



**TOWN OF TRUMBULL
REQUEST FOR QUALIFICATIONS
REQUEST FOR ARCHITECTURAL SERVICES**

GENERAL INFORMATION

RFP: # 6181 DUE: APRIL 26, 2016 AT 2:00PM

The Town of Trumbull (hereinafter referred to as Town) invites interested parties (hereinafter referred to as Consultant, Architect) to submit qualifications and samples of Hourly rates based on the requirements of the enclosed RFQ. The information contained herein outlines the intent and scope of this request; and the guidelines governing the submission and evaluation process.

It is requested that proposals conform to this request as closely as possible. The Purchasing Agent may accept proposals which take exception to any requirements in this RFQ. Any exceptions or alternative proposal shall be clearly delineated in a separate attachment to the proposal submitted.

A. PREPARATION OF QUALIFICATION AND EXPERIENCE

1. One (1) ORIGINAL and six (6) EXACT COPIES of your proposal shall be submitted. All proposals should be submitted in a clear, concise and legible manner to permit proper evaluation. Sample fees hourly rates shall be provided – Exhibit A.
2. Proposers may also submit, under separate cover with their proposal, any additional reports and documents that are necessary to meet the requirements (deliverables) of this request.

B. PROPOSAL SUBMISSION

1. Proposals are to be submitted in a sealed envelope and addressed as follows:
**RFQ # 6181 Architectural Services
Attention: Kevin J Bova
Purchasing Agent
Town of Trumbull
5866 Main Street, Trumbull, CT 06611**
2. Proposals must be signed by an authorized principal or agent and that the person signing the formal proposal must be authorized by the organization to contractually bind that organization with regard to price and related contractual obligations. Unsigned proposals shall not be considered.
3. A proposal may be withdrawn at any time prior to the above scheduled date. A proposal received after the above scheduled date and time shall not be considered or opened.

C. TOWN OPTIONS

The Town reserves the right to reject any or all proposals and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.

D. TAXES

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in proposal prices. A Town Tax Exemption Certificate shall be furnished upon request.

E. INQUIRIES

1. General questions concerning this request and submission requirements may be directed to **Mr. Kevin Bova Purchasing Agent, at (203) 452-5042** or kbova@trumbull-ct.gov . To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all proposers will be made available in writing or by Fax as appropriate to all proposers.
2. Additionally, after proposals are received, the Town reserves the right to communicate with any or all of the proposers to clarify the provisions of this request. The Town further reserves the right to request additional information at any time after proposals are opened.

F. AWARD AND AUTHORITY

The purchasing authority of the Town shall issue notification of award in writing.

G. PRICING

All pricing quoted shall remain firm fixed for a period of Two (2) years from date of proposal opening.

H. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any contractor or subcontractor of the Town offers and agrees to assign to the public purchasing body all rights, title and interest in and to all causes of action it may have under Sec. 4 of the Clayton Act, 15 U.S.C. Section 15 or under Chapter 624 of the General Statutes of Connecticut arising out of the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract. This assignment shall be made and become effective at the time the public purchasing body awards or accepts such contract, without further acknowledgment by the parties.

I. HOLD HARMLESS CLAUSE

Any contractor or subcontractor of the Town agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this request and subsequent Contract, whether or not due in whole or in part of any act, omission or negligence of the Town or any of its representatives or employees.

J. WORK REGULATIONS AND STANDARDS

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

K. INSURANCE

1. The selected firm is required to furnish a Certificate of Insurance naming the Town of Trumbull as the additional insured. The insurance is to include Contractor's Liability and Worker's Compensation, thereby holding the Town of Trumbull harmless from all eventualities that may occur relative to this Bid and the resulting purchase order or contract. The Certificates of Insurance will be provided by companies licensed in the State of Connecticut and will be in amounts of \$1,000,000 General Aggregate, \$1,000,000 Automobile Liability and Worker's Compensation, and Employer's Liability \$100,000 (each accident) to the Town of Trumbull. Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) day's prior notice of such change or cancellation shall be made to the owner. Such notice shall be made by registered mail; postage prepaid, to the Purchasing Agent, Town of Trumbull, Town Hall, Trumbull, Connecticut 06611. In the event of cancellation, the contractor shall cease all operations on or before the effective date of said cancellation and he shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the office of the Owner's Purchasing Department.

