

**TOWN OF GLASTONBURY
REQUEST FOR QUALIFICATIONS (RFQ)
RPGL-2025-09
ON CALL PROJECT MANAGEMENT SERVICES
DUE DATE AND TIME: September 5, 2024 by 11:00 AM**

The Town of Glastonbury will be accepting proposals from qualified individuals or firms to provide On-Call Project Management Services for the Town on an as-needed basis. The basic scope of services includes but is not limited to On-Call Project Management Services for Capital Projects for the Town of Glastonbury. On-Call Project Management Services includes **management** of all phases of design including programming, conceptual plans, schematic documents, design development documents and construction documents, estimating of construction costs and construction phase work as performed by others retained separately by the Town.

Responses can be submitted at the following link: <https://glastonburyct.bonfirehub.com/> under the RFQ title "*RPGL-2025-09 On-Call Project Management Services*". Respondents will be required to create a profile before submitting their bid. Step-by-step instructions on how to register as a vendor are available at this website:

<https://vendorsupport.gobonfire.com/hc/en-us/articles/15646869029783-Vendor-Registration>

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

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.

The Town of Glastonbury is an Affirmative Action/Equal Opportunity Employer. Minority/Women/Disadvantaged Business Enterprises are encouraged to submit a proposal.

Gina Consiglio
Purchasing Agent

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SECTION I - GENERAL INFORMATION

The Town of Glastonbury will be accepting proposals from qualified individuals or firms that can provide professional services for an on-call Project Management for the Town of Glastonbury on an as-needed basis. The basic scope of services includes, but is not limited to, management of all phases of capital projects for the Town. Services may include management of all phases of design, including programming, conceptual plans, schematic documents, design development documents and construction documents, estimating of construction costs and construction phase work as performed by others retained separately by the Town.

- The information provided herein will summarize Town requirements and assist qualified firms in responding to this Request for Qualifications.
- The services of the Respondent shall be utilized at the sole discretion of the Town as deemed to be in the Town's best interest for a given project. The Town makes no guarantee of the assignments associated with this Request for Qualifications.

SECTION II - CONSULTANT'S SERVICES

Responsibilities: Examples as follows. Exact duties to be determined on a project specific basis.

The Project Manager shall be expected to perform professional services consistent with the industry-accepted roles and standards of a project manager. In general, they may include but not be limited to:

1. Work with an Architect and Owner as early in the process as practical to assess costs and to help adjust the scope of work to meet the Owner's budget. Provide a constructability review. Attendance at meetings with the Owner, Architect, and/or Engineer weekly as necessary throughout the pre-construction and construction process.
2. Attendance at meetings as required through the pre-construction and construction process.
3. Assist the Town with drafting of bids and RFP's.
4. Responsibility for and management of all project scheduling for all construction activities, including integration of schedules. The Project Manager's preparation and maintenance of a master project schedule shall not imply responsibility for the performance of contractors separately employed by the Owner.
5. Construction management, coordination, inspection, supervision, safety, and quality control services. Review of phase records, certified payroll, as-builts, and accounting.

The Project Manager may be asked to act on behalf of the Town of Glastonbury to the extent provided in the contract documents to which the Town of Glastonbury is a party. The Project Manager shall confer with the Town Staff at such intervals and on occasions as appropriate to the various stages of the Project. Additional duties may consist of the following:

1. Schedule and observe any tests required by the Project. Record and report to Town Staff on test procedures, test results and verify testing invoices to be paid by the Town of Glastonbury.

