



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

ADDENDUM #1

TOWN OF SIMSBURY INVITATION TO SUBMIT QUALIFICATIONS FOR ARCHITECTURAL SERVICES SENIOR/COMMUNITY CENTER

April 17, 2015

This addendum form is part of the Request for Qualifications document and modifies the original document as noted below. Please acknowledge receipt of addenda in the submitted Qualifications.

This addendum clarifies the deadline for submission of questions regarding the RFQ as the close of business on April 24, 2015. The original Request for Qualifications was incorrect in the Invitation and as noted in paragraph 4.7 of the RFQ.

1. Substitute attached pages from the Invitation and Request for Qualification.
 - a. Invitation to Submit Qualifications
 - b. Page 7 of Request for Qualification
2. See attached answers to questions raised by various consultants.

Telephone (860) 658-3260
Facsimile (860) 658-3205

jshea@simsbury-ct.gov
www.simsbury-ct.gov

An Equal Opportunity Employer
8:30 - 7:00 Monday
8:30 - 4:30 Tuesday through Thursday
8:30 - 1:00 Friday



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TOWN OF SIMSBURY

INVITATION TO SUBMIT QUALIFICATIONS FOR ARCHITECTURAL SERVICES

SENIOR/COMMUNITY CENTER

Submissions will be received at the Town of Simsbury, 933 Hopmeadow Street, P.O. Box 495, Simsbury, Connecticut 06070 until April 30, 2015 at 3:00 pm, EST

The Request for Qualifications (RFQ) is available online www.simsbury-ct.gov/finance (Under Links) or by contacting Jerome F. Shea at jshea@simsbury-ct.gov

Nine (9) copies and one flash drive of the submitted qualifications are to be placed in an envelope and addressed to Joseph Mancini, Director of Finance, Town of Simsbury, 933 Hopmeadow Street, Simsbury, CT 06070. No proposals will be accepted after the date and time specified. No fax or email submissions will be accepted.

The Town of Simsbury reserves the right to accept or reject, without prejudice, any or all proposals or to waive any irregularities therein, or to accept the proposal deemed to be in the best interest of Town of Simsbury.

Questions regarding this RFQ should be directed to Jerome F. Shea, Town Engineer via email at jshea@simsbury-ct.gov. . In order to receive consideration, all questions must be submitted by the close of business on April 24th. Responses to all salient questions will be provided by addendum and posted on the Town's web site under the Finance page, RFQ's & RFP's prior to the close of business on April 27th.

**Joseph Mancini, Director of Finance
Town of Simsbury**



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4.6 Inquiries

Inquiries and Questions regarding this RFQ should be directed to Jerome F. Shea, Town Engineer via email at jshea@simsbury-ct.gov. . In order to receive consideration, all questions must be submitted by the close of business on April 24th. Responses to all salient questions will be provided by addendum and posted on the Town's web site under the Finance page, Public Bids and RFP's prior to the close of business on April 27th.

4.7 Questions

All questions regarding this RFQ should be directed to Jerome F. Shea, Town Engineer via email at jshea@simsbury-ct.gov.no later than the close of business on April 24th. Only written responses to questions will be binding.

In order to receive consideration, all questions must be submitted by the close of business on April 24th. Responses to all salient questions will be provided by addendum and posted on the Town's web site under the Finance page, RFQ's & RFP's prior to the close of business on April 27th.

5.0 GENERAL TERMS AND CONDITIONS/ADDITIONAL INFORMATION

Amendments to, or withdrawal of, packages received later than the time and date set for the opening will not be considered.

The Town of Simsbury may require further information and references on any individual or company prior to making an award.

The Town of Simsbury reserves the right to amend and/or cancel the RFQ prior to the time and date of the opening.

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all know prospective Proposers and such revisions or addenda will additionally be posted on the following websites:

<http://www.simsbury-ct.gov/finance> (under Public Bids and RFP's).

<http://das.ct.gov/cr1.aspx?page=12>

A contract shall not be awarded to any corporation, firm or individual who has an unpaid and/or overdue debt to the Town of Simsbury by nonpayment of taxes, by debt or contract, or who is in default as surety or otherwise by any obligation to the TOWN OF SIMSBURY.

All proposers shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut.



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The individual signing this Proposal hereby declares that no person or persons other than members of his/her own organization are interested in this project or in the contract proposed to be let; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no persons acting for or employed by TOWN OF SIMSBURY is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission therefrom in any manner which is unethical or contrary to the best interest of TOWN OF SIMSBURY.



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Consultant Questions and Town Responses

RFQ-Senior/Community Center Architectural Services

1. The site noted in the RFQ is within the boundaries of the Simsbury Meadows. Neither of the sites indicated in the architects study is within these boundaries. Has another site study been performed to date, and cost estimate for same, reflecting the Simsbury Meadows as the selected site?

