

**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS
ARCHITECT/ENGINEERING SERVICES**

**RENOVATIONS FOR TOWN RECREATION OFFICES AND RELATED SPACES
RPGL # 2010-34**

The Town of Glastonbury will be accepting statements of qualifications to provide architectural/engineering services to design the renovations to portions of the Academy C wing located at 2143 Main Street, Glastonbury to accommodate Town Recreation offices and related program and community spaces. Interested individuals and firms can download the Instructions for Qualification Statement and Project Details from the Town's website at www.glastonbury-ct.gov or request them from the Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033.

There will be a **MANDATORY PRE-PROPOSAL MEETING HELD AT THE TOWN COUNCIL CHAMBERS, GLASTONBURY TOWN HALL (MAIN LEVEL), 2155 MAIN STREET, GLASTONBURY, CT 06033 on April 20, 2010 at 10:00 AM. Attendance is mandatory.**

Proposals must be submitted to the Purchasing Agent no later than 11:00 AM on May 4, 2010. **LATE PROPOSALS WILL NOT BE ACCEPTED.** 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 interest of the Town.

Mary F. Visone
Purchasing Agent

**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
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**RENOVATIONS FOR TOWN RECREATION OFFICES AND RELATED SPACES
RPGL # 2010-34**

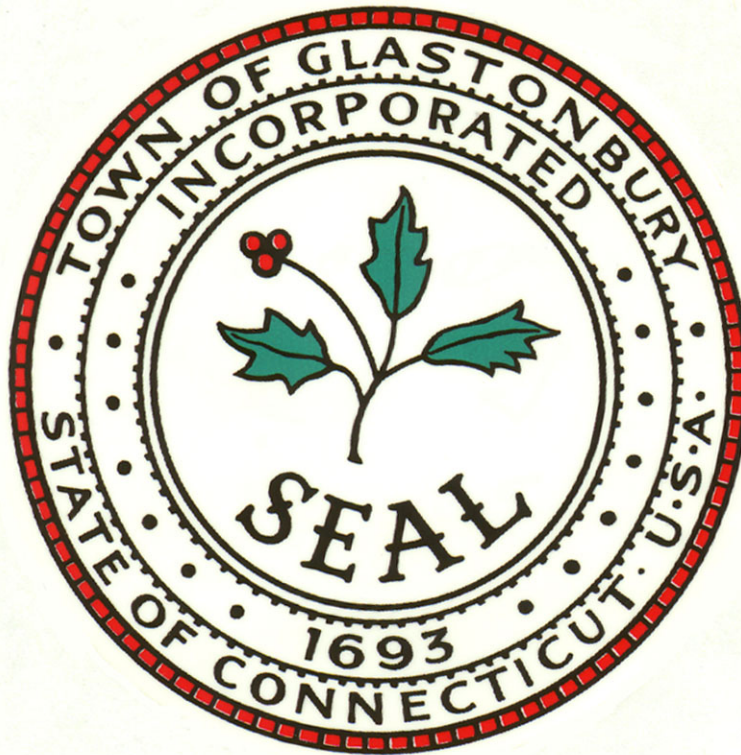


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RPGL # 2010-34

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Section 1 – General Information

A. Introduction

The Town of Glastonbury will be accepting statements of qualifications to provide architectural/engineering services to design and provide bidding and construction administration services for the renovations to portions of the Academy C wing located at 2143 Main Street, Glastonbury to accommodate Town Recreation offices and related program and community spaces.

B. Background

The Town Recreation offices are currently located near the Glastonbury High School. The Town desires to renovate portions of the former Academy School “C” wing located at 2143 Main Street to accommodate the Recreation offices and related program and community use space. The Town intends to hire a consultant to prepare construction documents, complete and ready for bidding, and provide bidding and construction administration services, for the renovations for the Recreation office, program, and community use space in the former Academy “C” wing.

C. Evaluation Criteria

The following criteria will be considered when evaluating the qualifications of firms:

- Licensed to perform architecture services in Connecticut
- Designed a minimum of **three** projects which meet the follow minimum characteristics:
 - Located in the State of Connecticut
 - Received certificate of occupancy within the last 10 years
 - Project budget of not less than \$2 million
- Recent experience with work of similar size and scope
- Organizational and team structure
- Past performance data including, but not limited to:
 - adherence to project schedules
 - adherence to project budgets
 - number and cost of change orders
- Approach to the work
- Contract oversight capabilities
- Experience planning, designing, and administering sustainable facilities including specific requirements of the U.S. Green Building Council’s Leadership in Energy and Environmental Design (LEED) program
- Experience planning/designing renovations of former school buildings for administrative purposes

D. Term of Service

The selected firm or individual will be expected to commence services within 15 days of contract execution.