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2. Coordinate with the Architect, Engineers, and Town Staff to provide periodic (weekly) Project observation and construction management reports. The RFQ response should include the qualifications of the person(s) anticipated to serve in this capacity.
 3. Present periodic and regular briefings on the progress of the Project to Town Staff at such times as Town Staff shall determine necessary.
 4. Complete grant related paperwork.
 5. Make presentations to the Town Council, Boards and Commissions.
- The Respondent shall perform Project Management Services on an as-needed "on-call" basis for a pre-approved lump sum fee or per approved hourly rates according to instructions received from the Town. The Respondent's services shall include all incidental services.
 - If additional services are required in order to accomplish the basic services outlined in a project order, the Respondent shall obtain and make available to the Town, fee proposals from qualified sub-consultants, acceptable to the Town and, upon approval from the Town, contract for those services. The Respondents mark-up on sub-consultant fee shall be limited to 10%.
 - Duration of this contract shall be for three (3) years, with the possibility for extensions on an annual basis for an additional two (2) years based on mutual agreement between the Town of Glastonbury and the Respondent, along with satisfactory performance by the selected Respondent.
 - All drawings, reports, data, and other documents prepared by the Respondent according to this Agreement shall be submitted to the Town for its review and approval. Resulting work products of the Respondent pursuant to this solicitation shall become property of the Town of Glastonbury.
 - No such approval shall in any way be construed to relieve the Respondent of responsibility for technical adequacy or operate as a waiver of any of the Town's rights under this Agreement. The Respondent shall remain liable to the Town according to applicable laws and practices for all damages to the Town caused by the Respondent's negligent performance of any of the services furnished under this Agreement.

SCOPE OF WORK

The selected Project Manager will be expected to provide project management services. The selected Project Manager may provide the following types of services: **Exact scopes of services will be project specific and will be negotiated on a case by case basis.**

1. Pre-Construction Phase:

- a. Development of Critical Path Method schedule for the Project, including phasing and temporary construction projects.
- b. Attend all Project meetings.
- c. Development of Site Logistics Plans to show placement of materials storage, etc.
- d. Development of a Safety Program for the Project.
- e. Help develop Bid Packages, including the division of work into packages for bidding so as to achieve complete build-out of the Project.
- f. Assist Town staff with identification and securing of long lead time items.
- g. Assist Town staff with development of bidders list for each of the trades and bid packages.
- h. Assist Town staff with development of bidding schedules.
- i. Assist Town staff with review of bids received.
- j. Recommendations of bids received.
- k. Review project labor requirements and availability for Project.
- l. Provide full project accounting. (Tracking Owner's Soft Cost and Construction Cost)
- m. Assist with required paperwork for grants.

2. Construction Phase:

- a. Maintenance of certified payrolls, files of all job-related correspondence, including but not limited to shop drawings, approvals, meeting minutes, and change orders.
- b. Administration, management, scheduling and related services to coordinate the Construction of the Project.
- c. Schedule and coordinate weekly job-site meetings involving all contractors on the Project.
- d. Attendance at administrative meetings involving, but not limited to, Owners and the Project's Architect and others as needed.
- e. Receive, review and recommend for payment applications for payments submitted by contractors and vendors.
- f. Evaluation of claims and changes in work from contractors, including initial evaluation of claim and preparation of written response complete with suggested actions.
- g. Completion of punch list and management of all items until work is completed to the satisfaction of the Owners.
- h. Monitor and report status of budget, schedule, submittals, RFI's, changes in the work maintain logs of all. Report the same to the Owners monthly.
- i. Maintain supervision on site.
- j. Review shop drawings and submittals prior to architectural review.
- k. Initiate, present and defend all contracts and requests for change orders and purchase orders.
- l. Assist with required paperwork for grants.

3. Post-Construction Phase:

- a. Coordinate all closeouts, punch list and commissioning activities.
- b. Assist for all required paperwork for applicable grants.

For each discrete project, the Town intends to contract with a Project Management professional to:

- Meet with Selected Town Staff to determine requirements and explain alternatives and concepts. Existing site and/or building documentation will be examined as available.

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- Interview key building, technical staff and maintenance personnel to gather information relevant to the project.
- Provide consulting services appropriate to assist the Town and its independently retained design professionals in developing projected scope up to and including preliminary scope, schematic design, design developments, full design drawings, bid award revenue and contract administration as necessary.

TIME FOR COMPLETION

Schedules for discrete projects will be on a case by case basis.

PROJECT COORDINATION

The Respondent will work closely with the Town of Glastonbury's appointed representative through all phases of the project. The Town of Glastonbury will provide access to the property, all available plans and drawings, and any available file reports and studies.

