

Town of Newington  
Request for Proposals

The Town of Newington is requesting qualifications statements from experienced architectural firms for professional services related to roof replacement at the Newington Senior and Disabled Center, located at 120 Cedar Street. All qualifications statements and any subsequent 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](http://www.newingtonct.gov), in the Doing Business, Current Bids section. Qualifications statements will be received until 2:30 p.m. on May 8, 2013. The Town reserves the right to reject any or all submittals.

John L. Salomone  
Town Manager

RFP No. 10, 2012-13

## TOWN OF NEWINGTON

### REQUEST FOR PROPOSALS

#### SENIOR AND DISABLED CENTER ROOF REPLACEMENT ARCHITECTURAL SERVICES

##### I. GENERAL INFORMATION

- A. The Town of Newington is requesting qualification statements from experienced architectural firms for professional services related to roof replacement and related work at the Senior and Disabled Center, located at 120 Cedar Street, in Newington. The construction budget for the Center's roof replacement is \$ 700,000, which includes construction, contingency and testing fees. The project consists of a roof replacement at the Newington Senior and Disabled Center of approximately 37,000 square feet of roof over four levels. Also included in the project is the addition of a new pedestrian entrance canopy for the East entrance to the building. This new canopy will extend from the East entrance doors to the curb at the bus off load area, approximately thirty feet from the building. Professional services shall be required as described in the scope of services below.
- B. The selected architect/engineer will be required to provide drawings and technical specifications for the canopy installation as well as for the roof installation as a single design package. Designs are expected to include, but are not limited to, architectural, structural, electrical and all required site modifications for the new canopy installation. The design for the new canopy shall incorporate this addition as seismically independent from the existing building structure. The Senior and Disabled Center staff should be consulted during the design of the canopy.
- C. The replacement of the new roof anticipates a design to include removal of all existing roofing materials, flashings, curbs, etc., to provide for an entirely new roof membrane installation. It is anticipated that a new roof access hatchway to replace the existing one will be included in the design. Also included in the design shall be tapered insulation and roof drainage that is in accordance with current State of Connecticut Department of Education (even though the building is not a school) standards for roof slope, tapered insulation, and water runoff to roof drains. All roof decking will be inspected and replaced as necessary during the construction phase of the project and new roof drains and perimeter gutters are also anticipated as part of the design process.
- D. The Senior and Disabled Center roof replacement project will be carried out by the Town 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 be out to bid for this project by August 2013 and to have all roof replacement substantially completed by November 15, 2013.

- E. The selected respondent will be expected to assist Town staff and part time oversight organizations such as the Town Council, the Commission on Aging and Disabled, 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 similar flat roof replacement projects for at least three other municipalities in Connecticut. Also, the respondents should have utilized solid engineering evaluation criteria to develop and design roofing systems, entrance canopies and accompanying building modifications or alterations within existing municipal 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 the applicable building (IBC) codes, NFPA codes, the Connecticut code and Connecticut amendments.
- F. The project will be funded by the Town through its 2013-14 fiscal year Capital Improvement Plan. No funds will be available prior to July 1, 2013.
- G. 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.
- H. Construction costs for this project will be estimated by the selected respondent or a professional estimator retained by the selected respondent. \$700,000 has been included in the 2013-2014 Capital Improvements Plan for construction, contingency and testing. If the amount approved for 2013-2014 is not sufficient to address all roof issues, multiple bids and/or multiple phases of the work in order to successfully address all roof replacement 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.

- I. The Town has contracted with an environmental remediation engineer, Enviro Med Services of Meriden, through a separate selection process. The selected respondent shall coordinate their activity with Enviro Med Services 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. Enviro Med Services works for, and will be directly paid by, the Town.

## II. QUALIFICATIONS STATEMENT

### A. Format and Contents

1. All responses to this Request for Proposals shall adhere to the requirements set forth herein. The qualifications statement structure shall be as stated in this RFP.
2. In order to provide the requested service to the Town, the selected respondent must be able to demonstrate it has the expertise, flexibility, and personnel available to successfully complete the project.
3. The qualifications statement shall contain 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.
4. The qualifications statement shall demonstrate the ability of the firm to rapidly respond to the needs of the Town. If the respondent proposes a joint-venture approach, overall responsibility must be clearly identified, as well as a detailed plan of delineation of work assignments. The Town will only contract with one principal firm. Should the personnel of any firm not possess the requisite skills, the respondent may subcontract for the skills needed. The proposal shall indicate this intention and include the background on any such subconsultant. The Town reserves the right of approval of all subconsultants.
5. The qualification statement format should contain a letter of interest, together with general information on the firm and all proposed subconsultants, an organization chart showing the assignments for this project, current Federal GSA Form 330 or equivalent project profile sheets, demonstrating the size and the relevant experience of the firm(s), and the resumes of key personnel. The section containing the experience of the firm should address the firm's skills and experience in municipal flat roof replacement projects and other experiences previously mentioned in this document, as well as a description of work currently under contract with the firm. Each respondent shall identify what it feels are the five most similar projects that it has successfully completed, and for each provide the following: the construction

(Notice to Proceed) start date, the number of square feet of roof replaced, the substantial completion date, the final completion date, the dollar amount of the pre-bid estimate, the actual bid amount, the final construction cost, the number of change orders, and the combined dollar value of all change orders.