The work and deliverables identified Sections 2.A and 2. B., below, with the exception of bidding and construction administration services, shall be completed within 4 months of contract execution.

Section 2 – Scope of Services

A. Scope of Work

The purpose of this project is to design, construct, and equip the portions of the former Academy C wing at 2143 Main Street, Glastonbury, CT to accommodate Town Recreation offices and related program and community spaces. Town staff will contract for hazardous material testing and abatement and FF&E through separate vendors. The selected consultant will be expected to coordinate with Town staff and vendors to facilitate these work items.

It is anticipated this work will be executed as follows:

Renovations for Recreation Offices and Related Program and Community Use Space Design and Construction

- Meeting with Recreation staff to determine requirements and explain alternatives and concepts.
- Coordinate with the Town's hazardous material consultant and furniture vendor to facilitate those portions of the work
- Development of total project cost estimates and a project schedule.
- Preparation of construction documents, complete and ready for bidding.
- Review, approval, and permitting of the design by all required local, State, and other appropriate offices and agencies.
- Bidding and construction administration services.

B. Project Deliverables

Renovations for Recreation Offices and Related Program and Community Use Space Design and Construction

- Construction documents (drawings and specifications) complete and ready for bidding.
- Project cost estimate and schedule

The consultant shall be expected to be present for some or all of the meetings which may need to be conducted with user groups, either at the consultant's office, Town offices, on site, or elsewhere.

C. Insurance

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

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 Property 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 Property Damage:
Per Accident \$1,000,000

4) Architect's Errors and Omissions Liability or Architectural Services Professional Liability Policy

- Provide Architect's Errors and Omissions Liability or Architectural Services Professional Liability Policy for a minimum Limit of Liability \$1,000,000 each occurrence or per claim. The Town of Glastonbury, its employees and agents are Additional Insureds for this specific project. The certificate shall specify that the Town shall receive 30 days advance written notice of cancellation or non-renewal specific to this project.
- The Architect 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 three (3) 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 Liability coverages.

The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town of Glastonbury before any work is performed. The Certificate shall specify that the Town of Glastonbury 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.

To the fullest extent permitted by law, the Respondent 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) 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, 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 cause in part by a party indemnified hereunder.

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

Section 3– Submission Requirements & Administrative

A. Proposal Instructions

By submitting a proposal, you represent that you have thoroughly examined and become familiar with the scope of services outlined in this RFQ and you are capable of performing the work to achieve the Town objectives.

There will be a mandatory pre-proposal meeting held at the Town Council Chambers, Glastonbury Town Hall (Main Level), 2155 Main Street, Glastonbury, CT. 06033 on **April 20, 2010 at 10:00 AM**. Attendance is mandatory.

All firms are required to submit a **clearly marked** original and six (6) copies of a Statement of Qualifications in the format outlined in paragraph B of this section.

These shall be submitted to Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033 not later than **11:00 AM on May 4, 2010**. Proposers may be present at the opening however, there will be no public reading. Submissions received later than the time and date specified will not be considered.

**SEALED REQUEST FOR QUALIFICATION
TOWN OF GLASTONBURY
ARCHITECT/ENGINEERING SERVICES
RENOVATIONS FOR TOWN RECREATION OFFICES AND RELATED SPACES
RPGL # 2010-34
DATE: May 4, 2010
TIME: 11:00 AM**

B. Submission Requirements

All respondents are required to submit:

- o Statement of Qualifications in the format outlined below

The Statement of Qualifications shall provide the information and be formatted as detailed below. Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating the proposals. Each section must be addressed and shall not exceed the maximum number of pages given. The Town reserves the right to reject responses which do not follow the format given, which shall be deemed non-responsive.

