



TOWN OF SIMSBURY, CONNECTICUT

Request for Qualifications (RFQ) Life Safety Analysis – Simsbury Meadows Facility

SUBMISSION DEADLINE: May 4, 2023 at 4:30pm

SUBMISSION CONTACT AND ADDRESS:

Town Manager's Office
Town of Simsbury
933 Hopmeadow Street
Simsbury, Connecticut 06070
(860) 658-3230
townmanager@simsbury-ct.gov

Submissions will be accepted in electronic format only.

1. Purpose

The Town of Simsbury, Connecticut (hereafter referred to as “the Town” or “Town”) is requesting proposals from qualified, independent consultants (hereafter referred to as “Consultant”) to prepare a Life Safety Analysis for the Simsbury Meadows Performing Arts Center to ensure the continued safety of staff, patrons and guests.

The Town of Simsbury reserves the right to accept or reject, without prejudice, any or all submissions or to waive any irregularities therein, or to accept the submission deemed to be in the best interest of the Town of Simsbury. The Town is not responsible for any costs incurred by the proposers in the preparation of the proposals or any work performed prior to the approval of the executed contract.

Questions regarding this RFQ should be directed to the Town Manager's Office at townmanager@simsbury-ct.gov. To receive consideration, all questions must be submitted by **4:30 PM on April 25, 2023**. A response to all relevant questions will be provided before the close of business on **April 28, 2023**, via an addendum that will be posted on the Town website at: www.simsbury-ct.gov.

2. Submission & Deadline

Statement of qualifications must be received by **4:30 PM on Thursday, May 4, 2023.**

Complete electronic statement of qualifications, clearly marked “Simsbury Meadows Performing Arts Center Life Safety Analysis – RFQ” shall be sent to tmintern@simsbury-ct.gov. Only electronic copies will be accepted. Hard copies will not be considered. No statement of qualifications will be accepted after the date and time specified.

3. Background

The Simsbury Meadows Performing Arts Center is a state-of-the-art venue located in the heart of downtown Simsbury. Comfortably situated in the scenic Farmington Valley, mid-way between Hartford and Litchfield. Simsbury Meadows is the state’s second largest outdoor venue, with a capacity of 10,000. A not-for-profit 501(c)(3) organization, Simsbury Performing Arts Center, Inc. manages the venue during the event season (April 1 - October 31). Simsbury Meadows hosts the Hartford Symphony Orchestra annually for its 5-concert series, the Talcott Mountain Music Festival, in July. Concerts for this annual series bring in, on average, 2,500 - 6,000 attendees with the annual 4th of July Celebrate America concert bringing in upwards of 10,000.

Additionally, the venue has approximately 80+ usage dates per season, with events ranging from small fitness classes on stage (20 attendees), to large scale sports tournaments spanning the 7 acre field, dance recitals, graduations, fairs and festivals, flea markets, movies under the stars, a full-scale traveling circus, and concerts featuring top talent including The Beach Boys (5,000 attendees), Darius Rucker (9,000 attendees), Tedeschi Trucks Band (7,000 attendees), Willie Nelson (5,000 attendees), and more.

4. Scope of Services

Services to be provided by the Consultant are the following and should consider, but not be limited to; professional standards, best practices, accreditation, life safety reports, narratives, floor plans, assessments, compliance with current CT Fire Safety and Prevention Codes and risk management:

A. Assess Current Conditions

- Conduct life safety evaluations on the nature of events, their participants, attendees, access and egress movement, and crowd density problems
- Assess conditions of permanent and temporary structural systems, hazardous materials incidents within and near facility, and relationships among facility management, event participants, and emergency response agencies
- Analyze appropriate safety measures related to medical emergencies, fire hazards, severe weather conditions, earthquakes, civil or other disturbances

B. Create a Life Safety Narrative

- Describe event occupancy, intended uses and events, event area and population capacity of facility
- Address principal fire and life safety features/strategies such as egress, access control, pre-emergency announcements, actual emergency events, PA system, emergency power and lighting, provisions for patrons with disabilities, fire department access, and emergency command center

C. Present a Life Safety Floor Plan

- Provide life safety floor plans of each level with occupant load information, exit location, egress capacity, main entrance and exit, horizontal exits, travel distance, and exit discharge
- Provide event plans for each anticipated type of event depicting seating configuration, exhibit booth layout, stage location, occupant load, egress capacity required, exits provided, travel distance, any floor/stage use restrictions, areas of refuge (interior and exterior), fireworks, and a plan or section drawing indicating where sprinkler protection is omitted

