



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

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 10th. 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 13th.

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

Telephone (860) 658-3200
Facsimile (860) 658-9467

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

RFQ NO. 2015-01

TOWN OF SIMSBURY

Senior/Community Center

Simsbury, CT 06070

Request for Qualifications - Architectural Services

April 7, 2015

1.0 INTRODUCTION

The Town of Simsbury anticipates undertaking a project ("Project") that will involve the development and execution of a plan to construct a new Senior/Community Center. The Project is to be developed on a town owned parcel known as the Simsbury Meadows. There are several public facilities located on the site including the Performing Arts Center (PAC), the Boundless Playground, the Dog Park, and three (3) recreational athletic fields. The site is also adjacent to an open space parcel with significant environmental and ecological features. These various uses will require a careful integration of the new facility into the site. In addition, the Project will include a review of the needs of the Performing Arts Center, Inc. for accommodating possible shared amenities in the Project.

This Request for Qualifications is for the solicitation of Architectural and Site Engineering Services for the Project.

2.0 PROJECT DESCRIPTION

2.1 Project Background

The Town of Simsbury recently selected a site to construct a Senior/Community Center to serve the needs of the community. Several other sites, including the Eno Memorial Hall site where the existing Senior Center is located, have been previously considered for the facility. A review of other Senior Centers, a programmatic review, a review of space needs and a review of potential sites for the facility was completed over the last 3-4 years. The Board of Selectman recently recommended that the Senior/Community Center project be developed at the Simsbury Meadows site.

The intent of this project is to complete a review of the proposed program considering future demographics and space needs required for the project, develop plans and an estimate of cost for a proposed facility that meet these programmatic needs and fully utilizes the site's environmental features, and obtain the regulatory approvals required to advance the project to referendum. In addition, the Project will include a review of the space requirements for the PAC for possible shared use of the spaces developed as part of the Project.

The site is located in an area that is considered environmentally sensitive in regards to wetlands and habitat. The site is also located in close proximity to the Base Flood Elevation and to areas designated as a FEMA Floodway.

2.2 Scope of Services

Review and develop appropriate program requirements for the project working with the Simsbury Senior Center staff, Simsbury Social Services staff and the Performing Arts Center Board of Directors. Prepare appropriate design and construction document solutions for the development of a new Senior/Community Center at the Simsbury Meadows. In addition, review opportunities for accommodating the program and space requirements of the Performing Arts Center. More specifically, the scope of work shall include but not be limited the following:

- Review existing reports and documentation available relative to the Senior/Community Center and the Performing Art Center.
- Review and document existing conditions, dimensions, surveys, and environmental studies and available information for the Simsbury Meadows and the Performing Arts Center.
- Study existing access, vehicular and pedestrian circulation, parking, PAC staging and storage requirements, and PAC operations during events to develop appropriate site plan to serve existing and proposed activities on the site.
- Review Building Code, ADA Requirements and other regulatory requirements in regards to the proposed scope of work.
- Design and construction documents required:
 - Schematic Design with estimate
 - Design Development with estimate
 - Jurisdictional review documentation
 - Construction Documents with estimate
 - Construction Administration Services
- Render interior and exterior elevations as needed to convey intent & design options
- Provide oversight and be the Owner's representative in the securing of jurisdictional approvals and permits from any federal, state and local authorities having jurisdiction of the Project. The experience of the team to achieve this milestone of the project is critical to meeting the project schedule.
- Attend Building Committee meetings as required.
- Participate in presentations regarding the Project to the Public, Board of Selectmen, Board of Finance and other town bodies as needed to build consensus for and obtain approval for the Project and give updates on Project progress. Participation will include as needed, preparing presentation materials and budgets for the Project.
- Assist in development of and monitoring of Project schedule.

- Provide value engineering analysis and recommendations regarding cost reductions and efficiencies as appropriate.
- Provide estimate of operational costs, including: utilities and maintenance costs.
- Provide professional cost estimated services at each project milestone.
- Provide status reports on the progress of the Project periodically.

3.0 QUALIFICATIONS REQUIREMENTS/FORMAT

The TOWN OF SIMSBURY will not be liable for any costs incurred by Proposers in preparing proposals or interview process or associated costs. The Proposers shall furnish the TOWN OF SIMSBURY such additional information as it may reasonably require to evaluate the proposals.

