

Town of Newington
Request for Proposals

The Town of Newington is requesting qualification statements and proposals from experienced architectural firms for professional services related to the renovation of Newington Town Hall and the construction of a new community center. All qualification statements and proposals must be submitted in accordance with Town specifications, which are available in the Town Manager's Office, 131 Cedar Street, Newington, CT 06111 and on the Town's website, www.newingtonct.gov, in the Doing Business, Current Bids section. Qualification statements will be received until 2:30 p.m. on June 25, 2013. The Town reserves the right to reject any or all submittals.

John L. Salomone
Town Manager

RFP No. 9, 2012-13

TOWN OF NEWINGTON

REQUEST FOR PROPOSALS

TOWN HALL RENOVATION AND COMMUNITY CENTER
ARCHITECTURAL SERVICES

I. GENERAL INFORMATION

- A. The Town of Newington is requesting qualification statements from experienced architectural firms for professional services related to renovation of the Newington Town Hall and the construction of a new Community Center at a location designated by the Town. The Town, at its sole option, may choose to continue to use the firm selected through this Request for Proposals for any remaining phases of this project. The Town seeks to renovate a significant portion of the existing Town Hall, located at 131 Cedar Street. It also wishes to build a new Community Center for the Parks and Recreation Department, relocating the existing Mortensen Community Center that is currently part of the Town Hall to a site within the surrounding Town owned campus. Professional services shall be required as described in the scope of services below. Town Hall includes the Town's general government offices and operations (excluding public safety, the library, the senior and disabled center, the parks garage and the highway garage), the Board of Education's administrative offices, and the Board of Education's Transition Academy. Funding approval for the renovations and the Community Center will require the passage of a town-wide referendum.
- B. The Town Hall Renovations and Community Center project will be constructed by Downes Construction Company of New Britain, who has been chosen by the Town as the Construction Manager at Risk. Oversight of the project by the Town will be under the overall direction of the Town Manager and the project building committee that has been appointed to work with the selected respondent. Other Town staff will also be assigned to assist with this project. The Town intends to have a guaranteed maximum price from the Construction Manager at Risk by December 1, 2013, in order to hold a referendum in February 2014 and to begin construction in the summer of 2014. The Town is looking to have both the Town Hall renovations and the construction of the Community Center completed within sixteen months after the start of construction. The Town is seeking proposals from qualified firms to join the project team and to provide the necessary services to deliver completion of the projects within the estimated project budget and within the proposed time schedule.
- C. The selected respondent will be expected to assist Town staff and part time oversight organizations such as the Town Council, the Board of Education, and the Project Building Committee through the completion of this project by providing continuous technical assistance. At a minimum, respondents should have designed and implemented projects of \$7 million or greater for at least three other communities in

Connecticut. Also, the respondents should have utilized solid engineering evaluation criteria to develop and design roofing systems and structural building modifications or alterations within existing buildings. Respondents should be able to provide references upon request and be able to provide the Town with a certificate of insurance showing coverage as specified below under section VIII Insurance. The Town will also seek errors and omissions coverage for an amount greater than or equal to \$1,000,000. The proposal should also identify the firm's familiarity and experience with State Department of Education procedures and requirements, the applicable building (BOCA) codes, NFPA codes, the Connecticut code and Connecticut amendments.