6. The section of the qualification statement providing general information on the firm and all proposed subconsultants should provide any relevant history of the firm and, in a concise narrative, summarize why the respondent's team is the best choice for this project. This section should also provide evidence of a Connecticut architect's license, evidence of the respondent to meet 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 subconsultant has worked with the respondent.
7. The section of the qualification statement related to project management should list the personnel that will be in charge of this project, what their specific roles are, provide their resumes and a summary of similar experiences as it relates to that individual's assignment on this project. Similar information with regards to any subconsultants should be provided. A description of how the respondent will deal each element of the work described in this RFP and the firm's ability to meet time schedules should also be included.
8. A description of how the project will be scheduled should be provided, with the time required for each item on the schedule identified. This section should include a timeline for completion of each stage/step of the process and an indication of the delivery dates for each deliverable. The Town will ultimately determine the actual timing and sequence of events resulting from this Request for Proposals. Assumptions with respect to the support that will be expected from the Town of Newington shall be clearly identified.
9. 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.

### III. SCOPE OF SERVICES

#### A. PROGRAM DEVELOPMENT

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 Facilities Maintenance Department and Senior and Disabled Center personnel and the Project Building Committee as well as from a detailed walk through and thorough review of the entire area where roof replacement is needed, plus the adjacent roof, grounds, parking lots and driveway areas. Any plans of the Senior and Disabled Center in the Town's possession will be provided to the successful respondent. These plans may be provided in an electronic format, but the Town does not have them in CAD. The successful respondent shall coordinate the taking of any test cuts and shall determine the quantity and location of those cuts.

2. Subsequent to the information gathering, 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 construction cost estimates 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 Commission on Aging and Disabled.

#### B. DESIGN AND SPECIFICATION PHASE

1. Upon completion of the program selection 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. 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. Copies of the final approved plans and specifications, sealed by the professional architect, shall be provided to the Town of Newington for acceptance by the Building Committee, acceptance by the Town Council, and 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. 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 successful respondent shall coordinate with the Town to clearly identify the minimum qualifications the bidders are to meet. 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. The Town will pay the printer for the sets of plans and specifications received by the design firm and the Town. Potential bidders will pay the printer directly for the sets of plans and specifications that they receive.

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) project supervision. 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 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, develop a punch list, recommend project acceptance, and perform other standard architectural services related to this project.
3. 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

- A. All firms wishing to be considered for this appointment shall submit eight (8) 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 May 8, 2013. All submittals shall be clearly labeled "RFP No. 10, 2012-13, Senior Center Roof Replacement

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. The Project Building Committee will determine which of the qualified firms will be invited to interview as a finalist. Qualified firms that are finalists will be requested to provide cost proposals. Following receipt of cost proposals and interviews, finalists will then be evaluated to determine which firm will be recommended to the Town Council for appointment as the Project Architect.
- 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. 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. The Town may also choose to negotiate aspects of the respondent’s fee.
- 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 firms determined by the Town to be qualified and selected as finalists shall submit cost proposals. This determination of whether a firm is qualified will be at the Town’s sole discretion and shall be based on the criteria in section II.A.9. above. 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. Only finalists who have been invited for interviews shall provide fee proposals. The design fee will be negotiated on a lump sum basis. The fee proposal shall also contain the firm's anticipated payment schedule, identifying the percentage of each phase (schematic phase through construction phase). This section shall also contain the firm's anticipated payment schedule. All charges for overhead, insurance, travel, telephone calls, postage, shipping, photocopies, reproductions and any other miscellaneous expenses shall be included in the fee presented. The Town does not intend to make separate reimbursement payments for these items. The respondent shall state any assumptions made in developing their costs.
- D. The fee 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.

## VI. QUESTIONS

- A. There is no walk through of the building scheduled prior to the submittal of qualification statements. Questions shall be addressed to Robert Korpak, Director of Facilities Management, 131 Cedar Street, Newington, CT 06111, telephone 860-665-8579. 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 Senior and Disabled Center shall schedule an appointment with the Facilities Maintenance Department at 860-665-8579 in advance.
- B. Any addenda shall be posted on the Town's website, [www.newingtonct.gov](http://www.newingtonct.gov), in the Doing Business, Current Bids section at least two days prior to the qualifications statement response deadline. Addenda issued after the selection of finalists shall be provided directly to each finalist by the Town.

## 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 superseded 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, 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.
- 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.