#### **TOWN OF SIMSBURY**

### REQUEST FOR PROPOSAL

#### **FOR**

#### **DESIGN-BUILD SERVICES**

#### DEPARTMENT OF PUBLIC WORKS FACILITY RENOVATIONS & ADDITIONS

The Town of Simsbury ("Town") is requesting sealed proposals from qualified Design-Build Contractors ("Proposers") to provide professional design and construction services for an addition to the existing Department of Public Works Facility located at 66 Town Forest Road, West Simsbury, CT 06092. This project will consist of developing the final design of the addition to the facility to meet the Town's program goals and construct the final approved design. The dimensions of the overall exterior and interior spaces from the studies/documents provided in this RFP, may be adjusted to provide the most efficient and economical system design. The Town must review and agree upon the proposed layout prior to construction.

The Request for Proposals (RFP) is available online at:

http://www.simsbury-ct.gov/finance/pages/public-bids-and-rfp

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. Award of this project will be based on the best value to the Town and will consider qualifications, design, cost and any other factors deemed relevant.

Questions regarding this RFP should be directed to Thomas J. Roy, PE – Director of Public Works via email at pubworks@simsbury-ct.gov. To receive consideration, all questions must be submitted by the close of business on Tuesday July 10, 2018. A response to all salient questions will be provided via addendum that will be posted on the Town's website under the Finance page, RFQ's and RFP's prior to the close of business on Tuesday, July 17, 2018.

Interested and qualified consultants are to submit three (3) copies and one flash drive of their proposals in a sealed envelope, clearly marked "RFP Design-Build Services - Department of Public Works Facility Renovations & Additions" and addressed to Amy Meriwether, Director of Finance, Town of Simsbury, 933 Hopmeadow Street, Simsbury, CT 06070. Proposals will be accepted until 10:00 AM on Thursday, July 26, 2018. No Statement of Qualifications will be accepted after the date and time specified. No fax or email submissions will be accepted.

#### **TOWN OF SIMSBURY**



#### DEPARTMENT OF PUBLIC WORKS 933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

#### REQUEST FOR PROPOSALS

#### DEPARTMENT OF PUBLIC WORKS FACILITY RENOVATIONS & ADDITIONS

#### **Submission Deadline:**

Thursday, July 26, 2018

#### **Submission Contact and Address:**

Thomas J. Roy, P.E. Director of Public Works 933 Hopmeadow Street Simsbury, CT 06070

Fax: 860-408-5416

Email: pubworks@simsbury-ct.gov

# REQUEST FOR PROPOSAL DESIGN-BUILD SERVICES

#### DEPARTMENT OF PUBLIC WORKS FACILITY RENOVATIONS & ADDITIONS

#### **BACKGROUND**

The Town of Simsbury ("Town") is soliciting proposals for renovations and additions to the Department of Public Works Facility located at 66 Town Forest Road, West Simsbury, CT 06092. The existing 14,841 square foot, steel framed Public Works Facility was built in several stages with the existing office area being the newest addition, constructed several years ago. The building sits on a 37.19-acre lot, built on a large sand deposit, and has four (4) surrounding buildings on the campus: Fleet Storage Building, Custodial Building, Truck Wash Building and Salt Shed. This RFP will focus on the Public Works Facility.

#### **GOALS**

The Town's goal, through this RFP, is to renovate and expand the current Public Works Facility to provide the following:

- 1. At least 2,000 square feet of additional office, conference, meeting and sleeping quarters, with:
  - a. Six (6) walled offices
  - b. Space available for four (4) crew-leader and four (4) mechanic cubicles
  - c. One (1) large conference room with available seating for at least 8 people
  - d. Meeting space for forty (40) employees, theater style
  - e. Sleeping quarters to accommodate twenty four (24) persons
- 2. At least 1,200 square feet of increased storage for our fleet of vehicles and heavy equipment
- 3. Improve building layout adjacencies, addressing areas of building code, regulatory, and accessibility non-compliance, while improving operational efficiencies.

Funding is available for this project under the expectation that the selected Proposer adhere to a Guaranteed Maximum Price ("GMP"). This amount shall be specified in the Price Proposal Form found in Exhibit D, which must be signed by an authorized representative of the Proposer.

In 2016, the Town conducted a review of the Public Works Facility with Weston & Sampson. In May of 2016, Weston & Sampson issued a report of the existing conditions and made recommendations for improvements. The report documented facility deficiencies in building codes, accessibility, site security, and employee facility and operational capabilities. A copy of this report can be found in Exhibit A of this RFP. It is encouraged that Proposers reference this document to get an understanding of the Public Works Facility, but make improvements to the design of the addition as the Proposer sees fit. The goal of this RFP is to provide the most cost effective expansion and renovations to improve the work flow of the Department of Public Works.

The Public Works Facility is positioned on the Public Works Campus which houses four (4) other buildings: Fleet Storage Building, Truck Wash Building, Salt Shed, and Custodial Building. In addition, the facility has several constraints for expansion based on the surrounding equipment which is described in Exhibit B. Additionally, Exhibit C contains a sketch of the existing building and the potential areas for expansion The

intent of this engagement is to meet the goals set forth in the RFP to expand our existing Public Works Main Building within these constraints or propose a detailed plan on relocating the surrounding equipment, while maintaining their efficiency.

Proposers shall review this past study and schematic designs and should be used as a guide to generate a proposal. Proposers are encouraged to improve upon the designs in any way they see fit, so long as they meet the requirements described in this RFP. Proposers are expected to base their responses to this RFP on the requirements described herein. Proposers should note that project design and engineering is not provided in this RFP and will be the responsibility of the successful Proposer. The Town desires to promote creativity and cost competitiveness in this procurement process and to provide flexibility to Proposers with respect to project configuration, equipment selection, etc. Nevertheless, all proposed designs must demonstrate the capability to meet the requirements set forth in this RFP and to obtain the approval of the Town. **Prevailing wage rates will apply to this project.** 

#### **KEY DATES**

Date	Event
June 19, 2018	RFP Release Date
June 26, 2018	Mandatory Site Visit
July 10, 2018	Deadline for All Questions
July 17, 2018	Addendum Issued Responding to Questions
July 26, 2018	RFP Proposals Due by 10:00 AM EST

#### PROPOSER QUALIFICATIONS & SUBMITAL REQUIREMENTS

The selected Proposer shall be chosen based upon the relevant expertise and thorough knowledge of the professional services, functions, activities and related responsibilities to successfully perform the Scope of Work described in this RFP. The selected Proposer shall possess, or contract with appropriate design professionals who hold, all applicable and pertinent State of Connecticut licenses.

