

Town of Newington
Request for Proposals

Legal Notice

The Town of Newington is requesting qualification statements, leading to proposals, from engineering consultants and landscape architects to provide conceptual designs regarding proposed renovations and improvements to Churchill Park, located on Main Street in Newington. Information and proposal requirements are available in the Town Manager's Office, 131 Cedar Street, Newington, CT 06111 and on the Town's website, www.newingtonct.gov, under Doing Business, Current Bids. Qualification statements will be received in the Town Manager's Office until 4:00 p.m., on March 25, 2015. The Town reserves the right to reject any or all proposals.

John L. Salomone
Town Manager

RFP No. 2, 2014-15

TOWN OF NEWINGTON
REQUEST FOR PROPOSALS

CHURCHILL PARK IMPROVEMENTS PROFESSIONAL SERVICES

I. GENERAL INFORMATION

The Town of Newington is requesting qualification statements, leading to proposals, from engineering consultants to provide conceptual designs and estimates for improvements to Churchill Park. If the project is funded the Town may choose to also have the respondent selected to provide conceptual designs continue on to design, provide cost estimates, and prepare bid/contract plans and documents to successfully implement improvements to Churchill Park in Newington. This project will result in the reconfiguration of the access to, and the amenities of, the park.

II. BACKGROUND AND SCOPE OF WORK

- A. Churchill Park is located on Main Street in Newington in a highly visible location a short distance from the Berlin Turnpike. The Town of Newington is contemplating improvements throughout the park. The park holds one of the Town's two outdoor pools and is also used extensively for picnics and social gatherings, softball and many other recreational activities.
- B. The conceptual design services for this project will address all major areas of the park. These will include consideration of reconstruction of the pool, creation of a spray park, and renovation of the bathhouse; studies of the pond, traffic infrastructure and pavilions to determine what improvements would be appropriate; renovation of the entrances, signage, security, pedestrian pathways, site lighting and site furnishings; renovations to the softball field, playground area, volleyball courts, tennis courts and basketball courts; and the creation of other new amenities, such as a small dog park and/or an Americans with Disabilities Act compliant connection to nearby Clem Lemire Park, that will enhance the quality and variety of recreational opportunities available at the park.
- C. Once conceptual design plans are completed, accepted by the Town, and funding for their implementation has been approved, the Town will determine if it wishes to continue to use the consultant selected to complete the conceptual design or if it will retain a different consultant for the balance of the project.
- D. If the Town chooses to continue with the consultant retained to complete the conceptual design, that consultant will develop plans and specifications which will allow the Town the opportunity to accomplish the project within an allotted budget that has yet to be determined. The consultant will also be expected to attend meetings with the Superintendent of Parks and Recreation and Town Engineer as well as the Board of Parks and Recreation, any Project Building Committee meetings, attend other public meetings as may be needed, and to assist the Superintendent with information or drawings to meet any requests for information presented by either the Town Plan and Zoning Commission or the Conservation Commission.

- E. A tentative schedule for this project is to have a design consultant on board in April 2015 so that preliminary design of the project can take place in the late spring and summer. This will allow the project to go for budget consideration in the fall and winter 2015-16 and, if that is successful, out to bid in the spring of 2016.
- F. The Town has retained a firm to complete a T-2 topographic survey of the park, to include all utilities and existing features, a soil scientist survey, and mapping of inland wetland soils and watercourses. The results of that survey will be provided to the respondent selected to provide the conceptual design services for the renovations and improvements to Churchill Park.
- G. The Town will expect the Consultant that is selected to conduct discussions with the State of Connecticut Department of Transportation regarding re-designing the entrances to the park, and related signage and traffic markings.
- H. The Town will expect the Consultant that is selected to include in their scope of work preliminary analysis and design of drainage infrastructure within or affecting the park, and to include Low Impact Development methods and techniques as part of their storm water analysis and proposed improvements.
- I. The consultant shall gather all pertinent information relative to the project with the intent of developing a clear understanding of the needs of the Town. Additional information will be gathered from interviews with Town personnel and examination of the T-2 survey, as well as a detailed walk through and thorough review of the entire area.
- J. After information gathering has been completed, the selected respondent will develop and present alternative program scenarios to satisfy the needs within any financial constraints identified. These program scenarios will include scope identification, cost estimates, schedule information, simple plans and back up information as needed. Preliminary plans and cost estimates will then be presented and revised as requested by the Town. Presentation will be made, at a minimum, to the Superintendent and the Board of Parks and Recreation, and potentially, to the Town Council. The estimate of construction costs will occur prior to acceptance of the conceptual design by the Town.
- K. After acceptance of the conceptual design by the Town, funding by the Town Council would be required. It is also anticipated that a Project Building Committee would be created. Any Project Building Committee would be required by ordinance to select an architect/engineer. If the Town and/or the Project Building Committee choose to continue to use the selected respondent, that firm will be expected to assist Town staff and part time oversight organizations such as the Town Council, the Board of Parks and Recreation, and the Project Building Committee through the completion of this project by providing continuous technical assistance. If the selected respondent is chosen to continue on this project, the items of the next section (Section III) will be included in their Scope of Services.