SECTION III - SUBMISSION OF PROPOSAL

MINIMUM REQUIREMENTS

- Respondent shall submit detailed resumes for any proposed Project Management Professional assigned to oversee this work and act as liaison to the Town as well as any other member of the team including sub-consultants.
- Respondent shall demonstrate sufficient staff resources that would be available to assist the Town with limited notice. Respondent shall list all proposed staff.
- Respondent shall demonstrate a wide variety of project management experience including but not limited to: building construction, site-work, park construction, utility installation, and building renovations.
- Respondent shall have demonstrated experience with 1 projects within the past five (5) years.
- Experience administering and managing projects in the State of Connecticut including utility and State of Connecticut sponsored programs.

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://glastonburyct.bonfirehub.com/>, under the RFQ title "**RPGL-2025-09 On-Call Project Management Services**". Respondents will be required to create a profile before submitting their bid. Step-by-step instructions on how to register as a vendor are available at this website:

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<https://vendorsupport.gobonfire.com/hc/en-us/articles/15646869029783-Vendor-Registration>

Respondents will be required to upload their response as **one 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 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. A background statement including a description of the firm/individual submitting the proposal.
 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.

Staff Experience: With respect to each individual comprising its proposed staff, Respondents shall provide:

- a. Information demonstrating the experience of that individual in providing services comparable to the Scope of Services for projects for the Town of Glastonbury and
 - b. Resumes shall be submitted for each individual comprising a Respondent's proposed staff.
6. List of similar assignments completed over the past five (5) years on behalf of public entities and school districts with the contact names, addresses and telephone numbers of the owners' representative in each project. Including for each such project or building program a statement of:
 - a. The size and type of project or program
 - b. Successes achieved
 - c. Respondent's proposed team members who worked on the project or program and
 - d. The role of each key person who worked on the project or program.
 7. Overall approach to addressing the needs of the Town for Project Management Services support, including discussion of staff availability and ability to respond to Town requests for assistance in a timely manner.
 8. A concluding statement as to why the respondent is best qualified to meet the needs of the Town.

9. Proposal Response Form (**ATTACHMENT A**).
 10. 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 the attached Ethics Acknowledgement form included on **ATTACHMENT A**. The selected respondent will also be required to complete and sign a Consultant 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.glastonburyct.gov. Upon entering the website click on **Bids & Proposals** which will bring you to the links for the **Code of Ethics** and the **Consultant Acknowledgement Form**.
 11. Statement of Non-Collusion (**ATTACHMENT B**).
 12. Any technical questions regarding this RFQ shall be made in writing and directed to Daniel A Pennington P.E. , 2155 Main Street Glastonbury, CT 06033 or by email at daniel.pennington@glastonbury-ct.gov. For administrative questions concerning this proposal, please contact Gina Consiglio, 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). **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 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.
 - Successful performance of similar work with public entities and school districts within the past five (5) years.
 - Demonstrated ability to respond to Town requests for assistance in a timely manner.
 - Ability to provide Project Management services and expertise in a broad range of construction projects.
 - 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. The Town 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.
- 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.
- Additional technical information may be requested from any respondent for clarification purposes, but in no way changes the original qualification statement submitted.
- A fee proposal for one or more specific project scope(s) of work may be requested of the finalists. If requested, a scope of work for the project(s) will be provided and a visit to the site(s) will be conducted.
- The selected respondent(s) will be issued a purchase order to perform work on an as needed basis.

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	August 21, 2024
RFQ Due Date	September 5, 2024
Shortlist of Submittals Received	September 18, 2024
Interviews with Top Respondents	October 2, 2024
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 coverage covering the Respondent and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Glastonbury, 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, its 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, its Board of Education and their employees and agents.

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Evidence a Combined Single Limit of Liability for Bodily Injury and Property Damage: Per Accident \$1,000,000
- A Waiver of Subrogation shall be provided in favor of the Town, its 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 60 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, Auto Liability and Workers Compensation policies. 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, Board of Education and their 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-2025-09 DATE DUE: September 5, 2024

DATE ADVERTISED: August 21, 2024 TIME DUE: 11:00AM

NAME OF PROJECT: ON-CALL PROJECT MANAGEMENT SERVICES

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 bid or 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
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 _____