<ul style="list-style-type: none"> ▪ Table of Contents 	<p>Table of contents to include clear identification of the material provided by section and number (1 page).</p>
<ul style="list-style-type: none"> ▪ Letter of Transmittal 	<p>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 and must also affirm that the firm or their representative has made themselves knowledgeable of those matters and conditions in the Town which would influence this Proposal. (1 page)</p>
<ul style="list-style-type: none"> ▪ Executive Summary 	<p>Briefly describe the respondent, the approach to the project, staffing available and envisioned for the project, and respondent's capability to execute to the schedule while providing the services required. (2 pages)</p>
<ul style="list-style-type: none"> ▪ Synopsis of the Respondent 	<p>Describe the respondent's organization. Specify the personnel (including years of experience in their current position, municipalities served and their roles providing these services) and equipment to be assigned to the project and explain their roles in the specific projects cited on the Attachment 1 form. Supply resumes of principal personnel and document the chain of command for these individuals as an appendix. Indicate contact person for the proposal, including telephone and fax numbers and e-mail address. (Synopsis: 2 pages, Appendix: as required)</p> <p>Information provided in this section shall address the respondent's ability to meet the following specific criteria from Section 1., Paragraph C., "Evaluation Criteria."</p> <ul style="list-style-type: none"> • Organizational and team structure
<ul style="list-style-type: none"> ▪ Qualifications 	<p>Provide a copy of the firm's current architectural license. Complete the Attachment 1 form listing the projects satisfying the qualifications criteria listed in Section 1., Paragraph C.</p> <p>Provide, as an appendix, documentation to expand on how the projects listed on Attachment 1 support the criteria listed. Highlight significant accomplishments and awards as well as alliances or partnerships with other contractors, professionals, and owners.</p> <p>The Town reserves the right to contact the project owner</p>

organizations regarding the services performed by the firm. (License and Attachment 1: 2 pages, Appendix: as required)

Information provided in this section shall address the respondent's ability to meet the following specific criteria from Section 1., Paragraph C., "Evaluation Criteria."

- **Provide a copy of the firm's current Connecticut architectural license, not individual license**
- **Designed a minimum of three projects which meet the follow minimum characteristics:**
 - **Located in the State of Connecticut**
 - **Received certificate of occupancy within the last 10 years**
 - **Project budget of not less than \$2 million**

(Complete and provide the Attachment 1 form - List of Qualifying Projects)

- **Recent experience with work of similar size and scope**
- **Past performance data including, but not limited to:**
 - **adherence to project schedules**
 - **adherence to project budgets**
 - **number and cost of change orders**
- **Experience planning/designing and administering sustainable facilities including specific requirements of the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) program**
- **Experience planning/designing renovations of former school buildings for administrative purposes**

-
- | | |
|--|---|
| <ul style="list-style-type: none">▪ Approach to the Project | <p>Describe the respondent's approach to the project commencing with award of consultant's contract and concluding with punch-list and final documentation completion. Detail any specific data your firm would</p> |
|--|---|
-

require from the Town to implement this work. Describe the anticipated role that the Town will play in this project.(3 pages)

Information provided in this section shall address the respondent’s ability to meet the following specific criteria from Section 1., Paragraph C., “Evaluation Criteria.”

- **Approach to the work**
- **Contract oversight capabilities**

▪ Work Schedule	Provide a proposed schedule 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. (2 pages)
▪ Code of Ethics	Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8 th , 2003 and effective August 1, 2003. Respondent shall acknowledge that they have reviewed the document in the area provided on the 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 <u>Code of Ethics</u> and the <u>Consultant Acknowledgement Form</u> . 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.
▪ Proposal Response Form	Attachment 2
▪ Signed Non-Collusion Statement	Attachment 3

Fee proposals will be requested from short-listed firms after review, ranking, and short-listing of the Statements of Qualifications.

- 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 Statement of Qualifications may be grounds for disqualifying said proposal.

C. Contacts

For administrative RFQ and other procurement related questions please contact:

Name: Mary F. Visone
Title: Purchasing Agent
Phone: (860) 652-7588
Fax: (860) 652-7590

For technical questions please contact:

Name: Herbert L. Schwind, P.E.
Title: Facilities Director
Phone: (860) 652-7707
Fax: (860) 652-7771

Specific questions shall be made in writing (email acceptable). 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 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.

D. Access to Facilities

A tour of the site for the proposed facility will be held at the time of the mandatory pre-proposal meeting. Upon award, access to the site and the existing structure will be made available with advance notice.

E. Response Due Date

Statements of Qualifications must be submitted by **May 4, 2010 at 11:00 AM**. See Section 3, "Submission Requirements and Administrative," for details.

LATE PROPOSALS WILL NOT BE ACCEPTED.