2. **LIABILITY INSURANCE.** The Consultant, upon the submission of a proposal shall deliver to the District proof of professional liability insurance in the sum of \$1,000,000 (one million dollars) issued by a reputable insurance company. This insurance must be maintained throughout this engagement and proof thereof must be provided upon request.

L. ADDENDUMS

It is the responsibility of all proposal submitters to verify with the Town if any addendums or changes to this have been. All and any addendums will be posted on the Town of Trumbull – Purchasing department website. www.trumbull-ct.gov.

M. CONFLICT OF INTEREST

Public officials shall be prohibited from receiving any town work procured Through a Public Bid or bid waived process so as to avoid any appearance of Impropriety or Conflict of interest; and; Public officials cannot circumvent the Intent of this Ordinance by receiving town work through a bid waiver, as Proscribed by the Trumbull Town Charter

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GENERAL REQUIREMENTS

GENERAL

The selected consultant(s) shall provide, professional architectural consulting, including land surveying, planning, environmental science, construction inspection, landscape architecture and other related professional services to assist the Town with planning, designing and construction for The Town of Trumbull Senior Center/ community center and related public projects.

A. INTENT AND GENERAL INFORMATION

The Town will have sole discretion as to which additional related projects, if any, will be assigned to the selected Consultant.

The Consultant must also have the capability of generating computer-aided designs or drawings (CADD) which are compatible with a current AutoCAD operating system.

B. CONTRACT MANAGEMENT

These services include, without limitation, monitoring and tracking financial activities. The selected Consultant will prepare and recommend payment for request received from the contractor to the Department of Public Works Project Manager. Construction contractor payment disputes relating to the construction contract will be resolved by the Consultant with final approval from the Town. The selected Consultant shall be part of the Town's team negotiating for the Town in determining reasonable and mutually agreeable prices between the Town and the Construction Contractor for all additional work.

C. STATUS REPORTS

These services include, without limitation, reporting formally to the Town monthly. A project management report will be submitted which will outline the activities completed and variance(s) from planned activities for the previous month and planned activities for the upcoming month. The Town will require all project schedules be prepared utilizing Microsoft Project™ Software (latest version) or a mutually agreed to alternate.

D. PROJECT COORDINATION

These services include, without limitation, coordinating the activities of the construction contractor, surveyors, inspectors, utility companies and others to ensure conformance with the project schedules. Advance notification to utility companies shall be made in writing. The selected Consultant will hold a pre-construction meeting two weeks prior to the start of construction. The selected Consultant will be required to prepare all written communication relative to the completion of the project, which will include requests for utility relocations and replies to questions from construction contractors, Town residents and Departments within the Town, as applicable.

E. RECORD KEEPING

These services shall include, without limitation, submitting copies of all project correspondence to the Town. In addition, the selected Consultant will maintain a duplicate set of files. Upon completion of the contract, the selected Consultant will provide the Town, with all test reports, as built plans, inspections, field notes, measurements, material slips, and any other copies of material, pertinent data regarding the contract. These records shall be bound in chronological order and made available in electronic form, or as otherwise specified by the Town.

F. TIMEFRAMES

RFQ schedule is as follows: *(all dates after Proposal Due Date are approximate)*

Proposals Due: APRIL 26, 2016 2 2PM

Proposal Review Completed: MAY 4, 2016

The above dates are subject to change with notification.

G. CONSTRUCTION MANAGEMENT

1. The Managing Authority for this contract shall be the Director of the Department of Public Works or their authorized designee.
2. The selected firm will assign one (1) qualified individual, who will be the firm's contact person who will be responsible for directing and coordinating the activities of the firm's personnel and subcontractors in all aspects of each project assigned.