All proposals submitted and information contained therein and attached thereto, will not become public information until Department of Public Works Staff ("DPW Staff") has made a recommendation to the Town Manger and the Town has awarded a contract to the successful Proposer.

All Proposers, and their sub-consultants, must have sufficient staffing, expertise, financing, and bonding capacity to complete the services describe in this RFP. All Proposers shall provide written evidence of the following qualifications and shall be organized using each of the elements listed below as section headings. These qualifications and submittal requirements must be met to be considered for this RFP.

- A. <u>Letter of Transmittal</u>: Provide a letter accepting all terms, conditions and requirements of this RFP. Explain how your firm will maintain consistent leadership throughout this project and how your firm will keep this project on budget and schedule.
- B. <u>Firm Description</u>: Provide a brief description of the firm including firm size and area of specialization, location of corporate headquarters, and location of office proposed to handle this project.

- C. <u>Project Team</u>: Provide names, resumes, and office locations of key staff who will be assigned to the project. Each team member's education and qualifications shall be listed. The project manager shall be clearly identified. If different consultants will be teaming together, indicate the lead consultant and identify any sub-consultants. Provide the number of professional staff members your office employs. Provide the work in place in dollars that has been managed each year for the past five (5) years.
- D. <u>Project Understanding</u>: Provide a statement summarizing how the consultant and/or project team is particularly qualified for this project. Provide an overview of the principal elements of the proposal. A description of the proposer's approach to the project, any suggestions or concerns the Town should be aware of, proposed configuration of equipment, and any additional scope of work tasks proposed as necessary for the successful completion.
- E. <u>Safety</u>: The Proposer shall be responsible for maintaining a safe work environment and adhere to all applicable OSHA regulations. Discuss your firm's attitude toward safety. Explain specifically what will be done for this project to proactively maintain a safe environment for the workers, public and Town employees. In addition, provide a letter from your insurance carrier indicating you EMR rating for the last three (3) years.
- F. <u>Bonding Capacity</u>: Proposer must be bondable to the value of the project. Provide the name of your bonding company, bonding limitation, Best Rating, name and contact information of agent(s).
- G. <u>Scope of Services</u>: Describe the Proposer's approach and technical plan for accomplishing the work listed herein. The Proposer is encouraged to elaborate and improve on the tasks listed in the RFP; however, the Proposer shall not delete any requested scope tasks without clearly noting this in the submission.
- H. <u>Preliminary Sketch</u>: The Proposer shall provide a preliminary drawing with layout and dimensions of all spaces.
- I. <u>Project Schedule</u>: The Proposer shall submit a draft schedule, itemized by task, for completing the scope of work. Demonstrate how the leadership provided by your firm will ensure that deadlines will be met. Include identification of any risks that you do not control and how you will manage that risk, as well as, what value your firm brings to the project.
- J. <u>Comparable Projects</u>: Description of related project experience, especially with other municipalities over the last five (5) years. Include the client's name, a brief summary of the work, and role of key staff in each project.
- K. <u>References</u>: Three (3) references from comparable projects, including the current contact name and phone number of the authorized owner's representative, as well as, the Proposer's project manager for each project.
- L. <u>Insurance</u>: Provide your insurance company and agent(s), insurance coverage including type and limits.
- M. <u>Past Claims or Disputes</u>: Indicate any claims, disputes or arbitration proceedings that have occurred on any projects in the last five (5) years. Indicate who they were with and give the status of each.
- N. <u>Price Proposal Form</u>: This RFP is not a low-bid competition bid. Rather proposals will be evaluated based on the Proposer's responsiveness to the requirements set forth herein, and the qualifications of the Proposer to meet those requirements. The Price Proposal From found in Exhibit D shall be

- completed with the GMP and all line item costs specified and attached in order for the proposal to be considered.
- O. <u>Exceptions & Alternatives</u>: Proposers who take exception to any requirement or portion of this RFP shall state and explain the exception in this section. The Town may accept proposals which take exception or provide an alternative to any requirement contained in this RFP. Any exception or alteration must be clearly defined and cannot materially affect the substance of the RFP.

#### **Optional**

<u>Submission of Multiple Proposals</u>: Proposers may submit more than one (1) proposal for this RFP. This is an optional item and Proposers who do not submit multiple proposals will not be weighed differently. Multiple proposals can be contained in the same sealed submission to the Director of Finance, however, proposals must be numbered and named separately. Each proposal must contain all required elements described in this RFP in order to be considered.

#### SCOPE OF WORK

#### Design/Pre-Construction Phase

- 1. Review past studies and schematic designs conducted by the Town on the Public Works Facility. The dimensions of the overall exterior and interior spaces may be adjusted to provide the most efficient and economical system design. Meet with the Town to review and agree upon the proposed layout.
- 2. Prepare a preliminary plan with layout and dimensions of all spaces.
- 3. Provide final architectural plans, code sheet, egress plan, and structural plans.
- 4. Complete design shall be provided for concrete footings, foundations, insulation, siding and roofing, gutters, downspouts, windows, doors, overhead doors, floor slab, heating/cooling, ventilation, interior partition walls, doors, hardware (door lock sets shall be supplied by the Town to match our Townwide system), flooring, paint, lighting, and ceilings.
- 5. Sealed engineering plans shall be provided for the structural design.
- 6. Develop a detailed project schedule.
- 7. A detailed cost estimate shall be provided and must be within the GMP specified in Exhibit D. A review of the estimate shall be conducted with DPW Staff to ensure the estimate meets Town approval and available funding. If cost adjustments need to be made the Proposer shall collaboratively work with DPW Staff to develop ideas to adjust the project or budget accordingly.
- 8. An electronic, AutoCAD (.dwg), copy of all proposed and final plans shall be provided.
- 9. The Proposer shall review with, and obtain approval from, the Building Official and the Fire Marshall for the Egress Plan, as well as, obtain a Building Permit prior to initiating construction and prior to final payment for design services. Local building permit fees will be waived. Proposer shall be responsible for State portion (approx. \$0.04/1,000).

