

TOWN OF SUFFIELD, CONNECTICUT
REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSALS
FOR
ARCHITECTURAL AND ENGINEERING DESIGN SERVICES
FOR A MUNICIPAL FACILITIES MASTER PLAN

October 26, 2020

The Town of Suffield, Connecticut, through its First Selectman and Superintendent of Schools, seeks a qualified consultant to prepare a Municipal Facilities Master Plan for the Town. This plan will assess the use and condition of select Municipal and Board of Education facilities and adjacent land to establish a priority, schedule, and budget for most effective use; modernization, replacement, or expansion that will create a framework for the Town's Capital Plan for the next ten (10) years.

You are invited to submit a sealed proposal for the Municipal Facilities Master Plan. The following documents will be received at the office of the Director of Planning & Development until 11:00 AM on Monday, November 16, 2020: A letter of interest along with a qualifications package and separate sealed fee proposal for the above-referenced services.

Due to the Coronavirus circumstance, a list of bidders will be shared via email after opening that morning. Proposals transmitted by facsimile will not be accepted. All responses received must be in a sealed envelope. Each envelope is to be marked on the front with the name of the bidder and project name: "Municipal Facilities Master Plan". No proposal will be accepted after the time set for the opening of proposals and no Bidder may withdraw his proposal within 60 days of opening thereof. The Town of Suffield reserves the right to waive any informality or to reject any or all proposals when such action is deemed in the best interest of the Town.

Any questions should be directed to Bill Hawkins at bhawkins@suffieldct.gov and **must be received by 4 PM Tuesday, November 5, 2020**. Answers to all RFQ/RFP questions will be posted by November 10, 2020 at 4 PM on the Town's website under the Capital Projects, RFPs & Bids section.

Non-discrimination in Employment: Bidders on this work will be required to comply with the President's Executive Order No. 11246. The Town of Suffield is an affirmative action and equal opportunity employer. Minority/Women's Business Enterprises are encouraged to apply.

TOWN OF SUFFIELD, CONNECTICUT
INFORMATION FOR BIDDERS
ARCHITECTURAL AND ENGINEERING DESIGN SERVICES
FOR A MUNICIPAL FACILITIES MASTER PLAN

1. TAX EXEMPTION
Purchase of materials for this project are exempt from Connecticut Sales tax.
2. BID SECURITY
Bid Bond is not required for this project.
3. PREVAILING WAGE
This is NOT a prevailing wage job.
4. PRE-BID INSPECTION
Each bidder shall satisfy himself as to the nature and location of the work, the general and local conditions and all other matters which can in any way affect the work or the cost of successfully performing the work.
5. RIGHT TO REJECT BID
The Town reserves the right to reject any or all bids. Any bid which contains any omissions, alterations of form, additions or alternates not called for, erasures or corrections, or any irregularities may be disregarded or rejected as improper except that the Town may waive any defects or irregularities. **Any proposals that are submitted or received after the scheduled closing time for receipt of proposals will be rejected.**
6. INSURANCE
The Town will not enter into Agreement with the Contractor for any work under this project until required insurance as detailed under the Schedule of Insurance has been obtained and the Town has received certificates of insurance, nor shall the Contractor permit any subcontractors to commence work until similar insurance has been obtained and the Town has received certificates of insurance. All policies shall hold harmless the Town of Suffield and its agents shall be named additional insured. Each insurance certificate shall contain a statement by the insurance carrier not to cancel the policy except upon (30) days' notice to the Town.
7. FAILURE TO EXECUTE CONTRACT
If the successful bidder fails to execute the contract within twenty (20) days after the mailing of the Notice of Award of the Contract, and then the Contractor shall be deemed to have refused to enter into the contract and to have waived all claims to the work. The Town shall then have the right to contract with the next acceptable bidder to perform the work under this contract.

8. WAGE RATES

Prevailing wage rates are NOT in effect for this work.

9. WORKER'S COMPENSATION

The Contractor shall also carry Worker's Compensation Insurance as required by the State of Connecticut for all employees engaged in this project. Sub-Contractors hired by the Contractor shall comply with this requirement unless their employees are covered by the protection of the Contractor's Workers Compensation insurance and the certificate of insurance furnished by the Contractor so stipulates.