H. EVALUATION AND AWARD

Selection Criteria

- The Consultant's technological understanding of the Scope of Services as evidenced by the quality of the proposal submitted.
- The background and experience of the firm in providing the wide range of services requested.
- The demonstrated effectiveness of the Consultant's proposed service delivery system to ensure quality service and timely completion of services.
- The background, education, qualifications and relevant experience of key personnel to be assigned to this contract, especially those of the day-to-day project manager.
- Appropriately licensed by the State of Connecticut.
- References attesting to the quality of services performed and/or demonstrated ability of the Consultant. Please be advised that the Town will contact references provided.
- Competitiveness of proposed fees and costs, although the Town is not bound to select the Consultant who proposes the lowest fees and costs. The Town reserves the right to negotiate fees with the selected Consultant.

Selection Procedures

- Proposals in response to this RFQ will be reviewed against the criteria listed above, and award of the contract shall be made in accordance with standard purchasing procedures.
- A Selection team may assist the Purchasing Agent in choosing the successful respondent to provide the requested services.
- Respondents submitting the most responsive proposals may be invited to an interview with a Selection Committee on the date noted.
- The Town intends to enter into a contract with the most responsive and responsible respondent whose proposal is determined to be in the best interest of the Town.

I. ALTERNATIVES AND EXCEPTIONS

The Purchasing Agent may accept proposals which take exception to any requirements in this RFQ, or which offer any alternative to a requirement herein. Any exception or alternative must be clearly delineated and cannot materially affect the substance of this RFQ.

J. PROPOSALS

The Town is not liable for costs incurred in the preparation of the response to this RFQ or in connection with any presentation before a Selection Committee. Respondents shall submit as their proposal the following:

- **ORGANIZATION AND CONTENT**

- 1) Letter of Transmittal

A letter of transmittal addressed to **Mr. Kevin J. Bova, Purchasing Agent**, which includes a statement by the respondent accepting all terms and conditions and requirements contained in this RFO. The letter should also include a brief discussion of the respondent's background, experience, and ability to perform this contract in accordance with the Scope of Services. Also to be provided is a listing of clients for whom similar services were performed, and the nature of this project.

- 2) Experience

Please provide a detailed written summary of the firm's history and experience and capability in providing the full range of architectural, engineering and construction management services in the State of Connecticut. A minimum for five (5) references are to be provided with all contact information.

- 3) Staff Plan

Identify key personnel whom the firm has designated to work on projects under this contract, their state certifications, their background and experience and their areas and levels of responsibility. Please provide the resumes of all key personnel architects and/or engineers as well as a copy of current professional licenses issued by the State of Connecticut.

- 4) Management Plan

Describe Consultant's management system and how it will function to ensure timely delivery of on-call engineering services.

- 5) Letters of Reference

Consultant must provide a minimum of five (5) letters of reference, addressed to Mr. Kevin J Bova Purchasing Agent, and sufficiently detailed to include names, titles, addresses and telephone numbers as to allow the Town to contact these references. Please request that all letters are sufficiently detailed to indicate the type of services performed and deliverables provided. References should be from recent recipients of the Consultant's services (within the past Five years).

- 6) Service Plan

Provide a detailed itemized plan of proposed services.

- 7) Services Expected of the Town

Define the nature and scope of all services to be provided by the Town.

- 8) Samples Fees

The Sample fee proposal must list the hourly rates for all principal architects, engineers, assistant architects and/or engineers, draftsman, technicians, inspectors, other key personnel and clerical workers to be assigned to this contract. Any additional reimbursable costs associated with the performance of these services must be clearly delineated in the sample fee proposal submitted. The Town reserves the right to negotiate rates with the selected Consultant on a project-by-project basis...

K. Term of Contract:

The time required to complete the Project and any related work

L. REQUIRED FORMS

As a condition of doing business with the Town, the successful respondent must be certified by the Town as an Equal Employment Opportunity Employer.

