

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

**GLASTONBURY PUBLIC SCHOOLS CENTRAL OFFICE/ALTERNATE EDUCATION  
PROGRAM FACILITY STUDY  
RPGL # 2011-17**

The Town of Glastonbury will be accepting qualifications/proposals to provide architectural/engineering services to identify and evaluate alternatives for a new BoE Central Office/Alternate Education Program Facility to be located at 2155 Main Street (rear), Glastonbury. Interested individuals and firms can download the Instructions for Qualification Statement and Project Details from the Town's website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov) or request them from the Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033.

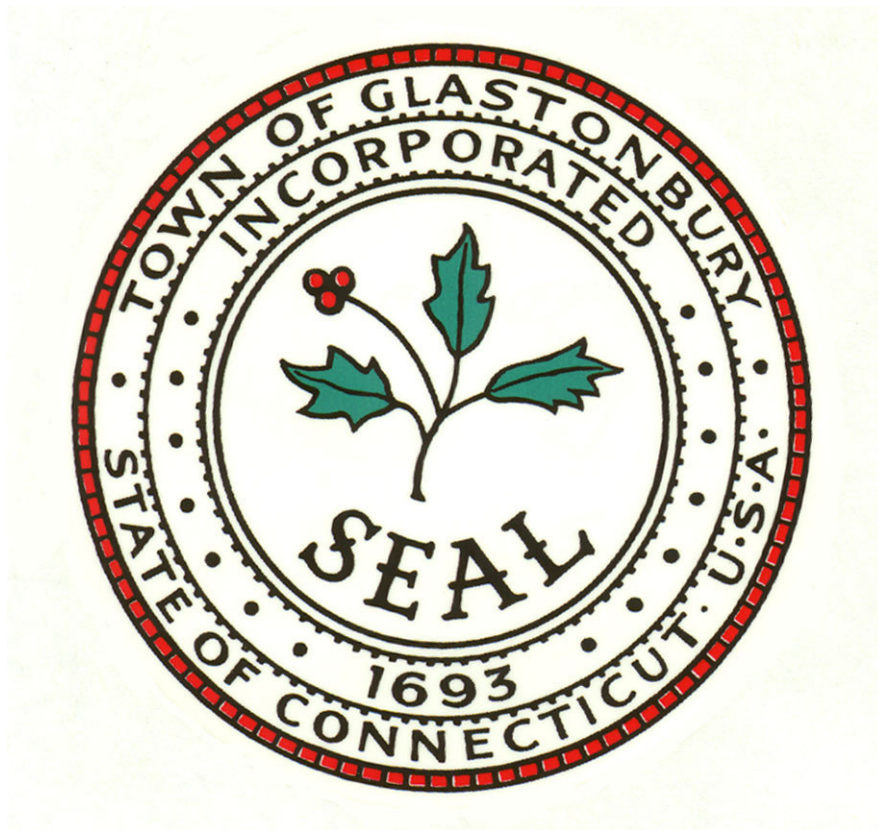
There will be a **MANDATORY PRE-PROPOSAL MEETING HELD AT THE GLASTONBURY TOWN HALL, TOWN COUNCIL CHAMBERS, 2155 MAIN STREET, GLASTONBURY, CT 06033 on January 12, 2011 at 10:00 AM. Attendance is mandatory.**

Proposals must be submitted to the Purchasing Agent no later than **11:00 AM on January 19, 2011. LATE PROPOSALS WILL NOT BE ACCEPTED.**

Mary F. Visone  
Purchasing Agent

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PROFESSIONAL SERVICES PROCUREMENT NOTICE  
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Attachment 1: List of Qualifying Projects Form

Attachment 2: Proposal Response Form

Attachment 3: Non Collusion Statement

## Section 1 – General Information

### A. Introduction

The Town of Glastonbury will be accepting qualifications/proposals to provide architectural/engineering services to develop a preliminary design, concept and cost estimates for a new BoE Central Office/Alternate Education Program Facility expected to be located at 2155 Main Street (rear), Glastonbury.