10. QUALIFICATION OF BIDDERS

The town may make such investigations, as it deems necessary to determine the ability of the bidder to perform the work and the bidder shall provide the Town with any information requested for this purpose. The Town reserves the right to reject any bid if the investigation of such bidder indicates that the bidder is not qualified to complete the project or has previously failed to properly perform or complete on time any contract.

11. ACCEPTANCE AND AWARD OF CONTRACT

Acceptance of bid will be by notice in writing signed by the Director of Planning and Development and mailed to the address designated in the bid form.

12. PERMITS

All permits and inspections are the responsibility of the contractor.

13. COORDINATION AND SCHEDULING OF WORK

Since some of the work under this project may occur while the facility is in use, certain conditions regarding access, deliveries, personnel, noise control and any other restrictions will be at the discretion of the Director of Planning and Development or his designee.

14. DAMAGES

The Contractor shall pay and make good repair to all losses or damages arising from any cause connected with the Contract, and shall indemnify and hold harmless the Town of Suffield from any and all liability and responsibility of every nature and kind for any loss, damage or injury which any person(s) may sustain or suffer by reason of, or in any, arising out of the contract, and shall defend any suit of any nature which may be brought against the town or its agents, by reason of, or connected with, the work under the Contract, and shall pay all costs or expenses of every kind, character and nature, whatever accruing upon or arising out of the Contract.

15. TOWN ORDINANCES

The submission of a bid by a contractor shall constitute an acceptance of the terms and conditions of all ordinances and regulations of the Town of Suffield to the extent they

are applicable. A contract award in response to such bid shall be deemed to incorporate all such ordinances and regulations.

16. CODE OF ETHICS

The Contractor, Consultant, or Vendor agrees that this contract or purchase order and the actions of the Contractor, Consultants, or Vendors are subject to the provisions of the Suffield Code of Ethics as contained in the Town Ordinances. Should the Contractor, Consultant, or Vendor be found by the Suffield Ethics Commission to have violated the Code, the Town may terminate this contract and take such other action as the Town may have at law or in equity. The Contractor shall incorporate the above paragraphs into any sub-contracts or purchase orders. Contractor's signature on this contract acknowledges receipt and review of the Suffield Code of Ethics. Contractors, Consultants, and Vendors shall be responsible for disclosing interests and relationships that could be perceived as a possible conflict of interest under the Suffield Code of Ethics. The contractor is also obligated to sign and return the Suffield Ethics Acknowledgement/Commitment Form (attached) as part of the bid.

17. PUBLIC HEALTH EMERGENCY

The Contractor shall anticipate and incorporate in their Bid all potential costs related to a public health emergency such as the COVID-19/Coronavirus Pandemic, including rules, regulations, and recommendations issued by public authorities. The potential costs may include, but are not limited to, costs related to social distancing, manpower levels, project scheduling, construction coordination, material/product supplies and delivery delays, material escalation costs, increased subcontractor/supplier costs, loss of productivity and inefficiency costs, extended general conditions costs, and any other potential costs.

18. SELECTION CRITERIA

A Joint Facilities Committee will review all submissions and interviews with all finalists will be conducted between December 7 and December 14, 2020 inclusive, and the top three (3) respondents will be ranked.

Criteria for ranking may include the quality of the written proposal, the quality of the interview, the quality and responses of references, external inquiries, experience with similar studies and plans, and any other factors that the Committee considers relevant.

Thereafter, the Town, through the Committee, will open the price proposal of the top ranked respondent. If the proposed price is acceptable to the Town, the Town will award the contract. If not, the Town will move to the second, and if necessary, the third proposer.

19. KEY EVENT DATES

Advertisement of RFQ/RFP
Proposal Opening

October 26, 2020
November 16, 2020

Interviews	December 7-14, 2020
Price Review, Document Submission, Contract Execution	Dec. 15 – Jan. 4, 2021
Commencement of Work	January 11, 2021

- 20. ADDITIONAL INFORMATION AND SCOPE OF WORK
Please see the attached Scope of Work

END OF INFORMATION FOR BIDDERS

TOWN OF SUFFIELD
SCOPE OF SERVICES
ARCHITECTURAL AND ENGINEERING DESIGN SERVICES
FOR A MUNICIPAL FACILITIES MASTER PLAN

I. Introduction, Background, and Objectives:

A. Introduction

The Town of Suffield, through the First Selectman, Superintendent of Schools, and Joint Facilities Committee seeks the services of a qualified firm or individual to provide Architectural and Engineering Design Services for the preparation of a Municipal Facilities Master Plan for select municipal buildings. This study will be overseen by the Committee with input from Town departments, Commissions, and the local Board of Education.