#### Construction Phase

- 1. Maintain and update the project schedule as conditions change.
- 2. Maintain quality control and ensure conformity to construction documents.
- 3. Coordination with DPW Staff to maintain all building operations.

- 4. Submit all executed trade contract agreements with all subcontractors.
- 5. The Proposer shall be responsible for supplying all labor and material to construct:
  - a. Concrete footings, foundations, floor slab and compaction.
  - b. Insulation-foundation, exterior walls, and interior partition walls
  - c. Windows, doors, and overhead doors & motors. (note: Town will supply door lock sets)
  - d. All framing, siding & roofing, including gutters & downspouts.
  - e. Miscellaneous related work as required
  - f. All layout, line and grades.
- 6. The Proposer shall be responsible for the building layout. The Town will furnish an excavator and loader for foundation excavation and backfill, if applicable. The Proposer will supervise all excavation operations. The Proposer will supply and place foundation insulation, provide base material compaction, and all layout.
- 7. The Proposer will obtain all Building Permits. All fees will be waived except for State Permits. The Town will obtain any required site plan approvals.
- 8. The Proposer may utilize the water supply and power from the existing Public Work Facility. The Proposer shall be responsible providing portable sanitary facilities, any power cables, hoses, pipes etc. for construction services.
- 9. Before placing the floor slab, the Proposer shall provide adequate time for the Town to install underfloor facilities. The Proposer shall supply sleeves through foundations, as needed.
- 10. The Town will supply lock cylinders. The Proposer shall coordinate hardware and door cuts to accommodate owners lock cylinders.
- 11. Provide all necessary on-site Construction Management personnel.

#### Post Construction and Warranty Phase

- 1. Coordinate and monitor the proper completion of all "punch list" items as determined by the Town
- 2. Resolve all warranty issues to the satisfaction of the Building Committee during the one-year general warranty period and beyond where applicable.
- 3. Develop and maintain an effective program so all Operating and Maintenance Manuals and other preventative maintenance information are delivered to the Town.
- 4. Provide complete formal owner training of all added systems.

#### *General Requirements*

- 1. The Town of Simsbury Department of Public Works shall be notified at least five (5) days prior to beginning work.
- 2. A meeting with the Department of Public Works, Highway Fleet Division, other Town Staff, and the Proposer shall be held prior to beginning work. This meeting will be arranged by the Department of Public Works.
- 3. Prior to beginning work, the "Call Before You Dig" service shall be notified at 1-800-922-4455 such that any underground utilities in the immediate vicinity of the work can be marked.
- 4. All staking and surveying will be the responsibility of the Proposer.

5. Upon completion or termination of the work, the Proposer shall remove from the vicinity of the site all equipment and all temporary structures, waste materials and rubbish resulting from its operations, leaving the premises in a neat and presentable condition. In the event of failure to do so, the same may be done by the Town at the expense of the Proposer.

#### **CONTRACT MANAGEMENT**

The contract period shall be from the date of execution through to the completion of all the various stages of the construction project and close out as described in the Scope of Work.

Any contract, purchase order, change order or any other request of payment from this RFP will be managed by the Public Works Department.

The Proposer will assign one qualified individual, who will be the firm's day-to-day contact person and wo will be responsible for directing and coordinating the activities of the firm's personnel in all aspects of the project.

#### **EVALUATION & SELECTION PROCESS**

The materials submitted by the Proposers will be reviewed and ranked by DPW Staff. Evaluation will be based upon the Proposer's qualifications to meet the requirements set forth in this RFP and responsiveness to this RFP. The final cost for these services will be a factor in determining the best qualified Proposer for which the Town will enter contract with.

The process will incorporate without limitation the following criteria:

- Proposer's relevant project experience, including experience and construction of industrial facilities, with a preference to past Public Works facilities, and completion of similar sized municipal renovations.
- Proposer's experience working with government agencies that may have jurisdiction over the project.
- Proposer's past performance information, including but not limited to, adherences to project budgets, schedules, and number and value of change orders for projects.
- Proposer's current work load and staff assignment.
- Background and experience of key personnel to be assigned to this contract.
- References and specific projects that are comparable in size and budget. The Town will contact one or more of the references listed in the Proposer's response to this RFP as part of the selection process.
- Financial strength and stability
- Proposal completeness and compliance with the RFP's requirements
- Proposer's customer service and maintenance capabilities
- Proposed fees and costs will be a determining factor to the final selection process. The Town reserves the right to negotiate fees with the selected Proposer.

Following the review by the Building Committee, a short list of qualified Proposers may be invited to participate in an interview process. Following this process, a preliminary selection will be made, where DPW Staff will recommend to the Town Manager whom they deem to be the best qualified to perform the services outlined in this RFP. The Town will negotiate and enter into a contract with one firm to conduct the services.

Proposers must be prepared to present evidence of experience, ability, financial standing, and any other information deemed necessary by DPW Staff to satisfactorily meet the requirements set forth in the proposal.

The Town reserves the right to reject any or all proposals or parts thereof for any reason, negotiate changes to proposal terms, waive inconsistencies with the RFP, and negotiate contracts with the successful Proposal.

The Town shall not be liable for costs incurred in the preparation of the responses to this RFP or in connection with any presentation before DPW Staff or the Town.

#### **INSURANCE REQUIRMENTS**

The firm must carry insurance under which the Town is named as an additional insured, as follows:

Such insurance must be by insurance companies licensed to write such insurance in Connecticut against the following risks with the following minimum amounts and minimum durations.

- A. Workman's Compensation, as required by State Statute & \$100,000 employers liability limit.
- B. Public Liability, Bodily Injury Liability and Property Damage Liability as follows:

Injury or death of one person: \$2,000,000 Injury to more than one person in

a single accident: \$1,000,000

Property damage in one accident: \$1,000,000

Property damage in all accidents: \$2,000,000

Excess/Umbrella Liability: \$1,000,000

C. Automobile and Truck (Vehicular) Public Liability, Bodily Injury Liability and Property Damage Liability as follows:

Injury or death of one person: \$1,000,000

Injury to more than one person in

a single accident: \$1,000,000 Property damage in one accident: \$1,000,000 Property damage in all accidents: \$1,000,000

Insurance under B, and C above must provide for a 30-day notice to the Town of cancellation/or restrictive amendment.