The TOWN OF SIMSBURY will consider only those Proposers who are able to meet and document all qualifications requirements described below.

Proposers must submit nine (9) hard copies and (1) flash drive of their response in the following format:

1. Qualifications - Cover letter addressing the following:
 - Statement of Interest
 - Identification of the point of contact for the RFQ
2. Firm Profile including:
 - Size and expertise
 - Resumes of key individuals proposed for the project and their experience working on similar projects
 - Resume(s) of on-site construction administrator (if other than the A/E Project Manager)
 - List Name(s) of proposed consultants to cover following specialties if known at time of submission: site engineering, landscape architecture, mechanical, electrical, plumbing engineering. If Proposer is short-listed, TOWN OF SIMSBURY will ask for identification of consultants prior to the interview. Identify (if any) Specialty services that are provided in-house.
3. Proposed organization and team structure
4. Identification of the project team
5. List senior/community center and/or performance art center or similar projects your firm has done within the past 7 years with reference (s), contact information, budget, bid results and final costs
6. Past performance data including but not limited to:
 - Familiarity with regulatory requirements and the federal, state, and local level.
 - Adherence to project schedules, project budgets and the number of change orders for projects
 - The regulatory approvals that may be required for project and contract oversight capabilities
 - Design of projects within environmentally sensitive areas
7. Proposed schedule for completion of project.
8. A completed Form SF 330 (or equal) identifying company profile, key staff and their responsibilities
9. Similar information on any consultants that are proposed (can be several under consideration by your firm)
10. Other: Submit additional information your firm believes is pertinent to this RFQ

A determination that a Proposer meets these requirements is no assurance that the Proposer will be selected for performance of the services solicited in this document.

4.0 SELECTION PROCESS

The materials submitted by the Proposers will be reviewed and ranked by a Selection Committee appointed by the Town of Simsbury’s Board of Selectmen and will be based upon a Qualifications Based Selection (QBS) format.

The QBS process will incorporate without limitation the following criteria:

- Relevant project experience, including senior community center design experience.
- Experience with site development in an environmentally sensitive area.
- Experience working with government agencies that may have jurisdiction over the Project.
- Experience working with the construction process and procedures.
- Ability to comply with Project requirements.
- Experience, skill-set and demonstrated leadership of proposed Project team.
- Quality of proposal.

4.1 Instructions to Proposers:

All qualifications must be received by the time designated; any submission received late will not be accepted.

RFQ documents may be obtained at the Town of Simsbury website www.Town of Simsbury.gov

All qualifications shall be submitted to the following individual in a sealed envelope entitled “Senior Community Center-Architectural Services”.

Joseph Mancini, Director of Finance
 Town of Simsbury
 933 Hopmeadow Street
 P.O. Box 495
 Simsbury, Connecticut 06070

4.2 RFQ Schedule

Advertise	April 7, 2015
RFQ Responses Due	April 30, 2015 by 3 PM, Eastern Standard Time, 9 hard copies and 1 flash drive of your proposal shall be delivered to the Town of Simsbury at above address.

4.3 Project Schedule

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| • Short list on (or about) | May 8, 2015 |
| • Interviews on (or about) | May 11, 2015 |
| • Preliminary Selection (or about) | May 18, 2015 |
| • Negotiate Contract / Contract Execution on (or about) | June 1, 2015 |
| • Start Design on (or about) | June 1, 2015 |
| • The goal is to complete the local approval process and develop a project budget by | October 15, 2015 |