- D. The Town may choose to fund part of the project with a State of Connecticut Department of Education School Facilities grant. The firm selected will have demonstrated experience with School Facilities grants projects, shall be responsible for ensuring that all information for such grants is provided to the Town, shall attend Plan Completion Test (PCT) meetings with the State, and shall coordinate all of the activities to insure full grant reporting and grant reimbursement for all project related activity, and shall be responsible for submitting all approved change orders to the state in a timely manner. In the event the Town chooses to pursue a School Facilities grant, plans and specifications shall be written to meet all State requirements.
- E. The selected respondent will be required to provide periodic (as often as weekly) project supervision. The qualifications statement should include the qualifications of the person(s) who would be used in this capacity. The person who will be the supervisor/job captain/project architect should be clearly identified and his/her qualifications should also be included in the submittal. The selected respondent will present periodic briefings on the progress of the project to the Project Building Committee and the Project Supervisor at such times as the Town shall determine necessary.
- F. Multiple bids and/or multiple phases of the work in order to successfully address all issues may become necessary. The selected respondent must meet all Town, State and Federal affirmative action and equal employment opportunity practices. Firms responding to this request should have adequate size and be sufficiently staffed to perform this assignment, as described above. In addition to those services specified below, the selected respondent will provide any additional professional services that may arise and are deemed necessary by the Town.
- G. A new Community Center for use primarily by the Parks and Recreation Department and their programs is anticipated to be approximately 30,000 square feet in size and to be constructed where the existing youth soccer practice fields are located at the south end of Mill Pond Park, directly off Willard Avenue near Cross Street.
- H. Renovation of the existing approximately 95,000 square foot Town Hall is expected to reconfigure the space used by municipal and Board of Education departments, relocate the front entrance of the building to Garfield Street, enclose the old High

School courtyard, improve MEP infrastructure, provide increased building security, address code violations, replace window and roofing systems, and enhance resident access to services. The building will be occupied during all of the Town's normal hours of operation throughout the life of the project.

- I. Both sites will require related site improvements, including parking, lighting, driveways, sidewalks, landscaping and utility infrastructure.
- J. The Town general government and the Board of Education have an industrial hygienist firm already contracted through a separate selection process, EnviroMed Services of Meriden. The selected respondent shall coordinate their activity with EnviroMed Services and Downes Construction Company with respect to the testing and identification of hazardous materials; the development of specifications for abatement of hazardous materials; and the testing and oversight of the abatement contractor before, during and following any hazardous material abatement activity.
- K. The selected respondent shall coordinate its activity with the construction manager at the conclusion of the project to provide the Town with a diskette containing the as built drawings of both the Town Hall and the Community Center in an electronic format that is acceptable to all parties.

II. QUALIFICATIONS STATEMENT

A. Format and Contents

- 1. All responses to this Request for Proposals shall adhere to the requirements set forth herein. The qualification statement shall provide sufficient information to specifically address the areas that the Town will rate each firm on. These areas are: Specialized design and technical competence; capacity and capability to perform the work within the time allotted; past record of performance on contracts with the Town of Newington and other clients with respect to such factors as control of cost, quality of work and cooperation with the client; and knowledge of Federal, State, and Town procedures and requirements.
- 2. Submit a letter of interest summarizing the reasons your firm/team has the expertise, flexibility, and personnel available to most successfully complete the project.
- 3. Provide general information on the firm and all proposed sub-consultants with an organization chart showing the assignments for this project. Provide the relevant history of the firm and, in a concise narrative, summarize why the respondent's team is the best choice for this project. The Town reserves the right of approval of all team members and sub-consultants. The Town will separately procure and contract for the services of the following consultants: site surveyor, traffic engineer, geotechnical engineer, environmental remediation engineer, and structural peer review.

4. Provide project profile sheets of relevant project work, either completed or in progress. Include the year the project was completed, the square footage, the project cost, the names of the prime consultants, the key components of the project, and contact information for a subsequent Town reference check. The respondent's project profile sheets shall focus on municipal renovation projects at occupied sites and community recreation facilities, with a limit of five projects. Three of the five projects provided shall have a construction cost of \$7 million or greater. Provide a matrix illustrating the projects common to the proposed team members and team firms.
5. Provide a detailed listing of the qualified individuals who will be assigned to this project. The listing shall also reflect the method of internal management of the project that is necessary to insure efficient, cost effective use of staff. Resumes of all individuals to be associated with this project shall be provided. Resumes shall include similar experience and responsibility for that activity to be performed under this project.
6. Provide evidence of the minimum credentials, including Connecticut architect and engineering licenses, evidence the respondent meets the Town's insurance certificate requirements, a summary of both the respondent's current litigation and the respondent's litigation history for the past five years, any financial obligations to the Town of Newington, and the number of years or projects that each sub-consultant has worked with the respondent.
7. Project approach - discuss the ability of the firm/team to respond to the needs of the Town, particularly through the pre-referendum process. The design team will be required to provide conceptual designs and cycle of refinement in coordination with the budget work of the Construction Manager. Address the firm's skills and experience in similar municipal projects.
8. Fees should not be included in the respondent's initial submittal. Only finalists invited for interviews by the Town shall provide fees. Those who are interviewed shall be requested to identify the fees that will be charged to the Town. Those firms will be requested to provide fee proposals in accordance with Section V below.