Insurance under B and C above must be for the whole duration of the contract and for twelve (12) months after acceptance of the project by the Town.

Subcontractors must carry A, B, and C in the same amounts as above for the duration of the project and until acceptance by the Town.

Certificates of insurance must be submitted to the Director of Public Works prior to the signing of the contract and within ten days of notification of award of contract. Should any insurance expire or be terminated during the period in which the same is required by this contract, the Director of Public Works shall be notified and such expired or terminated insurance must be replaced with new insurance and a new certificate furnished to the Director of Public Works.

Failure to provide the required insurance and certificates may, at the option of the Town, be held to be a willful and substantial breach of this contract.

#### NON-COLLUSION AFFIDAVIT OF BIDDER

Sta	ate of	, County of	, being first duly	
SW	orn, disposes and says that:			
1.	He is the owner, officer, representative or agent of: the BIDDER that has submitted the attached BID;			
2.	The attached BID is genuine; it is r	not a collusive or sham BID.		
3.	He is fully informed respecting to circumstances respecting the attack	* *	and knowledgeable of all pertinent	
4.	indirectly, with any other bidder, fit AGREEMENT for which the attack with any contract, or has in an communication or conference with attached BID or of any other bidder, the bid price of any other bidder,	has in any way colluded, conspired irm or person to submit a collusive of ched BID has been submitted or to be manner, directly or indirectly, the any other bidder, firm or person ter, or to fix any overhead, profit or or to secure through collusion, co	oresentatives, employees, or parties d, connived, or agreed, directly or or sham BID in connection with the refrain from bidding in connection sought by agreement, collusion, in to fix the price or prices in the rest element of the BID prices or onspiracy, connivance or unlawful r person interested in the proposed	
5.			e BIDDER or any of its agents,	
6.	That no elected or appointed officiently or indirectly interested in which it relates, or in any of the pro-	this BID, or in the supplies, mate	of the Town of Simsbury, who is erials, equipment, work or labor to	
		(Signed)		
			(Name of Bidder)	
Su —	abscribed and sworn to before me thiday of, 2017			
	Title	-		
M		20		

# EQUAL EMPLOYMENT OPPORTUNITY LAW AND REGULATION INCLUDING EXECUTIVE ORDER NO. 3

This statement must be completed by the Bidder and shall accompany his bid for this project.

IT IS HEREBY CERTIFIED THAT:	
NAME OF BIDDER:	
BUSINESS ADDRESS:	
- · · · · · · · · · · · · · · · · · · ·	complied on past Contracts and will fully comply on this regarding equal employment opportunities for minorities and
Has has not previously perform Order No. 3 of the State of Connecticut, or any Discrimination.	ned work under the conditions of the Governor's Executive preceding similar Executive Order with regards to Non-
Signature	
Title	_
Subscribed and sworn to before me thisday of, 2018	
Title	
My Commission agniras 2018	

**IMPORTANT**: THIS STATEMENT MUST BE SUBMITTED WITH BID

**END OF SECTION** 

#### **EXHIBIT A**

Weston & Sampson Update Report and Schematic Designs



100 Foxborough Blvd., Suite 250, Foxborough, MA 02035 tel: 508-698-3034 fax: 508-698-0843

update report

# Simsbury Public Works Facility Building Upgrades Update Report

Town of Simsbury Connecticut



May 2016

Town of Simsbury, CT Department of Public Works Bldg. Upgrades Update Report May 2016

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SECTION 2: EXISTING CONDITIONS PLANS

SECTION 3: CONCEPTUAL FLOOR PLANS

SECTION 4: CONCEPTUAL MASSING DIAGRAM AND ELEVATIONS

Town of Simsbury, CT Department of Public Works Bldg. Upgrades Update Report May 2016

#### SECTION 1

PROGRAMMING DOCUMENTATION



Weston & Sampson Engineers, Inc. 100 Foxborough Boulevard, Suite 250 Foxborough, Massachusetts 02035 www.westonandsampson.com Tel: (978) 532-1900 Fax: (978) 977-0100

Innovative Solutions since 1899

#### MEMORANDUM

**TO:** Simsbury DPW Study File

**FROM:** Jeff Alberti

DATE: December 02, 2015

**SUBJECT:** Staff Interviews at DPW Facility

**Attendees:** Jeffrey Alberti, WSE

John Comeau, WSE Tom Roy, DPW Kevin Clemens, DPW

Henry Miga, Building Official

#### **General**

- Staffing includes:
  - o Administration 3
  - o Highway 19
  - o Building & Grounds 7
- Facility needs to be programmed with sleeping quarters for staff during extended storm events. Space should be programmed as a multi-use space that is used for other functions during normal work hours. Space could be designated as a multi-purpose room and will likely not be considered as "residential use" from a code perspective.
- The existing building needs to be upgraded to include a sprinkler system. Sprinkler coverage should be considered for the entire facility or for a portion of the facility if proper fire separation (standalone fire walls) can be provided.
- A general discussion was held pertaining to bring the facility into compliance with ADA requirements. It was noted that CT includes exceptions for ADA as long as:
  - Less than 3,000 SF
  - o Allows for the same function on a lower accessible level
  - No change in use/occupancy
- CT has a 20% cost threshold. Code analysis should take into consideration space defined as "occupiable" vs. storage which does not have provisions for the space to be occupied.
- Upgrades must take into consideration possible building envelope upgrades (high performance building standards - 2009 IECC). If there is no change in use and no change in occupancy, then there is not a requirement for the building envelope to be upgraded.
- Upgrades are needed to the crew quarters.
- Upgrades are needed to the office area including accommodation for future positions such as Project Director.
- Upgrades are needed to the crew/mechanics support spaces.
- Several building deficiencies were discussed. See next page for summary.