III. POST CONCEPTUAL DESIGN SERVICES

- A. Following written notice that the selected respondent is to continue work on this project, the selected respondent will begin the development of project

designs and specifications. As needed, interim updates and progress meetings will be held with the Project Building Committee to communicate design progress, address any issues or questions, confirm financial and schedule compliance, etc.

- B. Final specifications shall be included for all materials, equipment and requirements of the project. A professional landscape architect or engineer who is licensed in the State of Connecticut shall prepare all plans. The plans will be submitted to the appropriate Town officials for review and approval. Copies of the final approved plans and specifications, sealed by the professional landscape architect or engineer, shall be provided to the Town of Newington for use in the bid process. Associated detailed cost estimates shall be prepared and submitted to the Town based on the final plans and specifications.
- C. Following receipt of authorization to proceed from the Town, the selected respondent will coordinate all bid activities with the Town. The Town's boilerplate specifications shall be included in the bid documents. The Town shall distribute invitations to bid as well as place the legal advertisement in the newspaper. Either the Town or the printer of the plans and specifications will be the sole source for the distribution of bid documents and addenda.
- D. The selected respondent will attend and supervise any and all pre-bid conferences and answer any inquiries regarding the plans and specifications during the bid process. Any necessary addenda needed during the bid process will be prepared by the selected respondent and provided to the Town and the printer of the plans and specifications for distribution. Also, the selected respondent will respond to and make recommendations concerning the suitability of any alternate equipment, material, or methods proposed.
- E. Upon bid submittal, the selected respondent will review all bids received as well as bidder qualifications and references of the lowest bidders. A recommendation regarding the lowest bidders' ability to perform the work and to conform to the standards established in the bid documents will be made.
- F. During the construction phase, the selected respondent will provide on-site periodic (as often as weekly) project supervision. This will include the preparation and submission of written inspection reports, if requested by the Town, for all phases of the construction.
- G. The selected respondent will review and approve shop drawings, material samples, subcontractor's qualifications, and any other submission for compliance with the specifications. Also, draft any and all change orders for signature approval by the Town and the construction contractor, review and approve the construction contractor's applications for payment, attend, record and distribute minutes for regularly scheduled job meetings, and attend Project Building Committee meetings. The selected respondent will determine contract completion, recommend project acceptance, and perform other standard architectural/engineering services related to this project.
- H. The selected respondent will be fully responsible to monitor and oversee proper adherence to all environmental regulations and requirements applicable to the project.

IV. SELECTION PROCESS AND FEES

- A. The Town will review the qualification statements and develop a short list of firms to be interviewed by Town staff. During the evaluation process the Town reserves the right, where it may serve the Town's best interest, to request additional information or clarifications from respondents, or to allow corrections of errors or omissions. Following interviews a recommendation will be made to the Newington Town Manager.
- B. Responses will be evaluated and a short list of firms to be invited to oral interviews will be developed based on design and technical competence, the capacity and capability to perform the work within the time allotted, past record of performance, knowledge of wetlands requirements, and Town procedures.
- C. Only shortlisted firms who have been invited for interviews shall provide fees. The conceptual design fee will be negotiated on a Lump Sum basis. Fees for any subsequent services, including design development, bidding, and any construction inspection and/or contract administration fees will be negotiated on a cost-plus basis. For the purposes of clarity, the Town defines "cost plus" to be a percentage of the construction cost of the lowest responsible bid.
- D. Firms responding to this request for proposals should be of adequate size and sufficiently staffed to perform the assignment described above. The selected firm must meet all Town, State and Federal affirmative action and equal employment opportunity practices. The Town's requirements are stated in Section V. A. below.
- E. When fees are requested, firms responding should not include the cost in their fee for topographic survey work. Firms that are asked to provide fees should also not include geotechnical engineering services, as the Town intends to contract separately for these directly with a geotechnical engineering firm. The fee proposal should, however, include an estimate of the number of borings and test pits that will be anticipated.

V. GENERAL REQUIREMENTS

In order to provide the requested services to the Town, the respondent must be able to demonstrate the expertise and flexibility necessary to successfully complete this work. Services shall only be provided after written authorization is received from the Town. "The Contractor" below refers to the engineering firm that is selected as a result of this Request for Proposals.