B. Background

The Town of Suffield currently owns/occupies 24 buildings totaling approximately 570,575 square feet, including schools. The Town is considering various options for maximizing select building use efficiency including repair, renovation, reconstruction, and/or consolidation. Suffield is a town of 15,735 residents located in Hartford County, CT and operates with a five-member Board of Selectmen, and Town Meeting form of government with a First Selectman. A nine-member Board of Education and Superintendent oversee the public schools. The Town's annual operating budget is approximately \$59,000,000.

Of the Town's 24 buildings, the Joint Facilities Committee has determined that 11 buildings, totaling approximately 489,538 square feet (listed in the table below), shall be included in this study. The study will focus on projects anticipated during the coming decade.

The Joint Facilities Committee is responsible for working with selected architectural and engineering firms to assess and prioritize Town facility improvement needs and to facilitate scheduling and funding for such projects. The recommendations of this assessment will be programmed into the Town's capital plan and long-term building construction plan.

C. Objectives

The overall objective of the Municipal Facilities Master Plan is to assess the current use and space needs of public facilities and establish a priority, schedule, and budget for replacement, consolidation, or improvement that will create a framework for the Town's Capital Plan and debt service in accordance with the Debt Management Policy. The purpose of the policy is to establish consistent parameters and guidance for the Boards of

Selectman and Finance to make decisions on capital spending and use of debt as a means to fund it. In addition, the Master Plan should include a full assessment of architectural and mechanical infrastructure for current and future needs. The evaluations and conclusion to the study will create a comprehensive master plan for public buildings that will serve the Town's needs for the coming ten (10) years.

Where current buildings or sites fall short of satisfying a defined programmatic need, the designer will analyze alternate Town-owned sites, or potential real estate sales or acquisitions within the Town that could satisfy a defined requirement. The study may also involve consideration of the disposition of current Town buildings or sites if they are deemed redundant.

II. Required Services

- A. The general scope is to assess program and space needs; review potential space/building options to meet those needs; study design options and costs; coordinate with the Town; and prioritize each option based on the current and future needs of the Town. A ten (10) year timeframe must be used for evaluating the effectiveness of each option while acknowledging that several facilities need to be addressed in a shorter timeline. Recommended improvements should include, to the extent practicable, energy efficiency, sustainability, accessibility, life cycle costs, and other relevant considerations.

B. Outline of Specific Buildings and/or Departments for this Study

The following table lists Town buildings to be included in the scope of work.

Building	Address	Square Footage	Acreage	Use
High School	960 Sheldon Street	181,000	60.48	Education
A. Ward Spalding Elementary School	945 Mountain Road	71,720	19.5	Education
McAlister Intermediate School	260 Mountain Road	71,925	32.4	Education
Middle School	350 Mountain Road	128,233		Education
Police Department	911 Mountain Road	8,955	2.69	Police/Public Safety
Fire Department 1	73 Mountain Road	2,800	3.49	Fire/Public Safety
Fire Department 2	9 Ratley Road	4,100	6.88	Fire/Public Safety
Fire Department 3	3 Copperhill Road	3,388	1.08	Fire/Public Safety
Fire Department 4	776 Thompoville Road	2,427	3.46	Fire/Public Safety
Senior Center	145 Bridge Street	11,701	3.27	Municipal
Town Hall Annex	97 Mountain Road	3,289	1.62	Municipal

C. Outline of Steps to be Completed for Each Building Study

The analysis of each of the programs and buildings noted above will include the following steps:

1. Review existing documentation, prior studies, and research current architectural and mechanical conditions to create a broad assessment of the facilities noting building condition and/or known or obvious code deficiencies.
2. Assess the function, space needs, and programmatic needs of each department or function, including projected growth requirements to determine building net and gross area requirements to meet those programmatic needs.
3. Solicit feedback from the public and other stakeholders on effectiveness of current municipal facilities and visions for improved efficiency.
4. Study alternative site layouts, building plans, or building locations within the Town to determine if existing or alternative sites have the capacity to accommodate the current and future needs of the program. Analyze parking and access issues as well as building placement options.
5. Estimate the costs of each architectural and mechanical building project, including design, capital, and annual operating expenses comprising utilities, insurance, and potential impact on staffing levels.
6. Prepare a preliminary assessment of options that must be presented in a document that lists, for each option, the following:
 - Pros and cons of each alternative including cost
 - Feasibility of each alternative
7. Determine the appropriate disposition of buildings and associated land if they are declared redundant or surplus.
8. Consider possibilities for implementing “green” building and energy saving strategies and preserving green or open space, water resources, and fossil fuels.
9. Account for probable hazardous materials abatement costs in proposed building renovations, based upon facility age and any reports/data available from the Town.
10. Account for probable Americans with Disabilities Act costs in proposed building renovations, based upon facility age and code requirements.
11. Assist with and facilitate the dissemination of information to the various interested parties, including but not limited to the preparation and printing of material, including copies for the

Town board members and departments, as well as at least one (1) unbound copy and an electronic copy. Provide digital copies of presentations for posting on the Town web site.

12. Integrate the above materials into a Master Plan, which will provide a framework for capital building projects with estimated project costs for the Town's Capital Plan. Prepare a Final Draft of the Plan and Executive Summary for presentation at a multi-board meeting of the Board of Selectmen, Board of Education, Board of Finance, Advisory Council on Capital Expenditures (ACCE), and the Permanent Building Committee. In addition, prepare a Final Public Facilities Study in print and digital form, including a matrix of recommendations over the short, medium, and long term.

C. Meetings and Communication

Based upon the agreed Work Plan, the Firm shall facilitate work/review meetings as necessary with the Committee, Town Departments and Town residents for gathering information and to provide project updates and/or recommendations throughout the project. The Firm shall maintain a high level of communication with the Committee's project representatives and selected department heads during the study. The Firm should expect to meet with the Committee on a regular basis including the following milestones: after initial inventory; to present preliminary findings and recommendations; and to present the draft report. The Firm will also present the draft and final reports at multi-board meetings. In total, the Firm can expect to attend approximately eight (8) meetings.

D. Timeline

The Town anticipates that it will take about nine (9) months to complete the facilities study. The Firm will be expected to commence activities in January 2021 and to submit a draft report by July 2021. The final report is expected to be presented to the Town during September 2021. Final documents shall be provided in PDF and Word format. A project schedule should be included.

E. Descriptions and Elaboration of Specific Project Needs

This section provides further information for the specific elements of the project. Additional information related to prior studies, reports, and drawings will be made available to the selected Firm at the start of their work, where available. However, the intent of the study is to undertake a fresh analysis of the Town's facilities and develop a plan for maintenance, rehabilitation, consolidation, and/or construction.

END OF SCOPE OF SERVICES

**TOWN OF SUFFIELD, CONNECTICUT
SUBMISSION REQUIREMENTS
ARCHITECTURAL AND ENGINEERING DESIGN SERVICES
FOR A MUNICIPAL FACILITIES MASTER PLAN**

1. Submission and Format

- a. One (1) original, two (2) copies, and an electronic copy on a compact disk or USB drive of each submittal must be submitted in a sealed envelope/package clearly marked “Suffield, CT – Architectural and Engineering Design Services for a Municipal Facilities Master Plan.” If forwarded by mail or courier, the sealed package must be addressed to “Bill Hawkins, Director of Planning & Development, Town of Suffield, 230 C Mountain Road, Suffield, CT 06078”. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after 11:00 AM on Monday, November 16, 2020 will NOT be accepted.
- b. The original only shall include one (1) completed copy of the Price Proposal Form below. The Price Proposal Form shall be folded and sealed in a standard #10 envelope without a window. The exterior of the envelope is to be marked “Price Proposal - Suffield, CT – Architectural and Engineering Design Services for a Municipal Facilities Master Plan.”
 - i. Submissions with unsealed price proposals will be rejected as non-responsive.
- c. Responses to the RFQ/RFP shall be submitted on 8.5” x 11” paper; be no more than fifty (50) pages in length inclusive of all required information and attachments and shall be bound.
- d. Responses must be submitted no later than 11:00AM on Monday, November 16, 2020.
- e. Responses must conform to all requirements in this RFQ/RFP.