Weston & Sampson Engineers, Inc. 100 Foxborough Boulevard, Suite 250 Foxborough, Massachusetts 02035 www.westonandsampson.com Tel: (978) 532-1900 Fax: (978) 977-0100

Innovative Solutions since 1899

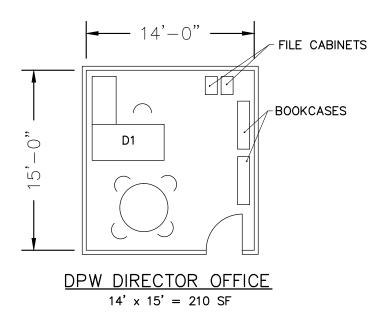
• The following is a summary of potential improvements identified during the site walk:

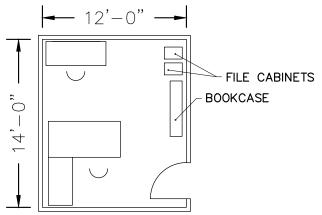


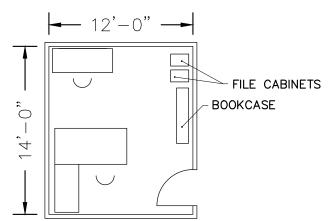
- Bldg 1 + Bldg 3 Sleeping quarters.
- Bldg 2 New roof.
- Bldg 1 New sprinkler system throughout or partial with fire walls.
- Bldg 2 New sprinkler system.
- Bldg 3 New sprinkler system.
- Bldg 1 provide two separate shared offices for 3 Mechanics, 3 Crew Leaders, and 1 future Crew Leader.
- Bldg 1 Office / office support space for:
  - o DPW Director (private office).
  - o Highway Superintendent (private office).
  - o Administration (1 full time administrator and 1 future administrative assistant).
  - Conference room.
- Bldg 1 New vestibule / waiting area.
- Bldg 1 Expanded crew quarters to include space for shared training for up to 35 personnel.
- Bldg 1, 2, 3 Fire alarm.
- Bldg 1, 2, 3 Ventilation system upgrades.
- Bldg 1 Improved circulation / access to toilet facilities. Rework access to toilet facilities which currently runs through the vehicle maintenance area.
- Potential location for future new cold storage building.

# Town of Simsbury, CT Department of Public Works Space Needs Summary - January 15, 2016

Area	Description	Existing Size (SF)	Proposed Size (SF)
Offices & Office	DPW Director	202	270
Support Areas	Highway Superintendent	155	168
	Administration Area	132	224
	Vestibule/Reception/Waiting Area	-	260
	Conference Room	-	192
	Project Director	-	160
	Mechanics Shared Office	140	160
	Crew Leader Shared Office	-	160
	Multipurpose / Training / Muster Room	525	1,132
	Office Supply Closet	-	36
	General Closet	-	18
	Male Locker/Shower/Toilet (Reuse Existing)	422	422
	Female Locker/Shower/Toilet (Reuse Existing)	73	73
	Subtotal:	1,649	3,275
	Circulation (10%):	264	328
	TOTAL:	1,913	3,603
Existing Space to		be Reused:	2,189
	New Construction	n Required:	1,414







HIGHWAY SUPERINTENDENT OFFICE PROJECT DIRECTOR OFFICE 14' x 12' = 168 SF

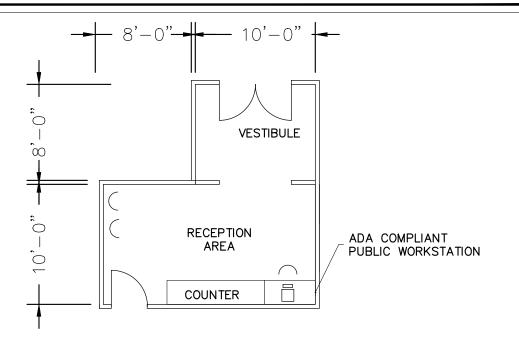
 $14' \times 12' = 168 \text{ SF}$ 

#### SPACE NEEDS ASSESSMENT

JANUARY 2016 SIMSBURY, CONNECTICUT

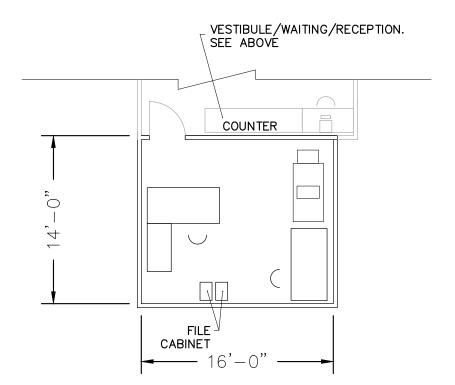
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Sheet 1



