

**TOWN OF GLASTONBURY
REQUEST FOR QUALIFICATIONS
ANIMAL SHELTER DESIGN
RPGL-2023-07**

DUE DATE AND TIME: MAY 10, 2022 by 11:00 AM

The Town of Glastonbury will be accepting proposals from qualified architectural firms to provide professional services to carry out design development, construction drawings and specifications for public bidding, provide bid assistance and construction administration for a new animal shelter facility. Interested individuals and firms should obtain the complete RFQ 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 RFQ title "*RPGL-2023-07 – Animal Shelter Design*". 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 INFORMATION

Design for new construction of an animal shelter facility to be located on existing parcel of land. Assumptions to be made; facility is to be slab on grade and specifically constructed for the sole purpose of sheltering animals, include provisions for a code compliant Animal Control Facility as required by Connecticut General Statutes and State of Connecticut Department of Agriculture regulations. Attached floor plan approximately 2130 sq. ft. The Town anticipates using Town forces to complete demolition and site preparation work however Respondents will be required to include this in the scope as an Add Alternate.

The current Animal Shelter was built in 1969. It is approximately 1,800 square feet and also has a 10 x 10 Storage shed. The facility includes an office, mechanical space, restrooms, and 10 runs (3 repurposed for storage and heating oil tank). The facility houses animals 24/7, averaging 1-3 dogs per day, 55 dogs per year, and various other animals. There is one full time and three part time employees that will use a shared office in the facility

A conceptual design study was prepared in January 2022, which formed the basis for the project. The proposed project is expected to be located on the site of the current Animal Shelter.

GENERAL INTENT

The purpose of this project is to build a replacement Animal Shelter on the site of the current facility. The new facility will include all code required features relative to Animal Shelters and provide office, storage, restrooms and other related spaces. Security, cameras, electronic access and data will be included. The Town will provide fiber cabling to the facility. The new building will have finishes that are durable, cleanable and provide standard aesthetics, in compliance with State statutes and Department of Agriculture regulations. The Animal Shelter function will be moved offsite from demolition to substantial completion. The project will be subject to public bidding.

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 school and neighborhood is required.
- The successful respondent shall ensure the building will comply with all applicable codes.
- Design option shall be a cost-effective durable structure that will function for decades to come.

GENERAL SCOPE OF WORK

1. Working with the Building Superintendent, Chief of Police and/or his designee and support groups finalize design for new building.
 - a. Office
 - b. Restroom
 - c. 10 runs with the ability to make 2 double wide runs.
 - d. 200 square feet of storage
 - e. Energy efficient and conservation-oriented features
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 Animal Control Standards and Codes.
5. Assist staff with grant reimbursement process.
6. Attend meetings as necessary through the design and approval 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 Chief of Police and/or his designee and Facilities Building Superintendent and other designated Town professional staff through all phases of the project. The Town will provide access to the property and 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 and any sub-consultants 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 an animal shelter in the State of Connecticut within the last five (5) years.

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 12 months of overall time for the project described herein for design development, construction drawings, bidding and construction administration to complete the animal shelter. Consultant responsibilities include but are not limited to data collection, attendance at meetings, document preparation.

SITE INSPECTION

An optional site inspection is scheduled for **April 27, 2022 at 11:00 AM** at the site of the current shelter located at 1090R New London Turnpike, Glastonbury, CT 06033.

PROPOSAL INSTRUCTIONS

- By submitting a proposal, Respondent represents that he has thoroughly examined and become familiar with the Scope of Services outlined in this RFQ 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 RFQ title "***RPGL-2023-07 – Animal Shelter Design***". 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
3. Attachment B - Town of Glastonbury Non-Collusion Statement

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. 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. Any technical questions regarding this RFQ shall be made in writing and directed to Dave Sacchitella, Facilities Superintendent via e-mail at dave.sacchitella@glastonbury-ct.gov. Administrative questions should be directed to Mary 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.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 design and construction of animal shelters; 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.

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.

Publicize RFQ	April 22, 2022
Optional Pre-Proposal Meeting	April, 27, 2022 @ 11:00 AM
RFQ Due Date	May 10, 2022 @ 11:00 AM
Shortlist of Submittals Received	May 13, 2022
Interviews with Top Respondents	Week of May 16th
Contract Effective Date	TBD

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-2023-07 **DATE DUE:** May 10, 2022
DATE ADVERTISED: April 22, 2022 **TIME DUE:** 11:00 AM
NAME OF PROJECT: Animal Shelter

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.**

_____	_____
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

ATTACHMENT B

**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS
ANIMAL SHELTER
RPGL-2023-07**

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: _____