F. Schedule of RFQ/RFP Events

Publicize RFQ	April 6, 2010
Mandatory Pre-proposal Meeting	April 20, 2010 @ 10:00 AM
RFQ Response Due Date	May 4, 2010 @ 11:00 AM
Review of Qualifying Proposals	May 7, 2010
Interviews with Top Respondents	O/A May 13, 2010
Request Fee Proposals of Short-Listed Firms	O/A May 14, 2010
Receipt of Fee Proposals	O/A May 21, 2010
Negotiation with and Selection of Consultant	TBD
Contract Effective Date	TBD

Section 4 - Selection Process

A. Selection Process

- Interested consultants shall submit Statements of Qualifications to best communicate the respondent's ability to meet or exceed the requirements of the RFQ. The Statement of Qualifications shall be in the format outlined in Section 3.
- Statements of Qualifications will be reviewed, scored, and ranked by a panel appointed by the Town Manager.
- The top ranked firms will be interviewed.
- Fee proposals will be requested from the short-listed firms following the interview process.
- Discussions and negotiations will be conducted with the short-listed firms.

This RFQ 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 proposal become the property of the Town of Glastonbury. The Town of Glastonbury reserve the right to accept or reject any or all proposals received as a result of this request, to clarify terms and conditions 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 proposal, if it is in the best interests of the Town to do so.

END OF REQUEST FOR PROPOSAL TEXT

Attachment 2



TOWN OF GLASTONBURY BID / PROPOSAL

		RPGL #	2010-34
DATE ADVERTISED	<u>April 6, 2010</u>	DATE/ TIME DUE	<u>May 4, 2010/11:00 AM</u>
NAME OF PROJECT	TOWN OF GLASTONBURY RENOVATIONS FOR TOWN RECREATION OFFICES AND RELATED SPACES		

Insert this completed form in respondent's 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 _____ *

