

## TOWN OF SIMSBURY

### REQUEST FOR QUALIFICATIONS FOR CONSULTING SERVICES

#### MUNICIPAL BUILDING RENOVATIONS

The Town of Simsbury is requesting a statement of qualifications from qualified consultants to prepare a space needs assessment of Simsbury Town Hall.

The Request for Qualifications (RFQ) 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.

Questions regarding this RFQ should be directed to Thomas J. Roy, PE – Director of Public Works via email at [troy@simsbury-ct.gov](mailto:troy@simsbury-ct.gov). In order to receive consideration, all questions must be submitted by the close of business on February 16, 2017. A response to all salient questions will be provided via addendum that will be posted on the Town's web site under the Finance page, RFQ's and RFP'S prior to the close of business on February 20, 2017.

Interested and qualified consultants are to submit five (5) copies and one flash drive of their Statement of Qualifications in a sealed envelope, clearly marked "RFQ Municipal Building Renovations" and addressed to Sean Kimball, Director of Finance, Town of Simsbury, 933 Hopmeadow Street, Simsbury, CT 06070. **Statements will be accepted until 10:00 AM on February 23, 2017.** 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 QUALIFICATIONS**

**MUNICIPAL BUILDING RENOVATIONS**

**Submission Deadline:**

Thursday, February 23, 2017

**Submission Contact and Address:**

Thomas J. Roy, P.E.  
Director of Public Works  
933 Hopmeadow Street  
Simsbury, CT 06070  
Fax: 860-658-3206  
Email: [troy@simsbury-ct.gov](mailto:troy@simsbury-ct.gov)

**Purpose:**

The Town of Simsbury (the “Town”) is requesting a Summary of Qualifications to provide professional consultant services to compile a space needs assessment and conceptual designs for Simsbury Town Hall. This project will enable the Town to better allocate space and plan for future building improvements. Firms with relevant experience are encouraged to submit.

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TOWN OF SIMSBURY**

**1. BACKGROUND SUMMARY**

Simsbury Town Hall was initially constructed as a High School (Horace Belden School) in 1907. When the high school, moved to a new building in the 1960s, the old building became Horace Belden Elementary School. It was renovated in 1993-1994 to become what is now Simsbury's Town Hall.

The building currently houses all administrative functions for the Town Hall Offices, Police Department, Board of Education and regional probate court. All of these functions are vital to the Town's operations and public safety. The 46,000 square foot facility is 3 levels with the police department located on the lower level and the Board of Education on the third level. This project will focus on the Town Hall activities on the main floor (second level) which house the Assessor's Office, Building Dept., Engineering Dept., Finance Dept. First Selectman's Office, Information and Technology Department, Planning, Zoning and Economic Development Office, Tax Collector's Office and the Town Clerk's Office.

**2. PROJECT OVERVIEW**

With changing technologies, security, energy efficiencies, and our evolving space needs we are looking to evaluate the functions of the building to best meet the community's needs for the foreseeable future (10 – 20 years). Town Hall functions (limited to the main floor) include:

- First Selectman/Town Manager's office
- Personnel
- Finance Department
- Tax Department
- Town Clerk's offices
- Tax Collector's Office
- IT Department
- Planning and Zoning Department
- Economic Development office
- Engineering
- Public Works

A detailed evaluation should include:

1. Recommendation of square footage and space needs for each Town department based on industry standards.
2. Evaluate and make recommendations that will allow the Town Hall to operate more efficiently.
3. Review the public access to Departments and make recommendations to improve access to Departments with large resident interaction.

4. Evaluate and make recommendations to improve upon each Department's storage procedures (files, plans, vault space, etc.).
5. Provide recommendations for separation between public and employee spaces, including appropriate security measure.
6. Evaluate and improve on the adjacencies of various Town departments. Improve on the ease of access between departments that are closely related or work together most often.

The firm performing the assessment will be responsible for providing all required planning and preliminary architectural services necessary for the plan, along with associated cost estimates.

#### **4. SUBMITTAL REQUIREMENTS**

Proposals shall include the following and shall be organized using each of the elements listed below as section headings:

- A. Firm Description: 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.
- B. Project Team: 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.
- C. Project Understanding: Provide a statement summarizing how the consultant and/or project team is particularly qualified for this project.
- D. Scope of Services: Describe the consultant's approach and technical plan for accomplishing the work listed herein. The Consultant is encouraged to elaborate and improve on the tasks listed in the RFQ; however, the consultant shall not delete any requested scope tasks without clearly noting this in the submission.
- E. Project Schedule: The Consultant shall submit a schedule, itemized by task, for completing the scope of work.
- F. Comparable Projects: Description of related project experience with other municipalities over the last 5 years. Include the client's name, a brief summary of the work, and role of key staff in each project.
- G. References: Three (3) references, including current contact name and phone number for similar projects.

#### **6. SELECTION PROCESS**

The materials submitted by the Proposers will be reviewed and ranked by Town Staff. Evaluation will be based upon a Qualifications Based Selection (QBS) format.

The QBS process will incorporate without limitation the following criteria:

- Relevant project experience.
- Experience assessing space needs for other facilities.

- Experience with providing innovative solutions and alternatives.
- Ability to comply with project requirements.
- Experience, skill-set, and demonstrated leadership of proposed project team.
- Experience in preparing and administrating a space needs assessment for municipal and government clients
- References from past clients

Following the review by Town staff, a short list of qualified firms will be invited to participate in an interview process. Following this process, a preliminary selection will be made, where the Town will negotiate and enter into a contract with one firm to conduct the space needs assessment services.

**END**