5. Qualifications

Consultants responding to this RFQ must demonstrate expertise in the following areas:

- A. Experience in assessing life safety priorities for entertainment venues
- B. Capability in evaluating life safety priorities for large indoor/outdoor public meeting spaces
- C. Connecticut entertainment venue requirements
- D. Working with facilities similar in size to Simsbury Meadows Performing Arts Center
- E. Credibility
- F. Resource depth

6. Statement of Qualifications

Consultants shall submit the following as their statement of qualifications:

- **Letter of Transmittal:** A letter addressed to the Town Manager's Office, which includes a statement by the respondent accepting all terms and conditions contained in this RFQ. The letter should also include a brief discussion of the consultant's background, experience, and ability to perform this contract in accordance with the Scope of Services. The letter must be signed by an authorized official. The letter must also provide the name, title, address, and telephone number of the person who may be contacted to clarify any information provided in the submission.
- **Project Understanding:** Statement regarding the consultant's qualifications related to this project and detail on the consultant's understanding of the requirements presented in this

RFQ, including a proposed project timeline that is a realistic expectation of the firm's capacity and ability to complete the work.

- **Service and Staffing Plan:** Description of project approach/methodology, anticipated schedule with project milestones, and resumes of key personnel assigned to the project.
- **References:** Provide a minimum of three (3) references for which work of a similar scope was conducted. Include the names, titles, addresses, and telephone numbers of individuals that the Town may contact.
- **Fee Proposal:** One cost proposal to include all elements of the work to be performed. Please include the name, title, address, and telephone number of the individual with the authority to negotiate and contractually bind the consultant. The Town reserves the right to negotiate the fees and payment schedules with the selected consultant.

7. Selection Criteria, Evaluation & Award

The Town will evaluate submissions based on factors such as background and experience in providing similar services; the specific background, education, qualifications, and relevant experience of key personnel to be assigned to the project; references; technical understanding of the scope of services to be provided; proposed schedule for project completion; proposed fees; and, other relevant criteria.

The Town reserves the right to award the work to a consultant other than that with the lowest cost. The Town may invite the consultants with the most responsive submissions for an interview and detailed presentation before representatives from the Town. Following the interview process, the Town will award the contract to the consultant it determines best qualified to perform the required services. The Town reserves the right to terminate the contract for any reason with thirty (30) days written notice.

8. Timeline

The anticipated RFQ schedule is as follows:

Questions Due	April 25, 2023
Response to Questions Posted	April 28, 2023
Responses from Firms Due	May 4, 2023
Select Firms to be Interviewed	May 19, 2023
Interviews of Firms	Week of June 5 th
Final Selection	Week of June 12 th
Negotiation and Execution of Contract	Week of June 19 th
Commencement of Services	Week of June 26 th
Completion of Preliminary Report	Week of September 4 th
Staff & Consultant Meetings to Review Draft	September 2023
Completion of Final Report	Week of October 2 nd

The Town reserves the right to modify this timeline following receipt of RFQ responses.

9. Insurance & Indemnification

The selected consultant will be required to furnish certificates of insurance, including general liability, umbrella liability, automobile, and workers compensation with the following minimum limits:

<u>General Liability:</u>	\$1,000,000
<u>Umbrella Liability:</u>	\$5,000,000
<u>Auto Liability:</u>	\$1,000,000
<u>Professional Liability:</u>	\$1,000,000
<u>Worker's Compensation:</u>	Statutory
<u>Employer's Liability:</u>	\$1,000,000

Contractor coverage shall be primary and non-contributory. The Town of Simsbury shall be named as additional insured on the general liability, umbrella liability, and automobile liability policies. Each policy shall include a waiver of subrogation in favor of the Town. All policies shall be kept in force throughout the project, with an extended reporting period of 36 months after the agreement terminates.

To the fullest extent permitted by law, the consultant shall indemnify, defend and hold harmless the Town of Simsbury and its agents and employees from and against all claims, damages, losses, and expenses, including reasonable attorney's fees to the extent caused by the negligent acts, errors or omissions of the consultant, or those for whom the consultant is legally responsible in the performance of the work.