2. Mandatory Items for Inclusion

Responses **must** include the following items in the following order using the following section titles:

- a. PRIOR PROJECTS
 - i. A list of comparable projects performed during the past ten (10) years including,
 - Project description and scope
 - Contract price of project
 - Project timeframe
 - Client information, including primary contact
- b. PROPOSED PROJECT TEAM
 - i. Information on all project members including,
 - Team members

- Team structure and assignments
- Team resumes, including a list of comparable projects
- Copies of all licenses and certifications
- Proposed consultants or outside services, including company and personnel information

c. **PROJECT APPROACH AND TIMELINE**

i. Information on your approach to the Town's project including:

- Company philosophy and approach
- Explanation as to how you will address this project, with specific references to the Scope of Services
- List of deliverables
- Schedule of deliverables

d. **ADDITIONAL INFORMATION**

i. Five (5) references with contact information

ii. Disclosures

- List of any government administrative or legal actions, including suspensions or sanctions related to professional licenses, taken against the firm or team members.
- List of any private legal actions or criminal complaints by former clients filed against the firm or team members.
- List of any claims against insurance, including professional insurance, made against the firm or team members.

3. Non-Mandatory Items

Responses may include any additional information that the Firm believes will aid the Committee in making its decision, within the page limitation stated previously.

END OF SUBMISSION REQUIRMENTS

TOWN OF SUFFIELD, CONNECTICUT
ARCHITECTURAL AND ENGINEERING DESIGN SERVICES
FOR A MUNICIPAL FACILITIES MASTER PLAN
PRICE PROPOSAL FORM

Inclusive Project Cost: (in words) _____.

Inclusive Project Cost: (in numbers) \$ _____.

Signature of Authorized Person

Date

Company Title of Authorized Person

Name of Company

Address of Company

City, State, and Zip Code

Telephone Number

Fax Number

E-mail Address

NON-COLLUSIVE/NON-CONFLICT AFFIDAVIT OF RESPONDENTS

The undersigned bidder, having fully informed themselves regarding the accuracy of the statements made herein certifies that:

1. The bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition;
2. the contents of the bid have not been communicated by the bidder and its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid;
3. no Selectman or other officer or employee or person whose salary is payable in whole or in part from the Town of Suffield, nor any immediate family member thereof, is directly or indirectly interested in the Bid/Proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any profits thereof; and
4. he/she has read the Suffield Code of Ethics, set forth by the Town of Suffield, which is available on the Town website and he/she agrees on his/her behalf and on the behalf of his/her firm/company that he/she nor his/her firm/company are in violation of the Code with respect to this bid.

The undersigned further certifies that this statement is executed for the purpose of inducing the Town of Suffield to consider the bid and make an award in accordance therewith.

Subscribed and sworn to me _____

This _____ day of _____, 2020

Legal Name of Bidder: _____

Business Name: _____

Business Address: _____

My Commission Expires _____

Suffield Ethics Commission

ACKNOWLEDGEMENT/COMMITMENT FORM

I hereby acknowledge receiving a copy of the Suffield Code of Ethics, dated July 17, 2006, and I hereby commit to exercising my responsibilities, as a part of the town government, commission, agency, or other Suffield official organization, in accordance with the provisions of the Suffield Code of Ethics.

I also understand that this Suffield Ethics Acknowledgement/Commitment Form which I am signing below will be kept in my personnel file or, if not a paid employee, in the Town Clerk's office.

Signed _____

Date _____

Suffield Ethics Commission Form #1

SCHEDULE OF INSURANCE:

- **Commercial General Liability:**
 Combined Single Limit
 - \$ 1,000,000 each occurrence
 - \$ 3,000,000 general aggregate
 - \$ 3,000,000 product/completed operations aggregate
 - \$1,000,000 personal & advertising injury
 - \$300,000 damage to rented premises each occurrence
 - \$10,000 medical expenses

- **Business Automotive Liability:**
 Combined Single Limit
 - \$ 1,000,000 each accident

- **Workers Compensation/Employer Liability:**
 - \$100,000/\$500,000/\$100,000

- **Umbrella Liability:**
 - \$ 1,000,000 each occurrence
 - \$ 1,000,000 aggregate

Acord Certificates of Liability Insurance- Form ACORD 25 (2001/08)

The Town of Suffield is included as additional insured as respects the insured's general liability operations for this contract.

NOTE: If an Umbrella Policy or Excess Liability Policy is used to meet the minimum limits, it must be at least as broad in coverage as the underlying. Any exceptions should be listed: Town of Suffield, Connecticut