

**TOWN OF GLASTONBURY
PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS
CONSULTANT SERVICES FOR SPACE PLANNING/DESIGN STUDY
WELLES-TURNER MEMORIAL LIBRARY
RPGL-2014-29**

The Town of Glastonbury is seeking Request for Qualifications from individuals /architectural firms to provide space planning and design services to reconfigure space needs at Welles-Turner Memorial Library.

There will be an optional Pre-Proposal Meeting held at Welles-Turner Memorial Library, 2407 Main St. Glastonbury, CT 06033 on **March 4, 2014 at 10 AM.**

Proposals must be submitted to the office of the Purchasing Agent no later than **March 12, 2014 @ 11 AM.**

LATE PROPOSALS WILL NOT BE CONSIDERED. COPIES OF THE PROPOSAL ARE AVBAILABLE ON THE TOWN'S WEBSITE AT www.glastonbury-ct.gov

Mary F. Visone
Purchasing Agent

REQUEST FOR QUALIFICATIONS

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Attachments

- Attachment A-Town of Glastonbury Response Page
- Attachment B – Statement of Non-Collusion

SECTION I-GENERAL INFORMATION

Purpose

The purpose of this project is to upgrade, rearrange and refresh the current building to accommodate contemporary and emerging library service patterns. Changes in customer use, technology, ergonomics, accessibility and functionality require modifications in the building. Straightforward design improvements are not expected to require major construction. Appearance and finish upgrades and furniture and fixtures will be the primary means of achieving project goals. The Library expects to remain open to the public throughout the project, with the understanding that certain services may be interrupted or limited at times.

Background

The Welles-Turner Memorial Library is a department of the Town of Glastonbury. It serves a population of 34,454; Fifty percent of the population has library cards. It is an active library with approximately 370,000 people visiting each year. The current physical collection contains about 154,000 items and the library has a growing digital collection. Around 700 programs for all ages are offered each year and attract about 14,000 participants. There are 30 public access computers that see about 34,000 sessions each year. The Library is in the process of implementing a Radio Frequency IDentification (RFID)-shelf-check system.

The library opened in its current location in 1952. There have been two (2) expansions since then; the last one was in 1998. The current square footage is 33,797.

SECTION II-CONSIDERATIONS AND RESTRICTIONS

Scope of Work

1. Working with staff, conduct a space needs and workflow analysis of the existing library facility to determine optimal physical space to meet the library's current and future needs. Potential enhancements include but are not limited to:
 - a. Computer lab
 - b. Business center
 - c. Redesigned service desks and staff areas, incorporating self-check stations as well as self-pickup of library holds.
 - d. Automated materials handling system
 - e. Comfortable seating and gathering spaces
 - f. Energy efficient and conservation-oriented improvements
 - g. Revised arrangement of library collection and services for children, teens, and adults including computers, seating areas, group study and meeting areas.

- h. Possible program use of outside space (patio and children's courtyard)
 - i. Collaborative space
2. Provide floor plans for proposed design(s).
3. Assist staff with completing the CT State Library's Space Planning Guide when it becomes available in June 2014.
4. Identify additional space for building expansion, if any exists on current site.
5. Provide cost estimates for the space planning / design study. 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.

SECTION III – SUBMISSION OF PROPOSAL

MINIMUM REQUIREMENTS

- Vendor will be licensed by the State of Connecticut to perform the work required and involved.
- Vendor shall have an assigned project manager to oversee this work and act as liaison to the Town.
- Vendor shall demonstrate sufficient staff resources to perform the work.
- Vendor shall have demonstrated experience in designing flexible space for 21st century libraries. This shall include interior rearrangement and renovations within the last five (5) years.

TERM OF SERVICE

The selected firm 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 6 months of overall time for the project described herein including data collection, meetings, consultant preparation, etc. The Town of Glastonbury reserves the right to cancel this proposal process at any time should any of the following 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.

SITE INSPECTION

An optional site inspection is scheduled for **March 4, 2014 at 10 AM** at the Welles-Turner Memorial Library, 2407 Main St. Glastonbury, CT 06033.

PROPOSAL INSTRUCTIONS

By submitting a proposal you represent that you have thoroughly examined and become familiar with the Scope of Work outline in this RFQ and you are capable of performing the work to meet the Town's objectives.

All firms are required to submit a **clearly marked original** and six (6) copies of their proposal to Mary F. Visone, Purchasing Agent, and 2155 Main Street, Glastonbury, CT 06033 by the date and time listed in the proposal response page. All proposals will be opened publicly and recorded as received. Respondents may be present at the opening; however, there will be no public reading of Proposals. Proposals received later than the time and date specified will not be considered. The proposal must be submitted in a sealed envelope or package and the outside shall be clearly marked as follows:

**SEALED REQUEST FOR QUALIFICATIONS
PROCUREMENT NOTICE
CONSULTANT SERVICES FOR SPACE PLANNING STUDY / DESIGN STUDY
WELLES-TURNER MEMORIAL LIBRARY
RPGL-2014-29
March 12, 2014
Time – 11:00 AM**

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 and telephone number of person(s) to be contacted for further information or clarification.
4. Copy of State of Connecticut license to perform the work required and involved if required.