III. SCOPE OF SERVICES

A. PRE-REFERENDUM PHASE

1. Gather all pertinent information relative to the project with the intent of developing a clear understanding of the needs. Additional information will be gathered from interviews with Town general government, including the Parks and Recreation Department and Facilities Maintenance Department staff, Board of Education personnel and the Project Building Committee as well as from a detailed walk

through and thorough review of the entire area where renovation is needed and new construction will take place, plus the adjacent roof, grounds, parking and athletic field areas.

2. Review and provide a written critique of the existing Space Needs Assessment. Perform department head interviews as necessary to recommend a final Program of Spaces.
3. Provide professional measurement and photographic services of the existing Town Hall prior renovation. There are limited existing records of the facility.
4. Complete both Preliminary Design and Schematic Design for the two buildings (Town Hall and Community Center) and site improvements to facilitate cost modeling by the Construction Manager in anticipation of the public referendum for funding, scheduled for February 2014.
5. 3D BIM (Three Dimensional Building Information Management) modeling of the concept with video animation adequate to convey the design intent to the public.
6. Support of the Town and the project team in publicizing the facts of the project to the voting public leading up to the referendum, with graphics of the design work and participation in public meetings.
7. Subsequent to the information gathering, the selected respondent may be asked to develop and present alternative program scenarios to satisfy the needs within any financial constraints identified by the construction manager at risk. Preliminary plans will then be presented and revised as requested. This presentation will be made at a minimum to the Project Building Committee, and potentially, to the Town Council and the Board of Education.

B. PRE-CONSTRUCTION PHASE

1. Upon completion of the pre-referendum process 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.
2. The selected respondent shall be responsible for Design Development. Any plans or blueprints of the Town Hall from previous projects will be made available to the selected respondent. The Town does not have these plans in a CAD format.
3. Construction documents, including a well defined Quality Control phase, shall be prepared. Final specifications shall be included for all materials, equipment and requirements of the project. A professional architect who is licensed in the State of

Connecticut shall prepare all plans. The plans will be submitted to Town officials, including both the Building Department and Fire Marshal's Office, for review and approval. Plans may also be submitted and reviewed with the Bureau of School Facilities. Copies of the final approved plans and specifications, sealed by the professional architect, shall be provided to the Town of Newington for use in the bid process. Coordinate with all State and local regulatory agencies as required to obtain all land use and waterways approvals, and to insure compliance with all applicable laws and codes.

4. The selected respondent shall assist in the preparation of cost estimates at the conclusion of each phase, in coordination with the Construction Manager.
5. The selected respondent shall provide and coordinate all services involving structural engineering (other than structural peer review), civil engineering (other than the site survey), landscape architecture, Mechanical, Electrical, Plumbing and Fire Protection Engineering, and technology systems design. Technology systems design shall include security, lighting, acoustics, and audio/visual equipment.

C. BID PHASE

1. 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.
2. 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.
3. 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.
4. Also, the selected respondent will respond to and make recommendations concerning the suitability of any alternate equipment, material, or methods proposed.

D. CONSTRUCTION PHASE

1. During the construction phase, the selected respondent will provide on site periodic (as often as weekly) construction administration representation. This will include the

preparation and submission of written inspection reports, if requested by the Town, for all phases of the construction.