#### VESTIBULE/WAITING/RECEPTION AREA

10' x 8' = 80 SF 18' x 10' = 180 SF



#### OFFICE ADMINISTRATOR'S WORKSTATION

 $14' \times 16' = 224 \text{ SF}$ 

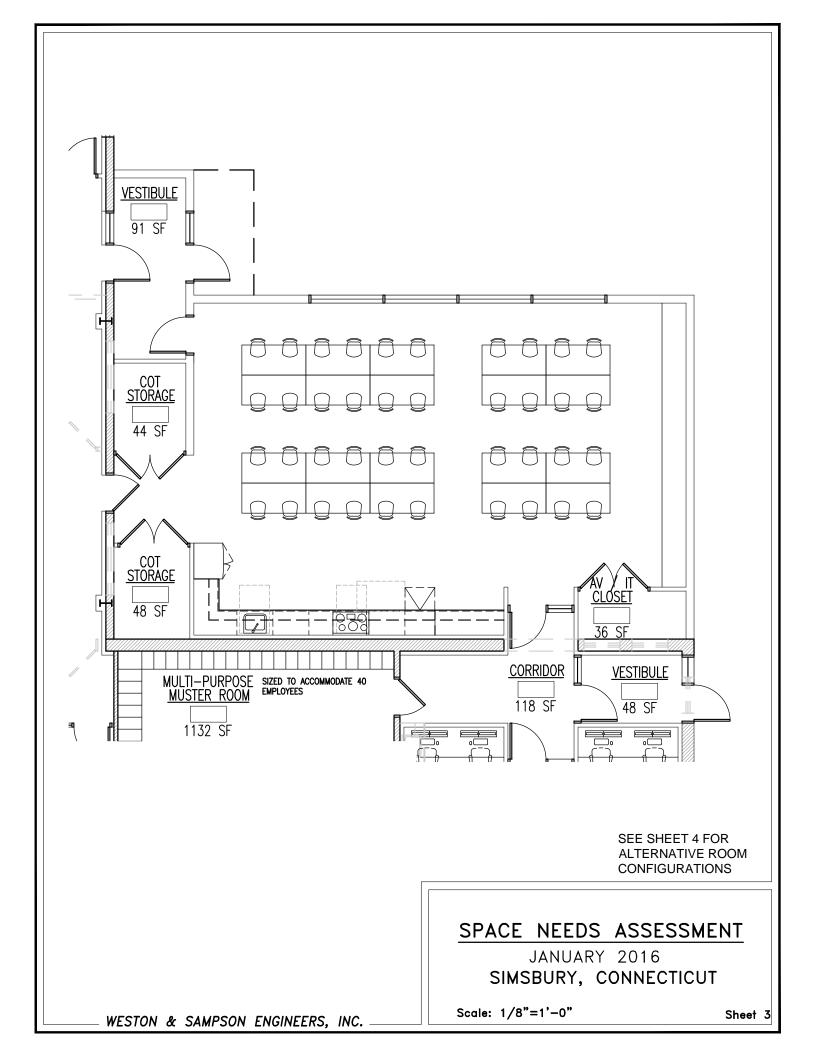
#### SPACE NEEDS ASSESSMENT

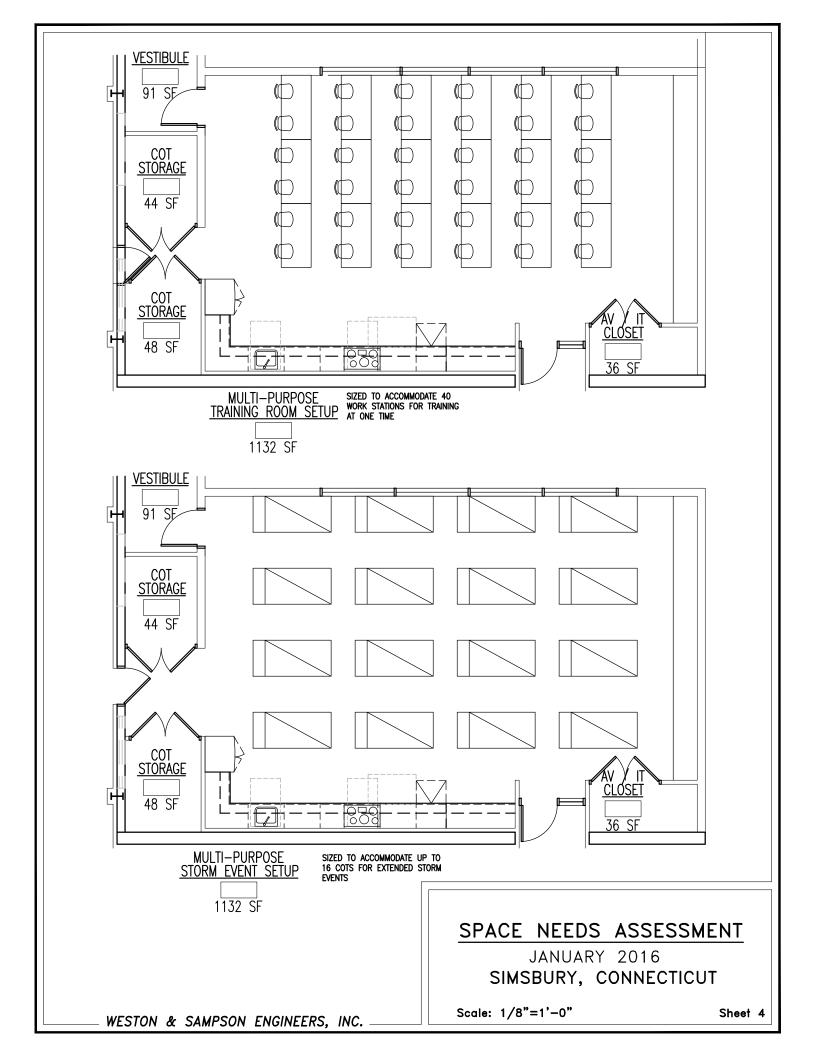
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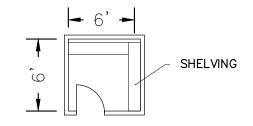
Scale: 1/8"=1'-0"

Sheet 2

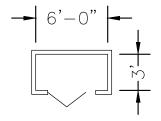
WESTON & SAMPSON ENGINEERS, INC.



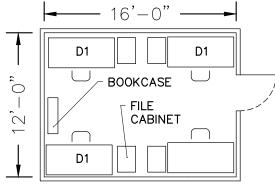




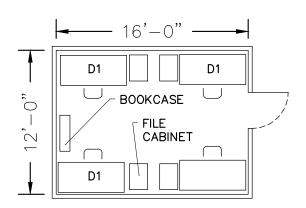
OFFICE SUPPLY CLOSET
6' x 6' = 36 SF



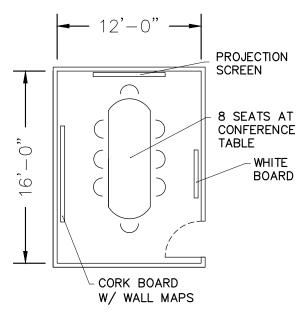
GENERAL CLOSET 3' x 6' = 18 SF



CREW LEADER SHARED OFFICE 12' x 16' = 192 SF



MECHANIC'S SHARED OFFICE 12' x 16' = 192 SF



CONFERENCE ROOM
12' x 16' = 192 SF

#### SPACE NEEDS ASSESSMENT

JANUARY 2016 SIMSBURY, CONNECTICUT

Scale: 1/8"=1'-0"

Sheet 5

WESTON & SAMPSON ENGINEERS, INC.