5. Name and qualifications of assigned project manager and a list of staff members who would be involved with the project including their assigned roles and a description of their background and experience.
6. A background statement including a description of relevant experience of the firm/individual submitting the proposal.
7. Respondent shall provide a list of 3-5 references and examples of previous similar projects successfully completed with the last five (5) years with the contact name, address and telephone number of the owners' representative in each project.
8. A concluding statement as to why the respondent is best qualified to meet the needs of the Town. Including the architect's ability to build consensus with the library community.
9. Proposal Response Form (**ATTACHMENT A**).
10. 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.
11. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003. 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 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 **Code of Ethics** and the **Consultant 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 bid/proposal
12. Statement of Non-Collusion (**ATTACHMENT B**).
13. Any technical questions regarding this RFQ shall be made in writing and directed to Barbara Bailey, Library Director via e-mail at barbara.bailey@glastonbury-ct.gov. Administrative questions should be directed to Mary Visone, Purchasing Agent at 860-752-7588 or 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 & 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 that 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.

14. 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 RFQ responses that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the RFQ 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.

EVALUATION CRITERIA

- The Town of Glastonbury shall select the most responsible and responsive proposal which is determined by the Town to be the best suited and most advantageous to the Town on the basis of the criteria included in this Request for Qualifications. The Town expressly reserves the right to negotiate with the selected Proposer prior to an award of any contract pursuant to this RFQ. The following factors will be considered by the Town when evaluating proposals:
 - Licensed by the State of Connecticut to perform the work required and involved.
 - Experience and qualifications of individual/firm, including experience in public library space planning and/or building projects; and demonstrated sufficient staff resources to perform the work.
 - Responsiveness and completeness of the Statement of Qualification.
 - Understanding of project scope.
 - Architect's ability to build consensus with the library community.

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 any additional services, 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.

- An Evaluation 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 the RFQ.
- Following review and evaluation of proposals, the Town reserves the right to request certain additional information. Based on review and rating of proposals, if determined to be necessary, short list of respondents may be invited to interview with the Town Selection Committee.
- Additional technical and/or cost information may be requested from any respondent by the Evaluation Committee prior to, during, or after the interview for clarification purposes, but in no way changes the original proposal submitted. Interviews are at the option of the Evaluation Committee and may or may not be conducted.
- Based on the results of the interview process, the Town will review the Scope of Services, and other factors with the top-rated firm(s) and negotiate a specific agreement based on these discussions.
- The selected respondent will be issued a purchase order to perform the work.

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	February 24, 2014
Optional Pre-Proposal Meeting	March 4, 2014 @ 10 AM
RFQ Due Date	March 12, 2014 @ 11 AM
Shortlist of Submittals Received	April 1, 2014
Interviews with Top Respondents	Week of April 7, 2014
Contract Effective Date	TBD

INSURANCE

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

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Limit of Liability for Bodily Injury and Building Damage:
Per Accident \$1,000,000

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 Consultant(s) will be responsible to provide written notice to the Owner 30 days prior to cancellation of any insurance policy.

- The Consultant 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 Consultant 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 Consultant shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The awarded Consultant(s) will be responsible to provide written notice to the Owner 30 days prior to cancellation of any insurance policy. The Certificate shall evidence all required coverage including the Additional Insured on the General Liability and Auto Liability policies and Waiver of Subrogation on the General Liability policy. The Consultant 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 the Board of Education and their respective 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.

As to any and all claims against the Town or any of its consultants, agents or employees by any employee of Consultant, by any person or organization directly or indirectly employed by Consultant to perform or furnish any of the work, or by anyone for whose acts Consultant may be liable, the indemnification obligation stated herein shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Consultant under worker's or workman's compensation acts, disability benefit acts or other employee benefit acts.

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

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WELLES-TURNER MEMORIAL LIBRARY
RPGL-2014-29**

**ATTACHMENT A
PROPOSAL RESPONSE PAGE**

**TOWN OF GLASTONBURY
PROPOSAL**

RPGL # 2014-29

DATE ADVERTISED February 24, 2014 DATE / TIME DUE March 12, 2014 @ 11 AM

**CONSULTANT SERVICES FOR SPACE PLANNING / DESIGN
STUDY- WELLES-TURNER MEMORIAL LIBRARY**

NAME OF 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
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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: _____