### B. Background

The Glastonbury Board of Education Central Office and the Alternate Education Program are currently located in leased office space at 628 Hebron Avenue. The Town intends to evaluate design options and cost estimates for demolishing the existing “D” wing of the Academy building located at 2155 Main Street (rear), Glastonbury, CT. While the design and cost estimating is expected to focus on new construction at the site of the current “D” wing it is possible other sites could be evaluated for the proposed new facility. While State of Connecticut Department of Education grant funding will likely be requested for the follow-on design and construction for a project arising from this study, this study is being supported by local funding. If and when the Town decides to go forward with a project to provide the needed space, it is anticipated another RFP structured to meet the requirements of the State of Connecticut in order to qualify for grant funding will be issued to select an architect for that design/construction administration work.

### C. Evaluation Criteria

Firms interested in being considered for this project shall meet the following criteria of:

- Licensed to perform architecture services in Connecticut
- Designed a minimum of **three** projects each of which meets the following minimum characteristics:
  - Public school project (at least one major renovation project)
  - Located in the State of Connecticut
  - Included grant funding from the State Department of Education
  - Project budget of not less than \$4 million
  - Received certificate of occupancy within the last 10 years
- 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 and instructional 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 in Sections 2.A and 2. B., below, shall be completed within 4 months of contract execution. The intent is to select a concept and have all the supporting documentation required for a referendum and a Department of Education grant application upon the completion of the work.

The Town reserves the right to cancel this proposal process at any time should any of the following conditions exist:

- Funds are not appropriated to allow continuance of this contract.
- The Town, through changes in its requirements or method of operation, no longer has a need for this service.
- The Town is not satisfied with the level of services provided under the contract or the contractor fails to comply with any of the terms and conditions outlined in the contract.

### **Section 2 – Scope of Services**

#### **A. Scope of Work**

The purpose of this project is to:

Establish/verify the administrative, education, and education support space requirements for the BoE Central Office and Alternate Education Program. The project scope is expected to include the demolition of the existing Academy "D" wing located at 2155 Main Street (Rear), Glastonbury, CT and/or evaluation of alternative sites, as applicable, and provide a written evaluation and cost estimates for the various alternatives. The cost estimate shall be prepared by a third party cost estimator acting as a consultant to the architect. The selected consultant will also prepare and compile the educational specifications, cost estimate, and other necessary supporting documentation required by the State Department of Education in order to qualify for grant funding.

Discussion with the State Department of Education suggests the Bureau of School Facilities may require the work identified above to be structured as two projects (a Central Office project and a School project) for their funding management. Therefore, it may be necessary to structure the cost estimates, Educational Specifications, and other documentation required to support the grant funding as two separate projects.

It is anticipated this work will be generally executed as follows:

- Meeting with Town and Education staff to determine requirements and explain alternatives and concepts.
- Identifying and evaluating alternatives, as applicable, and recommending to the Town and Education staff alternatives that satisfy administrative and educational program requirements and comply with all applicable codes.
- Development of schematic drawings and descriptions of the work necessary to communicate the scope and intent of the work to Town and Education staffs, Town Council, BoE, and Town boards and committees, as necessary.
- Development of total project cost estimates and evaluation of the cost for eligibility for state reimbursement. This cost estimate shall be prepared by a third party estimator acting as a consultant to the architect. The fee for this work shall be included in the architect's fee.
- A proposed project schedule.
- Preparation of Educational Specifications and other documentation required in order to comply with the State of Connecticut Department of Education requirements for grant eligibility.