There has been no site study completed for the Simsbury Meadows site by the town. The cost estimate for a new \$8.2 million site that is posted on the town's website is under the title "Cost Estimate Senior Center Alternates 2-12-15" is considered similar to what could be expected at the Simsbury Meadows site. This assumed no extraordinary costs due to site conditions.
2. The RFQ lists that a "selection committee appointed by the Board of Selectmen" will make the decision on the design team award. What is the reason for not maintaining the Simsbury Public Building Committee as the selection entity, as is usual and customary for most all past public projects in the Town of Simsbury?

The decision to form a selection committee specifically for this project was determined to be a more inclusive process in discussion by an internal project team established by the First Selectmen. The project will be recommended for referral to the Public Building Committee when the project has been approved by referendum.
3. Will the Town seek LEED certification, or similar award from a third party, as it relates to energy efficiency for the project?

The Town has not determined if LEED certification will be applied to the Senior / Community Center project at this time. This possibility will be discussed further with the selected design team during the development of the project scope and fee negotiation process.
4. What is the intended construction delivery method for the project: G.C., CM, CM at risk or other?

The project delivery method for the project has not been determined at this time. Future discussions with the Board of Selectman, Public Building Committee and the selected design team on the project delivery method will determine what method is selected.
5. Will the Town hire an independent representative to act on behalf of the Town during design and construction? If so, has this selection been made? If so, who is the selected entity?

The town has not determine if an independent representative will be hired to represent the Town at this time, but reserves this right in the future.
6. Are the conceptual plans, elevations and site plan required at the interview only or are they expected as part of the proposal? If you could clarify this, it would be very helpful in understanding the scope of our work for the proposal.



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The concept plans and elevations will be required if the design team is selected for interviews. The concepts need not to be fully developed, but are important in assisting the Selection Committee in evaluating the design team's understanding of the site and ideas on possible architectural designs.

7. The program requests a project schedule; can you advise if this project might require phasing (at least for the potential shared PAC facilities components) given the adjacency to the active PAC site?
We do not anticipate that phasing would be required to construct the project or any shared PAC facilities. This does not eliminate this possibility depending on the impact on the PAC program and operations on the site during the construction phase of the project.
8. Is there a consideration for this project to be LEED certified?
See question #3 above.
9. Is there a preferred format for the information to be communicated regarding project budget and change order adherence?
This system established for communicating this information to the Owner is not standardized and we are open to discussing any appropriate system for tracking of project expenditures.
10. Has the town secured funding for the project? If so, what amount was approved?
The town has not solicited approval for funding for this project at this time. The town plans on requesting funding approval from the voters as part of a future referendum when a determination has been made as to the cost of the project development at the Simsbury Meadows.
11. I am taking the liberty of sending this email because there are three (3) different dates for the close of questions regarding this RFQ: April 13 on the Invitation, 3 business days prior to submission and April 24th, both noted in paragraph 4.7.
You are correct that there was an error on the Invitation. See Addendum No. 1 for corrections to the Request for Qualifications.
12. Considering that the RFQ was posted on April 9, it seems that final questions on April 13 is not the correct date.
See question # 11 for the corrected information.
13. Question: Please confirm the correct date for final questions regarding the RFQ.
See question # 11 for the corrected information.
14. Question: Paragraphs 4.3 and 4.4: The Project schedule notes 3 days from the time that a firm is notified of being placed on the Short List and the date for interviews.



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One of the requirements for the Interview is to present "...conceptual architectural plans, elevations and site plans...." This is being requested with no opportunity of the short-listed firms to meet with the Town or Building Committee to discuss the project, asking the short-listed firms to make an assumption that one of the Quisenberry Arcari programs is the "final" program that will be used for the project and no documentation confirming the current needs / program requirements of the Performing Arts Center that must be considered in the new facility, as noted in a few locations in the RFQ.

The program that is the basis for the interview process will be the program available from the previous work completed by Quisenberry Arcari Architects. The program required by the Performing Arts Center will not be considered as part of the interview process. Conceptual plans will be to demonstrate the teams understanding of the site, current programming, and the context of the site and will not be reliable and applicable on adjustments and review of program requirements and other technical information not available related to the site. The town is commissioning and updated field survey and detailed wetlands assessment of the property through a parallel process to the architectural selection process. This information will be available to the short listed design teams under consideration as part of the interview process.

15. Please confirm that the Town is expecting all short-listed firms to prepare all of this documentation within three calendar days as noted in the RFQ and with no opportunity to confirm / review the final scope of work with the Town and/or Building Committee.
See question #11 for corrected scheduling information. The period from submission of qualifications to interviews may be extended if it is the best interest of the town.

END OF ADDENDUM NO. 1