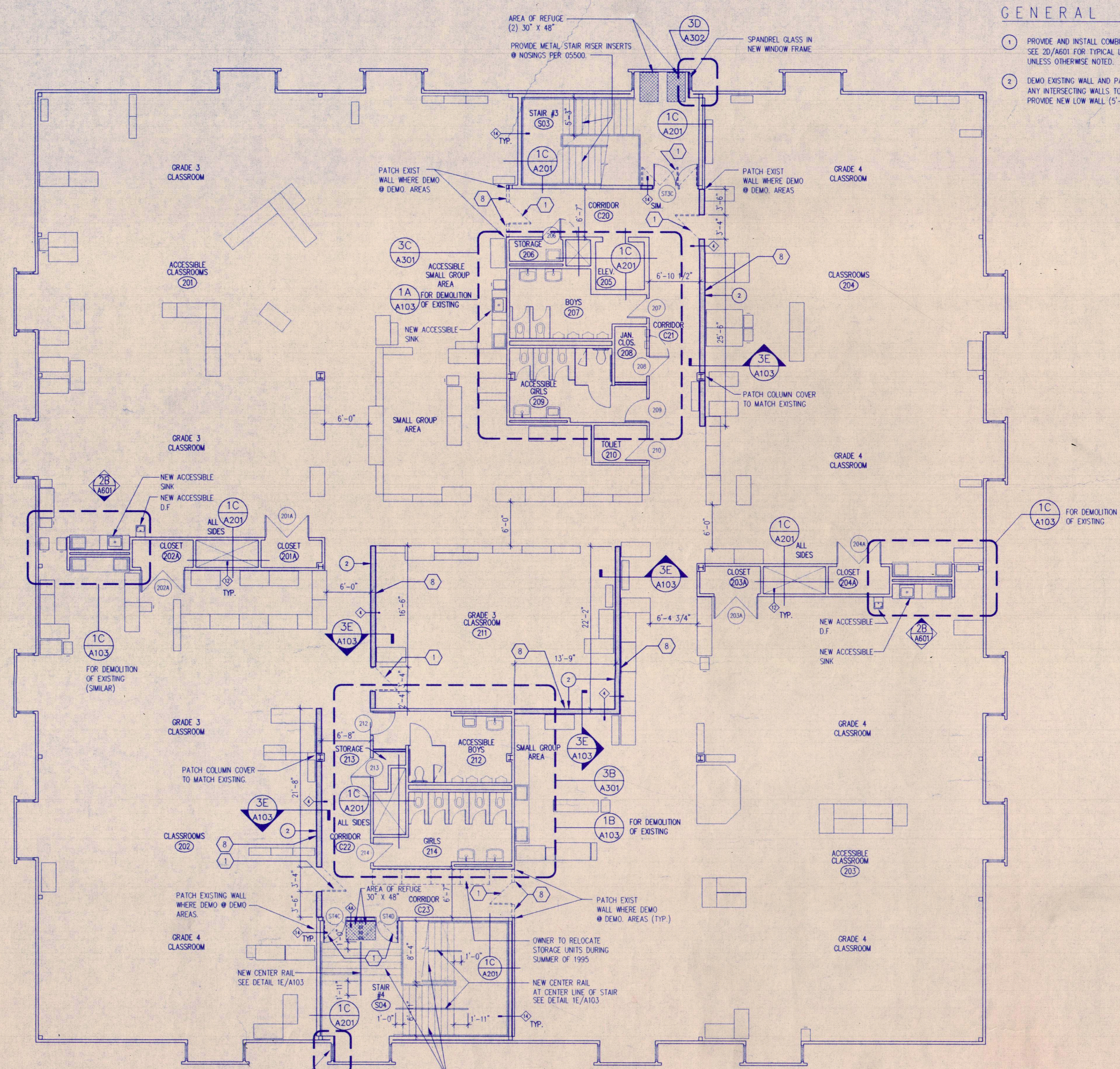
NOTE:
1. ALL NEW AND EXISTING WALL FINISHES ARE EITHER PAINTED BLOCK, CERAMIC TILE (TOILET ROOMS ONLY) OR PAINTED GYPSUM BOARD.
2. ALL SPACES IN THE 1968 WING ARE CARPET (1ST AND 2ND FLOORS) EXCEPT FOR THE GYM AND ASSOCIATED SPACES AND ANY STORAGE OR JANITOR CLOSETS WHICH HAVE V.C.T.
3. ALL AREAS IN THE 1931 AND 1948 WINGS HAVE VINYL FLOORING (TYPICAL)

NOTE:
1. PATCH TO MATCH ANY AND ALL FLOOR FINISH DISTURBED BY DEMOLITION AND/OR NEW WALL CONSTRUCTION. COORDINATE MATCHING FINISH WITH ARCHITECT PRIOR TO INSTALLATION.
2. REMOVE AND RETURN TO OWNER ANY TOILET ACCESSORIES (I.E. SOAP DISH, TOILET PAPER DISPENSER, ...) DIRECTLY RELATED TO THE FUTURE TO BE REMOVED. ALL OTHER ACCESSORIES ARE TO REMAIN. VERIFY ANY QUESTIONS WITH ARCHITECT PRIOR TO REMOVAL.

NOTE:
ALL FIRE EXTINGUISHER CABINETS (FEC) ARE EXISTING UNLESS OTHERWISE NOTED.

NOTE:
SEE SHEET A102 FOR GENERAL DEMOLITION NOTES AND DEMOLITION LEGEND

GENERAL NOTE:
1. PROVIDE AND INSTALL COMBINATION CHALK/TACK BOARD. SEE 2D/A601 FOR TYPICAL LENGTHS AND LAYOUT, UNLESS OTHERWISE NOTED.
2. DEMO EXISTING WALL AND PATCH/REPAIR ANY INTERSECTING WALLS TO MATCH EXISTING. PROVIDE NEW LOW WALL (5'-0" HIGH)



Stecker LaBau Arneill McManus
Architects Incorporated
Somerset Square
80 Glastonbury Boulevard
Glastonbury Connecticut 06033-4400
Telephone 203 657-8077
Fax 203 657-3141

DESIGN: []
CHECKED: []
APPROVED: []

DESIGN: []
CHECKED: []
APPROVED: []

NAUBUC ELEM. SCHOOL ADDITIONS AND RENOVATIONS
GLASTONBURY, CONNECTICUT
SDE PROJECT NO: 054-084

SECTION B
ADDITION
SECTION A
KEY PLAN

NO.	M/D/Y	REVISIONS

SECOND FLOOR AND DEMO PLAN - SECTION A
DATE: (M/D/Y)
05/31/95
SCALE
1/8" = 1'-0"
PROJECT NO.
A9402.20
A103