*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#

Attachment 3

**TOWN OF GLASTONBURY
RENOVATIONS FOR TOWN RECREATION OFFICES AND
RELATED SPACES
RPGL # 2010-34**

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: _____

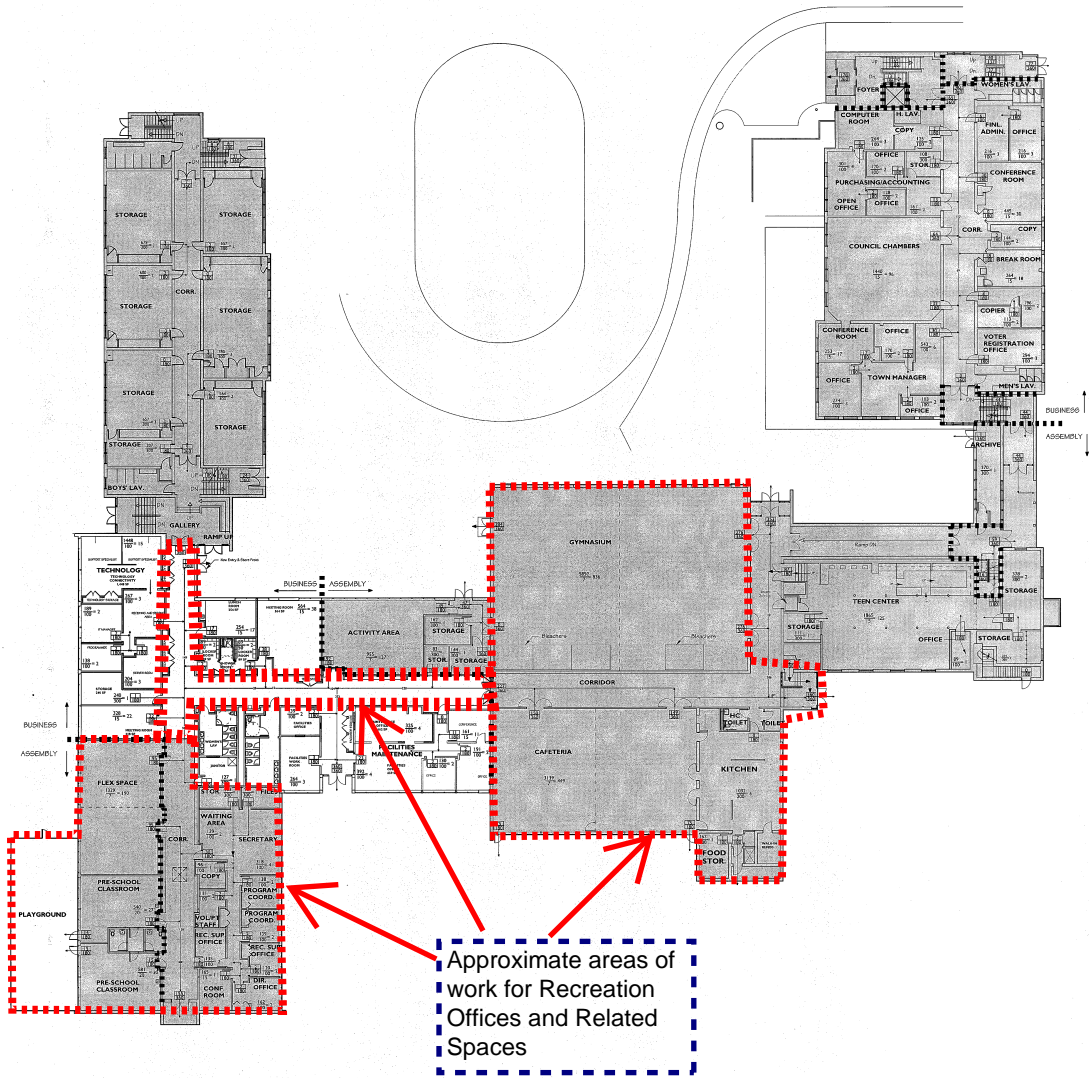
By (SIGNATURE): _____

Address: _____

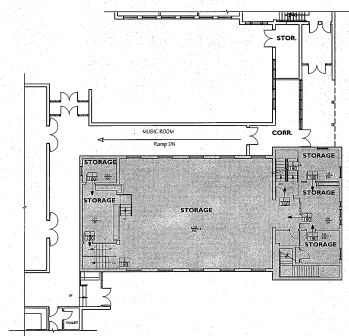
Telephone Number: _____

Attachment 4

- A. Floor Plan of Former Academy School w/Approximate Limits of Work
- B. Draft Description of Work for Renovations for Recreation Offices and Related Program Space



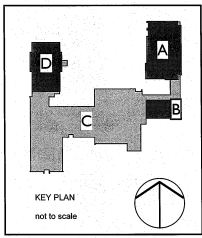
Approximate areas of
 work for Recreation
 Offices and Related
 Spaces



INTERMEDIATE UPPER FLOOR PLAN
 SCALE 1/8" = 1'-0"

FIRST FLOOR PLAN
 SCALE 1/16" = 1'-0"

SYMBOLS LEGEND:	
ROOM OCCUPANCY LOAD	
700	AREA IN SQUARE FEET
30	OCCUPANCY LOAD FACTOR
EXIT CAPACITY	
15	ACTUAL EGRESS OCCUPANCY OF DOOR OR STAIR
145	MAXIMUM ALLOWABLE EGRESS OCCUPANCY OF DOOR OR STAIR
15	DIRECTION OF TRAVEL
145	ACTUAL EGRESS OCCUPANCY OF DOOR OR STAIR
145	MAXIMUM TRAVEL DISTANCE FROM FURTHEST POINT
	ACCESSIBLE AREA OR EXIT
.....	1 HOUR FIRE SEPARATION



**ACADEMY SCHOOL
 TOWN FACILITIES STUDY**
 GLASTONBURY, CONNECTICUT



REVISIONS:

FIRST FLOOR
 CODE PLAN

DATE: 9/26/08
 ROW (OR NO.): 0680
 DRAWING NO.

A-102

Academy C Wing Renovations (Project C) for Recreation Offices and Related Program Space

Renovation

- Construct code compliant fire separation walls, as required
- Remove selected interior partitions
- Remove doors and frames
- Remove and replace selected windows w/new masonry and glazing, as required
- Install roof access in custodial closet
- Provide new exterior openings and doors for pre-school
- Construct new bathrooms for pre-school
- Construct new playground for pre-school
- Install new doors and frames
- Construct new interior partitions and millwork, as necessary
- Install new ceilings, floor finishes, wall finishes, and window treatments
- Provide new lighting, power, and data/telephone wiring
- Provide new movable partitions in cafeteria and “flex space” room
- Extend fire and security alarm systems
- Modify fire protection system, as necessary, for new offices
- Provide new roof mounted HVAC system and direct digital controls to new and existing HVAC systems
- Renovate or replace gym heating/ventilating system
- Provide interior and exterior signage
- Coordinate hazardous material requirements with Town staff and vendors

Note: Some fire wall construction, public bathroom renovations, and basic services (new fire alarm system, security system, etc.) provided through earlier work. Systems specified (windows, lighting, HVAC, etc.) shall be the most energy efficient practical.