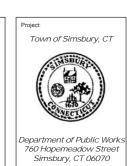
Town of Simsbury, CT Department of Public Works Bldg. Upgrades Update Report May 2016

#### SECTION 2

**EXISTING CONDITIONS PLANS** 









	Re	visions:		
	Rev	Date	Description	
				_
	Sea	al:		
	Iss	ued For:		
		SCHE	MATIC DESIGN	
	Da	te:	JANUARY 2016	
	Sc	ale:	VARIES	

Approved By:	DGT
Drawing Title:	
EXISTING FLOO	OR PLAN
Sheet Number:	
EX1	.01

MMS JRC



Project

Town of Simsbury, CT



Department of Public Works 760 Hopemeadow Street Simsbury, CT 06070

#### Wester Samps

Foxborough Blvd. Foxborough, MA 0203 08) 698-3034 (800) SAMPS0

Consultants:

Revisions:

Rev Date Description

#### SCHEMATIC DESIGN

Date: JANUARY 2016

Scale: VARIES

Drawn By: MMS

Reviewed By: JRC

Checked By: JAF

Approved By: DGT

Drawing Title:

EXISTING SITE PLAN

TRUE NORTH (APPROX.)

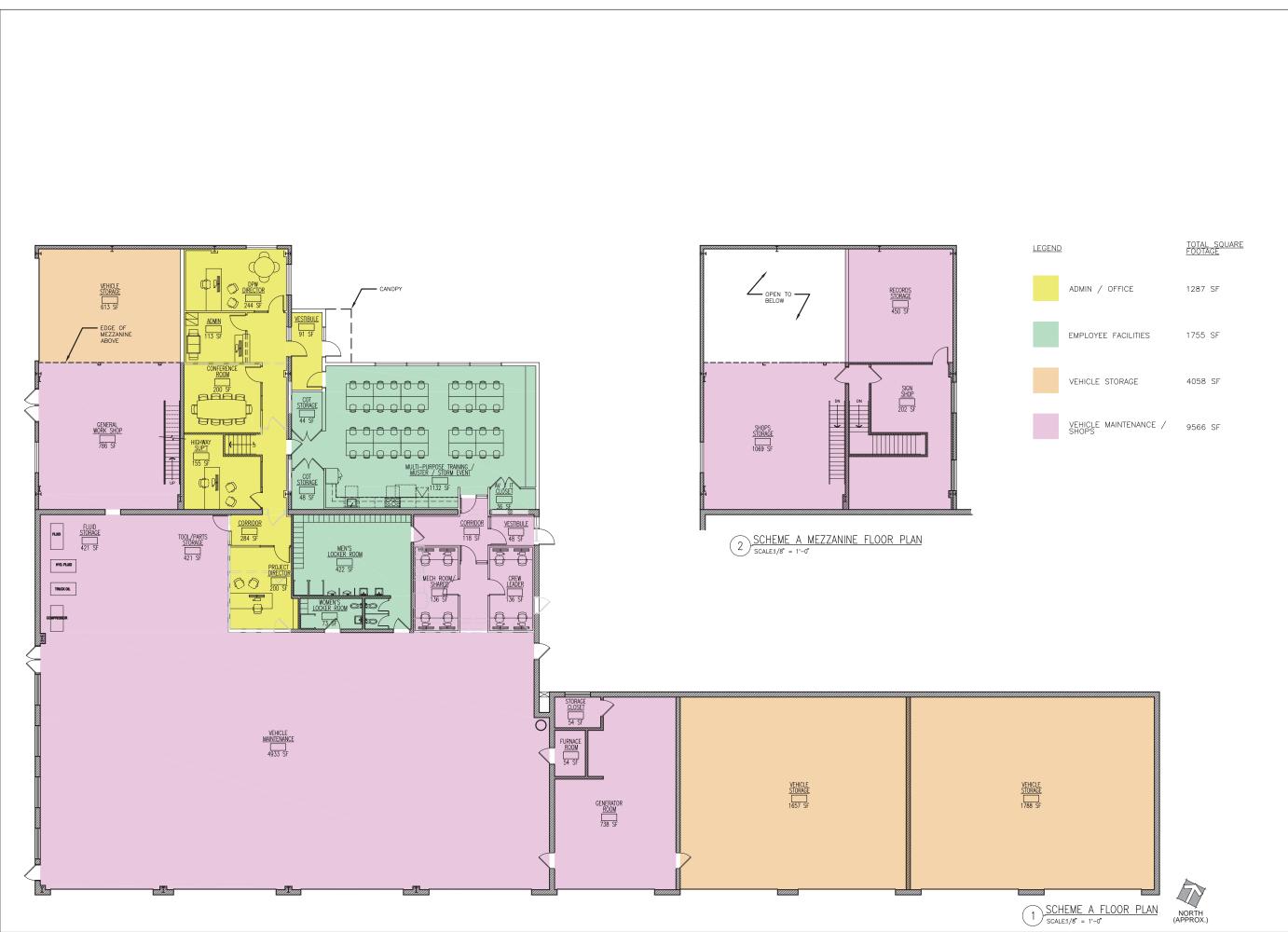
SITE PLAN
SCALE1:40

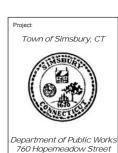
EX1.0

Town of Simsbury, CT Department of Public Works Bldg. Upgrades Update Report May 2016