2. 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 manager, 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, develop a punch list, recommend project acceptance, and perform other standard architectural services related to this project.
3. The selected respondent will assist in coordinating the activity of Enviro Med Services to monitor and oversee proper adherence to all environmental regulations and requirements applicable to the project.

IV. SELECTION PROCESS

- A. All firms wishing to be considered for this appointment shall submit ten (10) sets of qualification statements based on the format and requirements set forth in this request for proposals to the Town Manager's Office, 131 Cedar Street, Newington, CT 06111, before 2:30 p.m., on June 25, 2013. All submittals shall be clearly labeled "RFP No. 9, 2012-13, Town Hall Renovation Architectural Services". The Town reserves the right to reject any or all submittals.
- B. A preliminary screening will be performed and a list of qualified firms will be developed, based on the criteria contained above. Qualified firms will then be evaluated to determine the most responsible qualified proposers. Finalists will be requested to provide cost proposals, either before or during their interview with the Town. Following interviews, the Project Building Committee will make a recommendation to the Newington Town Council for formal action.
- C. Qualified firms will be evaluated based on the following criteria: Due consideration of the proposer's pricing; experience with work of a similar size and scope; organizational and team structure; past performance data, including adherence to project schedules and budgets and the number of change orders; approach to the work required for the contract and documented contract oversight capabilities; and criteria specific to the project. Selection will be limited to a pool of the most responsible qualified proposers as determined by the Project Building Committee. The Town will prepare a short list of firms to be interviewed. The Town may also request a second interview. The Town Manager's Office will set up all appointments for interviews.
- D. Each respondent shall be prepared to present, upon request by the Town, further evidence of experience, ability, service facilities, and/or financial standing.

- E. The selected respondent shall be the one determined by the Town to be the most responsible qualified proposer when considering price and the factors necessary for faithful performance of the work based on the criteria and scope of work included in this Request for Proposals. The Town, at its discretion, shall be the sole determinant of the most qualified proposer.

V. REQUEST FOR PROPOSALS

- A. Only those qualified firms selected by the Town to be interviewed shall submit cost proposals. This determination will be at the Town's sole discretion and shall be based on the criteria in section II.A.9. above. Those firms determined to be qualified and selected for interviews shall be notified by the Town in writing. The Town reserves the right to accept or reject any or all submittals and to act in its own best interest.
- B. The Town of Newington is exempt from payment of excise, transportation and sales taxes imposed by the State and Federal governments. All lump sum cost estimates contained in the proposal will be considered as "not to exceed" figures by the Town.
- C. Those who are interviewed shall be requested to identify the fees that will be charged to the Town. Those firms will be requested to provide an order of magnitude fee for professional services, expressed as a percentage of the \$14 million dollar estimated construction cost. Those firms shall also be asked to provide a separate fee proposal for services provided during the pre-referendum period that extends from approximately August 1, 2013 through February 15, 2014. All charges for overhead, insurance, travel, telephone calls, postage, shipping, photocopies, and any other miscellaneous expenses shall be included in the rates and fees for services requested above. The Town does not intend to make separate reimbursement payments for these items. The respondent shall state any assumptions made in developing their costs. This section shall also contain the firm's anticipated payment schedule.
- D. The proposal must be signed by an authorized official. The respondent's proposal shall identify the individual(s) having authority to negotiate and contractually bind the respondent. It shall also name the person to be contacted both during the period of evaluation of proposals and for prompt contract administration upon award of the contract. This information shall include name, title, address, fax and telephone numbers. In the event that the Town provides a fee proposal form, that form shall be completed and returned by the respondent by the time and in the manner identified by the Town.