A. NONDISCRIMINATION

The Contractor shall agree and warrant that it will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town of Newington.

B. HOLD HARMLESS

The Contractor agrees to indemnify, defend and hold harmless the Town of Newington and its respective officers, employees, agents and/or servants against all demands, claims, actions or causes of actions, losses, damages, liabilities, costs and expenses, including without limitation, interest, penalties, court costs and reasonable attorney's fees, asserted against, resultant to, imposed upon or incurred by the Town of Newington resulting from or arising out of:

1. Any breach by the Contractor of the terms of the specifications, or
2. Any injuries (including death) sustained by or alleged to have been sustained by the officers, employees, agents and/or servants of the Town of Newington or the Contractor or subcontractors or material men, or
3. Any injuries (including death) sustained by or alleged to have been sustained by any member of the public or otherwise any or all persons, or
4. Any damage to property, real or personal, (including property of the Town of Newington or its respective officers, agents and servants) caused in whole or in part by the acts or omissions of the Contractor any subcontractor or any material men or anyone directly or indirectly employed by them while engaged in the performance of any work for the Town of Newington.

C. CONTRACT

The Town will only award and enter into contract with one principal firm, which shall be the Consulting Engineer or Landscape Architect for this project. This contract shall not allow for the use of arbitration as a method for resolving disputes. In addition, the Town shall be the owner of all drawings, plans, specifications, work products and instruments of service developed and paid for by the Town as the result of this Request for Proposals.

D. EXPENSES

Fees are not part of the initial submittal package. When fees are requested all charges for overhead, insurance, travel, telephone calls, postage, shipping, photocopies, and any other miscellaneous expenses shall be included in the lump sum figure and any subsequent cost-plus percentage. The Town will not make separate payments for reimbursable items. The Town intends to pay the printer directly for the printing of any plans and specifications used for bid documents.

E. INSURANCE

The Consultant shall furnish a certificate of insurance to the Town Manager for the following insurance coverage within ten (10) days from contract execution. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions.

Such certificate of insurance shall specify that the Town of Newington will receive thirty (30) days notice of any cancellation, non-renewal or reduction in coverage and limits originally provided.

1. Commercial General Liability including Premises-Operations, Independent Contractors, Blanket Contractual, Products and Completed Operations:

\$1,000,000 Each Occurrence
\$2,000,000 Aggregate

Combined Single Limit for personal injury or property damage or both combined.

Such policy shall name the Town as additional insured.

2. Comprehensive Automobile Liability covering owned, non-owned, hired or leased vehicles.

\$1,000,000 Each Accident

Combined Single Limit for bodily injury or property damage or both combined.

3. Workers Compensation Insurance in accordance with Connecticut State Statutes.

Employers' Liability Limit - \$100,000.

F. OTHER

The Town reserves the right to waive informalities or to reject any or all proposals when such action is deemed to be in the best interests of the Town. The Town reserves the right to delete such items as it deems necessary from these proposals. All exceptions of the respondent to the terms and specifications of this RFP shall be made in writing and submitted in full with the proposal. For all other terms and specifications, submission of a proposal constitutes acceptance by the respondent. The Town reserves the sole right to reject proposals which contain exceptions that are unacceptable. The Town reserves the right to utilize some, all, or none of the various services identified in this RFP. All services performed shall be to the satisfaction of the Town Manager. The Town reserves the right to terminate any agreement upon ten (10) calendar days notice of failure by the respondent to provide service to the satisfaction of the Town Manager.

VI. SUBMITTALS

Landscape architect and/or consulting engineering firms wishing to be considered shall submit three (3) copies of their concisely worded submittal package, consisting of a letter of interest, together with general information on the firm and proposed sub consultants, the firm's brochure, experience of the firm, and a resume of key personnel. Submittals shall be based on the format and requirements set forth in this Request for Proposals. These shall be addressed to:

Town Manager's Office
131 Cedar Street
Newington, CT 06111

Submittals shall be accepted until 4:00 pm. on March 25, 2015. All submittals shall be clearly labeled "RFP No. 2, 2014-15, Churchill Park Improvements Professional Services."

VII. CONTACT

Respondents with questions regarding the submission requirements may contact Jeff Baron, Director of Administrative Services, Town of Newington, 131 Cedar Street, Newington, CT 06111, telephone (860) 665-8513, fax (860) 665-8507. Office hours are 8:30 to 4:30, Monday through Friday. All questions shall be presented at least 72 hours prior to the response deadline to allow for sufficient time to draft and post addenda. Any addenda shall be posted on the Town's website, www.newingtonct.gov, under Doing Business, Current Bids, at least 48 hours prior to the response deadline.