4.4 Interviews

- Following its evaluation of the proposals received, the Selection Committee will invite a short-list of the most qualified Proposers to be interviewed. The short-listed firms will be asked to identify their sub-consultants, provide the consultant's resumes and submit sealed fee proposals based on the identified scope of work at or prior to the interviews. The Proposer will be requested to present, at a minimum, their preliminary understanding and technical approach to the project as part of the interview. The interviewing process will be a public meeting to allow the public to listen and comment on the interviews. The participation of focus groups in the interviewing process may be included to maximize the public's participation in the selection process.
- During the public interview, each Proposer will be asked to present conceptual architectural plans, elevations, and site plans assuming a 22,000 square foot building and including appropriate supporting amenities (parking, etc.) to assist in demonstrating the Proposer's vision for the Senior/Community Center. The presentation should include a discussion of the basis for plan (including as appropriate concept based on Town history and culture, the location of the Senior/Community Center near the Farmington River, proximity to the Performing Arts Center, and any other factors the Proposer deems relevant).
- Following after consideration of the oral presentations of the short-listed firms and review of the Scope and Fee Proposals, the Selection Committee will recommend a firm for approval by the Board of Selectmen. The Town of Simsbury will then enter contract for services required for the Project after approval of the selected firm by the Board of Selectmen. The contract for services for the project will be structured to allow for termination of the contract as required if the project does not achieve the required milestones including regulatory approval or referendum approval.
- The TOWN OF SIMSBURY reserves the right to reject any and all qualifications and proposals, including those that do not provide the requested information. The TOWN OF SIMSBURY or the Selection Committee may reject any or all proposals for such reason as it may deem proper. In its acceptance of proposals, TOWN OF SIMSBURY and the Selection Committee will be guided by consideration of the interests of TOWN OF SIMSBURY. The TOWN OF SIMSBURY also reserves the right to negotiate further with one or more of the Proposers as to any aspects of their proposals and to accept modifications of the work and fees when such action will be in the best interest of TOWN OF SIMSBURY. The TOWN OF SIMSBURY further reserve the right to waive informality or technical defects, if, in its judgment, the best interests of the Town of Simsbury will be so served.

4.5 Available Documents

- Documentation from previous planning efforts by the Town of Simsbury are located on the Town of Simsbury web site at the following link:
<http://www.simsbury-ct.gov/public-building-committee/pages/seniorcommunity-center-study-files>
- Design drawing and previous available studies for the Performing Art Center are also posted on the same web site shown above.

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 10th. 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 24th.

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 3 business days prior to the submission of the RFQ. 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.

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.

Equal Opportunity-Affirmative Action. The successful Proposer shall comply in all aspects with the applicable Equal Employment Opportunity laws and regulations.

The TOWN OF SIMSBURY is exempt from the payment of the Excise Taxes imposed by the Federal Government, and the Sales and Use Tax of the State of Connecticut. Such taxes should not be included in a fee proposal. Exemption certificates will be furnished upon request.

6.0 Insurance Requirements

The selected Architect shall, at its own expense and cost, obtain and keep in force during the entire duration of the Services the following insurance coverage covering the Architectural Firm and all of its agents, employees, sub-contractors and other providers of all or part of the Services and shall name TOWN OF SIMSBURY as Additional Insured's on a primary and non-contributory basis to the A/E Firms' Commercial General Liability, and Automobile Liability Insurance. All income shall be written with insurance carriers approved by Owner and licensed to do business in the State of Connecticut. Minimum limits and requirements are stated below:

1. Worker's Compensation Insurance:
 - a. Statutory Coverage
 - b. Employer's Liability
 - c. \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee
2. Commercial General Liability:
 - a. Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
 - b. Limits of Liability for Bodily Injury and Building Damage
 - c. Each Occurrence \$1,000,000
 - d. Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
3. Automobile Insurance:
 - a. Including all owned, hired, borrowed and non-owned vehicles
 - b. Limit of Liability for Bodily Injury and Building Damage:
 - c. Per Accident \$1,000,000
4. Errors and Omissions Liability or Professional Services Liability Policy
 - a. Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$1,000,000 each occurrence or per claim
 - b. The A/E Firm agrees to maintain continuous professional liability coverage for the entire duration of this Project and for seven (7) years beyond substantial completion of the Project
5. Excess/Umbrella Liability \$5,000,000

The Architect's consultants shall carry the same types and amounts of insurance unless otherwise agreed to by TOWN OF SIMSBURY.

NOTE: By submitting a proposal the vendor agrees that any or all past clients may be contacted by the TOWN OF SIMSBURY. The vendors submitting also agree to release and discharge by submitting for the vendor him/herself, his/her heirs executors administrators and assigns, release acquit and forever discharge the TOWN OF SIMSBURY, and all employees and any or all other persons, firms and corporations of and from any and all actions, causes of actions, claims or demands for damages, costs, loss of services, expenses, compensation, consequential damage or any other thing whatsoever, on account of, or in any way growing out of any former client contacted by the TOWN OF SIMSBURY to obtain an opinion regarding any work performed by your company. The above release shall also include and apply to any former client contacted.

END OF REQUEST FOR QUALIFICATIONS

