



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Engineering Department

Senior Center/Eno Memorial Hall

REQUEST FOR QUALIFICATIONS PREPARATION OF SENIOR CENTER NEEDS' ASSESSMENT & EVALUATION OF ENO MEMORIAL HALL

December 2010

Project Overview

Eno Memorial Hall, located at 754 Hopmeadow Street, is a 27,900 square foot building constructed in 1932. Eno Memorial Hall houses offices and activity rooms for the Simsbury Social Services Department, Senior Center, Simsbury Community Television, auditorium for a range of public events, and several meeting rooms for community groups and meetings. Numerous improvements including new boilers, auditorium air conditioning and a fire suppression sprinkler system have been completed in recent years.

It is the intent of the Town to enter into an agreement with a qualified Architect, along with other professional disciplines' team members, to produce a needs' assessment for a senior center, which will include space and facility requirements, schematic designs and cost estimates for renovations and additions for Eno Memorial Hall, and at up to 3 other new sites, as may be identified by the Town. Important features of this project are obtaining users, public, commissions' and staff input during the Needs' Assessment process; and identifying advantages and disadvantages of providing the Senior Center facilities at Eno Memorial Hall, or complete or partial facilities at another new site.

Project Team

Management: Simsbury Public Building Committee
Simsbury Public Works and Engineering Departments

Owner: Town of Simsbury
Board of Selectmen
Department of Public Works

Client Agencies: Simsbury Senior Center and Department of Social Services

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Scope of Work

1. Eno Memorial Hall is an historic structure which requires that modifications and additions respect the historic integrity of the building and meet the requirements of the Connecticut Commission on Culture and Tourism. It should be determined early in the study process if there are any regulatory prohibitions to adding to Eno Memorial.
2. Meet with project team to review project scope and identify current, and projected, senior, social services and community programs that will allow for the preparation of a Needs' Assessment for a Senior Center at the Eno Memorial Hall, or alternative site. The Assessment must also provide accommodation of Social Services, Community and SCTV uses. Review existing plans in order to prepare accurate schematic plans.
3. Evaluate condition and usage of Eno Memorial Hall, including offices, bathroom areas, program areas, kitchen and storage areas and related infrastructure as well as current and projected demographic data that will affect facility size, and program needs. This evaluation should be comprehensive, including all features of the buildings and facilities such as heating/air conditioning, lighting, electrical service, applicable code compliance, space usage, parking and accessibility.
4. Based on the evaluation of the Eno Building's potential for renovation and addition potential to meet programs' need, demographic data, and staff, user and public input, advise us as to whether other sites should be studied. If programs' needs requirements, costs, public comments, and related factors justify, perform studies on up to 3 other sites, as identified by the town.
5. Energy conservation and alternative sources, such as solar, wind, geothermal and fuel cells, shall be identified and recommended, where determined to be effective. Grant programs, including the Clean Energy Fund and the CL&P Rebate, shall be identified for applicability to this project.
6. Conduct an informational meeting with the Public Building Committee, project team and public to review Needs Assessment and obtain public comment.
7. Develop schematic plans, based on building and Needs Assessment, and present to Public Building Committee and project team. Revise to reflect comments. Considerations shall include road access, parking, utility services and energy savings/alternatives.
8. Meet with Fire Marshal and Building Official to review all code issues and design details. Incorporate their comments into plans.
9. Present schematic plan project plans to the applicable Simsbury Boards and Commissions for comment; and to energy rebate programs to determine eligibility.

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10. Develop schematic plan estimates. Meet with Public Building Committee and project team to review plans/budget and incorporate their comments. Cost efficiencies of renovation and additions, as opposed to new construction shall be identified and analyzed.
11. Revise schematic plans based on comments, code compliance data, and Needs' Assessment provisions. Considerations shall include road access, parking, utility services and energy savings/alternatives.
12. Update costs throughout the study process.
13. Present final schematic plan and reports to a public informational meeting, Public Building Committee and project team.

Products to be provided

1. Develop a report of the findings summarizing the Needs Assessment, existing facility conditions, recommendations for improvements, and development of a new site.
2. Prepare schematic plans for discussion purposes with the Building Committee, project team, and public presentations.
3. Conduct meetings for schematic presentation, discussion and comment; and Monthly Meetings of the Public Building Committee over the time period of the project. Power point, photographs, renderings, and graphic materials must be prepared for presentations.
4. Based on input, revise schematic plans, and a report of cost estimates, design program, and time schedules.
5. Conduct schematic plan presentation meetings.
6. Copies
 - 12 copies of Needs Assessment.
 - 6 copies of schematic plans, reports, cost estimates, and probable schedule for plan designs, bidding and construction.

Information to be provided by Town

- Feasibility study of a Proposal Senior Center -1988-for reference only.
- Aerial photography at 1" = 100'
- Planimetric/topographic mapping in paper or CADD disk.
- Available building plans (consultant must pay cost for any desired copies)
- Plan of Development
- Regulations
- Any usage studies/reports

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Proposal Submittals

1. Submit description of approach and methodology to undertaking the project, including discussion of establishment of effective communications among project team, Public Building Committee, and design team.
2. Proposals shall indicate specific tasks and members of the design team, along with the identification of the responsible professional persons.
3. Each task's time for completion shall be identified, along with any additional optional tasks which the consultant considers advantageous to the final study.
4. Submit current GSA Forms 254 and 255, or equivalent forms.
5. Submit detailed list of senior/community center and similar projects completed over the past 5 years, indicating projects' values, whether construction was completed, location, size and references.
6. Submit key Personnel resumes, and indicate which will be part of the Project Team.
7. Proposed method of computing professional fees. If certain fees are for optional services, those should be identified. While the final fee will be negotiated with the Public Building Committee, an estimate of fee for principal tasks shall be provided.

Proposal Submittals

1. 15 copies of Proposal
2. A "short list" will be prepared, and those firms on the short list will conduct a presentation to, and interview by, Public Building Committee.

Selection

1. Final selection will be by the Public Building Committee. Weight for the selection for the award of the study will be given, among other consideration, to the appropriateness of the personnel for the task, similar experience, proposed tasks which are unique to the study needs, and methodology to be used to carry out the study.
2. Professional fees will be negotiated by the Committee.
3. Professional Services Agreement will be prepared by the selected Architect for review and approval by the Committee and town Counsel.

Other Requirements – Upon Selection

1. The consultant shall procure and maintain insurance, as may be required by State law, for protection for claims under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease, or death of any and all employees. Certificates of Insurance acceptable to the Town shall be field with the Town. Such insurance must be by insurance companies licensed to write such insurance in Connecticut.
2. All produced materials shall become the property of the Town of Simsbury.
3. The professional services agreement will include a detailed schedule of completion times and a payment schedule.