M. Travel Time:

Travel time to and from Trumbull for various meetings and/or site visits shall not be invoiced to the Town of Trumbull for the various assigned tasks. Any required potential travel time to other cities for meetings (i.e. Hartford, etc) shall be invoiced to Trumbull.

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SCOPE OF SERVICES

A. SCOPE OF SERVICES –ARCHITECTURAL SERVICES

1. The selected Consultant shall provide comprehensive architectural services including but not limited to building design, HVAC, plumbing, utilities, site, civil, structural, landscape architecture and geotechnical, for the preparation and support of complete construction drawings, specifications, estimates, contract administration, project inspection, and planning services or studies to assist the Town with the planning, design, and construction of the Trumbull Senior and community Center as required. Additionally the selected firm shall be familiar with meeting State and Local Requirements, State Building Codes, Roofing Systems and Contract and Specification writing.
2. The selected Consultant must have sufficient staff to assure that staff is and will be available to handle several projects simultaneously to assure task continuity, prompt delivery of services and completion of assigned tasks. The selected Consultants must be able to begin work on assigned projects within ten (10) days of notification. The selected Consultant should have on staff at least two (2) individuals at the project manager level who can be available to supervise projects. Staff to support these two individuals should also be identified in the submitted proposal.
3. In addition, the selected Consultant must have the capability to provide the Town with expertise in performing other functions, such as, but not limited to, preparation of permit applications, liaison functions and clerical assistance, architectural and engineering reports, planning studies, design, construction inspection, construction management, testing and survey. It is also understood that the selected Consultant will be required to complete all direct or indirect responsibilities associated with the assigned task so that the intent and desired goal of the Town can be achieved.
4. Responses to shall include a detailed statement indicating the organizational structure under which the firm proposes to conduct business, any and all anticipated sub-consultants, subcontractors, joint ventures, etc. Additionally, the relationship to any "parent" firm or subsidiary firms of the parties concerned must be clearly defined.

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REFERENCES -QUALIFICATIONS

(To be submitted with proposal – attach additional pages as necessary)

List references for similar services provided for at least five (5) clients in the past five (5) years (attach any other client references if desired). **ALSO please submit qualifications, experience, staffing and other information regarding their ability to design Senior / Community Center in the Town of Trumbull (attach additional pages as necessary)**

CLIENT 1:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 2:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 3:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 4:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 5:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

EXHIBIT A

TOWN OF TRUMBULL
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**SAMPLE FEE SCHEDULE
 ARCHITECTURAL SERVICES**

Only complete rates that apply

<u>SURVEY</u>	<u>POSITIONS</u>	<u>HOURLY RATE</u>
	PROJECT MANAGER	_____
	LICENSED LAND SURVEYOR	_____
	TWO-MAN SURVEY CREW	_____
	THREE-MAN SURVEY CREW	_____

<u>DESIGN</u>	<u>POSITION</u>	<u>HOURLY RATE</u>
	PRINCIPAL ARCHITECT	_____
	PRINCIPAL PROJECT MANAGER	_____
	PROJECT MANAGER	_____
	PROJECT ARCHITECT	_____
	PROJECT ENGINEERS	_____
	ASSISTANT ARCHITECTS	_____
	ASSISTANT ENGINEERS	_____
	TECHNICIAN	_____
	DRAFTSPERSON	_____
	CLERICAL	_____

<u>CONSTRUCTION ADMINISTRATION</u>	<u>POSITION</u>	<u>HOURLY RATE</u>
	CONSTRUCTION MANAGER	_____
	ASSISTANT MANAGER	_____
	CHIEF INSPECTOR	_____
	INSPECTOR	_____
	DRAFTSPERSON	_____
	CLERICAL	_____

<u>CADD SERVICES*</u>	<u>POSITION</u>	<u>HOURLY RATE</u>
	CADD ENGINEERS	_____
	CADD OPERATOR/TECHNICIAN	_____
	CADD MANAGER	_____

*CADD services such as plotting, file storage, disk exchange, system interfacing will be handled as direct reimbursable costs. State "Not Applicable" (N/A) where services are not needed.