VI. QUESTIONS

- A. There is no walk through of the building scheduled prior to the submittal of qualification statements. Questions regarding the selection process shall be addressed to Jeff Baron, Director of Administrative Services, 131 Cedar Street, Newington, CT 06111, telephone 860-665-8513, e-mail jbaron@newingtonct.gov. All questions shall be presented at least four business days prior to the response deadline to allow for the preparation and distribution of written addenda. Firms wishing to examine conditions at the Town Hall shall schedule an appointment with the Facilities Maintenance Department by calling 860-665-8570 in advance.
- B. Any addenda shall be posted on the Town's website, www.newingtonct.gov, in the Doing Business, Current Bids section at least two business days prior to the qualifications statement deadline. Any addenda issued after the Qualification Statement deadline shall be distributed directly to the firms that are being considered as finalists.

VII. OTHER

- A. Services to be provided under this RFP shall only be provided after written authorization is received from the Town. The Town of Newington reserves the right to utilize some, all, or none of the various services outlined herein.
- B. The Town reserves the right to reject any and all proposals when it deems such action is in the best interests of the Town and also to select a respondent that the Town determines best meets its needs. The Town further reserves the right to reject the proposal of any respondent who is in default of any prior contract for misrepresentation. The Town reserves the right to correct inaccurate awards resulting from its clerical errors. Proposals are subject to rejection in whole or in part if they limit or modify any of the terms, conditions and/or specifications of this Request for Proposals.
- C. All services performed as a result of this Request for Proposals shall be completed to the satisfaction of the Town Manager. The Town reserves the right to terminate any agreement within ten (10) calendar days written notice of failure by the respondent to provide service to the satisfaction of the Town Manager.
- D. All exceptions of the respondent to the terms and requirements of this Request for Proposal shall be made in writing and submitted in full with the qualification statement. For all other terms and requirements, submission of a qualification statement constitutes acceptance by the respondent.

- E. Costs and fees contained in the proposal will remain valid for a period of ninety (90) days after the closing date for submission of proposals and may be extended beyond that time by mutual agreement between the Town and the respondent.
- F. The Town of Newington is not liable for any cost incurred for any purpose prior to the execution of a signed contract. Any oral agreement or arrangement made by any respondent with the Town or any employee shall be superceded by the written agreement. The Town reserves the right to amend, extend, curtail or otherwise change the terms of the resultant contract prior to execution, upon determination that such action will be to the advantage of the project effort. No cost chargeable to the proposed contract may be incurred before receipt of either a fully executed contract or a specific written authorization from the Town Manager.
- G. All proposals and qualification statements submitted in response to this Request for Proposals shall be the sole property of the Town of Newington and subject to Freedom of Information laws and the Connecticut General Statutes. No report or document produced in whole or in part in connection with this project, whether acceptable or unacceptable, shall be the subject of an application for copyright by, or on behalf of, the respondent. The Town may make use of such material, including any idea contained therein, for such purposes as it may deem appropriate. The right to publish and distribute any report or document produced, or any part thereof, shall accrue to the Town of Newington without recourse.
- H. Submission of a proposal constitutes admission on the part of the respondent that the proposal submitted is not made in connection with any competing individual or firm submitting a separate response, and is in all respects fair and without collusion or fraud. It further constitutes admittance that the respondent did not participate in the Request for Proposals development process and had no knowledge of the specific contents of the Request for Proposals prior to its issuance, and that no employee of the Town participated directly or indirectly in the respondent's proposal preparation.
- I. All of the reports and documents prepared or assembled by the successful respondent in connection with this project shall be the property of the Town of Newington. The respondent shall not make them available to any individual or organization without the prior approval of the Town.
- J. 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, intellectual 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.

K. 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.

L. The contract that is produced as a result of this Request for Proposals may adhere to the AIA contractual format, but that format will be modified to remove arbitration as a method for dispute resolution, and to conform to the other requirements of this Request for Proposals.

VII. INSURANCE

A. The successful respondent 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

\$1,000,000 Aggregate

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

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, minimum of \$100,000.
4. Professional Liability - Errors and Omissions.

\$1,000,000 Minimum

- B. The certificate of insurance shall contain the project description and name the Town of Newington as an additional insured for Commercial General Liability coverage.