## **B. Project Deliverables**

- Drawings, specifications, and any associated technical data (calculations, suggested manufacturers' products, photographs, etc.) necessary to communicate the concepts considered and to support and final recommendations.
- Budget estimate of total project costs including demolition and abatement costs, construction costs, A/E fees, FF&E, contingency, escalation, administrative and bonding costs, and school grant reimbursement. This cost estimate shall be prepared by a third party estimator acting as a consultant to the architect. The fee for this work shall be included in the architect's fee proposal.
- A proposed schedule for accomplishment.
- Educational Specifications and other required documentation necessary to comply with the State of Connecticut Department of Education requirements for grant eligibility.

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 Architect's office, Town or BoE 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 and Glastonbury Board of Education, 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/BoE.

### 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 \$5,000,000 each occurrence or per claim. The Town of Glastonbury and Glastonbury Board of Education, its employees and agents are Additional Insureds for this specific 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, and statutory Worker's Compensation and Employer's 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 evidence all required coverage including the Additional Insured and Waiver of Subrogation.

The awarded respondent will be responsible to provide written notice to the Owner 30 days prior to cancellation of any insurance policy.

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town/Board of Education 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/RFP and you are capable of performing the work to achieve the Town objectives.

There will be a mandatory pre-proposal meeting held at the Glastonbury Town Hall, Town Council Chambers, 2155 Main Street, Glastonbury, CT. 06033 on January 12, 2011 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 January 19, 2011. 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/PROPOSAL  
TOWN OF GLASTONBURY  
ARCHITECT/ENGINEERING SERVICES  
GLASTONBURY PUBLIC SCHOOLS CENTRAL OFFICE/ALTERNATE EDUCATION  
PROGRAM FACILITY STUDY  
RPGL # 2011-17  
DATE: JANUARY 19, 2011  
TIME: 11:00 AM**

**B. Submission Requirements**

**All respondents are required to submit a Statement of Qualifications (six copies) in the format outlined below.**

**1. 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/BoE reserves the right to reject responses which do not follow the format given, which shall be deemed non-responsive.**

▪ Table of Contents	Table of contents to include clear identification of the material provided by section and number (1 page).
▪ Letter of Transmittal	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)
▪ Executive Summary	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)
▪ Synopsis of the Respondent	Describe the respondent's organization. Specify the personnel (including years of experience in their current position, municipalities/BoEs served and their roles providing these services) and equipment to be assigned

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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 any consultants the architect intends to use in performing the work. Include in that list the name of the third party cost estimator to be used. Indicate contact person for the proposal, including telephone and fax numbers and e-mail address. (Synopsis: 2 pages, Appendix: as required)

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▪ **Qualifications**

Provide a copy of the firm's architectural license. Complete the Attachment 1 form listing, as line items 1 through 3, the three public school projects satisfying the criteria listed in Section 1., Paragraph C.

Provide, on Attachment 1, information for additional projects that demonstrate the respondent's ability to satisfy the additional criteria listed in Section 1., Paragraph C. List those projects as line items 4 and below on Attachment 1.

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.

The Town/BoE reserves the right to contact the project owner organizations regarding the services performed by the firm. (License and Attachment 1: 2 pages, Appendix: as required)

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▪ **Approach to the Project**

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

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▪ **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)

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<ul style="list-style-type: none"> <li>▪ Code of Ethics</li> </ul>	<p>Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8<sup>th</sup>, 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 <a href="http://www.glastonbury-ct.gov">www.glastonbury-ct.gov</a>. Upon entering the website click on Bids &amp; 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.</p>
<ul style="list-style-type: none"> <li>▪ Proposal Response Form</li> </ul>	Attachment 2
<ul style="list-style-type: none"> <li>▪ Signed Non-Collusion Statement</li> </ul>	Attachment 3

Note: The Town of Glastonbury is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Respondents are encouraged to submit RFP responses that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the RFP for review. All proposal pages should be secured with a binder clip, staple or elastic band, and shall not be submitted in plastic binders or covers, nor shall the proposal contain any plastic inserts or pages. We appreciate your efforts towards a greener environment.

Failure to include any of the above-referenced items in the submitted PROPOSAL may be grounds for disqualifying said proposal.