List additional categories the proposer feels necessary for the Town to completely judge the proposed. (Use additional sheets as necessary)

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AFFIRMATIVE ACTION STATEMENT

REQUIREMENT: Any bidder or respondent to an RFQ seeking to do business with the Town of Trumbull must upon request supply the Town with any information concerning the Affirmative Action/Equal Employment Practices of the respondent/bidder. Failure to supply such information, when requested, will result in the termination of any further transactions between the respondent/bidder and the Town of Trumbull.

Note: All respondent/bidders with more than ten (10) employees shall be required to complete the Affirmative Action/Equal Opportunity Employment Requirements Statement on an annual basis, except as note below:

1. *All respondents or bidders with less than ten (10) employees are exempt from this requirement;*
2. All respondents/bidders that have completed this form within the last year;

If either of the above applies, please indicate the:

- a. _____ number of employees
- b. _____ completed this form within one year
[] Yes [] No

Date completed: _____

FOR SEALED RFQS: All respondents to RFQs will be required to complete the Affirmative Action Statement. If the form has been completed in the past year, please include a copy of the initial form included with your bid. If significant changes have taken place in the past year, please update the changes on this form.

COMPANY ADDRESS: _____

BUSINESS: _____

Type of Organization:

(Please check) [] [] []

Corporation Partnership Individual

If respondent/bidder filing this application is not the above named company, please provide the name, address, telephone and fax numbers of the reporting unit, branch agent, and representative.

EQUAL EMPLOYMENT OPPORTUNITY:

The respondent/bidder is instructed to complete the following:

1. Does the company have a written policy statement regarding equal employment opportunity?
 Yes No
(If yes, attach a copy)
2. In recruiting employees are all sources of recruitment notified that all qualified applicants will receive equitable consideration?
 Yes No

If yes, provide brief description of what methods were employed:

3. Do all recruitment advertisements state that you are an Equal Opportunity Employer?
 Yes No

4. Please list by name and contact person, any local community agency or other group providing minority and female placement service, which you have contacted in the last twelve (12) months. If none, please state:

5. If additional means are employed to advertise or solicit minority and female applicants for employment opportunities within your company, please indicate:

6. Does your company maintain a written Affirmative Action Plan for the employment of females and minorities?

Yes No

(If yes, attach a copy)

7. Please indicate the name and address of the company official(s) responsible for carrying out the Equal Opportunity/Affirmative Action Program for your company:

8. If a written Affirmative Action for your company is not in place, please estimate the number of vacancies expected during the next twelve (12) months and indicate the numerical or percentage goals you have set for Employment of minority people and females to make your labor force reflective of the labor market in which you operate.

The vendor is hereby notified that failure to complete the above form in a satisfactory manner will preclude such vendor from being actively considered to contract with the Town of Trumbull. The vendor is further advised the Affirmative Action Statement included with the bid document will become part of the contract and that any breach of such statements will constitute a breach of contract subject to such remedies as provided by law.

I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers and that all entries above are true, complete and correct, to the best of my knowledge and belief.

Date Signature of Agent Title

Subscribed and sworn before me at _____,

County of _____, Connecticut,

This _____ day of _____, 20__.

Notary Public

My commission expires: _____
Date

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NON-COLLUSIVE/NON-CONFLICT AFFIDAVIT OF RESPONDENTS
(To be submitted with RFQ)

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

1. the statement of qualifications has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other respondent designed to limit independent responses or competition, and
2. no Selectman or other employee or person whose salary is payable in whole or in part from the Town of Trumbull, nor any immediate family member thereof, is directly or indirectly interested in the Bid/RFQ/Proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any profits thereof.

The undersigned further certifies that this statement is executed for the purpose of inducing the Town of Trumbull to consider the statement of qualifications submitted herein.

State of Connecticut S.S.

County of _____

Subscribed and sworn before me this _____ day of _____, 20_____.

Legal Name of Respondent: _____

Business Name: _____

Business Address: _____

Signature and Title of Person

Notary Public

My Commission Expires _____
Date

END OF RFQ