#### SECTION 3

CONCEPTUAL FLOOR PLANS





Simsbury, CT 06070

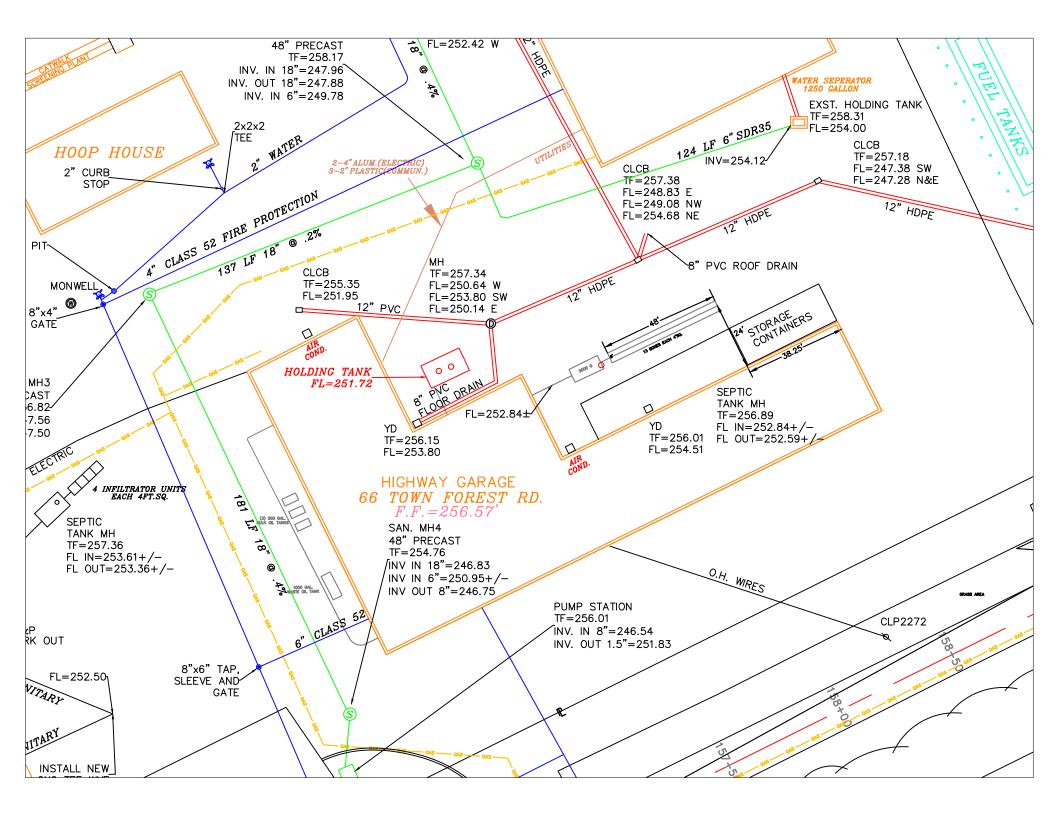


Re	visions:		
Rev	Date	Description	on
Sea	al:		
Iss	ued For:		
	SCHE	MATIC D	ESIGN
Da	te: •	JANUARY :	2016
Sca	ale:		VARIES
Dra	awn By:		MMS
Re	viewed By:		JRC
Ch	ecked By:		JAF
Ap	proved By:		DGT



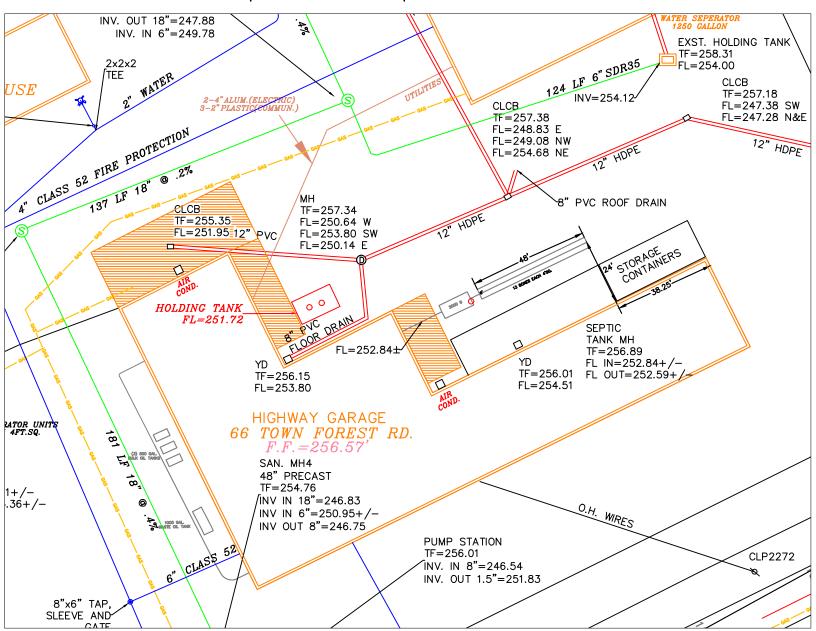
#### EXHIBIT B

DPW Campus Design Constraints



## Exhibit C Proposed Expansion Areas = proposed areas





#### EXHIBIT D

#### PRICE PROPOSAL FORM

Name of Proposer:	
Response to: RFP Design-Build Services - Department of Pu	ublic Works Facility Renovations & Additions
THIS PROPOSAL IS SUBMITTED TO:	

Department of Public Works 933 Hopmeadow Street Simsbury, CT 06070

The undersigned Proposer submits and agrees, if this proposal is accepted, to enter into a contract to deliver the services as specified or indicated for the prices and times indicated in this proposal in accordance with the other terms and conditions of the Request for Proposal Documents.

The Proposer accepts all the terms, conditions and requirements of the Request for Proposal Documents.

**GUARANTEED MAXIMUM COST PROPOSAL**: Pursuant to the Request for Proposal Documents and Final Agreement, the Guaranteed Maximum Price ("GMP") shall equal the sum of the design costs, construction costs, and all other fees and reimbursable expenses associated with this project. The proposal submitted shall confirm to the GMP which the Proposer shall adhere to and shall be included in the Final Agreement.

The Town, at its discretion, may negotiate with the Proposer a final GMP after execution of this Price Proposal Form.

Please indicate costs for each line item in the table below. The aggregate of these line items shall be equal to the GMP.

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE
1.0	Civil Site Work	\$
2.0	Foundation	\$
3.0	<b>Building Envelope</b>	\$
3.1	Roof	\$
3.2	Walls	\$
3.3	Insulation	\$
3.4	Windows	\$
3.5	Exterior Doors	\$
4.0	Carpentry - Interior	\$
4.1	Interior walls	\$
4.2	Flooring	\$
4.3	Paint	\$
4.4	Hardware	\$
5.0	Electrical/Lighting	\$
6.0	HVAC	\$
7.0	Plumbing	\$
8.0	Fire Protection	\$

GUARANTEED MAXIMUM PRICE: \$				
This Price Proposal Form is submitted b	y:			
Company	Date			
Address	Telephone			
Authorized Signature				