2. A fee proposal for the work shall be requested of short-listed firms following the scoring, ranking, and, if necessary, interviews of proposers and shall include all disciplines necessary to accomplish the work outlined in the descriptions. More detailed requirements of the fee proposal will be provided with the request.

### **C. Contacts**

For administrative RFQ/RFP 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) 368-2233

Specific contract 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](http://www.glastonbury-ct.gov) (Upon entering the website click on Bids & RFPs). It is the respondent's responsibility to check the website for addenda prior to submission of any proposal.

Note: Responses to requests for more specific contract information than is contained in the RFQ/RFP 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 January 19, 2011 at 11:00 AM. See Section 3, "Submission Requirements and Administrative," for details. Fee proposals will be requested, subsequently, of short-listed firms.

**LATE PROPOSALS WILL NOT BE ACCEPTED.**

### **F. Schedule of RFQ/RFP Events**

Publicize RFQ/RFP  
Mandatory Pre-proposal Meeting  
RFQ Response Due Date

December 22, 2010  
January 12, 2011 @ 10:00 AM  
January 19, 2011 @ 11:00 AM

Review and Evaluation of Proposals  
Interviews with Top Respondents  
Selection of Consultant  
Contract Effective Date

O/A January 24, 2011  
O/A week of January 31, 2011  
TBD  
TBD

## **Section 4 - Selection Process**

### **A. Selection Process**

The following process will be employed to select the consultant.

- Interested consultants shall submit Statements of Qualifications to best communicate the respondent's ability to meet or exceed the requirements of the RFQ/RFP. The Statement of Qualifications shall be in the format outlined in Section 3. A clearly marked original plus six (6) copies of the Statement of Qualifications shall be provided.
- Statements of Qualifications shall undergo an evaluation by a five member selection committee appointed by the Town. The committee shall develop a short list of respondents for interview.
- The committee may interview the short list of firms in order to provide a recommendation to the awarding authority.
- Fee proposals will be requested from the proposer(s) determined to be the best qualified for the work. The Town Manager may interview some or all of best qualified firms and will make a final determination of award.

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 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.

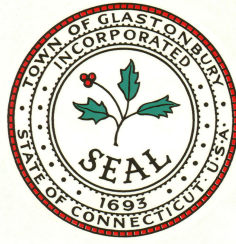
**END OF REQUEST FOR PROPOSAL TEXT**

### List of Qualifying Projects

Consultant Name \_\_\_\_\_

Line No.	Project Title	State of CT Project # (if applicable)	Owner	Owner Point of Contact Name/Phone #	Project Budget	Month/Year Of Occupancy
1						
2						
3						
4						

Attachment 2



**TOWN OF GLASTONBURY/GLASTONBURY BOE BID / PROPOSAL**

**DATE ADVERTISED** Dec. 22, 2010 **RPGL #** 2011-17  
**DATE/ TIME DUE** January 19, 2011 @ 11:00 AM

**NAME OF PROJECT** TOWN OF GLASTONBURY PUBLIC SCHOOLS CENTRAL OFFICE/ALTERNATE EDUCATION PROGRAM FACILITY STUDY

**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: \_\_\_\_\_

<b>Type or Print Name of Individual</b>	<b>Doing Business as (Trade Name)</b>
<b>Signature of Individual</b>	<b>Street Address</b>
<b>Title</b>	<b>City, State, Zip Code</b>
<b>Date</b>	<b>Telephone Number / Fax Number</b>
<b>E:mail Address</b>	<b>SS # or TIN#</b>

**Attachment 3**

**TOWN OF GLASTONBURY  
GLASTONBURY PUBLIC SCHOOLS CENTRAL OFFICE/ALTERNATE EDUCATION  
PROGRAM FACILITY STUDY  
ARCHITECT/ENGINEERING SERVICES  
RPGL # 2011-17**

**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: \_\_\_\_\_